



Indian and Northern
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Social Development Policy and Procedures Manual

BC Region

Volume 3 of 4

Appendices

Canada 

For any additional information or if you have any questions on the Social Development Policy and Procedures Manual, BC Region, you may contact the Resource Centre, First Nations Social Development Society (FNSDS), through any of the following:

Telephone (toll-free): 1-800-991-7099

Facsimile: 604-926-4188

Website: www.fnsds.org

E-Mail: gwen@fnsds.org

Please note:

This program manual is an on-going document and will be updated from time to time. The latest version will be available on the FNSDS website. www.fnsds.org

Hard copy updates will not be distributed to non-Administering Authorities, but may be printed from the FNSDS website.

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The Terms and Conditions of the program are the ultimate authority; the purpose of this manual is to explain those authorities.

Volume 1 of 4–*Social Development Policy and Procedures Manual BC Region, Income Assistance Program*

Volume 2 of 4–*Social Development Policy and Procedures Manual BC Region, Assisted Living Program*

Volume 3 of 4–*Appendices*

Volume 4 of 4–*Social Development Policy and Procedures Manual BC Region, National Child Benefit Reinvestment Initiative*

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Introduction to This Manual

Welcome to the revised *Social Development Policy and Procedures Manual* which has been divided into three binders, the Income Assistance Program under Volume 1, the Assisted Living Program under Volume 2 and the Appendices under Volume 3.

These manuals are designed for those involved in administering the Social Development Program in BC. The program is administered by the federal Department of Indian Affairs and Northern Development (DIAND), which is also known as Indian and Northern Affairs Canada (INAC) and provides financial support to eligible individuals living on-reserve. The manual may also be useful to others involved in the delivery of socio-economic programs on-reserve.

Online Version of Manual

Electronic copies of these manuals are posted to the First Nations Social Development Society's web site at www.fnsds.org.

Manual Amendments

Registered manual holders are workers that are directly involved in administering the DIAND Social Development Program in BC. All registered manual holders will receive regular amendments or updates to the manual.

Workers who receive a manual amendment are expected to read the cover letter describing the changes; then remove the old sections and insert the new ones with the changes marked on each page.

Each manual amendment package also includes a new table of contents and index. Workers are expected to check and ensure that the manual contains all the sections listed on the table of contents, and that the date printed on the bottom of each section matches the date shown on the table of contents. The CIDM number and Version number refer to the Comprehensive Integrated Document Management (CIDM) System that is used by INAC.

Manual Administrator

Contact the manual administrator if:

- The update packages are going to the wrong person.
- A worker is not getting update packages.
- There are missing sections of the manual, or some of the sections are out of date.
- A worker has found errors in the manual and forwarding findings.

SDPP Manual Administrator
Funding Services, Programs and Partnerships
Indian and Northern Affairs Canada
#600-1138 Melville Street
Vancouver, BC, V6E-4S3

What This Manual Contains

The Appendices Manual, Volume 3 is divided into a Table of Contents and eight appendices.

Appendix 1, Administering Authorities – provides contact information for each administering authority in BC Region.

Appendix 2, Social Development Forms List – provide a listing of all Income Assistance Forms and Assisted Living Forms which are currently in use with reference numbers.

Appendix 3, Income Assistance On Site Compliance Review Process – provides a copy of Annex C - On Site Compliance Review Process from the Income Assistance Program National Manual to the administering authority for reference.

Appendix 4, Other Programs – covers the requirement to report under the *Child, Family and Community Services Act* and includes a list of contact information for First Nations Child and Family Services Agencies.

Appendix 5, Sample Job Description for Band Social Development Worker – provided only as a sample that can be used by the band administration for the job description of the Band Social Development Worker.

Appendix 6, Manual Amendment Letters – provides a place in the manual for the storage and reference to manual amendment letters.

Appendix 7, Policy Directive Letters – provides a place in the manual for the storage and reference to policy directive letters

Appendix 8, Guides, Samples, Instructions and Handouts – provides a place in the manual for resources such as guides, samples, instructions and handouts and for BSDW to keep their own resource and information related to the social development programs.

Note: See the *Social Development Policy and Procedures Manual Vol. 1* for Income Assistance policy and program information.

See the *Social Development Policy and Procedures Manual Vol. 3* for list of Administering Authorities, Social Development Forms List, etc.

See the *Social Development Policy and Procedures Manual Vol. 4* for the National Child Benefit Reinvestment policy and program information.

Note: The Program Guide, along with the most recent Recipient Reporting Guide, which contains the INAC reporting forms and instructions, can be accessed on the INAC extranet site at <http://www.inac.gc.ca/extranet>, password: bc.

All Income Assistance & Assisted Living forms can be downloaded, printed and saved from the FNSDS web site at www.fnsds.org

If an administering authority would prefer to receive a CD with forms, please contact the First Nations Social Development Society (FNSDS) at 1-800-991-7099 or by faxing a request to 604-926-4152.

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Note: See the *Social Development Policy and Procedures Manual Vol. 1* for Income Assistance Program policy and program information.

See the *Social Development Policy and Procedures Manual Vol. 2* for Assisted Living policy and program information.

See the *Social Development Policy and Procedures Manual Vol. 4* for the National Child Benefit Reinvestment policy and program information.

Note: The Program Guide, along with the most recent Recipient Reporting Guide, which contains the INAC reporting forms and instructions, can be accessed on the INAC extranet site at <http://www.inac.gc.ca/extranet> password: bc.

All Income Assistance & Assisted Living forms can be downloaded, printed and saved from the FNSDS web site at www.fnsds.org

If an administering authority would prefer to receive a CD with forms, please contact FNSDS at 1-800-991-7099 or go to www.fnsds.org

Administering Authorities List of Band Social Development Workers

Band	Band Social Development Worker	Address	Telephone and Fax
?AKISQ'NUK (604) (formerly Columbia Lake)	Patsy Nicholas	3050 Hwy 93-95 Windermere BC V0B 2L2	Ph. (250) 342-6301 Fax (250) 342-9693
ADAMS LAKE (684)	Lenora Starr Debbie Sampson (dsampson@alib.ca)	PO Box 588 Chase BC V0E 1M0	Ph. (250) 679-8841 Ph. 1-877-679-8841 Fax (250) 679-8813
AHOUSAHT (659)	Ceceila Titian Darlene Dick	*see NTC COMMUNITY SERVICES	
AITCHELITZ (558)	Alice Besito (Alice.Besito@stolonation.bc.ca)	*see STO:LO NATION	
ALEXANDRIA (709)	Dina Unrau	7 – 423 Elliott Street Quesnel BC V2J 1Y6	Ph. (250) 992-3009 Fax (250) 992-3008
ALEXIS CREEK (710)	Cynthia Marianne	PO Box 69 Chilanko Forks BC V0H 1L0	Ph. (250) 481-3335 Ph. (250) 481-1157 Fax (250) 481-1197
ASHCROFT (685)	Darcy Robinson (drobinson@ashcroftband.ca)	PO Box 440 Ashcroft BC V0K 1A0	Ph. (250) 453-9154 Fax (250) 453-9156
BEECHER BAY (640)	Vacant	4901B East Sooke Road R.R. #6 Sooke BC V0S 1N0	Ph. (250) 478-3535 Fax (250) 478-3585
BLUEBERRY RIVER (547)	Cindy Lawrence (socialdev@bluebarryfn.ca)	Box 3009 Buick Creek BC V0C 2R0	Ph. (250) 630-2176 Fax (250) 630-2189
BONAPARTE (686)	Gena Edwards (gedwards@bonaparteindianband.com)	PO Box 669 Cache Creek BC V0K 1H0	Ph. (250) 457-9624 Fax (250) 457-9550
BOOTHROYD (700)	Terrie Davidson Shawna Campbell	PO Box 295 Boston Bar BC V0K 1C0	Ph. (604) 867-9211 Fax (604) 867-9747
BOSTON BAR (701)	Julia Grafinger	PO Box 369 Boston Bar BC V0K 2C0	Ph. (604) 867-8844 Fax (604) 867-9317
BRIDGE RIVER (590)	Penny James (socialdevelop@xwisten.ca)	PO Box 190 Lillooet BC V0K 1V0	Ph. (250) 256-7423 Fax (250) 256-7999
BURNS LAKE (619)	Judy French	PO Bag 9000 Burns Lake BC V0J 1E0	Ph. (250) 692-7717 Fax (250) 692-4214
CANIM LAKE (713)	Lorelei Boyce Lenora Christoper	PO Box 1030 100 Mile House BC V0K 2E0	Ph. (250) 397-2227 Fax (250) 397-2769

Band	Band Social Development Worker	Address	Telephone and Fax
CANOE CREEK (723)	Loni Fastelin (fawcanoe@midbc.com)	General Delivery Dog Creek BC V0L 1J0	Ph. (250) 440-5645 Fax (250) 440-5679
CAYOOSE CREEK (591)	Yvonne Thevarge Mona Bill	Box 484, Hwy 99 South Lillooet BC V0K 1V0	Ph. (250) 256-4136 Fax (250) 256-4138
CHAWATHIL (583)	Gloria John	4 - 60814 Lougheed Hwy #7 Hope BC V0X 1L3	Ph. (604) 869-9994 Fax (604) 869-7614
CHEAM (584)	Muriel Victor	52130 Old Yale Road Rosedale BC V0X 1X0	Ph. (604) 794-7924 Fax (604) 794-7456
CHEHALIS (559)	Joanna Charlie (joanna.charlie@chehalisband.com)	4690 Salish Way Agassiz BC V0M 1A1	Ph. (604) 796-2116 Fax (604) 796-2122
CHEMAINUS (641)	Gertrude Seymour (gert.seymour@cfnation.com)	12611A Trans Canada Hwy Ladysmith BC V9G 1M5	Ph. (250) 245-7155 Fax (250) 245-3012
CHESLATTA CARRIER (620)	Glenn Sombert Dave Williams	PO Box 909 Burns Lake BC V0J 1E0	Ph. (250) 694-3334 Fax (250) 694-3632
COLDWATER (693)	Velma Collins (VCollins@coldwaterband.org) Joyce Manuel (Joyce@coldwaterband.org)	PO Box 4600 Merritt BC V1K 1B8	Ph. (250) 378-6174 Fax (250) 378-5351
COMOX (624)	Barbara Mitchell Melinda Knox	3320 Comox Road Courtenay BC V9N 3P8	Ph. (250) 339-4545 Fax (250) 339-7053
COOK'S FERRY (694)	Angie Thorne	PO Box 130 Spences Bridge BC V0K 2L0	Ph. (250) 458-2224 Fax (250) 458-2312
COWICHAN (642)	Diane Page (Diane.Page@cowichantribes.com) Sheila George (Sheila.George@cowichantribes.com) Jennie Thomas (Jennie.Thomas@cowichantribes.com) Selina Javier (Selina.Javier@cowichantribes.com)	5760 Allenby Road Duncan BC V9L 5J1	Ph. (250) 748-3196 Fax (250) 715-3303
DAYLU DENA COUNCIL (502)	Tanya Ball (daylu_social@live.ca)	Box 10 Lower Post BC V0C 1W0	Ph. (250) 779-3161 Fax (250) 779-3371
DEASE RIVER (504)	Kevin Carlick Minnie Dennis	Box 79 Good Hope Lake BC V0C 2Z0	Ph. (250) 239-3000 Fax (250) 239-3003
DITIDAHT (662)	Nona Thompson Judy Thomas	*see NTC COMMUNITY SERVICES	
DOIG RIVER (548)	Teree Rathje (trathje@doigriverfn.com)	PO Box 56 Rose Prairie BC V0C 2H0	Ph. (250) 827-3776 Fax (250) 827-3778

Band	Band Social Development Worker	Address	Telephone and Fax
DOUGLAS (561)	Madeline Williams Joanne John	Box 606 Mt. Currie BC V0N 2K0	Ph. 604-894-3365 Fax 1-600-700-9238 Ph. 604-894-0021 Fax 604-894-0031
EHATTESAHT (634)	Alice John	*see NTC COMMUNITY SERVICES	
ESKETEMC (711) (formerly Alkali Lake)	Madeline Chelsea Serena Sampson	PO Box 4479 Williams Lake BC V2G 2V5	Ph. (250) 440-5611 Fax (250) 440-5721
ESQUIMALT (644)	Marvin Underwood	1189 Kosapsum Crescent Victoria BC V9A 7K7	Ph. (250) 381-7861 Fax (250) 384-9309
FORT NELSON (543)	Lucy Capot Blanc (lucy.capotblanc@fnnation.ca)	R.R. # 1 295 Alaska Highway Fort Nelson BC V0C 1R0	Ph. (250) 774-7257 Fax (250) 774-7260
GINGOLX (671) (formerly Kinkolith)	Ester Stevens	*see NISGA'A LISIMS GOVERNMENT	
GITANMAAX (531)	Tammy Baskin (socdev@gitanmaax.com) Jenn Robinson	PO Box 440 Hazelton BC V0J 1Y0	Ph. (250) 842-5297 Ext. 28 Fax (250) 842-6364
GITANYOW (537)	Marge Quock	PO Box 340 Kitwanga BC V0J 2A0	Ph. (250) 849-5222 Fax (250) 849-5787
GITKSAN Government Commission (1116)	Sandra Harris	Box 335 Hazelton BC V0J 1Y0	Ph. (250) 842-2248 Fax (205) 842-6299
GITLAKDAMIX (677)	Lorna Davis	*see NISGA'A LISIMS GOVNT	
GITSEGUCLA (535)	Sheila Russell (sheila.russell@gitsegukla.net)	RR #1, 36 Cascade Avenue South Hazelton BC V0J 2R0	Ph. (250) 849-5490 Fax (250) 849-5492
GITWANGAK (536)	Brenda Thomas Brandi Smith	PO Box 400 Kitwanga BC V0J 2A0	Ph. (250) 849-5591 Fax (250) 849-5353
GITWINKSIHLKW (679)	Jeanette Costello	*see NISGA'A LISIMS GOVNT	
GITXAALA (672) (formerly Kitkatla)	Merle Bolton (mlb@gitxaalanation.com)	PO Box 149 Kitkatla BC V0V 1C0	Ph. (250) 848-2214 Fax (250) 848-2238
GLEN VOWELL (533)	Shannon Skulsh	RR 1, Site J, C 43 Hazelton BC V0J 1Y0	Ph. (250) 842-5241 Fax (250) 842-5601
GWA'SALA-NAKWAXDA'XW (724)	Patricia Dawson Hunt (PatricaD@gwanak.info)	PO Box 998 Port Hardy BC V0N 2P0	Ph. (250) 949-8343 Fax (250) 949-7402
GWAWAENUK (627)	Cindy Gullstrom	PO Box 344 Port McNeil BC V0N 2R0	Ph./Fax (250) 974-5393

Band	Band Social Development Worker	Address	Telephone and Fax
HAGWILGET (534)	Lynne Wilson (lynne@hagwilget.com) Dora Wilson	PO Box 460 New Hazelton BC V0J 2J0	Ph. (250) 842-6258 Fax (250) 842-6924
HALALT (645)	Perry Francis	8017 Chemainus Road Chemainus BC V0R 1K5	Ph. (250) 246-4736 Fax (250) 246-2330
HALFWAY RIVER (546)	Sherry Wokeley	PO Box 59 Wonowan BC V0C 2N0	Ph. (250) 772-5515 Fax (250) 772-5516 Sherry Fax: 772-5117
HARTLEY BAY (675)	Betsy Reece	General Delivery 445 Hayimiisaxa Way Hartley Bay BC V0V 1A0	Ph. (250) 841-2500 Fax (250) 841-2541
HEILTSUK (538) (formerly Bella Bella)	Louise Dixon Vinnie Moody	PO Box 880 Waglisla BC V0T 1Z0	Ph. (250) 957-2244 Fax (250) 957-2257
HESQUIAHT (661)	Ruth Charleson	*see NTC COMMUNITY SERVICES	
HOMALCO (552)	Lorraine Harry Bonnie Wilson	1218 Bute Crescent Campbell River BC V9H 1G5	Ph. (250) 923-4979 Fax (250) 923-4987
HUPACASATH (664) (formerly Opetchesah)	Paulette Tatoosh	*see NTC COMMUNITY SERVICES	
HUU-AY-AHT (663) (formerly Ohiaht)	Marie Newfield	*see NTC COMMUNITY SERVICES	
ISKUT (683)	Annabell Nole	Box 30 Iskut BC V0J 1K0	Ph. (250) 234-3331 Fax (250) 234-3200
KA:'YU:'K'T'H'/CHE:'K'TL ES7ET'H' (638) (formerly Kyuoquot)	Carol Smith	*see NTC COMMUNITY SERVICES	
KAMLOOPS (688)	Trudine Mensies Sandra Seymour Winterswan Casmir Tilly Hlatky	147-345 Yellowhead Highway Kamloops BC V2H 1H1	Ph. (250) 828-9810 Fax (250) 828-9714
KANAKA BAR (704)	Madeline Lanaro	2693 Siwash Road Box 610 Lytton BC V0K 1Z0	Ph. (250) 455-2200 fax (250) 455-2201
KATZIE (563)	Vacant	10946 Katzie Road Pitt Meadows BC V3Y 2G6	Ph. (604) 465-8961 Fax (604) 465-8343
KISPIOX (532)	Lisa Watts Heather Skulsh	R.R. 1, Site K, Comp 25 Hazelton BC V0J 1Y0	Ph. (250) 842-5248 Fax (250) 842-5604
KITAMAAT (676)	Dolores Grant (socialdevelopment@haisla.ca)	Haisla, Box 1101 Kitamatt Village BC V0T 2B0	Ph. (250) 639-9361 Fax (250) 632-2840
KITASOO (540)	Melody Robinson Shannon Edgar	General Delivery Klemtu BC V0T 1L0	Ph. (250) 839-1257 Fax (250) 839-1256

Band	Band Social Development Worker	Address	Telephone and Fax
KITSELAS (680)	Shelly Turner	5500 Gitaus Road Terrace BC V8G 0A9	Ph. (250) 635-5084 Fax (250) 635-5335
KITSUMKALUM (681)	Shirley Bolan	PO Box 544 Terrace BC V8G 4B5	Ph. (250) 635-6177 Fax (250) 635-4622
KLAHOOSE (553)	Frances Woodcock	PO Box 9 Squirrel Cove BC V0P 1T0	Ph. (250) 935-6536 ext 240 Fax (250) 935-6997
Lhoosk'uz Dené (721) (formerly Kluskus)	Lana Koldeweihe	Box 4639 Qusnel BC V2J 3J8	Ph. (250) 747-3293 Fax (250) 747-3294
KWADACHA (610) (formerly Fort Ware)	Cindy McCook	Band Office General Delivery Fort Ware BC V0J 3B0	Ph. (250) 471-2302 Fax (250) 471-2701
KWADACHA (610) (formerly Fort Ware)	Madonna Warren	Administration Office #207-513 Ahbou Street Prince George BC V2M 3R8	Ph. (250) 563-4161 Fax (250) 563-2668
KWAKIUTL (626)	Lavina Hunt	PO Box 1440 Port Hardy BC VON 2P0	Ph. (250) 949-6012 Fax (250) 949-6011
KWANTLEN (564)	Phyllis Atkins Tumia Knott	PO Box 108, 23690 Gabriel Ln Fort Langley BC V1M 2R4	Ph. (604) 888-2488 Fax (604) 888-2442
KWIKWETLEM (560) (formerly Coquitlam)	Rose Finney	2 - 65 Colony Farm Road Coquitlam BC V3C 5X9	Ph. (604) 540-0680 Fax (604) 525-0772
KWICKSUTAINÉUK- -AH-KWAW-AH-MISH (625)	Beatrice Smith	PO Box 10 1 Front Street Alert Bay BC V0N5X9	Ph. (250) 974-3004 Fax (250) 974-3007
KWAW-KWAW-A-PILT (580)	Norma George (normageorge@stolotribalcouncil.ca)	*see STO:LO TRIBAL COUNCIL	
KWIAKAH (628)	Lorna Quatell	1400 Weiwaikum Road Campbell River BC V9W 5W8	Ph. (250) 286-6949 Fax (250) 287-8838
LEQ'A:MEL (579)	Kathleen MacKillop (Kathleen@lakahahmen.com)	41290 Lougheed Hwy, RR#1, Box 68 Deroche BC V0M 1G0	Ph. (604) 826-7976 Fax (604) 826-0362 1-866-626-7976
LAKE BABINE (607)	Norma Wilson (norma.wilson@lakebabine.com) Mary West (mary.west@lakebabine.com) Nancy Williams (nancy.williams@lakebabine.com)	PO Box 879 Burns Lake BC V0J 1E0	Ph. (250) 692-4700 Fax (250) 692-4791
LAKE COWICHAN (643)	Alice Ball	Box 1376 Lake Cowichan BC V0R 2G0	Ph. (250) 749-3301 Fax (250) 749-4286
LAXGALTS'AP (678)	Francine Gurney Sheila Edgar	*see NISGA'A LISIMS GOV'T	

Band	Band Social Development Worker	Address	Telephone and Fax
LAX-KW-'ALAAMS (674)	Gwen Tait (director_socdev@laxband.com)	206 Shashaak Street Port Simpson BC V0V 1H0	Ph. (250) 625-3474 Fax (250) 625-3246
LHEIDLI T'ENNEH (611)	Rob Gill (rgill@lheidli.ca)	1041 Whenun Road Prince George BC V2K 5X8	Ph. (250) 963-8451 Ph. 1-877-963-8451 Fax (250) 963-6954
LITTLE SHUSWAP (689)	Terra Harrison	PO Box 1100 Chase BC V0E 1M0	Ph. (250) 679-3203 Fax (250) 679-4422
LOWER SIMILKAMEEN (598)	Freida Prince	Box 100 Keremeos BC V0X 1N0	Ph. (250) 499-5528 Fax (250) 499-5538
LOWER NICOLA (695)	Bridget Labelle (Blabelle@lnib.net) Carol R. Basil (CaroleB@lnib.net) Christine Upfold	181 Nawishaskin Lane Merritt BC V1K 1N2	Ph. (250) 378-4089 Fax (250) 378-9137
LOWER KOOTENAY (606)	Cheryl Anderson	830 Simon Road Creston BC V0B 1G2	Ph. (250) 428-4428 Fax (250) 428-7686
LYACKSON (646)	Leslie Kitson	9137 Chemainus Road Chemainus BC V0R 1K5	Ph. (250) 246-5019 Fax (250) 246-5049
LYTTON (705)	Bobby Jumbo (bobby@lyttonfirstnations.com) Cheryl Lac Seul	PO Box 20 Lytton BC V0K 1Z0	Ph. (250) 455-2304 Fax (250) 455-2291
MALAHAT (647)	Tom Harry	110 Thunder Road R.R. #4 Mill Bay BC V0R 2P4	Ph. (250) 743-3231 Fax (250) 743-3251
MATSQUI (565)	Alice Besito (Alice.Besito@stolonation.bc.ca)	*see STO:LO NATION	
McLEOD LAKE (618)	Jolene Solonas (jsolonas@milib.ca)	General Delivery Mcleod LAKE BC V0J 2G0	Ph. (250) 750-4415 Fax (250) 750-4420 1-888-825-1143
METLAKATLA (673)	Laurie Reece	PO Box 459 Prince Rupert BC V8J 3R2	Ph. (250) 628-3234 Fax (250) 628-9205
MORICETOWN (530)	Sue Ann Naziel (sueanne.naziel@morictown.ca)	Suite 3 205 Beaver Road Smithers BC V0J 2N1	Ph. (250) 847-2133 Fax (250) 847-9291
MOUNT CURRIE (557)	Vaughan Gabriel (vaughan.gabriel@lilwat.ca) Debra Parker (debra.parker@lilwat.ca)	PO Box 484 Mount Currie BC V0N 2K0	Ph. (604) 894-1733 Fax (604) 894-6841 1-800-478-6504
MUCHALAHT (630)	Rose Jack	*see NTC COMMUNITY SERVICES	

Band	Band Social Development Worker	Address	Telephone and Fax
MUSQUEAM (550)	Leanne Hensel (lhensel@musqueam.bc.ca) Michele Point (mpoint@musqueam.bc.ca) Terri Carroll (tcarrol@musqueam.bc.ca)		Ph. (604) 263-3261 Fax (604) 263-4212
NADLEH WHUTEN (612)	Florence George	PO Box 36 Fort Fraser BC V0J 1N0	Ph. (250) 690-7211 Fax (250) 690-7316
NAK'AZDLI (614)	Charlett Diston (charlett@nakazdli.ca) Sharon Aslin (intakeworker@nakazdli.ca)	PO Box 1329 Fort St James BC V0J 1P0	Ph. (250) 996-7171 Fax (250) 996-8010
NAMGIS (631)	Corrina Alfred	PO Box 210 Alert Bay BC V0N 1A0	Ph. (250) 974-5556 Fax (250) 974-5900
NANOOSE (649)	Debbie Baggott (DBaggott@nanoose.org)	209 Mallard Way Lantzville BC V0R 2H0	Ph. (250) 390-3661 Fax (250) 390-3365
NAZKO (720)	Stephanie Deneault	PO Box 4129 Quesnel BC V2J 3J2	Ph. (250) 992-9085 Fax (250) 992-7982
NEE-TAHI-BUHN (726)	Patricia Prince	R.R. #2, Box 28 Burns Lake BC V0J 1E0	Ph. (250) 694-3494 Fax (250) 694-3492
NESKONLITH (690)	Melissa Thomas (melissathomas@neskonlithband.com)	PO Box 608 Chase BC V0E 1M0	Ph. (250) 679-3295 Fax (250) 679-5306
NICOMEN (696)	Arlene Quinn Ursula Drynock Brenda Shuter	PO Box 670 Lytton BC V0K 1Z0	Ph. (250) 455-2514 Fax (250) 455-2517 1-866-455-2520
NISGA'A LISIMS GOVERNMENT Programs & Services Social Development	Jeanette Costello	PO Box 231 New Aiyansh BC V0J 1A0	Ph. (250) 633-3078 Fax (250) 633-2751
NOOAITCH (699)	Kay Swakum	2954 Shackelly Rd Merritt BC V1K 1N9	Ph. (250) 378-6141 Fax (250) 378-3699
SIMPCW (691) (formerly North Thompson)	Anfinn Siwallace	PO Box 220 Barriere BC V0E 1E0	Ph. (250) 672-9995 Fax (250) 672-5500
N'QUATQUA (556) (formerly Anderson Lake)	Florence Ward (soc_dev_health@nquatqua.ca)	Box 100 D'arcy BC V0N 1L0	Ph. (604) 452-3290 Fax (604) 452-3280
NUCHATLAHT (639)	Ivan Wells Rose-Ann Billy	*see NTC COMMUNITY SERVICES	
NUU-CHAH-NULTH Community Human Services (1170)	Victoria Watts (Victoria.Watts@nuuchahnulth.org)	PO Box 1383 Port Alberni BC V9Y 7M2	Ph. (250) 724-5757 Fax (250) 723-0463

Band	Band Social Development Worker	Address	Telephone and Fax
NUXALK Social Development (539) (formerly Bella Coola)	Chuck Lucas Jim Nelson	PO Box 392 Bella Coola BC V0T 1C0	Ph. (250) 799-5809 1-866-799-5809 Fax (250) 799-5640
OKANAGAN (616)	Vivian Williams (vivian.williams@okanagan.org) Judy Marchand (Judy.marchand@okanagan.org)	12420 Westside Road Vernon BC V1H 2A4	Ph. (250) 542-4328 Fax (250) 542-4990
OLD MASSETT VILLAGE (669)	Marlene Ankerman (ankermanm@mhtv.ca)	PO Box 189 Old Massett BC V0T 1M0	Ph. (250) 626-3343 Fax (250) 626-3359
OREGON JACK CREEK (692)	Christine Upfold (cupfold@nntc.ca)	PO Box 430 Lytton BC V0K 1Z0	Ph. (250) 455-2711 Fax (250) 455-2565
OSOYOOS (596)	Veronica McGinnis	R.R.3, Site 25, Comp. 1 Oliver BC V0H 1T0	Ph. (250) 498-6935 Fax (250) 498-6965
OWEEKENO (541)	Lena Collins	PO Box 3500 Oweekeno Village Port Hardy BC V0N 2P0	Ph. (250) 949-8625 Fax (250) 949-7105
PACHEEDAHT (658)	Colleen George	General Delivery Port Renfrew BC V0S 1K0	Ph. (250) 647-5521 Fax (250) 647-5561
PAUQUACHIN (652)	Rick DeBoice	9010 W. Saanich Road Sidney BC V8L 5W4	Ph. (250) 656-0191 Fax (250) 656-6134
PENELAKUT (650)	Tony Charlie Karen Edwards (Karen@penelakut.ca)	PO Box 360 Chemainus BC V0K 1K0	Ph. (250) 246-2321 Fax (250) 246-2725
PENTICTON (597)	Della Shade Audrey G. Baptiste (abaptise@pib.ca)	R.R. 2, Site 80, Comp. 19 Penticton BC V2A 6J7	Ph. (250) 493-0048 Fax (250) 493-2882
PETERS (586)	Victoria Peters	16870 Peters Road, RR# 2 Hope BC V0X 1L2	Ph. (604) 794-7059 Fax (604) 794-7885
POPKUM (585)	Jennifer Wagner (Jennifer.Wagner@stolonation.bc.ca)	*see STO:LO NATION	
PROPHET RIVER (544)	Laurette Kaiser	PO Box 3250 Fort Nelson BC V0C 1R0	Ph. (250) 773-6555 Fax (250) 773-6556
QUALICUM (651)	Alana Skuce Debra Nixon	5850 River Road Qualicum Beach BC V9K 1Z5	Ph. (250) 757-9337 Fax (250) 757-9898
QUATSINO (633)	Melinda Sheard	305 Quattishe Road Coal Harbour BC V0N 1K0	Ph. (250) 949-6245 Fax (250) 949-6249
RED BLUFF (715)	Violet Boyd	PO Box 4693, 1515 Arbutus Rd Quesnel BC V2J 3J9	Ph. (250) 747-2900 Ph. 1-877-747-2900 Fax (250) 747-1341
SAMAHQUAM (567)	Debra Smith	PO Box 610 Mount Currie BC V0N 2K0	Ph. (604) 894-3355 Fax (604) 894-0031

Band	Band Social Development Worker	Address	Telephone and Fax
SAIK'UZ (615) (formerly Stoney Creek)	Georgina Thomas	135 Joseph Street Vanderhoof BC V0J 3A1	Ph. (250) 567-9293 Fax (250) 567-2998
SAULTEAU (542)	Miranda McMahon (mmcmahon@saulteau.com)	Box 1020 Chetwynd BC V0C 1X0	Ph. (250) 788-7280 Fax (250) 788-7251
SCOWLITZ (568)	Leanne Quipp	44314 Lougheed Hwy PO Box 76 Lake Errock BC V0M 1N0	Ph. (604) 826-5813 Fax (604) 826-6222
SEABIRD ISLAND (581)	Carolyn Neufeld (carolynneufeld@seabirdisland.ca) Starr Alexander (starralexander@seabirdisland.ca) Jackie Hultman (jackiehultman@seabirdisland.ca)	Box 650 Agassiz BC V0M 1A0	Ph. (604) 796-2177 Fax (604) 796-3729 1-800-788-0322
SECHELT (551)	Debbie Paul Michael Maxwell (mmaxwell@sechelnation.net)	PO Box 740 Sechelt BC V0N 3A0	Ph. (604) 885-9404 Fax (604) 885-6392 Fax (604) 885 6369
SEMAHMOO (569)	Eleanor Chilstrom	16049 Beach Road Surrey BC V4P 3C5	Ph. (604) 536-3101 Fax (604) 536-6116
SETON LAKE (595)	Karen Lougheed	Site 3, PO Box 76 Shalalth BC V0N 3C0	Ph. (250) 259-8433 Fax (250) 259-8167
SHACKAN (698)	Kay Swakum	2160 Settler's Road Merritt BC V1K 1M9	Ph. (250) 378-5410 Fax (250) 378-5219
SHUSWAP (605)	Clarissa Stevens Rosalita Pascal	PO Box 790 Invermere BC V0A 1K0	Ph. (250) 342-6361 Fax (250) 342-2948
SHXW'OW'HAMEL (587)	Norma George (normageorge@stolotribalcouncil.ca)	*see STO:LO TRIBAL COUNCIL	
SISKA (706)	Trish Munro (siskaib@hughes.net) Cheryl Billy	PO Box 519 Lytton BC V0K 1Z0	Ph. (250) 455-2219 Fax (250) 455-2539
SKAWAHLOOK (582)	Alice Besito (Alice.Besito@stolonation.bc.ca)	*see STO:LO NATION	
SKEETCHESTN (687)	Chyrel Hewitt Debra Courtoreille (socdev@skeetchestn.ca)	PO Box 178 Savona BC V0K 2J0	Ph. (250) 373-2493 Fax (250) 373-2494
SKIDEGATE (670)	Michelle Pineault (sda@skidegate.ca) Ruth Gladstone-Davies (sdfaw@skidegate.ca) Beverly Parnell	PO Box 1301 Skidegate BC V0T 1S1	Ph. (250) 559-2317 Fax (250) 559-4619
SKIN TYEE (729)	Amanda West Brenda Thomas	PO Box 131 Southbank BC V0J 2P0	Ph. (250) 694-3517 Fax (250) 694-3268

Band	Band Social Development Worker	Address	Telephone and Fax
SKATIN (562) (formerly Skookumchuck)	E. Susan Williams	PO Box 190 Pemberton BC V0N 2L0	Ph. (604) 894-0021 Fax (604) 894-0031
SKOWKALE (571)	Jennifer Wagner (Jennifer.Wagner@stolonation.bc.ca)	*see STO:LO NATION	
SKUPPAH (707)	Melissa Michelle	Box 400 Lytton BC V0K 1Z0	Ph. (250) 455-2279 Fax (250) 455-2772
SKWAH (573)	Carol Alexander	PO Box 178 Chilliwack BC V2P 6H7	Ph. (604) 792-3492 Fax (604) 792-0925
SHXWA:Y VILLAGE (570) (formerly Skway)	Jennifer Wagner (Jennifer.Wagner@stolonation.bc.ca)	*see STO:LO NATION	
SLIAMMON (554)	Maureen Adams (maureen.adams@sliammon.bc.ca)	R.R. #2, Sliammon Road Powell River BC V8A 4Z3	Ph. (604) 483-9646 Fax (604) 483-9769
SNUNEYMEXW (648) (formerly Nanaimo)	Karen Ahenakew (karena@snuneymuxw.ca) Jennifer Delorme (jenniferd@snuneymuxw.ca)	668 Centre Street Nanaimo BC V9R 4Z4	Ph. (250) 740-2300 Fax (250) 753-3492
SOCIAL DEVELOPMENT RESOURCE CENTRE (3236)	Rene Beauchamp (rene@fnlds.org) Karen Lewis (karen@fnlds.org) (PWD) Gina George (gina@fnlds.org)	Suite 707 – 100 Park Royal South West Vancouver BC V7T 1A2	Ph. (604) 926-4184 Fax (604) 926-4188 1-800-991-7099 PWD 1-877-985-5565 Fax PWD 604-926-4152
SODA CREEK (716)	Gladys Phillips (g.phillips@xatsull.com)	3405 Mountain House Road Williams Lake BC V2G 5L5	Ph. (250) 989-2323 Fax (250) 989-2300
SONGHEES (656)	Linda St. Marie (social@songeesnation.com)	1500A Admirals Road Victoria BC V9A 2R1	Ph. (250) 386-7228 Fax (250) 386-7208
SOOWAHLIE (572)	Norma George (normageorge@stolotribalcouncil.ca)	*see STO:LO TRIBAL COUNCIL	
SPALLUMCHEEN (600)	Jillian Watson Roberta Thomas	PO Box 460 Enderby BC V0E 1V0	Ph. (250) 838-6496 Fax (250) 838-2131
SPUZZUM (708)	Sandra Andrew	R.R. 1, Comp. 11, Site 3 Yale BC V0K 2S0	Ph. (604) 863-2395 Fax (604) 863-2218
SQUAMISH (555) (North Van Office)	Liza Baker (liza_baker@squamish.net) Norma Brooks (norma_brooks@squamish.net)	PO Box 38567 126 West 3 rd Street North Vancouver BC V7M 1L8	Ph: (604) 988-8807 Fax (604) 987-0718
SQUAMISH (555) (Valley Office)	Laurie Baker (laurie_baker@squamish.net)	PO Box 1334 Squamish BC V8B 0A9	Ph. (604) 892-5975 Fax (604) 892-3478
SQUIALA (574)	Alice Besito (Alice.Besito@stolonation.bc.ca)	*see STO:LO NATION	

Band	Band Social Development Worker	Address	Telephone and Fax
ST. MARY'S (602)	Jade Erbacher (jerbacher@aqam.net)	7470 Mission Road Cranbrook BC V1C 7E5	Ph. (250) 426-5717 Fax (250) 426-8935
STELLAT'EN (613)	Andrew Casimel Joseph Patton	PO Box 760 Fraser Lake BC V0J 1S0	Ph. (250) 699-8747 Fax (250) 699-6430
STO:LO NATION (1126)	Irene D Adams (Irene.Adams@stolonation.bc.ca) Jennifer Wagner (Jennifer.Wagner@stolonation.bc.ca) Alice Besito (Alice.Besito@stolonation.bc.ca) Luwana Louis	Bldg 5, 7201 Vedder Road Chilliwack BC V2R 4G5	Ph. (604) 847-3299 Fax (604) 847-3280 1-877-847-3288 1-866-858-4747 (fax)
STO:LO TRIBAL COUNCIL (1153)	Norma George (normageorge@stolotribalcouncil.ca)	Box 440 Agassiz BC V0M 1A0	Ph. (604) 796-0627 Fax (604) 796-0643
STONE (717)	Darlene Alphonse (dalphonse@stoneindianband.com) Rachel Brigham	General Delivery Hanceville BC V0L 1K0	Ph. (250) 394-4295 Fax (250) 394-4407
SUMAS (578)	Wendy Dunning (Wendy.Dunning@sumasfirstnation.com)	2788 Sumas Mountain Road Abbotsford BC V3G 2J2	Ph. (604) 852-4041 Fax (604) 852-4048
TAHLTAN (682)	Lorgan Bob	PO Box 46 Telegraph Creek BC V0J 2W0	Ph. (250) 235-3151 Fax (250) 235-3244
TAKLA LAKE (608)	Wilma Abraham Alan Mason	PO Box 2310 Prince George BC V2N 2J7	Ph. (250) 996-0381 Fax (250) 996-7874
TAKU RIVER TLINGIT (501)	Linda McGill	Box 132 Atlin BC V0W 1A0	Ph. (250) 651-7935 Fax (250) 651-7949
T'IT'Q'ET (593) (formerly Lillooet)	Shawn Scotchman (ShawnS@titqet.org)	PO Box 615 Lillooet BC V0K 1V0	Ph. (250) 256-4118 Fax (250) 256-4544
TL'AZT'EN (617)	Renata Monk (renatat.monk@tlazten.org)	PO Box 670 Fort St James BC V0J 1P0	Ph. (250) 648-3212 Fax (250) 648-3250
TLA-O-QUI-AHT (660)	Francis Frank Carol Tom	*see NTC COMMUNITY SERVICES	
TL'ETINQOX-T'IN (712) (formerly Anaham)	Graylin Johnny Dorothy Alphonse	PO Box 168 Alexis Creek BC V0L 1A0	Ph. (250) 394-4212 Fax (250) 394-4275
TOBACCO PLAINS (603)	Leanne Gravelle	PO Box 76 Grasmere BC V0B 1R0	Ph. (250) 887-3461 Fax (250) 887-3424
TOOSEY (718)	Clayton Palmantier	PO Box 80 Riske Creek BC V0L 1T0	Ph. (250) 659-5655 Fax (250) 659-5601
TOQUAHT (666)	VACANT	* see NTC COMMUNITY SERVICES	
TSARTLIP (653)	Wilhema Wilson Shelley Paul	#1 Boat Ramp Road PO BOX 70 Brentwood Bay BC V8M 1R3	Ph. (250) 652-3988 Fax (250) 652-3877

Band	Band Social Development Worker	Address	Telephone and Fax
DZAWADA'ENUXW (636)	Charlene Dawson	General Delivery Kingcome Inlet BC V0N 2B0	Ph. (250) 974-5543 Fax (250) 974-5548
TSAWOUT (654)	Connie Mills (cmills@tsawout.ca) Siona Thomas	PO Box 121-7728 Tetayut RD Saanichton BC V8M 2C3	Ph. (250) 652-9101 Fax (250) 652-8886 1-888-652-9101
TSAWWASSEN (577)	Susan Miller (smiller@tsawwassenfirstnation.com) Heather Gibbs (hgibbs@tsawwassenfirstnation.com)	1926 Tsawwassen Drive Tsawwassen BC V4M 4G2	Ph. (604) 948-5219 Fax (604) 943-2399
TSAY KEH DENE (609)	Rhonda Loewen	#11 - 1839 First Avenue Prince George BC V2L 2Y8	Ph. (250) 562-8882 Fax (250) 562-8899
TSEY CUM (655)	Marvin Underwood	1210 Totem Lane North Saanich BC V8L 5S4	Ph. (250) 656-0858 Fax (250) 656-0868
TSESHAHT (665)	Frances Frank (Mgr)	* see NTC COMMUNITY SERVICES	
TS'KW'AYLAXW (594) (formerly Pavillion)	Delores Shintah	PO Box 2200 Lillooet BC V0K 1V0	Ph. (250) 256-4204 Fax (250) 256-4058
TSLEIL-WAUTUTH (549) (formerly Burrard)	Nadine Reginald (nreginald@twnation.ca)	3075 Takaya Drive North Vancouver BC V7H 2V6	Ph. (604) 929-3454 Fax (604) 929-4714
T'SOU-KE (657) (formerly Sooke)	Bonnie Hill	Box 307 2154 Lazzar Road Sooke BC V9Z 1G1	Ph. (250) 642-3957 Fax (250) 642-7808
TZEACHTEN (575)	Jennifer Wagner (Jennifer.Wagner@stolonation.bc.ca)	*see STO:LO NATION	
UCHUCKLESAHT (667)	Marcia Fenn	* see NTC COMMUNITY SERVICES	
UCLUELET (668)	Pearl Touchie	* see NTC COMMUNITY SERVICES	
ULKATCHO (722)	Angelina Williams Geneva George	PO Box 3430 Anahim Lake BC V0L 1C0	Ph. (250) 742-3260 Fax (250) 742-3411 1-877-443-4584
UNION BAR (588)	Carolyn Neufeld (carolyneneufeld@seabirdisland.ca) Starr Alexander (starralexander@seabirdisland.ca) Jackie Hultman (jackiehultman@seabirdisland.ca)	*see Seabird Island	
UPPER NICOLA (697)	Lynne Bomford	PO Box 3700 Merritt BC V1K 1B8	Ph. (250) 350-3342 Fax (250) 350-3311
UPPER SIMILKAMEEN (599)	Charlotte Mitchell	PO Box 310 Keremeos BC V0X 1N0	Ph. (250) 499-2221 Fax (250) 499-5117

Band	Band Social Development Worker	Address	Telephone and Fax
WE WAI KAI (623) (formerly Cape Mudge)	Anita Moon	PO Box 220 Quathiaski Cove BC V0P 1N0	Ph. (250) 285-3316 Fax (250) 285-2400
WE WAI KUM (622) (formerly Campbell River)	Lorna Quatell	1400 Weiwaikum Road Campbell River BC V9W 5W8	Ph. (250) 286-6949 Fax (250) 287-8838
WEST MOBERLY (545)	Christopher Dokkie (communitywellness@westmo.org)	PO Box 90 Moberly Lake BC V0C 1X0	Ph. (250) 788-3622 Fax (250) 788-1624
WESTBANK (601)	Tina Alexander (talexander@wfn.ca)	301 - 515 Hwy 97 South Kelowna BC V1Z 3J2	Ph. (250) 768-0227 Fax (250) 768-0528
WET'SUWET'EN (725) (formerly Broman Lake)	Debbie Petit	PO Box 760 Burns Lake BC V0J 1E0	Ph. (250) 698-7307 Fax (250) 698-7480
WHE-LA-LA-U (1007)	Penny Cook	PO Box 150 Alert Bay BC V0N 1A0	Ph. (250) 974-5501 Fax (250) 974-5904
WHISPERING PINES (702)	Andrea Lebourdais	615 Whispering Pines Drive Kamloops BC V2B 8S4	Ph. (250) 579-5772 Fax (250) 579-8367
WILLIAMS LAKE (719)	Imogene Jackson Susan Stump	2672 Indian Drive Williams Lake BC V2G 5K9	Ph. (250) 296-3507 Fax (250) 296-4750
XAXLI'P (592)	Lucille Saul (SocialDA@xaxlip.ca)	PO Box 1330 Lillooet BC V0K 1V0	Ph. (250) 256-4800 Fax (250) 256-4803
XENI-GWET'IN (714) (formerly Nemiah Valley)	Shannon Stump-William	PO Box 43 Nemiah Valley BC V0L 1X0	Ph. (250) 394-7023 Fax (250) 394-7043
YAKWEAKWIOOSE (576)	Jennifer Wagner (Jennifer.Wagner@stolonation.bc.ca)	*see STO:LO NATION	
YALE (589)	Deanna Venusio (Deanna@yalefirstnation.ca)	PO Box 1869 Hope BC V0X 1L0	Ph. (604) 863-0243 Fax (604) 863-2464 1-888-310-9253
YEKOOOCHÉ (728)	Angie Prince	Box 732 Fort St. James BC, V0J 1P0	Ph. (250) 649-2032 Fax (250) 612-4366

Income Assistance Forms List

	Form Number	Income Assistance Forms	CIDMs #	Date Created
1	901-19	Third-party Administration Agreement		Oct 1988
2	901-22	Authority to Terminate Payment		Oct 1988
3	901-23	Consent to Release of Information		Oct 1988
4	901-25	Budget and Decision Form		Aug 1988
5	901-27	Application for Social Assistance		Oct 1988
6	901-28	Social Assistance Monthly Renewal Declaration		Jun 1988
7	BC-HB-03	Application for Orthodontia		no date
8	BCSA 11	Information Form for Department of Indian Affairs Social Assistance Program		no date
9	SA 108	Funeral Services Billing Form	1635357 (v2)	Jun 2011
10	SA 115	Medical Release and Report		Jan 2000
11	SA 116	Medical Report (For Persons with Persistent Multiple Barriers)		Dec 2004
12	SA 117	Persons With Persistent Multiple Barriers Checklist & Decision Form		Apr 2004
13	SA 135	Incentive Allowance Contract		Aug 2003
14	SA 140	Request for Administrative Review		Dec 2004
15	SA 142	Administrative Review Decision and Request for Appeals Committee Hearing		Dec 2004
16	SA 144	Recommendation of the Appeals Hearing Committee		Dec 2004

	Form Number	Income Assistance Forms	CIDMs #	Date Created
17	SA 200	Nutritional Supplement Request and Authorization	425467 (v3)	Jun 2011
18	SA 205	Non-Status Health Benefits Request & Authorization	1765297(v1)	Jun 2011
19	SA 301	Persons with Disabilities Designation Application		Dec 2008
20	SA 312	Bus Pass Eligibility form [replaced 2000 Disability Benefits Level II Report (SA 200)]	1767871(v1)	Jun 2011
21	SA 320	Consent for BC MHSD to Release of Persons with Disabilities Information	1498451	Aug 2010
22	SA 330	Enquiry form- Persons with Disabilities and/or Monthly Nutritional Supplement	531409 (v4)	Jun 2011
23	SA 331	Persons with Disabilities Request for Application		Jun 2008
24	SA 401	Monthly Nutritional Supplement Application	1260533 (v7)	Jun 2011
25	SA 431	Request for the Monthly Nutritional Supplement Application	1545482 (v1)	Jun 2011

Note: The Program Guide, along with the most recent Recipient Reporting Guide, which contains the INAC reporting forms and instructions, can be accessed on the INAC extranet site at: www.inac.gc.ca/extranet, password: bc.

All Income Assistance & Assisted Living forms can be downloaded, printed and saved from the First Nations Social Development Society (FNSDS) web site at www.fnsds.org. If an administering authority would prefer to receive a CD with forms, please contact FNSDS at 1-800-991-7099 or by faxing a request to 604-926-1452.

Assisted Living Forms List

	Form Number	Assisted Living Forms	Date Created
1	901-30	Homemaker Services Evaluation Form	10-88
2	901-31	In-home Care	10-88
3	DK02-01	Family Care Home Operator Approval Form	no date
4	DK02-02	Adult Family Care Home Approval Checklist	no date
5	DK02-03	Adult Family Care Home Planned and Actual Respite	no date
6	DK02-04	Family Care Home Service Provider Agreement	no date
7	SA 140	Request for Administrative Review	12-04
8	SA 142	Administrative Review Decision and Request for Appeals Committee Hearing	12-04
9	SA 144	Recommendation of the Appeals Hearing Committee	12-04
10	SA 215	Homemaker Services Application	11-05

Note: The Program Guide, along with the most recent Recipient Reporting Guide, which contains the INAC reporting forms and instructions, can be accessed on the INAC extranet site at:

http://www.ainc-inac.gc.ca/dci/dcilog_e.asp, password: bc.

All Income Assistance & Assisted Living forms can be downloaded, printed and saved from the FNSDS web site at www.fnsds.org.

If an administering authority would prefer to receive a CD with forms, please contact Gwen John, Training Coordinator at 1-800-991-7099 or gwen@fnsds.org, or by Faxing a request to 604-926-1452.

Children Out of the Parental Home (COPH) Assistance Forms List

Form Number	COPH Assistance Forms	CIDMS# Version Date Created
COPH 01	Children Out of the Parental Home Application	(937672 v8) Jan 2010
COPH 02	Children Out of the Parental Home Screening Consent	(1418565 v2) Jan 2010
COPH 03	FAX Cover Sheet - INAC Children Out of the Parental Home Screening Consent	(1175654 v6) Jun 2010
COPH 04	Children Out of the Parental Home Monthly Renewal Declaration	(1119674 v3) Jan 2010
Handout	Children Out of the Parental Home (COPH) – Information About Screening Checks Requirement	(936948 v6) Jan 2010
Handout	New COPH Screening Requirements - Question and Answers	(1474459 v4) Jan 2010
COPH SL1	Sample Letter No Evidence of Risk – Approve COPH	(1155890 v4) Jan 2010
COPH SL2	Sample Letter Refuse to Consent – Deny New and Inform Discontinue Existing COPH	(1418625 v2) Jan 2010
COPH SL3	Sample Letter Refuse to Consent – Inform Discontinue Existing COPH	(1489335 v1) Jan 2010
COPH SL4	Sample Letter - Evidence of Risk Screening Result – Deny New and Inform Discontinue Existing COPH	(999263 v3) Jan 2010

	Form Number	COPH Assistance Forms	CIDMS# Version Date Created
	COPH SL5	Sample Letter Evidence of Risk Screening Result –Inform Discontinue Existing COPH	(1489336 v1) Jan 2010
	COPH SL6	Sample Letter Not Screening Related – Deny/Discontinue/Reduce COPH	(1181259 v4) Jan 2010

Note: The Program Guide, along with the most recent Recipient Reporting Guide, which contains the INAC reporting forms and instructions, can be accessed on the INAC extranet site at:

http://www.ainc-inac.gc.ca/dci/dci/og_e.asp, password: bc.

All Income Assistance & Assisted Living forms can be downloaded, printed and saved from the FNSDS web site at www.fnsds.org.

If an administering authority would prefer to receive a CD with forms, please contact Rene Beauchamp rene@fnsds.org or Gwen John gwen@fnsds.org at 1-800-991-7099 or, or by Faxing a request to 604-926-1452.

Indian and Northern Affairs Canada

Annex C

Income Assistance On Site Compliance Review Process

1.0 Purpose

This directive provides national direction to assist the regions and their staff with the conduct of Income Assistance (IA) Compliance Reviews.

This directive helps fulfil Indian and Northern Affairs Canada's (DIAND/ the department) accountability requirements to Parliament as well as its obligations under the *Financial Administration Act* (FAA). It provides guidance to departmental staff on the expenditure of public monies, an essential managerial responsibility (e.g., section 34, FAA).

The objective of IA Compliance Reviews is to determine compliance with rates and conditions as set out in the department's regional Social Development/Assistance Policy and Procedures Manuals. This includes providing support to First Nations administering authorities in the effective and efficient operation of IA by promoting the utilization of the applicable provincial/territorial rates and conditions for IA, and by identifying the source of non-compliance to ascertain measures that can be taken to eliminate such problems in the future.

2.0 Scope

This directive applies to all compliance reviews on IA where the funding of IA is based on DIAND reimbursing to a recipient (i.e., in most cases a First Nation) the actual costs or expenditures associated with IA (referred to hereafter as a "reimbursement-of-actuals regime").

It applies to all DIAND employees as well as persons under contract to DIAND who conduct such compliance reviews and to all First Nations, Tribal Councils and other administering authorities who administer IA under a reimbursement-of-actuals regime.

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The directive will also be applied to determine the appropriate budget levels of First Nations proposing to enter into a fixed budget funding agreement from a reimbursement-of-actuals regime. Where funding levels of funding agreements are to be renegotiated, the directive will also be applied. In these cases, an IA compliance review may be part of a larger assessment of all services contained in the funding agreement.

The directive does not apply for the duration of funding agreements which have a fixed budget for IA or where the First Nation is renewing the agreement without seeking funding level adjustments.

3.0 Authorities and References

The FAA and accompanying Treasury Board regulations set out the Minister's authority with respect to the expenditure of public monies including grants and contributions.

The Treasury Board Authorities provided under the 1990 Increased Ministerial Authority and Accountability (IMAA)

4.0 Issuing authority

This directive is issued under the authority of the Assistant Deputy Minister, Corporate Services.

5.0 Definitions

Client: The head of household who applies (on behalf of themselves and their dependants) for IA and is accepted as eligible to receive IA based upon the eligibility criteria set out in the department's regional Social Development/Assistance Policy and Procedures Manuals.

Compliance Review: A review of the administration and operation of the IA program administered by the Recipient to ensure that the program is being administered in accordance with rates and conditions as set out in the department's regional Social Development/Assistance Policy and Procedures Manuals.

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Eligibility: Describes the requirements a client or recipient must meet in order to be entitled to receive funding through the department.

Funding Agreement: A document containing the terms and conditions by which a transfer payment is made by the Crown to a recipient for the delivery of programs and services by the recipient. Types of agreements include Contribution Arrangements (CA), Comprehensive Funding Arrangements (CFA), Alternative Funding Arrangements (AFA), Financial Transfer Agreements (FTA), Canada First Nations Funding Agreements (CFNFA), DIAND First Nations Funding Agreements (DFNFA) and Self Government Agreements (SGA)).

IMAA: Memorandum of Understanding (MOU) between The Department of Indian Affairs and Northern Development and The Treasury Board of Canada for Increased Ministerial Authority and Accountability.

Recipient: The IA administering authority issuing IA to clients. This can include a First Nation, a Tribal Council, or other third party acting on behalf of the First Nation or DIAND.

Reimbursement of Actuals Regime: Funding approach by which DIAND will reimburse the recipient for all eligible IA expenditures. Note this does not include any and all IA payments made by the recipient. It is restricted to eligible payments to eligible clients based upon the rates and conditions as set out in the department's regional Social Development/Assistance Policy and Procedures Manuals.

Remedial Management Process: A series of steps defined within a funding agreement to confirm and correct problems which come to exist or are arising, with respect to a recipient meeting its obligations under the funding agreement.

Terms and Conditions: Set out the obligations between the parties to a funding agreement. They may be contained within the funding agreement itself and other documents referred to within the funding agreement, such as the department's regional Social Development/Assistance Policy and Procedures Manuals.

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6.0 Policy Statement

The basic principles to be followed in the administration and monitoring of IA are as follows:

- a) IA is an income source of last resort;
- b) everyone has a right to apply for IA, however, in order to receive IA an applicant must be eligible;
- c) it is the applicant's responsibility to provide the necessary information to prove that they are eligible for IA and to demonstrate the level of the financial assistance required;
- d) it is the First Nations' responsibility (through their Chiefs and Councils and administrative staff) to manage IA in accordance with the applicable rules described in the department's regional Social Development/Assistance Policy and Procedures Manuals and to put in place accountability mechanisms on the management of IA to their members.

The purpose of conducting compliance reviews is to:

- a) enable the department to meet its accountability responsibilities to Parliament for the expenditure of public funds under section 34 of the FAA;
- b) determine and ensure compliance with rates and conditions as set out in the department's regional Social Development/Assistance Policy and Procedures Manuals or, where these do not exist, with the applicable provincial or territorial guidelines;
- c) provide support to First Nations administering authorities in the effective and efficient operation of IA.

6.1 Eligibility Criteria

Client eligibility criteria are set out in the department's regional Social Development/Assistance Policy and Procedures Manuals.

Recipient eligibility is determined by the funding agreement.

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7.0 Responsibilities

Except where otherwise indicated, the Regional Directors General are responsible for implementing this directive. This directive represents a standard which regions must implement. There is nothing in the directive which limits regions from exceeding (e.g., more frequent reviews, larger samples, etc.) the requirements of this directive, subject to the terms and conditions of the funding agreement. The Finance Branch at headquarters is responsible for the interpretation of this directive and for the insertion of any necessary changes.

8.0 Review process

8.1 In-Office Reviews

Manuals

A basic requirement of a complete compliance process is the existence of regional manuals that reflect the applicable provincial/territorial terms and conditions including rates and guidelines, subject to compatibility with federal legislation and DIAND's authorities for the general assistance program of the province or territory as set out in the IMAA.

Manuals Time Frame

- a) Regions have ninety (90) days from the date of provincially/territorially announced changes in terms and conditions, including rate changes, to update their manuals and advise First Nations of the changes.
- b) However, to the extent that the provincial/territorial changes are consistent with federal legislation and DIAND's authorities, the changes must be put into effect as of the same date as the provincial/territorial changes go into effect. Regions are to ensure that they have a mechanism in place to notify First Nations immediately of any such changes.

Verification of Ongoing Claims for Reimbursement

Regions are to ensure that their office procedures include a clearly defined process in the region to verify ongoing claims for reimbursement. This process must also include a notification process to advise First Nations of the reasons why any portion of the claim has not been

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reimbursed and what corrective action, if any, is required with respect to the refused amounts. This process can also include the cross referencing of data bases within the region to verify the eligibility of clients. Where DIAND itself is carrying out cross verification procedures between DIAND and provincial/other government departments databases, a Memorandum of Understanding (MOU) or some other agreement is required between the region and the province/other government department.

Where the supporting documentation is insufficient to substantiate the First Nation's claim for reimbursement, regions will not reimburse these First Nation expenditures until the supporting documentation has been received.

Financial Impact of Compliance Activity

Regions are to implement and maintain a system to capture and report on: the difference between First Nations claims for reimbursements and actual reimbursements (i.e. impact of in-office review); and amount recovered as a result of on-site reviews (if applicable).

8.2 On-Site Reviews

On-site compliance reviews should follow a process such as outlined below:

Notification to First Nation

First Nations are to be given written advance notice of an intended on-site review. Arrangements are to be made to ensure that the documentation required for the review as well as the appropriate First Nation staff and representatives are available to assist in the review and to be briefed on the findings of the review.

Review Team

The review team can be composed of DIAND employees, however, other means to complete the reviews are acceptable. The First Nations auditor, a third-party consultant, Consulting and Audit Canada, or other suitable persons or firm may be used to conduct compliance reviews.

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Pre-Meeting With First Nation

Upon arriving at the First Nation, the review team should brief the First Nation on the process and methodology to be followed for conducting the review and any follow-up action that may be required. At this time, if deemed appropriate, the review team should liaise with Chiefs and Councils as well as First Nation administrations.

Components of the Review

The review is to be composed of four distinct activities:

- a) review of case files;
- b) cross verification of data where indicated;
- c) an administrative review of the office practices of the First Nations administering authority and the associated accounting for payments made to or on behalf of eligible clients;
- d) a review of related activities or services such as housing.

File Review sample Selection

A systematic approach should be used in the completion of compliance reviews. Sampling may thus be used. However, the samples employed should ensure that the results are not unduly biased by the inclusion or non-inclusion of certain key individuals. (Appendix A outlines the sampling approach to be followed.) Follow-up on anomalies found during the region review may also be included.

File Review

- a) A complete case file must include the Application, Budget and Decision Sheet (B&D), and other documentation required to support the application. Keep in mind that the main purpose of the file review is to determine that an individual has, on the basis of the case file, received a proper payment, rather than to determine that the case file is perfectly maintained in all respects. Problems with the adequacy of the case file should be noted and reported to the administering authority.
- b) The file should also include a case-management plan (or files and notes to support decisions and payments made) together

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with evidence that the case worker has cross verified eligibility of the applicant/client and all dependants. (The absence of a case management plan is not a reason in itself to reject the reimbursement of the expenditure if the rest of the file is complete and correct.)

- c) If the file review identifies a non-compliant payment in the sample month, then other payments to the same or similar clients should be reviewed as necessary to determine the extent of non-compliance. Additional periods should be reviewed as appropriate.

Cross Verification

First Nations should take reasonable care in issuing IA benefits that they verify whether or not clients are already in receipt of provincial IA benefits, or are entitled to receive or are in receipt of Employment Insurance (EI), Old Age Security (OAS), or any other benefits which would reduce or eliminate eligibility for IA benefits. DIAND compliance activities should verify that such cross verification, where applicable, was carried out. For further details please refer to Appendix B.

Income Classification

In the review of client files, sources of income should be correctly identified. In particular, care should be taken that Chiefs and Councillors honoraria, less substantiated expenses, are counted as income for purposes of calculating social assistance entitlements.

Administrative Review

The administrative review is completed to assess the financial and administrative operations of the First Nations administering authority to ensure that they comply with acceptable office practices. The administrative review process is outlined in Appendix C.

Review of Related Programs

- a) The review team is to review the policies and records of programs which impact IA reimbursements. This includes but is not limited to First Nations housing and programs charging user fees for which the First Nation has been reimbursed under IA.

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- b) Where IA clients pay rents or user fees, it should be expected that these charges are charged and collected from all residents/households on the reserve at rates comparable to that charged to IA clients. Should the review team determine that this is not the case, then the First Nation's housing regime may not be compliant with DIANDs Housing Policy and remedial action must be considered.

On-Site Resolution of Non-Compliance

The First Nation should be given every opportunity to address and resolve on site any areas of non-compliance identified. The object is to minimize the number of follow-up items to the extent possible.

Debriefing

Once the on site review is finished and before leaving the site, First Nation staff and representatives are to be debriefed on the preliminary findings of the review. Where appropriate, Chiefs and Councils should also be debriefed on site. Written confirmation of these findings should also be provided to the First Nation. If necessary, a follow-up review should be done, using the same procedures as the first but covering only those problem areas identified in the first review.

In the **Ontario Region**, IA is administered by the Province of Ontario. Compliance reviews are carried out by the Province under provincial legislation. The Ontario Region is to ensure that the terms and conditions of the 1965 Ontario Indian Welfare Agreement are adhered to and that provincial reviews meet the objectives of this directive.

8.3 Appeals and Records***Appeals***

Where the First Nation wishes to appeal decisions made during monthly verifications or on-site compliance reviews, such appeals should use the normal appeal process in the region.

Maintenance of Records

In order to facilitate compliance monitoring and the processing of appeals, First Nations should maintain clients case files for at least three years after payments are made.

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8.4 Refusal of Access

Refusal of a First Nation to permit access to the files so that the on-site review can be completed will result in the immediate application of remedial action as permitted under the terms and conditions of the funding agreement with the First Nation. Such remedial action will continue in effect until the on-site compliance review has been completed.

8.5 Remedial Action

- a) Where the findings of the review identify items or areas of non-compliance, the First Nation is to be given a reasonable period of time to take remedial action to correct these items. The length of time to be provided to the First Nation to take corrective action is dependant upon the extent of the non-compliance problem.
- b) Depending upon the extent of non-compliance, the First Nation can be requested to provide copies of the missing or incomplete documentation. Alternatively, the region may arrange a follow-up visit to assess the corrective action taken on all the files identified as not being in compliance during the original review.
- c) If corrective action has not been taken by the First Nation, the region is to initiate recovery of the payments to the First Nation for all files not in compliance for the extent of payments which are not in compliance. The recovery period is not limited to a set time period. Recovery actions are to be based upon the time the non-compliance began. Recovery is to be limited to only those files which have been reviewed. If, at any time, the compliance team identifies significant or systematic errors during the review, the sample should be expanded, if necessary to 100 percent, if anomalies warrant such an expansion. The First Nation is not to be reimbursed for clients where the file review for that client indicated non-compliance, until such time as the First Nation has demonstrated that the file is in compliance.
- d) In cases where there is evidence of a possible criminal act, the region shall consult with or refer such cases to the proper police authorities. Such action in itself does not

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prove a possible criminal act. It is an action to ensure that the evidence is considered by those mandated under law to consider such information in accordance with due process of law. (Refer to the February 26, 1998, letter from the Transfer Payments Directorate, Finance Branch, headquarters, entitled "Management of Allegations Involving First Nations".)

- e) Where cases have been referred to the police, and once the police and crown attorney have indicated that such activities will not jeopardize the police investigation and/or potential prosecution, regions should continue with remedial action as set out in above paragraphs a) to c). Regions should consult with the police authorities on an ongoing basis on cases which have been referred to the police.

8.6 Frequency

On-site compliance reviews of every First Nation funded under a reimbursement-of-actuals regime are required at least every two years in all regions except British Columbia where they are required every three years.

The departmental compliance methodology is composed of a review and verification of ongoing claims for reimbursement supplemented by periodic on-site reviews of these transactions. As stated in the Scope (Section 2.0), this does not apply to First Nations which have a fixed budget or where a First Nation is renewing its funding agreement without seeking funding adjustments.

The review and verification of ongoing claims for reimbursement are part of an effective compliance regime. This activity may result in the identification of First Nations which should be subjected to further reviews as a result of anomalies in the ongoing claims.

8.7 Reporting

Regions are to report annually on their compliance activity results from the prior fiscal year. This reporting will normally take place in the first quarter of the fiscal year through the performance indicator exercise.

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9.0 Enquiries

Enquiries relating to this directive should be addressed to the Director, Resource Management and Reporting Directorate, Finance Branch, Headquarters.

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APPENDIX A

File Review Sample Selection

Further to the sampling reference in section 8.2, a two-tier sampling methodology can be employed to ensure that the results of the review are not unduly biased by the inclusion or non-inclusion of individuals that would distort the findings of a sample. The samples are described as follows:

Sample 1 - A 100 percent sample of Chiefs and Councils, and band employees. While these individuals may qualify for IA, experience has shown that where they are included in a random sample, the results of the review may be distorted if, as a result of the random sample, individuals from this group are over or under-represented. In order to avoid any distortion which would invalidate the findings of the review, this group is to be sampled at 100 percent as a separate sample.

Sample 2 - The balance of the files will be sampled on the basis of the sampling methodology developed by the Corporate Information Management Directorate (CIMD) of DIAND as contained in the paper entitled "Program Review for Social Assistance: sampling Guide" dated October 1995.

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APPENDIX B***File Review Cross Verification***

First Nation cross verification activities may include, but are not limited to, confirming eligibility by cross referencing with:

- * Such lists or databases as the Post Secondary Education (PSE) list (departmental policy precludes an individual from receiving IA if they are in receipt of PSE funding), the list of children in care and the list of foster parents, the list of children receiving an Elementary/Secondary living allowance, etc.
- * Provincial IA databases and other provincial lists such as workers compensation plans.
- * Federal databases such as Employment Insurance (EI), Old Age Security (OAS), Guaranteed Income Supplement (GIS), etc.
- * Pension plans such as the Canada Pension Plan (CPP) and Quebec Pension Plan (QPP).

These activities refer to the administering authority (i.e., First Nation). Where the case worker has specific knowledge that the client and dependants are not in receipt of, or eligible for benefits from another source, this must be noted on the file with the explanation and is subject to verification by the review team. The review team is to confirm that the file contains the appropriate cross verifications and conduct sufficient tests to confirm that the cross verifications have in fact been performed.

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Administrative Review

The administrative review is completed to assess the administering authority's financial and administrative operations.

A general question that should be asked is, do the financial and administrative procedures comply with acceptable office practices? To this end the review team should review the most recent financial audit and program review reports.

A) The administering authority's financial management processes should include the following:

- * cheque and bank reconciliation processes
- * preparation of monthly statistical, expenditure, reimbursement, and cheque/cash reports to council and (where applicable) to DIAND
- * documentation of personnel with the authority to sign cheques, issue IA payments, prepare reimbursement reports, and reconcile accounts, bank statements and cheques
- * availability of financial audit and program review reports
- * a clearly defined appeal mechanism which includes a method by which applicants are made aware of their right to appeal

B) The general office administration practices should include the following:

- * secure and complete client files, including:
 - application forms
 - Budget and Decision sheets (B&Ds)
 - client agreements to release information
 - housing/shelter costs
 - special needs back-up information
 - an indication that the reported income and EI payments are verified
 - other
- * availability and easy access to an up-to-date department's regional Social Development/Assistance Policy and Procedures Manuals and rate schedules, including all related interpretative material
- * a welfare organization chart and job description

Note: The Program Guide, along with the most recent Recipient Reporting Guide, which contains the INAC reporting forms and instructions, can be accessed on the INAC extranet site at:

http://www.ainc-inac.gc.ca/dci/dcilog_e.asp, password: bc.

Effective immediately, all Income Assistance & Assisted Living forms can be downloaded, printed and saved from the FNSDS web site at

<http://www.fnsds.org/> If an administering authority would prefer to receive a CD with forms, please contact Gwen John, Training Coordinator at 1-800-991-7099 or gwen@fnsds.org or by faxing a request to 604-926-4152.

Protection of Children - Duty to Report Suspected Child Abuse and Neglect

General Principle

Under the *Child, Family and Community Service Act*, any person who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty to report the matter.

Policy

Any administering authority employee who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty to report the matter to the Ministry for Children and Family Development (MCFD), or to the appropriate First Nations Child and Family Services (FNCFS) agency.

Procedures

The report must be made by the employee who has reason to believe the abuse or neglect has occurred or is likely to occur.

The report must be made promptly to a child protection social worker with MCFD or FNCFS agency.

The employee must make note of the date and time of the report to MCFD or FNCFS agency, including the name of the protection social worker to whom the report was made.

First Nations' Child and Family Services Agencies

(Updated as of September 2008)

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
	CHILD PROTECTION C6		
IKD	LALUM'UTUL' SMUN'EEM CHILD & FAMILY SERVICES Lise Haddock, Director Jenny George, Assistant Director Molly Wilson, Child Safety Manager	Cowichan 642	PH.: (250) 746-1002 FAX: (250) 746-7745 5766 Allenby Road DUNCAN V9L 5J1
IMA	KNUCWENTWECW SOCIETY Arlene Adie, Executive Director Joanne Ronnenkamp Acting Supervisor	Canim Lake 713 Canoe Creek 723 Soda Creek 716 Williams Lake 719	PH.: (250) 392-2995 FAX: (250) 392-7055 231 North 2 nd Ave WILLIAMS LAKE V2G 1Z7
Cranbrook IAB Lower Kootenay IAC Akisqnuk IAD	KTUNAXA-KINBASKET FAMILY & CHILD SERVICES Debbie Whitehead, Executive Director Coordinators (Supervisors) IAB : Heidi Hebdich & Jackie Brown Bart Knudsgaard, Social Work Manager IAC Eva Coles Hillary, Prevention & Support Manager IAD	Columbia Lake 604 Lower Kootenay 606 Shuswap 605 St. Mary's 602 Tobacco Plains 603	PH.: (250) 489-4563 FAX: (250) 489-4585 7472 Mission Road CRANBROOK V1C 7E5
IEB	NLHA'7KAPMX CHILD & FAMILY SERVICES Nita Walkem, Executive Director Joan Seymour, Clinical Supervisor	Cook's Ferry 694 Kanaka Bar 704 Lytton 705 Nicomen 696 Siska 706 Skuppah 707	PH.: (250) 455-2118 FAX: (250) 455-2117 Box 567 LYTTON V0K 1Z0

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
IEA	<p>SCW'EXMX CHILD & FAMILY SERVICES</p> <p>(Midge) Y. Stewart, Executive Director Kirby James, Supervisor</p>	<p>Coldwater 693 Lower Nicola 695 Nooaitch 699 Shackan 698 Upper Nicola 697</p>	<p>PH: (250) 378-2771 FAX: (250) 378-2799</p> <p>85 Hwy. 8 West MERRITT V1K 0A7</p>
IEC	<p>SECWEPENC CHILD & FAMILY SERVICES</p> <p>Steve Knudson, Executive Director Trina Redman, Supervisor</p>	<p>Adams Lake 684 Bonaparte 686 Kamloops 688 Neskonlith 690 North Thompson 691 Skeetchestn 687 Whispering Pines 702</p>	<p>PH: (250) 314-9669 FAX: (250) 314-9609</p> <p>300 Chilcotin Road KAMLOOPS V2H 1G3</p>
IKA	<p>USMA NUU-CHAH-NULTH COMMUNITY & HUMAN SERVICES</p> <p>Larry Pond, Executive Director Ian Clark, Protection Supervisor Leah Clutesi, Guardianship & Supervisor</p> <p style="text-align: right;">Resources</p>	<p>Ahousat 659 Ditidaht 662 Ehattesah 634 Hesquiaht 661 Huu-ay-aht 663 Ka:'yu:k't'h'/Che:K:tl'es7et'h 638 Mowachaht/Muchalaht 630 Hupacasath 664 Nuchatlaht 639 Tla-o-qui-aht 660 Toquaht 666 Tsesah 665 Uchucklesaht 667 Ucluelet 668</p>	<p>PH: (250) 724-3232 FAX: (250) 723-6017</p> <p>PO Box 99 4000 Stamp Avenue PORT ALBERNI V9Y 7M2</p>

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
Main - IFA Agassiz - IFB Mission - IFC IFD After-hours - IFE IFF IFG IFH Intake - IFI IFJ IFK	XYOLHEMEYLH CHILD & FAMILY SERVICES Sheila Wilkins, Acting Executive Director	Aitchelitz 558 Chawathil 583 Cheam 584 Kwantlen 564 Kwaw Kwaw Apilt 580 Lakahahmen 579 Matsqui 565 Peters 586 Popkum 585 Scowlitz 568 Seabird Island 581 Shxw'ow'hamel 587 Skawahlook 582 Skowkale 571 Skwah 573 Skway 570 Soowahlie 572 Squiala 574 Sumas 578 Tzeachten 575 Union Bar 588 Yakweakwioose 576 Yale 589	Main PH: (604) 858-0113 FAX: (604) 824-2518 Toll Free 1-800-663-9393 #1 - 7201 Vedder Rd CHILLIWACK V2R 4G5 North Office-Mission PH: (604) 820-2595 FAX: (604) 820-2597 Toll Free 1-888-820-2595 North East Office-Agassiz PH: (604) 796-9836 FAX: (604) 796-9837 Toll Free 1-888-593-5053
IRA IRB IRC IRD IRE IRG IRH IRI IRJ IRK IRN	VANCOUVER ABORIGINAL CHILD AND FAMILY SERVICES SOCIETY (VACFSS) Bernadette Spence, CEO Irene Behrmann, Guardianship Manager Cole McGillivray, Acting Manager	Vancouver Urban (Vancouver/Richmond)	IRA PH.: (604) 872-6723 FAX: (604) 872-5274 745 Clark Drive VANCOUVER V5L 3J3 IRB/IRC/IRD/IRE/IRG PH.: (604) 872-6723 FAX: (604) 215-0273 2 nd Flr, 3284 East Broadway VANCOUVER V5M 1Z8 IRH/IRI/IRJ/IRK/IRN PH: (778) 331-4500 FAX: (778) 331-4515 471 East Broadway VANCOUVER V5T 1W9

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
	GUARDIANSHIP C4		
<p>ITA IJA</p>	<p>AYAS MEN MEN CHILD & FAMILY SERVICES</p> <p>Kelley McReynolds, Director Jolyne Conrad, Supervisor</p>	<p>Squamish 555</p>	<p>PH.: (604) 985-4111 FAX: (604) 983-9380</p> <p>PO Box 38567 126 West 3rd Street N. VANCOUVER V7M 1E7</p>
<p>Burns Lake IQB</p> <p>Vanderhoof IQC</p> <p>Prince George IQF</p>	<p>CARRIER SEKANI FAMILY SERVICES</p> <p>Warner Adam, Executive Director Mary Teegee, Program Director Paul Wilson, A/Team Leader</p>	<p>Burns Lake 619 Cheslatta 620 Lake Babine 607 Nadleh Whut'en 612 Nee Tahi Buhn 726 Skin Tyee 729 Stella'ten 613 Saik'uz 615 Takla Lake 608 Wet'suwet'en 725 Yekooche 728</p>	<p>Prince George PH.: (250) 562-3591 FAX: (250) 562-2272</p> <p>987 4th Avenue PRINCE GEORGE V2L 3H7</p> <p>Burns Lake PH.: (250) 692-1800 FAX: (250) 692-1877</p> <p>458 Hwy 16 Box 1475 BURNS LAKE V0J 1E0</p> <p>Vanderhoof PH.: 1-866-567-2333 FAX: (250) 567-2975 240 West Stewart Street Box 1219 VANDERHOOF V0J 3A0</p>
<p>IQG</p>	<p>GITXSAN CHILD & FAMILY SERVICES SOCIETY</p> <p>Lloyd McDames, Executive Director</p> <p>Lillian Bear, Team Leader</p>	<p>Gitanmaax 531 Gitanyow 537 Gitsegukla 535 Gitwangak 536 Glen Vowell 533 Kispiox 532</p>	<p>PH.: (250) 842-2258 FAX: (250) 842-2481 Toll free: 1-877-513-5858</p> <p>Box 333 4215 Government Street HAZELTON V0J 1Y0</p>

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
<p>IKB</p>	<p>KWUMUT LELUM CENTRAL ISLAND CHILD & FAMILY SERVICES</p> <p>Bill Yoachem, Executive Director George Deigh, Casework Supervisor</p>	<p>Chemainus 641 Halalt 645 Lake Cowichan 643 Lyackson 646 Malahat 647 Nanoose 649 Penelakut 650 Qualicum 651 Snuneymuxw 648</p>	<p>PH.: (250) 246-3336 FAX: (250) 246-4683</p> <p>Mailing Address: PO Box 928 LADYSMITH V9G 1A6</p> <p>Physical Address: 7973 Chemainus Road CHEMAINUS V0R 1K5</p>
<p>IGA</p>	<p>MÉTIS FAMILY SERVICES</p> <p>Ron Shortt, Executive Director</p> <p>Judy Smith, Operations Manager</p> <p>Denise Bogle, Guardianship Supervisor</p>	<p>Métis (Simon Fraser/South Fraser)</p>	<p>PH.: (604) 584-6621 FAX: (604) 582-4820</p> <p>13639 - 108th Avenue SURREY V3T 2R4</p>
<p>IVA</p>	<p>NIL/TU,O CHILD & FAMILY SERVICES SOCIETY</p> <p>Mavis Underwood, Executive Director Acting Co-supervisors Cyril Morris, Lloyd McDames & Angie Underwood:</p>	<p>Beecher Bay 640 Pauquachin 652 Pacheedaht 658 Songhees 656 Tsartlip 653 Tsawout 654 T'sou-ke 657</p>	<p>PH: (250) 544-1400 Or 1-888-744-1422 FAX: (250) 544-1402</p> <p>1 - 2475 Mt. Newton X Road SAANICHTON V8M 2B7</p>
<p>New Aiyansh INA</p> <p>Prince Rupert INB</p>	<p>NISGA'A CHILD & FAMILY SERVICES</p> <p>Maurice Squires, Director</p> <p>Georgia Campbell, A/Clinical Supervisor</p>	<p>Citizens of the Nisga'a Lisims Government including villages of:</p> <p>Gingolx (Kincolith) 671</p> <p>Gitlakdamx 677</p> <p>Lakalzap 678</p> <p>Gitwinksihlkw 679</p>	<p>New Aiyansh PH.: (250) 633-2601 FAX: (250) 633-3036</p> <p>Box 231 2000 Lisims Drive NEW AIYANSH V0J 1A0</p> <p>Prince Rupert PH.: (250) 627-4141 Or 1-866-627-4141 FAX: (250) 627-4151</p> <p>Physical Address: #304 - 860 3rd Avenue Mail to: PO Box 21010 PRINCE RUPERT V8J 2P2</p>

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
Terrace IQT Iskut IQD Prince Rupert IQM	NORTHWEST INTER-NATION FAMILY AND COMMUNITY SERVICES Kathleen Bennett, Executive Director – Terrace Patricia Squires, Supervisor (Base office is Terrace)	Hartley Bay 675 Iskut 683 <i>Kitamaat</i> 676 Kitkatla 672 Kitselas 680 Kitsumkalum 681 Lax-kw'alaams 674 Metlakatla 673 Tahltan 682	Terrace PH: (250) 638-0451 FAX: (250) 638-8930 4562 Queensway Drive TERRACE V8G 3X6 Toll Free 1-888-310-3311 Prince Rupert PH: (250) 622-2514 FAX: (250) 622-2614 PO Box 604 100 Grassy Bay Lane PRINCE RUPERT V8J 3R5
IJB	SECHELT CHILD & FAMILY SERVICES Shyanne Watters, Agency Contact	Sechelt 551	PH: (604) 885-9404 FAX: (604) 885-6392 PO Box 740 SECHELT V0N 3A0
IKE	SURROUNDED BY CEDAR CHILD AND FAMILY SERVICES Lisa George, Agency Contact & Team Leader	Victoria Urban	PH: (250) 383-2990 FAX: (250) 383-2509 #303-3995 Quadra Street VICTORIA V8X 1J8
VOLUNTARY SERVICES C3			
IKC	HEILTSUK KAXLA CHILD & FAMILY SERVICE PROGRAM Kristi White, Executive Director Geraldine Jackson, Operations Manager Nicole Carpenter, Executive Assistant	Heiltsuk 538	PH: (250) 957-4325 FAX: (250) 957-4340 Box 754 BELLA BELLA V0T 1Z0

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
IQE	NEZUL BE HUNUYEH CHILD & FAMILY SERVICES Michelle Chase, Executive Director Don McClelland, Clinical Supervisor	Nak'azdli 614 T'azt'en 617	PH: (250) 996-6806 FAX: (250) 996-6977 Box 1180 700 Stuart Drive West FORT ST. JAMES V0J 1P0
IKN	K'WAK'WALAT'SI ('Namgis) CHILD AND FAMILY SERVICES Wendy White, Executive Director Karen Sam, Program Manager	'Namgis 631 Tlowitsis-Mumtagalia 637	PH: (250) 974-5356 FAX: (250) 974-2634 PO BOX 350 45 Atli Road ALERT BAY V0N 1A0
IHA IHB	HAIDA CHILD AND FAMILY SERVICES SOCIETY Bill McKenzie, Co-Executive Director Lyndale George, Co-Executive Director	Old Masset Village Council 669 Skidegate Band 670	PH: (250) 626-5257 FAX: (250) 626-5287 Toll Free: 1-888-626-5257 PO Box 86 247 Eagle Road OLD MASSET V0T 1M0 Skidegate: PH: (250) 559-8400 FAX: (250) 559-7746 PO BOX 1249 191A 3 rd Avenue SKIDEGATE V0T 1M0
	START-UP		
IED	DESNIQI SERVICES SOCIETY Corinne Stone, Interim Executive Director	Alexandria 709 Alexis Creek (Tsi Del Del) 710 Anaham (T'etinqox) 712 Nemiah (Xeni Gwet'in) 714 Stone (Yunesit'in) 717 Toosey (T'esqotin) 718	PH: (250) 392-6500 FAX: (250) 392-6501 240B North Mackenzie Avenue WILLIAMS LAKE V2G 1N6

OFFICE	CFCS NAME AND OPERATIONAL STATUS	AFFILIATED COMMUNITIES	ADDRESS
	IN PLANNING STAGES		
	NENAN DANE ZAA DEH' ZONA FAMILY SERVICES SOCIETY Contacts: Marlene Hall, President, Julie Mercereau or Warren Reade, Planner	Blueberry River 547 Doig River 548 Fort Nelson 543 Halfway River 546 Prophet River (Dene Tsaa Tse K'nai) 544 Salteaux 542 West Moberly 545 Including communities of: Dawson Creek Pouce Coupe Kelly Lake	Warren Reade PH: (250) 827-3776 Julie Mercereau PH: (250) 782-1169 FAX: (250) 782-2644 4 - 10109 13 th Street DAWSON CREEK V1G 4R4
	OKANAGAN NATION Contacts: Pauline Terbasket	Lower Similkameen 598 Okanagan 616 Osoyoos 596 Penticton 597 Upper Nicola 697 Upper Similkameen 599	PH: (250) 707-0095 FAX: (250) 707-0166 C/O Okanagan Nation Alliance 3255-C Shannon Lake Road WESTBANK V4T 1V4
	WETSUWET'EN NATION CHILD & FAMILY SERVICES Contact: Debbie Pierre	Moricetown 530 Hagwilget 534	PH: (250) 847-3630 FAX: (250) 847-5381 C/O Office of the Wetsuwet'en Hereditary Chiefs Box 56 RR 1 Site 15 MORICETOWN V0J 2N0
	INTERIOR MÉTIS CHILD AND FAMILY SERVICES Moreno Goring, Executive Director	Métis	PH: (250) 554-9486 FAX: (250) 554-9487 Toll free 1-888-554-9486 E3-750 Cottonwood Ave Kamloops V2B 6E4
	LAICHWILTACH FAMILY LIFE SOCIETY Audrey Wilson, Executive Director	Campbell River Indian Band 622 Cape Mudge Band 623 Komox Indian Band 624 Homalco 552 Klahoose 553 Kwakiah 628 Mamalilikulla-qwe'qwa'sot'em 629	PH: (250)286-3430 FAX: (250)286-3483 Toll free 1-877-777-8222 441-4 th Avenue Campbell River V9W 3W7

Sample Job Description for Band Social Development Worker

Introduction

A band social development worker is an employee of an Indian band, or association of bands, who has been assigned responsibility for administering the Social Development Program.

The band social development worker is responsible for performing the duties and responsibilities assigned to an administering authority in the *Social Development Policy and Procedures Manual*. Those duties and responsibilities include not only eligibility-testing for income assistance and the payment of allowances, but may include a wide range of activities of a social and economic development nature.

It is important that the chief and council, and employees have a clear understanding of the specific duties that fall to the social development worker. A sample job description is provided in this section for that purpose.

The job description need not be adopted as presented in the sample form. The chief and council may amend it as they consider necessary to suit the needs of their particular program, or they may choose to develop and utilize a different job description. Whatever form the employee's job description takes, it must incorporate those duties that fall to every band administering authority which are listed in the sample job description.

Job Description for Band Social Development Worker

Under the supervision of the chief and council, social development committee, or band manager, the band social development worker:

- administers a Social Development Program
- administers home support and adult care programs
- assists in the development of community resources, capacities, and services
- establishes and maintains sound working relationships with other band staff, departmental staff, and representatives of other departments and agencies

The band social development worker is knowledgeable and current regarding all income assistance policy, procedures and reporting requirements.

Duties

The band social development worker administers a Social Development Program by:

- taking income assistance applications from applicants, together with supplementary documentation such as job separation slips, fish-sale receipts, health prescriptions, bank account statements, and other forms and statements as required
- assessing each application and the applicant's circumstances to establish needs, and identify available resources and possible alternative means of support
- completing income assistance forms to document financial expenditures such as the *Budget and Decision Form* (901-25) to determine eligibility for income assistance on the basis of identified needs and resources
- issuing income assistance, at rates set out in the *Social Development Policy and Procedures Manual*, to applicants who meet eligibility requirements contained in the manual and its amendments, and in supplementary directives
- assisting employable recipients to seek and secure work
- encouraging and facilitating the enrolment of recipients in training or educational programs that will enhance employability
- interpreting policy and procedures to clients for their better understanding of the purposes, services, and requirements of the program, including the clients' obligation to report income and changes in their circumstances, and to accept work, or to undertake training when available
- explaining to applicants the right to appeal, where disagreement exists, and the procedure to be followed in exercising this right and provide applicant with a copy of policy and procedure section as necessary
- maintaining a confidential file on each client which is to include case recordings, copies of all required forms in connection with applications for assistance, correspondence regarding the case, and records of all disbursements of funds, including amounts and purposes
- maintain original *Budget and Decision Form* (901-25) signed by applicants with attached receipts or copy of shelter documents for expenditures issued

- maintain copies of rental agreements and other shelter documents to support shelter benefit issued and reported on the monthly Social Development Financial and Statistical Report (SDFSR) submitted to the Department of Indian Affairs and Northern Development (DIAND)
- complete monthly and annual report forms for submission to the Department of Indian Affairs and Northern Development (DIAND) with copies retained in the band office for reimbursement of income assistance expenditures as set out in the *BC Region Program Guide*

The band social development worker administers home support and adult care programs by:

- evaluating applications for home support services, and arranging for provision of services to eligible applicants under the provisions of the *Social Development Policy and Procedures Manual*
- referring persons requiring special rehabilitative or off-reserve placement services to other agencies as appropriate

The band social development worker assists in the development of community resources, capacities, and services designed to enhance the social functioning of individuals and the community as a whole by:

- recommending to the chief and council, ways and means to alleviate or resolve social problems in the community
- organizing and participating in committees and task groups working towards the alleviation or resolution of social problems
- attending and participating in council meetings at the request of the chief and council
- assisting in the preparation of documentation for the work opportunity program and aboriginal income assistance recipient employment training initiatives, and assisting in the administration of approved projects as requested by the chief and council
- participating in seminars, workshops, and training programs to upgrade skills and knowledge relevant to the position

The band social development worker establishes and maintains sound working relationships with other band staff, departmental staff, and representatives of other departments and agencies such as:

- Aboriginal Skills and Employment Training Strategy (ASETS),
- Human Resource and Skills Development Canada (HRSDC),
- Health Canada (HC),
- Ministry of Social Development (MSD),
- Medical Services Branch, and
- Other organizations.

Manual Amendment Letters

2011-2012		
Amendment	Title of Manual Amendment Letter	Letter Date
1	1. Introduction to Chapter 11.12 Monthly Nutritional Supplement 2. Introduction to Chapter 11.13 Tube Feed Supplement 3. Introduction to Volume 4, National Child Benefit Reinvestment Manual, BC Region 4. Changes to various chapters	Apr 1/11

2010 - 2011		
Amendment	Title of Manual Amendment Letter	Letter Date
1	Children Out of the Parental Home Policy & Procedures Clarification	Jun 15/10
2	Persons with Disabilities	Aug 23/10

2009 - 2010		
Amendment	Title of Manual Amendment Letter	Letter Date
1	Updates to Appendix 1 - Administering Authorities	May 15/09
2	Social Development Policy and Procedures Manual - Appendices	Aug 14/09
3	Children Out of Parental Home (COPH) Policy	Jan 1/10
4	Updates to Table of Contents, Appendix 1- Administering Authorities, and Appendix 6	Feb 22/10

2008 - 2009		
Amendment	Title of Manual Amendment Letter	Letter Date
1	<ol style="list-style-type: none">1. Money Received from the Common Experience Payment or the Independent Assessment Process under the Indian Residential School Settlement Agreement2. A working income tax benefit, including a disability supplement under the Income Tax Act (Canada)3. Housekeeping	Apr 1/08
2	<ol style="list-style-type: none">1. Room and Board policy clarification2. Minimum Shelter Allowance policy clarification3. Housekeeping	Jun 30/08

Policy Directive Letters

2010 – 2011		
Letter	Title of Policy Directive Letter	Letter Date

2009 - 2010		
Letter	Title of Policy Directive Letter	Letter Date
1	Section 11.7: Burial or Cremation Conditions and Procedures: Funeral Provider's Service Fees: Rate and Structure Change	Jun 5/09

2008 – 2009		
Letter	Title of Policy Directive Letter	Letter Date
1	1. Persons with Disabilities (PWD) Update 2. Persons with Disabilities (PWD) Tracking Report	Nov 7/08

Guides, Samples, Instructions and Handouts

(Insert all income assistance type resources, samples, fact sheets, and other related materials here)



Annual Bus Pass



FACT SHEET

Eligibility

People who are receiving federal Old Age Security (OAS) and either the Guaranteed Income Supplement (GIS) or Spouse's Allowance; Immigrants to Canada, who would otherwise qualify for OAS, and either the GIS or Spouse's Allowance and are only ineligible for those benefits because they have not resided in Canada for 10 years; those ages 60-64 and receiving INAC Income Assistance; those receiving INAC Disability Assistance with approved Persons With Disabilities designation.

It is the responsibility of the applicant, **not** the Administering Authority, to pay the cost of the bus pass fee of \$45 per calendar year or portion thereof.

How to renew your pass

Clients seeking to renew their pass should mail the application and payment as directed on the application, or take the application to their bank and make the payment. **There is no need to call the Provincial Services Bus Pass Program;** if you have mailed an application and made a payment your pass will be mailed to you.

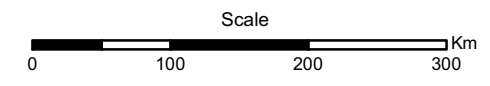
If you have not received your renewal application, you have the option to e-mail your information (name, social insurance number and contact phone) to HSDBUSPA@gov.bc.ca. A customer services rep will process your request and follow up with a phone confirmation. Due to confidentiality restrictions, **there will NOT** be any email confirmations back to clients, a processed request will be confirmed with a call back.

For those without email access, you may mail your request for an application to:

Provincial Services Bus Pass Program
PO Box 9985 Stn Prov Govt
Victoria, B.C.
V8W 9R6

All requests must include your Name, Social Insurance Number, and Phone Number.

BC Transit Services in BC First Nation Communities



BC Bus Pass

- Currently Using Bus Pass
- Valid Transit Area
- Invalid Transit Area

Transportation

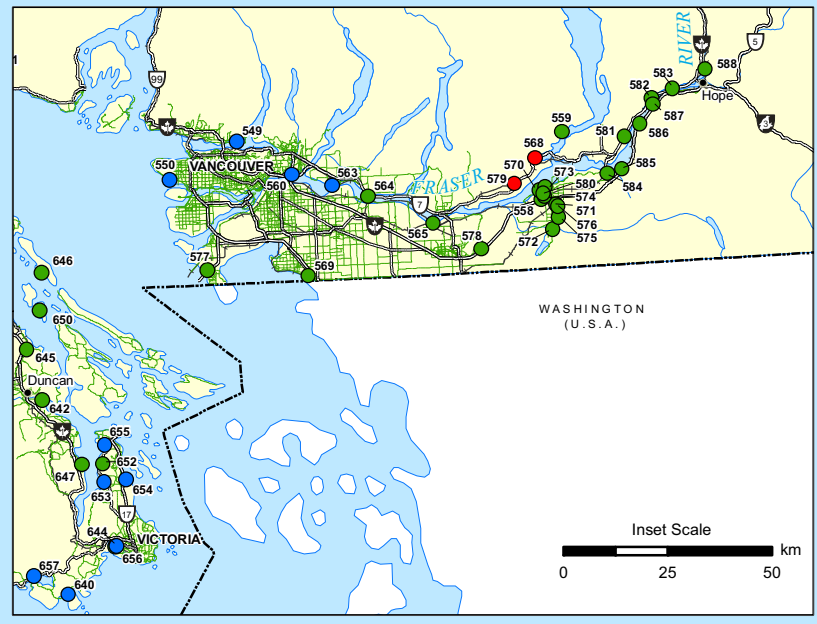
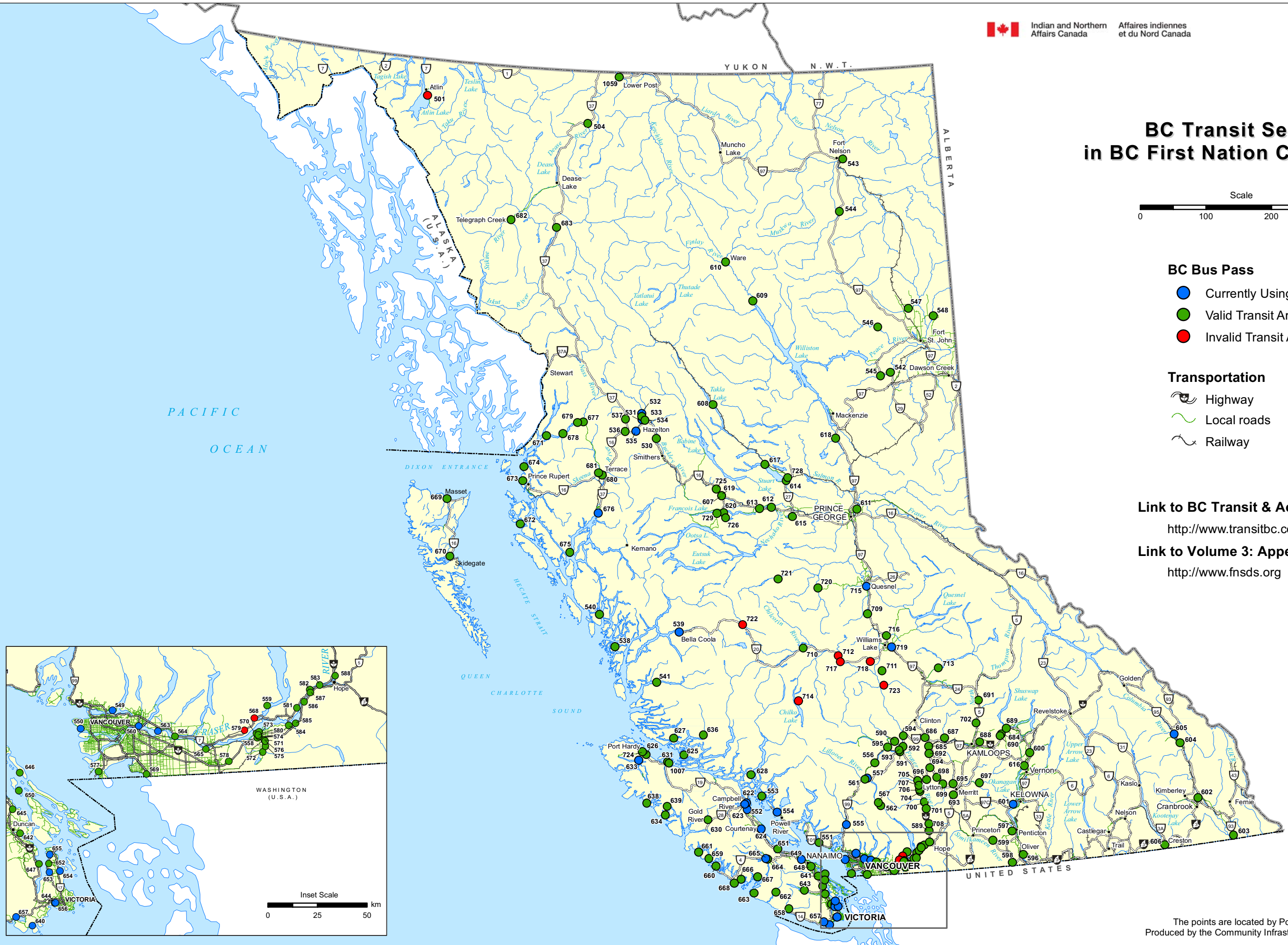
- Highway
- Local roads
- Railway

Link to BC Transit & Act

<http://www.transitbc.com/corporate>

Link to Volume 3: Appendices

<http://www.fnsds.org>



The map displays data current as of April 2011. The points are located by Postal Code of the Administering Authority Offices. Produced by the Community Infrastructure Directorate, BC Region: February 2011.

Instructions for the Funeral Services Billing form (SA 108) Dated 04/11

Purpose of Funeral Services Billing


The Funeral Services Billing form is used to provide INAC with sufficient documentation to support and authorize Income Assistance payments made by Administering Authorities to eligible recipients. The Funeral Services Billing form is used to verify eligibility for expenditures and reimbursement for funeral costs of indigent persons and Income Assistance recipients living on reserve.

Definitions

See Definitions section, under INAC's *Social Development Policy and Procedures Manual, Vol 1, BC Region*, for income assistance, disability assistance, hardship assistance or a supplement.

Requirements for Funeral Services Billing

The completed Funeral Services Billing form must be kept on file by the Administering Authority.

Ensure each field is completed. If a field does not apply (i.e., Section C), put a diagonal line  over the box to indicate it is not applicable.

Field	Definition
Section A – Information on Service Provider and Deceased	
Administering Authority Name	Enter name of the Administering Authority.
Number	Enter the Administering Authority number.
Name of Service Provider	Enter the name of the Service Provider which may include a Funeral Home, Cemetery, or Crematorium.
Address	Enter the address of Service Provider.
Postal Code	Enter postal code of Service Provider.
Phone Number	Enter phone number of Service Provider.
Fax Number	Enter fax number of Service Provider.
Contact Person	Enter name of Contact Person at Service Provider.
Name of Deceased	Enter the name of the deceased individual.
Date of Birth	Enter date of birth of the deceased individual.
Address	Enter the last known address of the deceased individual.

Date of Death	Enter date of death.
Name of Legal Representative	Enter the name of the legal representative. To see the definition of legal representative, see Chapter 11.17, Funeral and Burial Policy.
Service authorized by: Administering Authority Contact	Enter the Administering Authority Contact name.
Phone Number	Enter phone number of Administering Authority Contact.
Fax Number	Enter fax number of Administering Authority Contact.
Section B – Services Provided	
Funeral Providers Basic Service Fee	Enter the basic disposition fee.
Other Items or Service Fee	<p>Enter the total amounts for:</p> <ul style="list-style-type: none"> • Co-ordination of bereavement rites and ceremonies • Attendance of staff for services and visitation • Preparation of the deceased including embalming, dressing, hairdressing • Use of funeral home or chapel facilities and equipment for memorial and funeral services. <p>Add the total amounts for each and enter that sum as Total additional allowable fees.</p>
Transportation (within BC only)	<p>Enter the number of kilometres required to transport the deceased individual's body within BC.</p> <p>Add the total amounts for each and enter that sum as Total transportation.</p>
Casket	<p>Enter the total amounts for the caskets including:</p> <ul style="list-style-type: none"> • Factory invoiced cost • Plus 20% • Plus freight • Plus cost for oversize remains. <p>Add the total amounts of each and enter that sum as Total.</p>
Burial Costs	<p>Enter the total amounts for burial costs including:</p> <ul style="list-style-type: none"> • Cost of burial plot • Grave opening and closing fees • Additional costs (grave liner, contain, pouch-where required by cemetery). <p>Add the total amounts of each and enter that sum as Total.</p>
Cremation Costs	<p>Enter the total amounts for cremation costs including:</p> <ul style="list-style-type: none"> • Cremation fees • Urn (to a maximum of \$200) • Cost of cremation plot • Grave opening and closing fees • Concrete grave liner (if required by cemetery). <p>Add the total amounts of each and enter that sum as Total.</p>

Applicable Taxes	Enter the amount for the applicable taxes such as the Consumer Protection BC fee.
Total amount of billing	Add the total amounts for Funeral Providers Basic Service Fee, Other Items or Service Fee, Transportation, Casket, Burial Costs, Cremation Costs, and Applicable Taxes. That sum is the Total amount of billing.
Signature of Service Provider	Service Provider Signature.
Print Name	Print name of Service Provider.
Date	Enter the date.
Section C – Additional Items and Services Purchased by other Parties	
Additional items and services purchased by other parties	<p>Enter the amounts for each additional item or service purchased by other parties including:</p> <ul style="list-style-type: none"> • Casket upgrade (Purchaser and their relationship with the deceased) • Flowers • Honorariums for clergy and/or musicians • Death certificates • Memorial books and stationery • Obituary notice • Other <p>Add the total amounts, that sum is the Total amount of additional items by purchaser.</p> <p>Note: Items in Section C are not covered by the Administering Authority or INAC.</p>
Section D – Authorization for Reimbursement of Funeral Services	
Band Social Development Worker Check List	<p>Review to ensure the following documents are completed and kept in the client file:</p> <ul style="list-style-type: none"> • Completed and original Funeral Services Billing (SA 108) form attached to a completed Budget and Decision (901-25) form • copy sent to INAC Estates department at: BCEstates@inac-ainc.gc.ca <p>Submit the completed form to your Funding Services Officer and other related documents.</p>
Funding Services Officer	This section is completed by INAC Funding Services Officer. Once Funeral Services Billing (SA 108) is reviewed and signed, please return the form to the Band Social Development Worker.



Natal Supplement



FACT SHEET

INAC BC Region's Income Assistance Program's monthly Natal Supplement is \$45 per month.

The Natal Supplement is provided to expectant women on income assistance and families with infants up to seven months old.

The supplement is intended to provide better pre- and post-natal nutrition for healthier mothers and their babies.

It may be used to purchase items such as nutritious food as well as clothing and baby equipment.

INAC BC Region's Income Assistance Program also provides enriched infant formula for dependent children under 12 months of age where a medical condition requires the use of specialized formula or there is a risk of disease being transmitted through the mother's breast milk.



Sample Information Required Letter

[insert Administering Authority logo here]

[date]

File:

Dear [name]:

To make sure you receive all the assistance you are eligible for, we need the following medical information.

- Diet Supplement:** Please take the attached fact sheet to your doctor or a registered dietician and get a note that includes your diagnosis, confirmation of you need for a special diet, and how long you will need it for.

[attach diet supplement fact sheet]

- Persons with Persistent Multiple Barriers (PPMB):** Please have your doctor complete the attached form.

- Medical Supplies:** Please get a medical note from your medical practitioner or nurse practitioner that includes your diagnosis, a list of what you need each month (specify amount), and how long you will need it for.

Please return this information by [date]. You can mail it to us or drop it off at our office at [local office address]. You can also fax it to us at [local office fax number].

If you have any questions, please contact the First Nations Social Development Society [phone number].

Sincerely,

[insert BSDW name]
BSDW

Sample Diet Supplement Review Letter

[insert Administering Authority logo here]

[date]

File:

Dear [name]:

To make sure you receive all the assistance you are eligible for, we need some information.

To continue to receive your diet supplement, please obtain a note from your doctor or a registered dietitian that includes: your diagnosis, confirmation of your continued need for a special diet and how long you will need the diet for.

Please return this information by [date]. You can mail it to us or drop it off at our office at [address]. You can also fax it to us at [fax number].

As you are currently receiving a diet supplement, it is important that you provide the updated information by the above noted date or your eligibility to continue receiving the supplement may be affected.

If you have any questions, please call [administering authority name] at [phone number].

Sincerely,

Band Social Development Worker

Enclosure(s): [attach Diet Supplement Fact Sheet]

Sample Diet Supplement Denial Letter

[insert Administering Authority logo here]

[date]

File:

Dear [name]:

We regret to inform you that you do not meet the requirements to receive a diet supplement.

This decision was made as you are unable to demonstrate the criteria set out in chapter 11.10, Diet Supplements.

[BSDW to insert reasons – including a list of all information reviewed].

If you have any questions, or want [administering authority] to reconsider, please contact [administering authority name] at [phone number].

Sincerely,

Band Social Development Worker

Enclosure(s): [attach Chapter 11.10, Diet Supplements and Budget and Decision Form (901-25)]

Guidelines for Reviewing Diet Supplements

Diet supplements assist recipients to meet costs associated with an unusually expensive therapeutic diet that is required as a result of a specific medical condition or a special dietary need as confirmed by a *medical practitioner, nurse practitioner* or a registered *dietitian*.

The need for a diet supplement can be due to either an acute (short term) or chronic (long term) medical condition. As dietary needs and medical conditions can change, it is necessary for the *Band Social Development Worker* (BSDW) to complete regular reviews to confirm a client's continued eligibility. However, in some circumstances updated documentation from the client may not be necessary. These guidelines have been developed to assist regional staff with:

1. Completing eligibility reviews and establishing review dates; and
2. Determining circumstances where the requirement for updated documentation can be waived.

Establishing review dates and completing eligibility reviews

Upon initial approval, the *Band Social Development Worker* must assign a review date for the diet supplement. Review dates should be based on the expected duration of the medical condition or specific dietary need. To establish the appropriate review date, the length of time indicated on the medical documentation should be used as a guide in conjunction with Table 1 (see attached). Generally speaking, chronic (long term) conditions can be assigned review dates up to 2 years, while acute (short term) conditions are limited to a maximum of 1 year.

Note: Review dates can be managed on a data system as a “bring forward” message, highlighted by index cards, or written as a reminder on the cover of the recipient's case file.

Three months prior to the review date, the BSDW will identify those clients whose diet supplement is scheduled for review.

In order to confirm continued eligibility and to determine if there is a need for updated documentation, the following should be examined when performing a diet supplement review:

1. The original medical documentation supporting the request for the diet supplement (review diagnosis/medical condition, special dietary need and expected duration indicated);
2. Any documentation on file that could contain medical information that would support the request for the diet supplement (e.g.: PWD application, PPMB medical report, etc); and

3. Any medical documentation recently received for other supplements that would indicate status of the recipient's medical condition and support a continued need for a diet supplement (e.g.: documentation to support a request for a medical transportation supplement for ongoing cancer treatment).

Requirement for updated medical documentation

Once the review of the existing medical documentation has been completed and if the need for the diet supplement is determined to be a result of chronic, ongoing medical condition, no updated documentation should be required and the review date can be reset for 2 years. Refer to Table 1 for a list of medical conditions where the need for updated medical documentation can be waived.

If the need for the diet supplement was due to an acute, short term medical condition, and no current information on file supports the continued need, the BSDW must contact the client to both confirm continued need and request updated medical documentation by sending the client a *Diet Supplement Review Letter*. Follow up may be required by telephone if the client does not provide the requested information. Upon receipt of the updated medical information, the BSDW must assess eligibility and set up an appropriate review date based on the submitted documentation.

Advising clients of denial or discontinuance of a diet supplement

Discontinuance of a supplement should only be allowed to occur once the BSDW has made a review decision, the client has been notified of the decision in advance of discontinuance and the client has been given the opportunity to request to provide medical information.

If there is no longer a confirmed need for the diet supplement or the client does not provide the requested updated medical documentation, the BSDW must send the client a *Diet Supplement Denial Letter* informing them of the denial or discontinuance of the diet supplement.

Diet Supplement	Associated medical condition(s)	Duration of medical condition or dietary need	Requirement for updated documentation at review
High Protein Diet (\$40 per month)	Cancer requiring nutritional support <u>during</u> : <ul style="list-style-type: none"> • Radiation • Chemotherapy • Surgical therapy or • Ongoing medical treatment 	Acute (e.g.: treatable cancers)	Updated documentation may be required to confirm client is still undergoing therapy or treatment
		Chronic (e.g.: end stage or terminal cancers)	Waived
	Chronic inflammatory bowel disease	Chronic	Waived
	Crohn's disease	Chronic	Waived
	Ulcerative colitis	Chronic	Waived
	HIV + diagnosis	Chronic	Waived
	AIDS	Chronic	Waived
	Chronic bacterial infection (e.g.: lung or urinary tract infections, bed sores or pressure ulcers)	Acute	As infection may be treatable, updated documentation should be obtained to confirm continued need
		Chronic	
	Tuberculosis	Acute	As condition is treatable, updated documentation should be obtained to confirm continued need
		Chronic	

	Hyperthyroidism	Acute	As condition may be treatable, updated documentation should be obtained to confirm continued need	
		Chronic		
	Hepatitis B	Acute	As there are treatments available, updated documentation may be required to confirm continued need	
		Chronic		
	Hepatitis C	Acute	As there are treatments available, updated documentation may be required to confirm continued need	
		Chronic		
	Osteoporosis	Chronic	Waived	
	Restricted sodium diet (\$10 per month)	A restricted sodium diet can be prescribed due to a variety of medical conditions (e.g.: high blood pressure, heart, kidney or liver problems)	Acute	If medical professional identifies as short term, updated documentation should be obtained to confirm continued need
			Chronic	Waived – if medical condition identified as chronic or indefinite
	Diabetic Diet (\$35)	Diabetes	Chronic	Waived

per month)			
Kidney Dialysis diet (\$30 per month)	Acute kidney failure (e.g.: due to injury or trauma to kidneys or severe infection)	Acute	As dialysis may only be needed until the kidneys recover, updated medical documentation should be obtained for acute cases.
	Chronic or end stage kidney failure	Chronic	
Gluten-free diet (\$40 per month)	Celiac disease or dermatitis herpetiformis	Chronic	Waived
Diet for Cystic Fibrosis (\$50 per month)	Cystic Fibrosis	Chronic	Waived
Ketogenic diet (\$40 per month)	Refractory Epilepsy (difficult to control)	Chronic	Waived
Phenylalanine diet (\$40 per month)	Phenylketonuria (PKU)	Chronic	Waived



Diet Supplement



FACT SHEET

INAC BC Region provides funding to income assistance recipients who require a special diet for a specific medical diagnosis or medical condition.

Recipients with diabetes, cystic fibrosis and kidney disease may be eligible for diet assistance when the need for a special diet is recommended in writing by a medical practitioner, nurse practitioner or registered dietician.

Clients requesting funds for restricted sodium, gluten-free, dysphagia, ketogenic and phenylalanine diet supplements may be eligible if recommended in writing by a medical practitioner, nurse practitioner or registered dietician to aid a specific condition.

Funding for high-protein diets is available for individuals who need additional nutritional support and have been diagnosed with:

- Cancer – requiring nutritional support during radiation, chemotherapy or surgical cancer therapy;
- Chronic inflammatory bowel disease;
- Crohn's disease;
- Ulcerative colitis;
- HIV/AIDS, chronic bacterial infection and tuberculosis;
- Hyperthyroidism;
- Osteoporosis; or
- Hepatitis B or hepatitis C.

Note: The diet supplement is separate from the Monthly Nutritional Supplement, which provided to meet the needs of clients with the Persons with Disabilities designation who have chronic and progressive deterioration with wasting symptoms. Nutritional supplement products may be provided, on a short-term basis, to help a client recover from illness, if recommended by a medical or nurse practitioner.

For more information contact the First Nations Social Development Society (FNSDS) toll free at 1-800-991-7099.





Diet Supplement

Questions & Answers

- 1. Q. What documentation is required for recipients applying for a diet supplement?**
 - A.** To be eligible for a diet supplement, recipients must provide written confirmation of the need for the diet supplement from a *medical practitioner*, *nurse practitioner* or from a *dietitian* who is registered with the College of Dietitians of British Columbia. This information should include the specific medical condition, the diet required, and the expected duration of need. Prior to requesting new documentation, review the recipient's file to see if the provincial Ministry of Social Development already has sufficient medical information on file to confirm eligibility for a diet supplement.

- 2. Q. A recipient submits documentation requesting a diet supplement and attaches a *medical practitioner or nurse practitioner's* bill for a form fee. Does the Administering Authority cover this?**
 - A.** No. the Administering Authority is not responsible for any fees associated with documentation required for diet supplements.

- 3. Q. How is a supplement issued for the purchase of a blender?**
 - A.** A blender payment may be authorized on a one-time basis on the Budget and Decision form under basic needs. A copy of the Budget and Decision form should be added to the recipient's file to document that a blender was issued.



Instructions for the Application for Social Assistance (901-27) Dated (10/88)

Purpose of *Application for Social Assistance (901-27)*

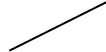
The Application for Social Assistance form (901-27) is used to provide INAC with sufficient documentation to support and authorize Income Assistance payments made by Administering Authorities to eligible recipients. The Application for Social Assistance is used to verify eligibility for recipients of Income Assistance.

Definitions

See Definition section, under INAC's *Social Development Policy and Procedures Manual, Vol 1, BC Region*, for income assistance, disability assistance, hardship assistance or a supplement.

Requirements for Application for Social Assistance form (901-27)

The completed Application for Social Assistance Form (901-27) must be kept on file by the Administering Authority for the duration of the applicant's eligibility and receipt of Income Assistance.

Ensure each field is filled out. If a field is left blank, put a diagonal line over the box to indicate the question had been asked. 

Field	Definition
Department or Band Administering Authority	The Administering Authority where the applicant will receive Social Assistance (if eligible).
Section 1	
Applicant's Name	Enter first name and last name of applicant.
Band Name and Family No.	Enter the applicant's Band Name and Family No. /Indian Status Card number (10 digits)
Province of Membership	Enter the province in which the applicant's band is located (if Indian).
Address Postal Code	Enter residential address and postal code of the applicant. NOTE: <i>If the applicant's residential address and mailing address are different, ensure both addresses are identified on the applicant's file.</i>
On Reserve	Indicate with ✓ if the applicant's resides on or off reserve.
Telephone No.	Enter the applicant's telephone number.
Marital Status	Indicate with ✓ the marital status of the applicant.
Date of Birth	Enter the date of birth (YY/MM/DD) of the applicant
S.I.N.	Not applicable

Health Insurance number	Enter the Health Insurance number of the applicant if the applicant is non Indian.
Occupation	Enter the occupation of the applicant (if applicable)
Are you a Canadian Citizen	Indicate "Yes" with ✓ if the applicant is a Canadian Citizen or indicate "No" with ✓ if the applicant is not a Canadian Citizen.
Date of arrival in Canada	Enter the date (YY/MM/DD) of arrival into Canada if the applicant is not Canadian.
Date last Social Assistance received	Enter the date (YY/MM/DD) the applicant last received social assistance.
Administering Authority	Enter the Administering Authority that previously administered Social Assistance to the applicant.
Amount \$	Enter the amount (in dollars) the applicant previously received when on social assistance.
Are you / your spouse awaiting other benefits	Indicate "Yes" with ✓ if the applicant and/or applicant's spouse is/are awaiting any benefits or indicate "No" with ✓ if the applicant and/or applicant's spouse is/are awaiting any benefits.
If yes, benefit applied for	If yes to previous question, list the benefit(s) that the applicant or applicant's spouse applied for.
Date	Enter the date (YY/MM/DD) the applicant applied for the benefit(s).
Are you seeking employment	If unemployed, indicate "Yes" with ✓ if the applicant is actively seeking employment or indicate "No" with ✓ if the applicant is not actively seeking employment.
If no, explain	If no to previous question, enter the reason(s) for which the applicant is not seeking employment.
Date of last employment Date	Enter the last date (YY/MM/DD) the applicant held employment.
Reason for termination	Enter the reason(s) for the applicant's termination of employment.
If separated / divorced / deserted, have you applied for financial support?	If separated/divorced/deserted, indicate "Yes" with ✓ if the applicant has applied for financial support or indicate "No" with ✓ if applicant has not applied for financial support.
If no, explain	If no to previous question, enter the reasons(s) for which the applicant has not applied for financial support.
Spouse's Name	Enter the name of the applicant's spouse.
Band Name and Family No.	Enter the band name and family no. / Status Card number (10 digits) of the applicant's spouse (if Indian).
Province of Membership	Enter the province in which the spouse of the applicant's band is located.
Address Postal Code	Enter "same as above" or indicate the mailing address of the applicant if different from residential address.
On Reserve	Indicate with ✓ if the spouse of the applicant's residential address is located on or off reserve.
Occupation	Enter the occupation of the applicant's spouse.
Section 2	
Applicant's Previous Address(es)	Enter the applicant's previous addresses within the past 12 months and the dates of when the applicant resided.
Most Recent/Present Education or Training Program	

Applicant ►	Enter the applicant's most recent/present education or training program and the dates of when the applicant received it.
Spouse►	Enter the spouse of the applicant's most recent/present education or training program and the dates of when the spouse of the applicant received it.
Name & Address of Previous/Present Employer	
Applicant ►	Enter the name and address for the applicant's previous/present employer and the start and end dates of employment.
Spouse►	Enter the name and address for the spouse of the applicant's previous/present employer and the start and end dates of employment.
Section 3	
Dependent(s) In Home Names	Enter the name(s) of the dependent(s) in the applicant's home.
Relationship	Enter the relationship between the applicant and dependant(s).
Date of Birth	Enter the birth date(s) of the dependent(s).
Band Name and Family No.	Enter the Band Name and Family No. / Indian Status Card number (10 digits) of the dependent(s), if Indian.
Education	Enter the highest education level of the dependent(s).
Other Persons in Home Names	Enter the name(s) of other individual(s) in the applicant's home.
Relationship	Enter the relationship between the applicant and the other individual(s) in the applicant's home.
Age	Enter the age of the other individual(s) in the applicant's home.
Source of Income	Enter the source of income of the individual(s) in the applicant's home.
Section 4	
Assets	Indicate if "Yes" or "No" with ✓ and the Amount/Value <ul style="list-style-type: none"> • Money Owing from Other Persons • Savings • Equipment/Trapping Gear • In Trust • 1st Vehicle and indicate make and year • Livestock • Life Insurance • 2nd Vehicle and indicate make and year • Other Assets (specify)
Section 5	
Previous Month's Income	Indicate if "Yes" or "No" with ✓ the amount, and the date the money was received by the applicant. <p>Indicate if "Yes" or "No" with ✓ the amount, and the date the money was received by the applicant's spouse and dependent(s).</p> <ul style="list-style-type: none"> • Wages – Including severance pay and holiday pay • Pension and indicate type • Workers Compensation

	<ul style="list-style-type: none"> • Unemployment Insurance • Education and Training Allowance • Fur & Fish Sales, Farming and Small Business • Band Distribution • Rental or Land Lease • Family Support Payments • Other Income • Lump Sum Payment or Settlement within the past year
Total earnings in the past 12 months.	Enter the total earnings in the last 12 months.
Section 6	
NOTE: this section will be verified during the INAC Program Review. Please ensure all sections fields are completed.	
Is Accommodation Shared?	Indicate "Yes" with ✓ if the accommodation is shared or indicate "No" with ✓ if the accommodation is not shared.
Who is responsible for shelter costs?	Enter the first name and last name of the individual responsible for shelter costs in the applicant's home.
Rented or owned?	Enter if accommodation is rented or owned.
CMHC Assisted Housing	Indicate "Yes" with ✓ if the applicant's accommodation is CHMC Assisted Housing or indicate "No" with ✓ if the applicant's accommodation is not CHMC Assisted Housing.
Costs	Enter the amount for each cost identified: <ul style="list-style-type: none"> • Rent/Housing Payment • Fuel • Utilities • Maintenance • Home Insurance • Garbage, Water, Sewer • Basic Telephone Rental
Section 7	Required fields: <ul style="list-style-type: none"> • Signature of Applicant • Date of application • Signature of Witness • Date • Information contained in this application verified by (full name)



Monthly Nutritional Supplement (MNS) & Short-Term Nutritional Supplement



Questions & Answers

- 1. Q. Who are medical practitioners?**

A. A medical practitioner is a member of the College of Physicians and Surgeons of British Columbia who is entitled to practice under the *Health Professions Act*.
- 2. Q. Who are nurse practitioners?**

A. A nurse practitioner is a member of the College of Registered Nurses of British Columbia who is entitled to practice under the *Health Professions Act*.
- 3. Q. My client has just moved to BC from Ontario. Can a medical practitioner or nurse practitioner from another province or territory complete my client's MNS application form?**

A. Only medical practitioners or nurse practitioners registered in British Columbia may complete your client's MNS application. The only exception is for individuals from the communities of: Taku River Tlingit; Dease River; and Daylu Dena Council who may ask a practitioner from the Yukon to complete their MNS application form. The practitioner must include their professional association's rate chart with their invoice.
- 4. Q. Is bottled water an MNS benefit?**

A. No, there are only two components to the MNS: (1) additional nutritional items (to supplement a regular diet); (2) vitamins and minerals. Individuals in receipt of disability assistance already receive \$300/month more than regular income assistance clients to purchase items to assist them with their disability, like bottled water.
- 5. Q. Are individuals with the Persons with Persistent Multiple Barriers (PPMB) designation or who are receiving basic income assistance or hardship assistance eligible for the MNS?**

A. No, individuals with the PPMB designation, receiving basic income assistance or hardship assistance are not eligible for the MNS. Individuals with the Persons with Disabilities (PWD) designation are the only income assistance group eligible to apply for the MNS.
- 6. Q. My client has a PWD designation. She is not currently receiving disability benefits as she is living with her gainfully employed husband. Is she eligible for the MNS?**

A. No, the applicant for the MNS must have both (a PWD designation and be receiving disability assistance). The applicant cannot have the PWD designation only.
- 7. Q. My disability assistance client is currently receiving the diet supplement. Does this mean they are ineligible for the MNS?**

A. Applicants in receipt of a diet supplement with a total value of less-than \$205 per month have the option of applying for the MNS to replace their currently received supplement. Individuals may not access the diet supplement and the MNS at the same time.
- 8. Q. Can a short-term nutritional supplement be issued for longer than three months?**

A. No, by policy, short-term nutritional supplements can be provided to eligible recipients for a maximum of three calendar months. If after the three months has passed, the recipient has another acute need for short-term nutritional supplementation, such as they have now had surgery, a second request can be made to the Band Social Development Worker.





MONTHLY NUTRITIONAL SUPPLEMENT APPLICATION

Privacy Statement: The personal information collected on, and disclosed pursuant to, this document is collected pursuant to Indian and Northern Affairs Canada's *Social Development Policy and Procedures Manual, Volume 1, BC Region* for the purpose of determining eligibility for assistance and will be maintained pursuant to the *Privacy Act* and described in the personal information bank INA-PPU-240. The accuracy of the information in this document may be checked by comparing it against information held by any federal or provincial department or agency or any private agency.

Note: An applicant for the Monthly Nutritional Supplement (MNS) must be a person with the Persons with Disabilities (PWD) designation who is receiving disability assistance under the Indian and Northern Affairs Canada (INAC) *Social Development Policy and Procedures Manual, Volume 1, BC Region*. INAC or the First Nations Social Development Society (FNSDS) has the authority and discretion to review eligibility for MNS. INAC and FNSDS may also, where necessary, request a second opinion for the purpose of determining eligibility for this supplement.

Part A: Must be completed by the Administering Authority. (Please print)			
Applicant's Name		Birth Date (YYYY/MM/DD)	PWD File Number
Applicant's Address		City	Postal Code
PWD Status <input type="checkbox"/> Eligible	In Pay <input type="checkbox"/> PWD disability assistance	List the health supplements the applicant is receiving:	File Number MNS -
Band Social Development Worker's Name		Band Social Development Worker's Signature	Personal Health Number (CareCard #)
Administering Authority's Name		Address (YYYY/MM/DD)	Administering Authority's Number
Address		Postal Code	Telephone

Part B: Application Acknowledgement and Consent. Must be signed by the Applicant.	
I am applying for the Monthly Nutritional Supplement. I understand that Indian and Northern Affairs Canada (INAC) or the First Nations Social Development Society (FNSDS) may obtain and verify information to confirm my eligibility for this supplement. I consent to the medical practitioner or nurse practitioner identified in Part C of this application sharing and providing clarification on the medical information requested in this application form with INAC or the FNSDS for the purposes of determining my eligibility for this supplement.	
Applicant's Signature	Date (M/DD)

Part C: Must be completed by a medical practitioner or nurse practitioner. (Please print)
Additional documents may be attached, if necessary. Note: An incomplete application will delay processing.

Medical Practitioner's or Nurse Practitioner's Fee

Please invoice the fee for completing Part C of this application to the Administering Authority and insert it in Part A of this application.

The Monthly Nutritional Supplement is only available to an applicant receiving treatment from a medical practitioner or nurse practitioner for a chronic, progressive deterioration of health on account of a SEVERE medical condition(s) as a direct result of the chronic, progressive deterioration of health, displays two or more of the symptoms set out in Question 3 of the application, and the treatments requested in the application will alleviate those specific symptoms AND present imminent danger to the applicant's life.

Please list and describe the applicant's severe medical condition(s): (Please print)

Diagnosis	Description

2. As a direct result of the severe medical condition(s) noted above, is the applicant being treated for a chronic, progressive deterioration of health? If so, please provide details and any information on treatments including any relevant clinical or diagnostic reports.

3. As a direct result of the chronic, progressive deterioration of health noted above, does the applicant display two or more of the following symptoms? If so, please describe in detail.

- Malnutrition _____
- Underweight status _____
- Significant weight loss _____
- Significant muscle mass loss _____
- Significant neurological degeneration _____
- Moderate to severe immune suppression _____
- Significant deterioration of a vital organ (please specify) _____

APPLICANT – Please mail the completed application to:

**PWD/MNS – Social Development Program, First Nations Social Development Society
#704, 718-333, Brooksbank Ave. North Vancouver, BC V7J 3V8**

Applicant's Name _____

File Number **MNS -** _____

4. Please specify the applicant's height _____ and weight _____.
Height and weight will assist in determining your patient's Body Mass Index (BMI)

5. VITAMIN OR MINERAL SUPPLEMENTATION

Vitamins and minerals are only available to an applicant to alleviate one or more of the symptoms specified in Question 3, if those symptoms are a direct result of a chronic, progressive deterioration of health, and to prevent imminent danger to the applicant's life. This supplement does not include homeopathic, naturopathic or herbal remedies.

→ Specify the vitamin or mineral supplement(s) required and expected duration of need:

→ Describe how this item or items will alleviate the specific symptoms identified:

→ Describe how this item or items will prevent imminent danger to the applicant's life:

6. NUTRITIONAL ITEMS

Nutritional items are only available to an applicant to alleviate one or more of the symptoms specified in Question 3 if those symptoms are a direct result of a chronic, progressive deterioration of health and the nutritional items are medically essential, will provide caloric supplementation to a regular dietary intake and are required to prevent imminent danger to the applicant's life.

→ Specify the additional nutritional items required and expected duration of need:

→ Does this applicant have a medical condition that results in the inability to absorb sufficient calories to satisfy daily requirements through a regular dietary intake? If yes, please describe:

→ Describe how the nutritional items required will alleviate one or more of the symptoms specified in Question 3 and provide caloric supplementation to a regular diet:

→ Describe how the nutritional items requested will prevent imminent danger to the applicant's life:

ADDITIONAL COMMENTS

Medical Practitioner's or Nurse Practitioner's Name <small>(Please print)</small>	Medical Practitioner's or Nurse Practitioner's Number	Telephone
Medical Practitioner's or Nurse Practitioner's Signature		Date (YYYY/MM/DD)

Medical Practitioner's or Nurse Practitioner's Fee

Please invoice the \$25 fee for completing Part C of this application to the Administering Authority listed in Part A of this application.

Medical Practitioner's or Nurse Practitioner's Office Stamp

If you have any questions, please contact:

**PWD/MNS – Social Development Program
First Nations Social Development Society
at 604-913-4152 (Lower Mainland) or
1-877-985-5565 (toll-free).**



Aboriginal Social Assistance Recipient Employment Training Initiative (ASARET) & Work Opportunity Program (WOP)



This document was originally produced by Sto:lo Nation. For more WOP & ASARET information and video training check out the Sto:lo Nation web site at: www.stolonation.bc.ca/

Questions & Answers

- 1. Q. Can a for-profit enterprise, where the band is the employer, participate in a WOP project?**

A. Yes. All WOP documentation would identify the duties and employer for a WOP project.
- 2. Q. Can a WOP participant get another job and still stay on the project?**

A. Yes however, the participant's income from another job will reduce the transfer of funds as the income may be deducted dollar for dollar. This depends on the IA recipient's income assistance category type (PPMB or PWD) and if any exemptions for earning are allowed. This would be considered a success as the recipient has found employment.
- 3. Q. Can you WOP an apprenticeship position when an individual is doing his/her practicum?**

A. No, if the individual is receiving a living allowance from his/her funder.
- 4. Q. Can you fire a WOP participant? If yes, what would you do with the vacant position?**

A. Yes, a WOP participant can be fired similar to any other employee. As a replacement will need to be found immediately, advertising the position for another IA recipient will be required.
- 5. Q. Is it necessary to have training attached to an ASARET project?**

A. Yes. Training is what makes an ASARET different from a WOP project.
- 6. Q. Can you use the WOP project to provide an IA recipient experience and added training to compliment what they already have in training?**

A. Additional experience and training depends upon the WOP sources of funding. If a WOP source of funding includes an ASETS, then the project will no longer be a WOP but an ASARET.
- 7. Q. If an IA recipient is working on an ASARET project, can a On-line (distance education) or Open-Learning course be included in the training portion?**

A. Yes, the course work will need to be monitored to ensure it is completed and the course activities will need to be reported before the project ends.

INAC NOTE: WOP & ASARET are intended to assist income assistance recipients to move towards employment; in turn recipient's monthly income assistance will be transferred to supplement their wage. The monthly SDFSR should report each month's IA transfer for each income assistance recipient and not duplicate payments.

All Income Assistance & Assisted Living forms can be downloaded, printed and saved from the First Nations Social Development Society (FNSDS) website at www.fnsds.org. If an administering authority would prefer to receive a CD with forms, please contact FNSDS at 1-800-991-7099 or by faxing a request to 604-926-4152.





Aboriginal Social Assistance Recipient Employment Training Initiative (ASARET) & Work Opportunity Program (WOP)



Hours are based on actual working hours with a 30 minute lunch hour and two 15 minute breaks that are required by law. The breaks are without pay.

The wage is based on minimum of \$8 per hour. For more information see the BC Ministry of Labour, Minimum Wage information at: www.labour.gov.bc.ca/esb/facshts/min-wage.htm

EXAMPLE- IA funds for hourly wage contribution table (Shelter maxed)

Category	IA Transfer \$	30 hrs/ 6 hrs day	35 hrs/ 7 hrs day	40 hrs/ 8 hrs day
Single	610.00	5.09	4.36	3.81
Childless Couple	877.22	7.31	6.27	5.49
Single Parent (2)	945.58	7.88	6.76	5.91
Family (3)	1061.06	8.85	7.58	6.63

EXAMPLE- Minimum Wages (\$8 per hour) showing contributions from IA funds & Employer & MERCs

	Single	Childless Couple	Single Parent (2)	Family (3)
Transfer \$	610.00	877.22	945.58	1061.06
30 hrs min wage	960.00	960.00	960.00	960.00
MERC 17%	163.20	163.20	163.20	163.20
Total Wages	1123.20	1123.20	1123.20	1123.20
Employer \$	510.00	245.98	177.62	62.14
Transfer \$	610.00	877.22	945.58	1061.06
35 hrs min wage	1120.00	1120.00	1120.00	1120.00
MERC 17%	190.40	163.20	163.20	163.20
Total Wages	1310.40	1310.40	1310.40	1310.40
Employer \$	700.40	433.18	364.82	250.34
Transfer \$	610.00	877.22	945.58	1061.06
40 hrs min wage	1280.00	1280.00	1280.00	1280.00
MERC 17%	217.60	217.60	217.60	217.60
Total wages	1497.60	1497.60	1497.60	1497.60
Employer \$	887.00	620.38	552.02	436.54





Work Opportunity Program (WOP)

FACT SHEET

The Work Opportunity Program (WOP) is intended to enhance the independence and employability of persons in receipt of income assistance by utilizing their income assistance funds, together with funds from other sources, to create a project for up to 12 months.

The project is expected to provide employment experience for an income assistance recipient who otherwise would be unemployed.

Eligible Projects

The WOP project must form part of a case plan for an eligible recipient to access employment support to develop the necessary skills to enter the labour force.

The following project list is for suggestion only, and is not intended to restrict the number of possibilities:

- environmental improvement
- social services
- economic development
- community facilities

The project must pay at least the *provincial minimum wage* to participants and meet other requirements such as Employment Insurance and Worker's Compensation.

Eligible Recipients

In order to participate in a WOP project, an individual must be in receipt of income assistance and fulfill all requirements of the Social Development Program in accordance with the *Social Development Policy and Procedures Manual*.





Work Opportunity Program (WOP)



Administering Authority Requirements

The administering authority must:

- review the WOP application to ensure the program objectives are met before approving the WOP project;
- have a Band Council Resolution from Chief and Council for WOP project;
- complete a *Budget and Decision Form* (901-25) to show the amount of income assistance available to be transferred to the WOP project *each month*;
- transfer the income assistance funds each month by creating a Transfer to Band Work Project sheet (see Sample Transfer to Band Work Project, Appendix 8, Volume 4);
- ensure reimbursement for the WOP transfers are reported *each month* on the *Social Development Financial Statistical Report* (SDFSR) form; and,
- ensure that participants will be with an employer that will abide by all provincial employment requirements as outlined in the *Employment Standards Act*.

Income assistance funds may not be transferred until the project begins and only on a monthly basis.

For a guide on provincial employment requirements, please visit:

<http://www.labour.gov.bc.ca/esb/esaguide/>

For detailed policies and procedures for WOP see Chapter 12.1 of the *Social Development Policy and Procedures Manual, Vol. 1 Income Assistance Program*.

For on-line WOP& ASARET training materials go to:

- www.fnsds.org
- <http://fnbc.info/OurPeoples/Social/ActiveMeasures> (includes WOP&ASARET video)
- <http://www.stolonation.bc.ca/>

For more information on WOP, contact any of the following:

- Band Social Development Worker at local Band Administering Authority Office
 - First Nations Social Development Society
- Call toll free at: 1-800-991-7099 or web site at: www.fnsds.org



Canada 

SAMPLE WOP SUMMARY FORM

[Insert Administering Authority Logo Here]	Administering Authority Name:	Administering Authority Number:
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SECTION A: PROJECT INFORMATION

Project Title:	Duration of Project: From ____ 20____ To ____ 20____	One of the following documents: <input type="checkbox"/> Band Council Resolution <input type="checkbox"/> Equivalent Letter	Type of Project: <input type="checkbox"/> Environmental Improvement <input type="checkbox"/> Social Service <input type="checkbox"/> Other <input type="checkbox"/> Economic Development/ Band Enterprise <input type="checkbox"/> Construction of Community Facility	
Name of Project Manager:	Address:	Postal Code:	Title:	Telephone:
Name of Band Social Development Worker:	Address:	Postal Code:	Fax:	Telephone:

SECTION B: INCOME ASSISTANCE TRANSFER

List the Job Title(s) and Participants:	Monthly IA Basic Amount:	+	Monthly Shelter Amount:	=	Total Monthly IA Entitlement:	x	Number of Months:	x	Monthly Wages Rates:	=	Total Monthly Wages:
1.	\$		\$		\$				\$		\$
2.	\$		\$		\$				\$		\$
3.	\$		\$		\$				\$		\$
4.	\$		\$		\$				\$		\$
Total Wages (IA Transfer):											\$

SECTION C: FINANCIAL RESOURCES

Income Assistance Transfer:	+	Other Expenses: Employee Benefits: EI \$____ + CPP ____ + WCB ____ + HP ____ = \$____	+	Sources of Funding: Band Funds—Specify: \$____ Other Funds: \$____ Specify Source: \$____ Project Revenue—Specify: \$____ = \$____	+	Administration Overhead: Material and Supplies –Specify \$____ Equipment Rental –Specify \$____ Miscellaneous –Specify \$____	=	Total Project Cost: \$
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SECTION D: PROJECT OBJECTIVES

How will employability/independence of participants increase?	How will the project enhance the environment of reserve/add to services or increase economic prospects for the community?
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SAMPLE WOP CASH FLOW FORM

INCOME ASSISTANCE RECIPIENT LISTING BY TITLE	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
TOTAL MONTHLY REQUIREMENTS:													

NOTE:

Provincial minimum wage rates must be adhered to at all times.
 Administering Authorities may need to issue Cash/Payroll Advance (first pay repayment as per company policy or duration of project period).

