

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- There are missing sections of the manual, or some of the sections are out of date.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.

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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, Resources Information – provides a place in the manual 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.

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