

Policy and Procedures Guide

First Nations

Income Assistance Program

This PDF document has been updated to reflect the most current basic needs rates and coph rates (northern food allowance 2011 and singles / childless couples increase) along with other current rates: medical assessments, work incentive allowance, special care room and board, funerals and process updates; funerals (pre-approval) and coph (contact with CFS)

AT OCTOBER 2012

A MORE COMPREHENSIVE UPDATE WILL BE FORTHCOMING INCLUDING
OUR NAME CHANGE

Aboriginal Affairs and Northern Development Canada - Manitoba Region

Record of Guide Amendments

Guide users are encouraged to keep track of changes and additions to the guide through making note of them on this document. Periodically, Manitoba Region of Indian and Northern Affairs Canada will issue an updated version with typed listings added.

2007		
No.	Guide Section Number, Title, Pages and Comments	Date
1	Appendix E, F, G updates to rates as per provincial EIA program change effective April 1, 2007. Also includes updates to Emergency Food Rates based on new information from the provincial EIA program.	April 1, 2007
2	Section 3.7 page 3 updates to Allowable Liquid Assets for Senior Citizens and Persons with Disabilities. Letter and copy of Page 3 with updates reflected mailed out August 7 th 2007	April 1, 2007
3	Section Appendix h.1 page 4 updates for Rate Increase to Special Care Room and Board rates. Letter and copy of Page 4 with updates reflected mailed out August 7 th 2007	April 1, 2007
4		

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2010		
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1	Appendix E, F, G updates to rates as per provincial EIA program change effective April 1, 2007. Also includes updates to Emergency Food Rates based on new	Cont'd

2010		
	information from the provincial EIA program.	April 1, 2011
2	Funeral Updates Section 4.8 & Appendix H Funeral rates.	April 1, 2011

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Glossary of Terms

This glossary contains acronyms, legal definitions and technical terms used in the manual. It also contains section references when indicated.

AHRDA – Aboriginal Human Resource Development Agreement. Section 5.2

ASARET – Aboriginal Social Assistance Recipient Employment Training. Section 5.2

CCTB – Canada Child Tax Benefit (see definition). Also see *CDB* and *NCBS*. Section 3.8.

CDB – Child Disability Benefit (see definition). Also see *CCTB*. Section 3.8.

CFA – Comprehensive Funding Arrangement (see definition). Section 1.3

CFNFA – Canada/First Nation Funding Agreement (see definition). Also see *DFNFA*. Section 1.3

CFS – child and family services.

CMHC – Canada Mortgage and Housing Corporation.

CMP – cash management policy (see definition).

COPH – children out of the parental home (see definition). Formerly known as guardian social allowance (GSA). Section 4.4

CPP – Canada Pension Plan.

DFNFA – Department/First Nation Funding Agreement (see definition). Also see *CFNFA*.

EI – Employment Insurance.

EIA – Employment and Income Assistance, Manitoba Family Services and Housing.

FAA – *Financial Administration Act* (Canada). Section 1.3

FNIHB – First Nations and Inuit Health Branch. Section 4.1 and 4.7

FSO – a funding services officer for Indian and Northern Affairs Canada, Manitoba Region.

FTP – flexible transfer payment (see definition). Section 1.3

GIS – Guaranteed Income Supplement.

GSA – Guardianship social allowance. Now referred to as child out of the parental home (COPH) allowance (see definitions).

HCC – Home and Community Care Program

HOD – housing occupancy data.

HRSDC – Human Resources and Skills Development Canada, formerly Human Resources Development Canada (HRDC).

IA – income assistance.

INAC – Indian and Northern Affairs Canada. Also known as the Department of Indian Affairs and Northern Development (DIAND), which is the legal title of the department.

MEP – Maintenance Enforcement Program. Section 3.8 and Appendix I.2

NNADAP – National Native Alcohol and Drug Abuse Program. Section 4.7

NCBS – National Child Benefit Supplement (see definition). Section 3.8. Also see *CCTB* and *CDB*.

NIHB – non-insured health benefit (see definition). Section 4.7

OAS – Old Age Security.

PSE – post-secondary education.

PHP – private home placement.

RDG – Regional Director General, Indian and Northern Affairs Canada, Manitoba Region.

RRG – Recipient Reporting Guide. Section 1.3

SDA – a social development advisor employed by a tribal council.

SIN – Social Insurance Number.

SN – special needs (see definition). Section 4.6

SRA – Secure Remote Access. Section 1.1

WOP – Work Opportunity Program. Section 5.1

WVA – War Veterans Allowance. Section 3.8

Act – legislation passed by the Parliament of Canada or a provincial legislature. Also referred to as statute, code or enactment. Also see

regulation.

administering authority – in this manual, the body or organization responsible for administering the income assistance program, usually a First Nation. A tribal council, a group of First Nations, a co-manager or a third party administrator, may also administer the program. Referred to in some federal government documents as an *issuing authority*.

adult – a person 18 years of age or older.

age of majority – the age a person becomes an adult in law. In Manitoba, the age is 18 years.

allegation – a suggestion of criminal wrongdoing under the *Criminal Code* (Canada) raised in the context of perceived action or inaction on the part of officials of First Nations and Inuit government bodies and organizations. An allegation may also refer to a claim of wrongdoing any person against an applicant or recipient. Section 1.5 and Appendix A.3

allowance – see *benefit*

appeal – an appeal is one form of redress. First Nations are required under the terms of their contribution agreements to develop an appeal process for the Income Assistance Program. Also see *redress*. Section 2.6

applicant – any person who applies for income assistance or a related service and is considered to be the *family head*. Also see *final recipient* and *recipient*.

Assisted Living Program – a program to provide social support services to clients who require some type of assistance with activities of daily living. Formerly called the Adult Care Program. Also see *In-Home Care*. Section 6.1

basic assistance – an allowance payable to an eligible recipient for basic needs (necessities). Also see *basic needs*. Section 4.1 and Section 4.2

basic needs – food, clothing, household and personal expenses. Section 4.1 and Section 4.2

benefit(s) – funds payable to or on behalf of eligible income assistance applicants and recipients and their dependents. An allowance or payment to meet basic and special needs.

budget deficit – for income assistance purposes, the difference between the income assistance budget for an individual or family and the financial resources available for current support as determined on the budget deficit form (SD04). Section 3.6 and Section 4.1

Canada Child Tax Benefit – The CCTB is the federal government's child benefit system, delivered through the income tax system. It includes two components: a non-taxable monthly payment for families with children under

age 18, based on family net income and the number of children; and the National Child Benefit Supplement, which provides additional support to 40 percent of Canadian families with low incomes. Section 4.8

Canada/First Nation Funding Agreement – The CFNFA is a multi-year (block) funding agreement between the Government of Canada and individual First Nations that can be entered into for up to five years. Also see *Department/First Nation Funding Agreement (DFNFA)*. Section 1.3

cash flow statement – a statement (monthly expenditure plan) setting out and distributing the annual budget for programs and services according to the recipient's (administering authority's) estimated monthly cash requirement. This statement is attached to the funding arrangement. Section 1.4

cash management policy – a policy directive issued by Treasury Board that governs how Indian and Northern Affairs Canada expends and accounts for program funding.

child – a person under 18 years of age.

Child Disability Benefit – The CDB is a tax-free benefit for low- and modest-income families who care for a child (person under age 18) with a severe and prolonged mental or physical impairment. It is a supplement to the Canada Child Tax Benefit (CCTB). Also see *Canada Child Tax Benefit* and *National Child Benefit Supplement*. Section 4.8

children out of the parental home (COPH) – children who are living with and financially supported by a person other than a parent. A COPH allowance is a board and room allowance paid to a person other than a parent for the care of a child. Formerly known as *guardian social allowance (GSA)*. Section 4.4

client – an income assistance applicant or recipient. Also see *applicant* and *recipient*.

co-manager – a qualified individual, partnership, corporation or tribal council acceptable to a funding recipient and Canada, appointed by the recipient to assist in the administration of funding and in fulfilling its obligations under a funding arrangement. Section 1.5

comfort allowance – a monthly benefit for clothing and personal items payable to an eligible person (recipient or dependent) under 65 years of age who is in hospital, crisis centre, personal care home, and to persons receiving a special care room and board allowance. It is not payable to persons in rehabilitation centre or correctional institutions. Formerly known as *patient comfort allowance*. Sections 4.1, 4.2, 4.5 and Appendix H

common-law relationship – persons not legally married to each other who are living together in a conjugal relationship. This definition applies to opposite-sex and same-sex relationships. Also see *spouse* and *partner*.

Section 3.3

compliance review – a review of an administering authority's administration and the operation of the Income Assistance Program by Indian and Northern Affairs Canada, Manitoba Region, to ensure that the program is being administered in accordance with rates and conditions as set out in this regional manual.

complaint – for purposes of the Income Assistance Program, concerns of a non-criminal nature about perceived action or inaction on the part of an *administering authority*. Section 1.5 and Appendix A.3

Comprehensive Funding Arrangement – a one-year funding arrangement containing programs funded by means of contributions, flexible transfer payments and grants. It may contain one or more funding authorities such as contribution funding, flexible transfer payment (FTP) or grant. Section 1.3

contribution – a conditional transfer payment for a specific purpose that is subject to being accounted for or audited for the purpose of determining adherence to terms and conditions of payment and for which unexpended balances or unallowable expenditures are to be reimbursed to the Crown. Section 1.3

crisis intervention facility – a facility that provides shelter and protection to persons who have been abused by other persons and may include crisis shelters, crisis offices or other agencies operating safe homes. Section 4.5

cumulative surplus (deficit) ratio – a ratio used to determine the financial health of a funding recipient (*administering authority*). Section 1.5

customary care – the care of a child by a person who is not the child's parent according to the cultural practices of the caregiver or caregiver's community.

deficit – the amount by which funds expended by an administering authority exceed funds provided by Indian and Northern Affairs Canada and those provided by other sources for delivery of a service, after all terms and conditions have been fulfilled by the administering (issuing) authority. Section 1.3

Department/First Nation Funding Agreement – The DFNFA is a multi-year (block) funding agreement between a federal government department and individual First Nations that can be entered into for up to five years. Also see *Canada/First Nation Funding Agreement* (CFNFA). Section 1.3

dependent – a spouse or partner of an applicant (family head) or a dependent child (see below) of either parent living in the applicant's home. Also see *dependent child*. Section 3.3

dependent child – a child under 18 years of age who resides in an

applicant's home and who is a member of the family through birth, adoption, legal guardianship or customary care (excluding COPH placements).

disabled person – a person who by reason of a disability is unable to earn an income sufficient to meet basic needs or who requires care by another person or in an institution. Also see *basic needs*, *disability*, *health category* and *severely disabled child*.

disability – a physical or mental illness, incapacity or disorder that is likely to continue for more than 90 days. Section 3.4

disability allowance – an additional monthly allowance payable to a recipient or adult dependent who has been medically assessed as having a disability and who is residing in the community. Also see *disability*. Section 4.2

designated person at INAC – a person designated by the Manitoba Region, Indian and Northern Affairs Canada, to carry out certain duties in relation to the administration of the income assistance program. Funding services officers (FSO's) are the first level of contact and, as a general rule, *designated person* refers to an FSO unless otherwise stated.

earned income – the return on work done or services rendered deriving from labour as opposed to capital or entitlement. Section 3.9

economic category – eligibility for income assistance due to unemployment or to inadequate financial resources from employment, training allowances, benefits (for example, Employment Insurance) or other sources.

eligibility – the requirements an applicant or recipient must meet to be issued or continue to receive income assistance. Section 3.1

enroll on assistance – grant or issue assistance. It may also be used in referring to the process of enrolling a person on a list, for example in a Work Opportunity Program (WOP) project.

estate – the property (assets) of a deceased person that must be managed by an executor or administrator. Assets may include real property such as land or attached buildings or structures and personal property including money (liquid asset), vehicles and valuables. Also see *estate administrator* and *executor*. Section 4.8

estate administrator – a person responsible for the administration of an estate. For persons with status under the *Indian Act* (Canada) who ordinarily reside on reserve, the Estates Unit, Indian and Northern Affairs Canada, can appoint an administrator. Section 4.8

exceptional circumstances – factors taken into consideration in granting income assistance to persons or families who have financial needs that cannot be met under existing rules and rates as outlined in this manual.

Section 2.3

executor – a person named in a will to administer an estate. Section 4.8

family – for income assistance purposes, persons living in the same household consisting of an applicant or recipient and one or more dependents. In this manual, *family* and *household* are not the same. A household may consist of more than one family. In the provincial (Manitoba) program, *household* has the same meaning as *family*. Section 3.3

family head – the person in a family unit who is applying for or is receiving income assistance for the family unit. Also see *family unit*. Section 3.3

family unit – for income assistance purposes, a single person with one or more dependent children or married or common-law couple with or without dependent children. Section 3.3

final recipient – a person who ultimately receives program services or funds. Also see *applicant* and *recipient*.

final unearned income – unearned income that ends prior to the date a person is enrolled on assistance. Also see *ongoing unearned income*. Section 3.8

First Nation – a “band” within the meaning of the *Indian Act*.

First Nation person – a person who is registered or entitled to be registered under the *Indian Act*. Also see *status*.

flexible transfer payment (FTP) – a conditional transfer payment made for a specified purpose for which unexpended balances may be retained by Council provided that the program and service terms and conditions have been fulfilled by Council. Section 1.3 and 1.5

funding arrangement – undertakings between a donor department and a prospective recipient, which describes the obligations of each. Sections 1.3 and 1.5

funding authority – a letter of decision from Treasury Board approving the funding of a program.

funding recipient – the party who has entered into a funding arrangement for the receipt of funds for the delivery of programs and services. Section 1.3

funeral director – a person who is licensed under *The Embalmers and Funeral Directors Act* (Manitoba) to operate a business for the purpose of furnishing funeral supplies and services to the public. Section 4.8

guardian – a person other than the child's parent who has legal custody of a child by order of a court.

guardian social allowance (GSA) – See *children out of the parental home allowance* (COPH).

head of household – see *family head*.

health category – eligibility for income assistance due to a physical or mental illness, incapacity or disorder that is likely to continue for more than 90 days. Also see *disability* and *disability allowance*. Sections 3.1 and 3.4 and Appendix E

heating season – October 1 to March 31. This definition is used for purposes of reimbursing eligible wood costs. Section 4.3

Home and Community Care Program – a program created by Health Canada in 1999 to provide core elements of a home care program to the elderly, people with disabilities, the chronically ill, and persons requiring short-term acute care replacement services. Section 6.1

household – a place of residence of a person, family or families.

household head – for income assistance purposes, the person responsible for shelter and shelter-related costs for a *household*. Sections 3.3

housing occupancy data – information on number of persons residing in a household for purposes of calculating shelter and shelter-related costs. Sections 3.3 and 4.3

in-home care – non-medical personal care provided to a client in his or her home. It includes such services as washing hair, preparing meals and housekeeping. This is a service provided under the Assisted Living Program and is not tied to eligibility under the Income Assistance Program. Section 6.1

income assistance – a needs tested, last resort system of income support administered by First Nations on reserve. Previously referred to as *social assistance*. Section 1.2

income assistance category – the type or classification of an applicant or assistant. Also see *health category*, *social category* and *economic category*. Sections 3.1, 3.4 and 3.5

income support – income assistance and related services.

indigent – having little or no money, financially needy, poor.

institutional care – care provided in a group facility such as a personal care or residential care facility. Also see *level of care*. Section 6.1

intervention – the exercise by Canada of any remedies available to Canada under a funding arrangement in the event of default by the funding recipient. Section 1.5

issuing authority – an income assistance administering authority. See *administering authority*.

level of care – the level of non-medical care a person requires. See Section 6.1

liquid assets – cash or assets that can be readily converted into cash such as bank accounts, savings bonds, mutual funds etc. Also see *personal property* and *real property*. Section 3.7

medical assessment – an assessment based on a letter or report from a physician or, in the case of an isolated community, a nurse that documents and confirms an applicant's medical condition where it is relevant to eligibility for income assistance benefits. Also see *disability*. Section 2.3

member – a person who is registered as an "Indian" within the meaning of the *Indian Act* and whose name appears on the band list of a Council.

minor – see *child*.

National Child Benefit Supplement – a federal contribution that provides additional income support to all low-income families with children whose family income is not more than the maximum allowable. Payments are made monthly and adjusted each July to reflect changing family circumstances. A component of the Canada Child Tax Benefit. In Manitoba, the supplement is not deducted as unearned income for income assistance purposes. Section 4.8

non-insured health benefit – in general terms, a health benefit not covered under *The Health Services Insurance Act* (Manitoba). In this manual, a benefit available to a *First Nation person* through Health Canada's First Nations and Inuit Health Branch (FNIHB). Section 4.7

non-status person – a person who is not eligible for registration under the *Indian Act* (Canada).

non-variable allowance – a benefit based on a fixed rate or set amount each month. Section 4.1

nurse-in-charge – a registered nurse with educational qualifications recognized by the First Nations and Inuit Health Branch responsible for managing a nursing station in a First Nation or Inuit community.

ongoing unearned income – unearned income that continues following the date a person is enrolled on assistance. Also see *final unearned income*. Section 3.8

ordinarily resident on reserve – an income assistance eligibility requirement. It applies to individuals who usually live at a civic address on a reserve, stay on a reserve and have no usual home elsewhere, or in the case

of children in joint custody, live more than 50 percent of the time on a reserve. It also applies to persons who are off a reserve for the primary purpose of obtaining care not available on the reserve or accessing social services because no reasonable comparable service is available on the reserve. Students are considered ordinarily resident on reserve if they are registered full-time in a post-secondary education or training program and they are receiving federal, band or Aboriginal organization education or training support funding. Section 3.2

parent – a biological or adoptive parent of a child including a person declared to be a parent of a child under *The Family Maintenance Act* (Manitoba).

partner – in the context of a family, a person living with another person of the opposite or same sex in a conjugal relationship of some permanence.

patient comfort allowance – see *comfort allowance*.

personal property – things temporary or movable, specifically, material possessions and liquid assets. Also see *liquid assets* and *real property*. Section 3.7

private home placement – placement of a student in a private home for educational purposes funded through Education Services, Indian and Northern Affairs Canada. Section 2.3

program authority – a Cabinet or Treasury Board decision by which a program is governed.

real property – fixed, permanent or immovable asset specifically, land for which legal title is held and any buildings located on the land. Also see *liquid assets* and *personal property*. Section 3.7

recipient – in this manual, a person who is receiving income assistance or a related service. In some Indian and Northern Affairs Canada documents, a recipient refers to an administering authority and *recipient* as defined in this manual is called a *final recipient*. Also see *applicant* and *final recipient*.

redress – a process developed by a First Nation that allows income assistance applicants and recipients to resolve issues and concerns related to their eligibility and benefits. Also see *appeal*. Section 2.6

regulation – secondary or delegated legislation under an Act. Also see *Act*.

related service – a service paid for from income assistance funds on behalf of a person (for example, homemaker services).

relative – for income assistance purposes, a daughter or son, mother or father, grandmother or grandfather, granddaughter or grandson, sister or brother, aunt or uncle, niece or nephew. Also see *family*.

remedial action plan – a plan developed by a funding recipient and approved by Canada, which reflects decisions and measures necessary to remedy a default under a funding arrangement. May also be referred to as a *remedial management plan*. Section 1.5

residential fee – a fee charged to persons in a personal care home licensed by Manitoba Health. Also see *residential per diem*. Section 4.1 and Section 6.1

residential per diem – the cost of care for a person admitted to a personal care home licensed by Manitoba Health less the residential fee payable by the person. Section 6.1

reserve – a tract of land that has been set apart for the use and benefit of a First Nation. For income assistance purposes, it does not include reserve land that has been designated for commercial leasing. Section 3.2

resident on reserve – see *ordinarily resident on reserve* and *reserve*.

residential fee – need to define and to refer to appropriate section. Discuss with INAC as to the definition.

second-level arbiter – a person or committee charged with the responsibility to review appeals by income assistance applicants and recipients with respect to decisions made by administering authorities. Section 2.6

septic tank – also known as a septic system, a septic tank is a small scale sewage treatment system common in areas with no connection to main sewage pipes. A septic tank generally consists of a tank between 1,000 and 1,500 gallons, which is connected to an inlet wastewater pipe and to a septic drain field at the other. Section 4.3

sewage holding tank – a sewage holding tank generally consists of a tank between 1,000 and 1,500 gallons, which is connected to an inlet wastewater pipe at one end and does not have an outlet to a septic drain field.

severely disabled child – a child under 18 years of age with a severe and prolonged mental or physical impairment as defined for purposes of determining eligibility for the Child Disability Benefit. Section 3.4

shelter allowance – a benefit payable to or on behalf of an eligible recipient who resides in a home constructed or renovated through the use of loaned funds from Canada Mortgage and Housing Corporation (CMHC). Section 4.3

shelter-related cost – costs related to shelter including user fees, utilities and fuel. Section 4.3

social assistance – see *income assistance*.

social category – eligibility for income assistance due to family responsibilities or circumstances. Sections 3.1, 3.4 and 3.5 and Appendix E

special care room and board allowance – a benefit payable on behalf of an eligible physically and/or mentally disabled adult who requires assistance in activities of daily living and who is residing with his or her family or in a private boarding home. Sometimes referred to as *special care allowance*. Section 4.1 and Section 4.5

special needs – essential goods and services not covered elsewhere that are required as a single issue such as certain household items, certain travel costs, clothing to begin working or training. Section 4.1 and Section 4.6

spouse – a person who is legally married to another person.

status – registered under the *Indian Act* (Canada).

status number – the number assigned to a person who is registered under the *Indian Act* (Canada). Also see *treaty number*.

supplier – any individual or company or business that provides approved income assistance program goods or services to an income assistance recipient. Examples could include Manitoba Hydro, a retail store, optometrist, dentist or airline company.

surplus – the amount by which funds provided by Indian and Northern Affairs Canada and other sources exceeds eligible expenditures by an administering authority for delivery of a service after all program terms and conditions have been fulfilled.

targeted funding – funding that may be transferred to the Council under a Canada/First Nation Funding Agreement pursuant to the terms for the provision of targeted programs.

third party delivery – where the recipient (First Nation Chief and Council) delegates authority or transfers program funding to an agency (for example, an authority, board, committee or other entity authorized to act on behalf of the First Nation. The First Nation remains liable to the Minister of Indian and Northern Affairs Canada for the performance of its obligations under the funding agreement. Neither the objectives of the program nor the expectations of transparent, fair and equitable service may be compromised by this delegation or transfer of funds.

third party manager – a third party appointed by Indian and Northern Affairs Canada to administer funding otherwise payable to the Council. Section 1.5

transfer payment – Payments made from budgetary appropriations by the Government of Canada for which no goods or services are received.

transient – a person who has not resided on the reserve of an administering authority during the 30 days immediately preceding his or her application for income assistance unless the 30-day period is reduced or waived. Section 3.2

treaty number – in this manual and Indian and Northern Affairs Canada forms, it has the same meaning as *status number*.

tribal council – an organization established by a number of First Nations with common interests who voluntarily join together to provide advisory or program services to member First Nations. Section 1.4

variable allowance – a benefit that varies in amount depending on the actual cost, usually up to a maximum monthly or yearly amount. Section 4.1

unearned income – all income received by an applicant or recipient and his or her dependents except wages and net revenue from farm or business operations. Also see *final unearned income* and *ongoing unearned income*. Section 3.8

user fee – a user fee is a fee charged by a First Nation for community infrastructure and services for water, sewer and garbage. Section 4.3

user fee allowance – an allowance payable to an income assistance recipient to cover the cost of a user fee. Section 4.3

Introduction to This Guide

This section introduces the *Income Assistance Policy and Procedures Guide*, why it was developed, who it's for, how it will be updated and what it contains.

Background Information

Indian and Northern Affairs Canada (INAC), Manitoba Region, produced the guide in collaboration with the Assembly of Manitoba Chiefs (AMC) and Manitoba First Nations. It is a public document of the Government of Canada.

Need for the Guide

This guide replaces the 1999 *Social Assistance Manual* and directives issued following its release. The existing manual lacked clarity and was open to interpretation. Also, there were numerous updates and directives that were not readily incorporated into the guide.

This guide is comprehensive and revisable. The content and organization are intended to make it user friendly. The appendices allow for the inclusion of related documents, current rates and resource materials.

Process Mapping Workshops

AMC and INAC jointly held *process-mapping* workshops in 2002 and 2003 to address contentious issues. Participants identified nine stages involving a number of steps in administering income support funded through a comprehensive funding arrangement (CFA). Recommendations included the need for a new manual.

Guide Development

This guide was developed under the direction of a joint management committee consisting of four people: two social development advisors representing northern and southern First Nations, and two senior staff from INAC, Manitoba Region. A representative from the Assembly of Manitoba Chiefs and INAC headquarters also participated in an advisory capacity.

A joint advisory committee was also established to facilitate consultation with representatives from First Nations and INAC, Manitoba Region. The committee consisted of two income assistance administrators, two tribal council social development advisors, two funding service officers and two verification unit staff.

Guide Objectives

The information contained in this guide is of a general nature only and every effort has been made to ensure the accuracy of the information it contains.

However, this guide is produced strictly as a resource guide and is not to be considered a legal document. The information provided in this guide is not legal advice and is not to be relied upon in any legal proceedings, claim or complaint.

This guide is designed for those involved in administering the First Nations Income Assistance Program in Manitoba. The objectives of the guide are to:

- Set program standards and delivery and reporting requirements.
- Clarify federal government authorities, policies and procedures for social development programs.
- Provide detailed information on income assistance and other social development benefits and services for First Nation individuals and families on reserve.
- Assist First Nation income assistance administrators and staff in administering social development programs and tribal council advisors in supporting them.
- Assist First Nations in identifying eligible expenditures.

In the event you require further clarification of the procedures outlined in this guide, you should contact the social development operational specialist in Funding Services at INAC, Manitoba Region.

Guide Users

This guide is intended primarily for:

- First Nation income assistance administrators who provide income assistance under a Comprehensive Funding Arrangement with INAC
- Chief and Council
- tribal council social development advisors
- co-managers and third party managers
- INAC program management and staff in the Manitoba Region and at headquarters in Ottawa

CFNFA/DFNFA First Nation agreement holders may also use this guide for their income assistance programs. However, funding processes and reporting requirements are different. Income assistance administrators who work in communities with multi-year funding agreements should familiarize themselves with the funding, service delivery standards and reporting

requirements contained in their agreements.

Distribution and Maintenance

INAC, Manitoba Region is responsible for distributing and updating the guide. Guide users are responsible for keeping their copy up to date.

Guide Distribution

INAC will maintain a guide distribution list for sending updates to guide users. The onus is on guide users to provide the guide administrator at INAC with current contact information for updates and amendments.

Contact the guide administrator at INAC if:

- the First Nation contact person changes
- the update packages are going to the wrong person or office
- you are not getting update packages
- you are missing sections of the guide or some of the sections are out of date
- you have found errors in the guide

Guide Maintenance

Regional guides must reflect applicable provincial/territorial terms and conditions including rates and guidelines, subject to compatibility with federal legislation and program authorities.

INAC is responsible for updating this guide. National policy requires each INAC region to update its program manuals within 90 days from the date a province or territory announces changes to its rules and rates and to advise administering authorities of the changes. Rates are changed retroactive to the date the province or territory changes its rates.

Guide amendments resulting from changes to or implementation of new federal or provincial government policy or procedures may require more than 90 days to allow for collaborative discussion with First Nations on implementation. The process will vary depending on the circumstances. (See Policy Development, Interpretation and Review in Section 1.5, Indian Affairs Administration).

To keep your guide current, guide holders should:

1. Read the covering letter describing the changes.
2. List updates in the Record of Amendments at the front of the guide.
3. Remove the old pages or sections and insert the new ones.

4. Make sure your guide contains all the sections listed in the table of contents.
5. Make sure the date printed on the bottom of each section matches the date shown in the table of contents.

What This Guide Contains

This guide contains a record of amendments sheet, a table of contents, a glossary of terms, six chapters and appendices. Each chapter is divided into sections (modules).

Record of Guide Amendments – a list at the front of the guide for guide users to record amendments they receive.

Table of Contents – a list of the guide's contents organized by chapters and sections. Sections are further divided by second level headings with page references. Third and fourth level headings are also listed.

Glossary – an alphabetical list defining acronyms and key words with section references.

Chapter 1, Introduction and Overview – introduces the guide and provides an overview relating to policy, funding, First Nation administration, INAC administration, and roles and responsibilities of applicants and recipients.

Chapter 2, Program Administration – covers the application process, verifying applications, granting assistance, administering authority records, overpayments, redress mechanisms, administering authority reports, and compliance reviews.

Chapter 3, Income Assistance Eligibility – provides an overview and details relating to residency and citizenship, determining family units, income assistance categories, employment expectations, financial eligibility, property and assets, and unearned and earned income.

Chapter 4, Benefits and Rates – provides an overview of benefits and rates and details relating to basic assistance, shelter and related allowances, children out of the parental home, room and board allowances, special needs assistance, health benefits, and funeral costs.

Chapter 5, Transition to Employment Programs – covers the Work Opportunity Program (WOP) and Aboriginal Social Assistance Recipient Employment Training (ASARET) initiative.

Chapter 6, Assisted Living Program – provides an overview of the Assisted Living Program and details relating to in-home care services that may be paid for through the Income Assistance Program.

Appendix A, Program Resource Documents – contains resource documents such as current program and funding authorities and regional policies and procedures.

Appendix B, Human Resource Materials – contains sample human resource materials that First Nation administering authorities can use or adapt.

Appendix C, Income Assistance Forms – contains a list and provides copies of mandatory and discretionary forms. *Mandatory* refers to reports to be submitted to INAC or forms to be retained by an administering authority. *Discretionary* refers to forms or sample letters that are optional and that First Nations can use or adapt if they chose. This appendix also provides space for administering authorities to add their own forms.

Appendix D, Checklists – contains recommended checklists that income assistance administrators may wish to use for determining and verifying eligibility for income assistance and administering the Income Assistance Program.

Appendix E, Basic Assistance Rates – contains INAC's composite rate tables for economic, health and social eligibility in southern, northern and isolated communities in Manitoba.

Appendix F, Emergency Food Rates – contains INAC's emergency food rate tables for economic, health and social eligibility in southern, northern and isolated communities in Manitoba.

Appendix G, Children Out of The Parental Home (COPH) Rates – contains INAC rate tables for children in care of a person other than a parent.

Appendix H, Other Allowances and Rates – contains all other allowances and rate tables under the Income Assistance Program.

Appendix I, Other Programs and Services – contains lists of other federal, provincial, First Nation and non-government programs and services applicable to the administration of the Income Assistance Program.

Program Overview

This section provides an overview of the Income Assistance Program and how it is administered in the Manitoba Region, Indian and Northern Affairs Canada (INAC).

Background Information

The federal government believes that First Nation people residing on reserve should benefit from non-federal social service programs. Indian and Northern Affairs Canada (INAC) funds certain programs when they are not available through provincial or territorial governments.

The policy and procedures in this guide are consistent with broad standards and guidelines set out in the national manual on income assistance.

Through the early 1960's, the federal and provincial governments failed to reach agreements for sharing costs of delivering social services to Aboriginal people. This led to INAC adopting a social assistance policy that did not involve provincial participation. In 1964, Treasury Board authorized INAC to administer welfare assistance at provincial rates and according to provincial eligibility requirements.

Throughout the 1970's, INAC decreased attempts to reach cost-sharing agreements with the provinces and increased attempts to devolve social assistance programming to First Nations.

INAC's current involvement in social assistance activities is primarily to provide funding to First Nations, who in turn deliver programs and services to community members.

Manitoba Region

Through the 1970's and 80's, programs and services previously delivered by INAC district offices were devolved to First Nations and tribal councils. Advisory services in the areas of band government, financial management, community planning, technical services and economic development were devolved to tribal councils.

Today, First Nations deliver essential social programs and services and Manitoba Region provides tribal councils with funding to support advisory services in the area of social programs. A network of social development advisors (SDA) from the seven tribal councils, representatives of independent First Nations, and the First Nations political organizations, meet regularly to identify and address issues and promote improvements in program and service delivery on behalf of their member First Nations' income assistance programs.

The Assembly of Manitoba Chiefs has mandated the Social Development Advisors Technical Group (SDATG) to work with INAC on social development issues, including income assistance programs. Social development advisors (SDA's) from the seven tribal councils, representatives of independent First Nations, and the First Nations political organizations, meet regularly to identify and address issues and promote improvements in program and service delivery on behalf of their member First Nations' income assistance programs.

Policy and Funding Authorities

The Income Assistance Program is provided under separate policy authority and funding authorities.

Policy authority refers to general program authorities approved by Cabinet. A Memorandum to Cabinet (MC) requests general permission to initiate or continue certain practices and outlines the broad terms and conditions under which the program will operate. If Cabinet agrees, a letter is issued giving INAC instructions and advising on what has been authorized. This becomes the policy authority.

Funding authority refers to a letter of decision from Treasury Board. Once Cabinet has agreed to the general parameters of the program, a second proposal is submitted to Treasury Board. This submission is more specific and outlines how the money is to be spent if it is a funded proposal. If it is an unfunded proposal, it seeks new money. If Treasury Board approves, new money is provided for the delivery of the program. If not approved, Cabinet authority remains, but the program cannot be implemented.

Since 1964, Treasury Board has enabled INAC to adopt and follow provincial rates and eligibility criteria in the administration of income assistance to First Nations people. Each region of INAC must incorporate into its manual comparable financial benefits to those available to non-reserve residents in similar circumstances.

Privacy and Access to Personal Information

First Nations are encouraged to have policies or by-laws that are consistent with federal and provincial legislation pertaining to privacy and access to personal information.

You can access the *Access to Information Act*, the *Privacy Act* and the *Personal Information Protection and Electronic Documents Act* on the Government of Canada web site under the Department of Justice at www.justice.gc.ca. You can also access *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act* on the Government of Manitoba web site under Culture, Heritage and Tourism, Statutory Publications at www.gov.mb.ca/chc.

Chief and Council and income assistance administrators who require more information on the requirements of privacy and access to information are encouraged to contact the following:

Office of the Privacy Commissioner
Toll free: 1-800-282-1376
Internet: www.privcom.gc.ca

Office of the Information Commissioner
Toll free: 1-800-267-0441
Internet: www.infocom.gc.ca

Income Assistance

Income assistance, previously called social assistance, provides income support as a last resort to eligible adults and their dependents who:

- are unable to meet their basic and special needs
- require support services of a non-medical nature
- are receiving income assistance and will benefit from training and employment

Treasury Board of Canada approves spending authorities for social development programs, including income assistance. Appendix A, Program Resource Documents, contains a summary of the current social development program authority.

Funding and Financial Overview

This section provides an overview of funding arrangements and reporting requirements for the Income Assistance Program.

Funding Arrangements

A funding arrangement is a contractual agreement containing terms and conditions by which a transfer payment is made by the Government of Canada through INAC for delivery of programs by First Nations. Treasury Board of Canada approves the funding authorities that INAC must follow when providing funding for a particular program.

Funding for the Income Assistance Program is provided either through a Comprehensive Funding Arrangement (CFA) or through a Canada/First Nation Funding Agreement (CNFA) or Department/First Nation Funding Arrangement (DNFA). A funding recipient will normally be a First Nation, but it could include a third-party delivery agent such as a tribal council.

This guide applies directly to administering authorities that receive funding through a CFA. Administering authorities funded through a CNFA or DNFA may use the guide as a guide in the administration of their Income Assistance Programs. They may develop their own programs providing they meet the delivery standards listed in Section 1.4, First Nation Administration.

Comprehensive Funding Arrangement

The CFA is for one year only. A First Nation council, tribal council, association of First Nations or third party manager must be authorized under a CFA to administer the Income Assistance Program. The CFA is the basic funding arrangement and may contain one or more funding authorities such as a contribution, flexible transfer payment (FTP) or grant.

Contribution Funding

Contribution funding is a conditional transfer payment for a specific purpose that is subject to being accounted for or audited for the purpose of determining adherence to terms and conditions of payment and for which unexpended balances or unallowable expenditures are to be reimbursed to the Crown.

Flexible Transfer Payments

A flexible transfer payment is a conditional transfer payment made for a specified purpose for which unexpended balances may be retained by Council, provided that the program and service terms and conditions have been fulfilled by Council. This method of transferring funds is used for salaries and other costs to

administer the program. The person year allocation described in Section 1.4, First Nation Administration, is the formula used for income assistance staffing allocations.

Funding Allocation Process

For administering authorities funded through a CFA, the monthly reporting process is based on the INAC annual income support allocation process outlined in Table 1.3-1 below:

Table 1.3-1: Funding Allocation Process for CFA Agreements

Schedule	Activity
Early March	INAC reviews the budget and eligible expenditures for the previous year to determine the amount that will be allocated to the administering authority for the year.
Mid-March	INAC staff prepare the source document identifying the amount to be allocated and forwards the information to the Funding Arrangement Unit (Funding Services in Manitoba) for inclusion in the CFA.
April 1	The Funding Arrangement Unit allocates the recommended allocation of income assistance funding for a First Nation as part of the overall funding from INAC to that First Nation
Each month thereafter	INAC regional staff review the monthly reports on income support payments and INAC's decisions to determine the subsequent monthly release.

Multi-Year Funding Agreements

The Canada/First Nation Funding Agreement (CFNFA) and the Department/First Nation Funding Arrangement (DFNFA) are multi-year funding agreements. They are essentially the same. The DFNFA is limited to an agreement with a federal government department.

The CFNFA and DFNFA are the successors to the Alternative Funding Arrangement (AFA), pilot Financial Transfer Agreement (FTA) and Federal Transfer Agreement (FedTA). Agreements define minimum standards for a local accountability framework. This allows for the transfer of increased authority to First Nations over program design and delivery, and the management of funds.

The CFNFA is the next step in building a foundation to consolidate federal funding into a one window agreement to streamline auditing and reporting, and to reduce red tape.

The CFNFA is based on the following principles:

- standardized common federal terms in the agreement body
- unique departmental terms and conditions in separate schedules to the agreement
- ability to contain multi-year block funding
- ability to contain annual targeted programs
- ability to add other federal departments as schedules (with block or targeted programs)

Reporting Requirements

Both contribution funding arrangements (CFA's) and multi-year funding agreements described on the previous pages contain standard provisions for accountability to INAC. These requirements are described in subsection 5.3 of the Income Assistance National Standards and Guidelines Manual. You can access this guide on-line at www.ainc-inac.gc.ca/ps.

Administering authority reporting requirements fall under two broad categories: financial and non-financial (program).

Financial Reporting

Administering authorities are required to prepare annual financial statements in accordance with INAC's *Year End Reporting Handbook* and to hire an independent and qualified auditor to verify their content. They must submit a copy of their annual audited financial statements to INAC as defined in the funding agreement. Manitoba Region evaluates whether the audit indicates that the financial requirements of a funding agreement have been met and financial health has been maintained. As a condition of their funding arrangement, First Nations are required to make their audits available to their band membership upon request. A reasonable charge for reproducing the information may apply.

Non-Financial Reporting

Administering authorities are required to submit various reports regarding service delivery consistent with requirements under the *Financial Administration Act* (Canada) (FAA), and the *Recipient Reporting Guide* (RRG).

Financial Administration Act

Section 34 of the FAA requires that no expenditure be authorized until it has been verified that the goods and services have been received. For the Income Assistance Program, the requirements of section 34 are met through

the compliance process (see Section 2.2, Verifying Applicant Information, Section 2.7, Administering Authority Reports, and Section 2.8, Compliance Reviews).

Recipient Reporting Guide

The Recipient Reporting Guide (RRG) sets out the reporting requirements by program reporting type. It is used as a generic reference. Each region of Indian and Northern Affairs Canada (INAC) provides the appropriate data collection forms and applicable instructions to meet its specific reporting requirements.

The reporting requirements for social development programs depend on the program and the funding arrangement. Table 1.3-2, Social Development Reporting Schedule, lists the requirements for each type of program.

Table 1.3-2: Social Development Reporting Schedule

Funding Method	Data Program Reports	Collection Period	Due Dates
SOCIAL DEVELOPMENT			
Social Assistance (Income Assistance)			
CFA	Income Assistance Monthly Report	Monthly	45 days from first of issue month
CFNFA/DFNFA	Income Assistance Annual Report	Annually	May 31
Social Support Services – Adult Care (Homemaker Services)			
CFA	Adult Services Monthly Report	Monthly	45 days from first of issue month
CFNFA/DFNFA	Adult Services Annual Report	Annually (last fiscal year)	May 31

CFA – Comprehensive Funding Arrangement

CFNFA – Canada/First Nation Funding Agreement

DFNFA – Department/First Nation Funding Agreement

Regional Requirements

Although administrative responsibility for the Income Assistance Program may be transferred to First Nations, INAC remains accountable to the Government of Canada for ensuring that income assistance policies and procedures are followed and that assistance is provided at authorized rates to eligible persons.

Administering authorities funded through a CFA must submit an income assistance monthly report (IAMR) and detailed summary report (SD11) to Manitoba Region of INAC within time frames prescribed by the region.

Section 2.7, Administering Authority Reports, provides detailed information on CFA reporting requirements. Appendix C contains copies of required and suggested forms. Appendix D contains detailed checklists to assist administering authorities in administering the program and submitting reports to INAC.

Administering authorities funded through a CFNFA or DFNFA must submit an annual report no later than May 31 following the close of the fiscal year.

First Nation Administration

This section explains the roles and responsibilities of First Nations and tribal councils in administering the Income Assistance Program in Manitoba.

Program Administration

A First Nation, tribal council, association of First Nations or third party manager may be authorized through a funding arrangement to administer the Income Assistance Program. The body responsible for administering the program is the *administering authority* (see Glossary of Terms).

Delivery Standards

Administering authorities are encouraged to ensure that services for all persons living on reserve who are in need will be delivered in accordance with:

- An objective financial needs test (see Section 3.6, Financial Eligibility).
- A formally defined and publicly available benefit schedule comparable to provincial rules and rates and specifying types of assistance available, rates of assistance, and conditions and criteria for eligibility (see Section 3.1, Eligibility Overview).
- A process that ensures equitable treatment (see Section 2.1, Application Process and Section 2.3, Granting Assistance).
- An administrative system that ensures confidentiality of income assistance applicant and recipient information (see Client Information and Record Management in Section 1.2, Policy Overview).
- A formally defined and publicly available process for the redress of administrative decisions (see Section 2.6, Redress Mechanisms).

Administrative Duties

As a general rule, First Nations in Manitoba administer the program. The duties outlined below pertain to First Nations as administering authorities. However, these duties also apply to other administering authorities including co-managers and third party managers.

Under a funding arrangement, the administering authority undertakes to:

- Administer the program as required by the terms and conditions of its funding arrangement and policies and procedures in this guide.

- Provide assistance to all eligible persons residing on reserve.
- Store client information and records in a safe and secure manner.
- Maintain all records, forms and documents required by the funding arrangement and this guide for a period of seven years and make them available to INAC for program reviews and financial audits (see Records and Reports below).
- Provide INAC with statistical and other documentation as required by the funding arrangement.
- Meet other agreed-upon terms and conditions.

Administering Authority Responsibilities

Issuing (administering) authorities and income assistance applicants have complementary responsibilities that ensure fairness and transparency. For issuing authorities these include the following:

- Allow all applicants to apply if they believe they are in need.
- Provide applicants with the information and assistance they need to make a proper application.
- Treat all personal information as private and confidential.
- Deliver services without discrimination related to an applicant's race, gender, colour, creed, marital status, sexual orientation or political affiliation.
- Provide prompt, courteous, efficient and fair treatment.
- Determine eligibility on the basis of objective evidence as required by program policy and procedures.
- Provide applicants with all assistance and benefits for which they qualify under the policy and procedures established in this guide.
- Inform applicants of their eligibility and benefit rates in writing if they so request.
- Initiate redress mechanisms when an applicant requests to do so.
- Inform applicants of their responsibilities (see below) regarding initial and continuing eligibility.

Applicant responsibilities are listed in Section 1.6, Applicant and Recipient Responsibilities.

Records and Reports

Section 3 of a Comprehensive Funding Arrangement (CFA) contains general terms and conditions relating to records and reports.

Paragraph 3.1 requires an administering authority to maintain records for each program or service identified in Part D. Administering authorities must maintain the required records for a period of seven years from the end of the fiscal year covered by the CFA. In the Manitoba Region, monthly expenditure plans are also referred to as *cash flow statements* (also see Financial Reports in Section 2.7, Income Assistance Reports).

Paragraph 3.2 requires an administering authority to provide reports as prescribed in the *Recipient Reporting Guide* (RRG). Section 1.3, Funding and Financial Overview, provides more information on this item.

Paragraphs 3.3 and 3.4 allow INAC access to administering authority records with reasonable cause including compliance and quality-of-data reviews. INAC must notify the administering authority in writing at least two (2) weeks in advance of the requirement for access.

First Nations have a responsibility to protect the private information of individuals and to develop policies and procedures for the management of private information.

Role of Tribal Councils

Tribal councils or associations of First Nations currently receive service delivery funding to:

- Advise and support First Nations in developing their capacity to administer the Income Assistance Program.
- Oversee the administration of the Income Assistance Program by a constituent First Nation.
- Perform other duties and functions specified in a funding arrangement signed by INAC and the tribal council.

Tribal councils generally do not directly administer the Income Assistance Program. However, they may do so at the request of a member First Nation and with the agreement of INAC.

Administering Authority Operations

When a First Nation, tribal council or association of First Nations is authorized to administer the Income Assistance Program, Chief and Council, the board of the tribal council or association, as the case may be, may hire staff to administer the program.

Service Delivery

As provided for in the funding agreement with INAC, First Nations are provided with service delivery funding for the Income Assistance Program. Chief and Council are encouraged to establish policies and procedures that support local priorities and make the most effective use of these resources.

Service delivery can include the following:

- Administrative expenses including salaries, travel, transportation, training for professional and paraprofessional administrators and case workers, and related office costs.
- Data collection and management activities required for program monitoring, planning, reporting and evaluation, and maintenance and upgrading of systems.
- Development and implementation of case management systems including structured client assessment, referral, job placement, reassessment and counselling, and training and professional support for administrators and case managers.
- Development of operational policy and related documents and delivery options to encourage local integration of income support and other programs and services necessary for the effective delivery and administration of the income assistance program.

Sample human resource materials are provided in Appendix B. They are provided as supplementary information only and are not to be considered as prescriptive or required elements of the Manitoba regional Income Assistance Program.

Manitoba Region is currently reviewing the service delivery formula for the Income Assistance Program and will work in partnership with the Social Development Advisors Technical Group to develop a new methodology for service delivery.

Income Assistance Committees

Chief and Council are encouraged to establish committees to represent community members and to assist in the administration of the Income Assistance Program. As these committees are not a statutory requirement, funding for meetings and remuneration to members are not provided for in the Income Assistance Program budget.

Committees get their authority from and are accountable to Chief and Council. A committee has no authority to change Income Assistance Program policies and procedures and cannot relieve an issuing authority of its duty to administer the Income Assistance Program.

Functions of an income assistance committee may include the following:

- Review policies and procedures and making recommendations regarding them.
- Coordinate community programs and services and interpreting them to community members.
- Organize volunteer services.
- Identify problems that encourage dependency on assistance and bringing them to the attention of Chief and Council with recommendations for remedial action.
- Carry out additional duties that Chief and Council may assign.

Indian Affairs Administration

This section describes the role of Indian and Northern Affairs Canada (INAC) in the administration of the Income Assistance Program. It covers national and regional responsibilities.

The roles and responsibilities listed in this section are consistent with national income assistance standards. You can access the national standards on line at www.ainc-inac.gc.ca.

National Headquarters

INAC is accountable to Parliament through the Minister of Indian Affairs for the administration of funds for social development programs.

The primary responsibilities of staff at headquarters are to:

- Set forth the criteria for the national program consistent with Treasury Board Terms and Conditions for the program.
- Establish the parameters of the program and its relationship to other programs and services.
- Provide national standards for evaluating compliance with funding terms and conditions as well as efficiency and effectiveness.
- Provide funding through the regions for administering authorities to administer the program for First Nations people ordinarily resident on reserve.
- Lead in the development of policy including the development of national standards and guidelines.
- Provide oversight on program issues and assist regions and First Nations in finding solutions to problems arising in the regions.
- Monitor regional administration to ensure implementation in accordance with established departmental policies and procedures.
- Provide leadership in data collection activities and ensure that reporting takes place in an orderly fashion.
- Interpret and communicate developments in social assistance policies and proposed changes.
- Review allegations and complaints about the conduct of First Nation bodies and organizations (see page 4 of this section).

Regional Administration

The roles and responsibilities of the Manitoba Region are based on national standards and expectations for regional administration of the Income Assistance Program.

Regional Responsibilities

INAC regions have the following roles and responsibilities:

- Monitor the program on behalf of Canada for the benefit of First Nations and keep headquarters informed of policy issues and changes to provincial legislation and policy.
- Participate in bilateral processes with First Nations that will support and strengthen program delivery.
- Provide funding and negotiate appropriate financial arrangements with First Nations.
- Provide systematic and consistent procedures for administration of the program.
- Engage in bilateral discussions with First Nations to implement changes and improve program development.
- Establish a reliable system of gathering information to identify need in order to obtain adequate funding and to justify expenditures.
- Communicate issues and concerns to administering authorities and to provinces and territories.
- Review, monitor and perform compliance activities on the administration of the program by First Nations in order to assess compliance with program and funding requirements including the *Financial Administration Act* and the Treasury Board Cash Management Policy.
- Clarify policies and procedures with administering authorities and facilitate resolution of policy interpretation issues.
- Monitor and review the administration of the program by First Nations, tribal councils, co-managers or third-party managers to ensure compliance with program and funding requirements.
- Provide technical, professional and developmental supports that are negotiated and agreed to by First Nations including promotion of training programs and enrichment of the program.
- Review cases involving exceptional circumstances in collaboration with

income assistance administrators, tribal council social development advisors and others as requested by First Nations.

Policy Development, Interpretation and Review

Manitoba Region is committed to working in partnership with First Nations regarding development, interpretation and review of income assistance procedures and directives. The administrative level involves direct contact between an income assistance administrator and a designated person at INAC. It may pertain to claims and payment issues, interpretation of policy and procedures, and identification of policy and procedural gaps or inconsistencies.

The policy level involves collaborative discussion and decision-making between First Nations and INAC with due consideration of the laws and authorities under which the Income Assistance Program operates and the people it is intended to assist. The process will vary depending on the circumstances. It will typically involve tribal council social development advisors and designated persons at INAC. It may pertain to existing or new policy and procedures.

The Assembly of Manitoba Chiefs (AMC) has mandated the SDA Technical Group (SDATG) to work collaboratively with INAC, Manitoba Region, in bilateral policy development (AMC resolution March 02-01). Together the SDATG and INAC are responsible for bilateral income assistance policy development and revisions to this manual.

INAC is committed to work with the social development advisors' group and its successors or equivalent organization with respect to policy matters.

Reporting and Compliance

The regional office is responsible for ensuring administering authorities, including co-managers and third party administrators, adhere to management and accountability regimes outlined in funding agreements.

You'll find detailed information on reporting and compliance requirements in Section 2.7, Administering Authority Reports and Section 2.8, Compliance Reviews.

Intervention Policy

The national intervention policy applies to a Canada/First Nation Funding Agreement (CFNFA) and all other funding arrangements signed by INAC. It includes a Comprehensive Funding Arrangement (CFA) (see Section 1.3, Funding and Financial Overview).

Intervention Triggers

Intervention triggers contained in a funding arrangement are as follows:

- the funding recipient defaults in any of its obligations set out in the funding arrangement
- the funding recipient's auditor gives a denial of opinion or adverse opinion of the financial statements of the funding recipient
- an audit indicates that the funding recipient has a cumulative deficit ratio equivalent to eight percent (8%) or more
- INAC reasonably believes, based on material evidence, that the health, safety or welfare of the funding recipient's community members is compromised

Intervention Process

Regional staff at INAC meet with the funding recipient to determine whether a default has occurred under the terms and conditions of a funding arrangement.

If a default has occurred, staff ascertain the reasons for the difficulty. They then undertake an assessment of the capacity and willingness of the recipient to address or remedy the default or the difficulties that gave rise to it.

Levels of Intervention

Depending on the assessment noted above, INAC then determines the level of intervention to remedy the default and the difficulties that gave rise to it as follows:

Low Level Intervention – Used when a funding recipient is willing and has the capacity to address or remedy the default. Low level intervention allows for a funding recipient to manage a remedial action plan.

Moderate Level Intervention – Used when a funding recipient is willing but lacks the capacity to address or remedy the default. Moderate level intervention requires the recipient to appoint a co-manager.

High Level Intervention – Used when a funding recipient is high risk or unwilling to address or remedy the default. High level intervention results in INAC appointing a third party manager.

Allegations and Complaints

Under national financial policies and procedures, INAC has an obligation to follow up on allegations and complaints regarding the administration of all

programs funded through transfer payments. This includes the Income Assistance Program administered to on-reserve residents by First Nations, tribal councils, co-managers and third party managers.

Allegations and complaints are defined as follows:

Allegations – suggestions of criminal wrongdoing raised in the context of perceived action or inaction on the part of officials of First Nations and Inuit government bodies and organizations.

Complaints – concerns of a non-criminal nature about perceived action or inaction on the part of officials of First Nation and Inuit government bodies and organizations.

You can also find detailed information about this policy at www.ainc-inac.gc.ca/ai/allc and in Appendix A, Program Resource Documents. Also see Criminal Prosecution in Section 2.5, Overpayments and Redress Mechanisms in Section 2.6, Applicant and Recipient Redress Mechanisms.

You can reach the regional and national allegations and complaints coordinators as follow:

Regional Allegations and Complaints Coordinator
Indian and Inuit Affairs
365 Hargrave Street
Winnipeg MB R3B 3A3
Mballegations@ainc-inac.gc.ca

Tel: (204) 984-6601
Fax: (204) 983-7820

National Allegations and Complaints Coordinator
Indian and Northern Affairs Canada
Room 1210, 10 Wellington Street
Hull QC
Postal Address: Ottawa ON K1A 0H4

1 (800) 567-9604
Tel: (819) 953-7012

Fax: (819) 994-7984

Applicant and Recipient Responsibilities

This section lists the responsibilities of income assistance applicants and recipients.

Applicant and Recipient Responsibilities

Responsibilities of applicants and recipients include the following:

- Apply for benefits when they believe they are in need.
- Ask for the information and assistance they need to make a proper application.
- Disclose all information necessary to complete any forms required to establish eligibility for income assistance.
- Conduct themselves in a respectful manner.
- Request an explanation of how their eligibility is determined on the basis of objective evidence as required by program policy and procedures.
- Request written confirmation of their eligibility and evidence that they have received all assistance and benefits for which they qualify under the policy and procedures established in this guide.
- Request that they be informed of their responsibilities regarding initial and continuing eligibility.
- Inform the administering authority promptly of changes in their circumstances that may affect eligibility or benefit rate.
- Seek redress for decisions concerning an application for or provision of benefits with which they disagree (see Section 2.6, Redress Mechanisms).
- Take maximum personal responsibility possible for achieving increased or complete financial independence.
- If employable, seek work at all times and be available for all work for which they are qualified.
- If employable, participate in employability programs that may be available.
- Exhaust all available resources and income to support themselves.

Application Process

The sections in Chapter 2 pertain to program administration. Section 2.1 describes the income assistance application process. It covers intake policy and procedures and required forms, re-applications and reviews.

Policy and Procedures

Individuals who are ordinarily resident on reserve may apply for income assistance and can request a written decision concerning their eligibility (see sample letters in Appendix C, Discretionary Forms and Sample Letters).

Policy

Individuals who are ordinarily resident on reserve and who are unable to meet the financial needs of themselves and their dependents may apply for assistance in the community where they reside (see Section 3.2, Residency and Citizenship).

Applicants must fully complete and sign the application form before assistance is provided. Applicants complete the application during an intake interview (see Initial Process below). This process also applies to recipients when they are re-applying for assistance (see Re-applications and Reviews, page 3).

Administering authorities should develop consistent procedures for collecting all relevant information to determining eligibility for assistance. Authorities should also provide their staff with supervision and training to carry out these procedures.

Information provided by an applicant or recipient is subject to verification (see Section 2.2, Verifying Applicant Information). Until the information is verified, applicants are not eligible for income assistance except for emergency situations, delays in receiving other benefits or exceptional circumstances (see Section 2.3, Granting Assistance).

Intake Process

The intake process involves the initial contact, a preliminary eligibility assessment, completion of the application form and the granting of emergency assistance if necessary.

Checklist 1, Intake Process, in Appendix D lists the steps that may be required during the initial contact and application process.

Mandatory Administration Forms

The following forms or approved equivalents must be used in the application process:

- Application for Assistance (SD01)
- Budget and Decision Form (SD04)
- Consent to release of information forms
- Declaration of Income (SD03) completed monthly
- all other applicable forms (see Appendix C)

Forms SD01 and SD04 must be completed:

- when a person applies for assistance
- when conducting an eligibility review (see next page)
- if there is a change in a non-variable allowance

Appendix C, Income Assistance Forms and Letters, lists and includes sample of the mandatory administration forms as well as discretionary forms and sample letters. It also includes a tab for administrative authorities to add their internal forms.

When applicable, mandatory administrative forms must also be used in the application process for:

- disability benefits
- children-out-of-parental-home allowances (COPH)
- referral to a Work Opportunity Program project (WOP)
- referral to an Aboriginal Social Assistance Recipient Employment Training (ASARET) program along with all other required forms.

Required Signatures

The income assistance administrator has a duty to explain the application process as well as the responsibilities of the applicant and a spouse or partner. This includes advising the applicant and spouse or partner of the responsibility to accurately report the details of their circumstances and to promptly advise of any changes.

Assistance may be provided only after the applicant and, when applicable, a spouse or partner have properly completed and signed an application form. An IA administrator must also sign the form.

The signature of a spouse or partner is not required when that person is separated or living apart from an applicant and, for income assistance purposes, is not considered as part of the family unit.

Eligibility Reviews

Eligibility for income assistance is subject to monthly review. In addition, administering authorities should be aware of the following procedures.

Annual Re-Applications

At least once per year, each application should be reviewed. The annual review involves a re-application for assistance and completion of all relevant required forms including an application for income assistance (see Required Forms on the previous page).

Paper Filing

Administering authorities that file paper reports to Indian and Northern Affairs Canada (INAC) are required to complete the annual re-application process at the beginning of each fiscal year, which starts on April 1.

Electronic Filing

Administering authorities that file reports to INAC electronically may conduct annual re-applications in the month of the anniversary date a person last applied. For example, if the recipient applied for assistance on June 10, the annual review would be done in the month of June. Authorities are required to notify INAC when they decide to use anniversary dates.

Other Reviews

Financial eligibility is determined on a monthly basis (see Section 2.3, Granting Assistance and Section 3.6, Financial Eligibility). Other reviews are also required when circumstances warrant such as:

- a recipient requests a review
- there is a change in a recipient's financial resources
- a new composite code rate applies (for example, a family member reaches age 7, 12, 18 or 65)
- there are changes to the family unit (for example, the birth or death of a family member or break-up of a marriage or common-law relationship)
- a recipient and other adults in a family are expected to look for or obtain employment
- a child over 16 years of age is not attending school
- a further medical assessment is required

Verifying Applicant Information

This section pertains to verifying information to determine an applicant's eligibility for income assistance.

Appendix D contains checklists to assist income assistance administrators in processing and verifying applications.

Verification Policy

Administering authorities are required to verify information provided by income assistance applicants.

General Requirements

Applicants and recipients are expected to provide relevant information and supporting documents when they:

- apply for assistance
- request special needs or an increase in benefits
- establish eligibility for continuing assistance

Income assistance administrators are expected to assist applicants when necessary in providing the required information and documentation.

When signing the application and budget and decision forms, the IA administrator has a responsibility to inform an applicant or recipient that he or she is giving the administrator permission to:

- obtain or confirm identifying, financial, medical and other relevant information
- give information to other programs and agencies for the purpose of determining eligibility

An IA administrator may issue emergency food allowance or interim assistance pending confirmation of information provided on the application and budget and decision forms (see Emergency Food Allowance and Interim Assistance in Section 2.3, Granting Assistance).

Supporting Documentation

Applicants and recipients are expected to provide supporting documentation when required by an administering authority to establish eligibility for income assistance relating to:

- identifying information (see Checklist 2, Client Information)

- residency and citizenship (see Checklist 2, Client Information and Section 3.2, Residency and Citizenship)
- family unit and relationship information (see Checklist 2, Client Information; Checklist 3, Dependency Relationships; and Section 3.3, Determining Family Unit)
- eligibility for a disability allowance or additional benefits due to a disability or special need based on a medical assessment (see Checklist 4, Determining Eligibility and Medical Assessments in Section 2.3, Granting Assistance).
- income and assets (see Checklist 4, Determining Eligibility and appropriate sections in Chapter 3, Income Assistance Eligibility)
- benefits and allowances (see Checklist 5, Issuing Assistance, and appropriate sections in Chapter 4, Income Assistance Benefits and Rates)

Identification Documents

Identification may be required for one or more family members. Income assistance administrators should review the need for such documentation at the time of application or re-application, or when a new family member is added (birth or adoption).

Income Assistance administrators are encouraged to implement the following identification procedures:

- Ask the applicant and spouse or partner to produce two pieces of identification.
- Require one piece of identification for each dependent child.
- Accept the following identification documents:
 - driver's licence
 - birth certificates
 - Social Insurance Number card
 - Manitoba Health Insured Benefits card
 - Certificate of Indian Status
 - original citizenship papers
 - immigrant documents
 - other documents acceptable to financial institutions
- Require evidence of residency status in Canada if person is not a permanent resident or is a sponsored immigrant.
- Do not accept interim documents for identification purposes.

- For infants up to two months of age, accept a copy of the registration of live birth, application for a birth certificate, ankle bracelet from the hospital, or a letter from a community health nurse is sufficient.
- For children out of the parental home (COPH), ask for one piece of identification for the child.
- Make a copy of identification documents for the income assistance file and stamp "certified true copy" or initial and date.
- Record all attempts to obtain identification from the applicant and reasons for accepting available documentation.

Income assistance administrators may issue assistance without obtaining identification documents when individuals are incapable of normal daily activities due to health issues and/or have made every effort to secure appropriate identification but have been unable to do so for reasons beyond their control.

Eligibility Reviews

Administering authorities are responsible for reviewing eligibility at least once a year and adjusting assistance accordingly.

The purpose of income assistance is to ensure that recipients receive the necessary support to become independent. To assist in this, the circumstances of an applicant or recipient may be reviewed at any time to ensure all eligibility requirements are met and, when required, applicants or recipients seek alternative sources of income.

Annual Reviews

Administering authorities must review a recipient's eligibility at least once every 12 months. Re-applications at the beginning of each fiscal year provide an opportunity to carry out an annual review (see Re-applications in Section 2.1, Application Process).

The annual review typically involves a personal interview. The focus is on the recipient's continuing eligibility and, when appropriate, an exploration of the person's efforts to pursue all other sources of income or support and plans for self-sufficiency.

Other Reviews

Reviews are required when there is a change in a recipient's circumstances or financial resources (see Re-applications and Reviews in Section 2.1, Application Process).

They are also required:

- to verify information
- when applicable, to review a recipient's employment or training plan
- when an unemployed recipient refuses employment or quits a job
- to assess third party complaints or make inquiries into alleged program abuse

Home Visits

Home visits are an important form of contact with applicants and recipients. They allow staff to focus significant attention on individuals and families. The objectives of home visits are to:

- promote self-sufficiency
- assess the need for other services
- verify ongoing eligibility

Verification Procedures

Checking or verifying information is important in determining eligibility for income assistance and to prevent over or under payments, recoveries and fraud.

The checklists in Appendix D contain the most common areas that require checking or verification. They will help income assistance administrators verify initial and ongoing eligibility for assistance.

Granting Assistance

This section explains policy and procedures relating to payment and management of benefits.

Checklist 5, Issuing Assistance in Appendix D contains detailed instructions on completing a budget and decision form (SD04).

Payment of Benefits

Administering authorities must issue income assistance to applicants who are eligible for income assistance.

Budget and Decision Process

The following rules apply to issuing assistance:

- The assistance budget is computed on a calendar monthly basis.
- A Budget and Decision Form (SD04) must be completed and signed before assistance is issued.

The benefit period may be extended beyond one month for seasonally employed applicants involved in hunting, fishing or trapping. However, the income assistance administrator records the excess amount on the recipient's file, noting why it was issued and apply it to the budget calculation for the next month.

Effective Date

Income assistance is usually issued from the date the application form is signed. No allowance is normally paid for any period preceding the date of application. For example, if enrollment is in the middle of the month, the amount of monthly benefit is pro-rated at 50 per cent (50%).

If an applicant is receiving income from another source adequate to meet basic needs, including income assistance from another administering authority or the province, the effective date of enrollment is when the other source of income ends (see Assessing Unearned Income in Section 3.8, Unearned Income and Assessing Earned Income in Section 3.9, Earned Income).

If some or all of the applicant's utility costs remain unpaid on the date of application, an income assistance administrator may issue assistance to cover eligible utility costs retroactively to and including the application month

(see Utility Arrears in Section 4.3, Shelter and Related Allowances).

Indian and Northern Affairs Canada (INAC) will only reimburse First Nations for retroactive payments that can be demonstrated to relate to periods of prior income assistance eligibility for the recipient.

Emergency Food Allowance

Income assistance administrators may issue emergency food allowance up to two weeks at a time to alleviate hardship in the following circumstances:

- There are problems or delays in verifying information to support an application for assistance (see Section 2.2, Verifying Applicant Information).
- An applicant has failed within 30 days from the date of application to apply for available benefits from another program such as Employment Insurance (EI), Canada Pension Plan (CPP), or Old Age Security (OAS) and Guaranteed Income Supplement (GIS) (see Section 2.5, Overpayments).
- The applicant is a transient (see Transients in Section 3.2, Residency and Citizenship).
- Eligibility is pending the outcome of a review of a decision to deny, suspend or cancel income assistance through Council's redress mechanisms (see Section 2.6, Redress Mechanisms) or the allegations and complaints policy (see Allegations and Complaints in Section 1.5, Indian Affairs Administration).
- Undue hardship would result due to circumstances such as children left temporarily with a recipient without provision for food and income assistance recipient mismanagement of funds.

Interim Assistance

Interim assistance is short-term assistance for up to three months paid to individuals who are waiting for benefits from other programs such as EI, CPP, OAS, GIS and Worker's Compensation.

Income assistance benefits are calculated at the full monthly rate, but paid in weekly or biweekly instalments until:

- the other program benefits have been approved and are being sent to the applicant on a regular basis, or
- the applicant has been advised in writing that he or she is not eligible for those other program benefits.

The use of interim assistance is at the discretion of Chief and Council. Because there is a risk that recipients may receive benefits that INAC will not reimburse, First Nations need to put in place appropriate measures to track and account for benefits paid using this option.

Minimizing Overpayments

Since entitlement to other benefits may reduce or eliminate income assistance eligibility all together, issuing authorities need to manage these cases carefully to ensure that overpayments are minimized and collected (see Section 2.5, Overpayments).

Interim assistance is payable in the following circumstances:

- An applicant has applied or is applying for benefits from another source such as EI, CPP, or OAS and GIS (see Emergency Food Allowance above).
- The applicant is waiting for a first pay cheque.
- There are delays in disposal of assets (see Section 3.7, Property and Assets).
- The applicant is awaiting the outcome of a claim relating to an accident or injury, for example, workers compensation or automobile insurance payments or settlements.

Additional Documentation

Additional documentation is required to support an application for interim assistance as follows:

- a signed and dated copy of the application for benefits to the other program
- a signed agreement to repay any overpayments that result from payments for the same benefit period
- when applicable, a signed and dated copy of an authorization or prescribed consent to release information forms for the other program

Income assistance administrators forward the authorization or consent to release information form to the organization that requires it and requests written confirmation of the commencement date and monthly benefits payable.

Prior to issuing weekly or biweekly interim assistance, the administrator contacts the other program to determine the progress of the application and the expected length of time it will take to issue the benefit.

Benefit Recalculation

Once the other benefits have been paid to the applicant, the income assistance administrator recalculates the income assistance payable for the applicable benefit months as follows:

- If the other benefit exceeds monthly entitlement for income assistance, the administrator recovers the full amount of interim assistance issued in excess of emergency food. This excess is not included in claims submitted to Indian and Northern Affairs Canada (INAC).
- If the other benefit is less than monthly entitlement for income assistance and the recipient is eligible for a supplement, the administrator may submit a supplementary claim to INAC up to 60 days following the end of the fiscal year the assistance was issued (see Year End Reports in Section 2.7, Administering Authority Reports).

INAC will not reimburse issuing authorities for interim assistance unless the applicant retains some eligibility for income assistance once the other benefit is received. INAC will only reimburse for those portions of interim assistance for which eligibility (after the recalculation of benefits) is established.

The onus is on the administering authority to recover overpayments that may result from issuing interim assistance. For this reason, every reasonable effort must be made to reduce or eliminate duplicate benefits.

The income assistance administrator notifies a recipient in writing of the amount of an overpayment and makes appropriate arrangements to recover it.

Issuing (administering) authorities do not claim reimbursement for interim benefit payments until such time as the applicant's eligibility has been established.

Disaster Assistance

In the event of a community disaster, the Manitoba Association of Native Fire Fighters (MANFF) assumes responsibility for issuing emergency financial assistance according to association guidelines. You'll find a copy of these guidelines in your community Emergency Plan under Tab #29.

A community emergency is declared as follows: Chief and Council contact the Regional Director General (RDG), INAC, and the Executive Director, MANFF, advising of the emergency. The RDG advises the Manitoba Emergency Measures Organization (MEMO) of the location and nature of the emergency situation.

MANFF follows the guidelines for payment of claims for expenses incurred by individuals, communities and suppliers. First Nation public and private sector claims are made directly to MEMO. MEMO assesses an application and advises INAC on Disaster Financial Assistance Arrangement (DFAA) eligibility.

In the event of a disaster, income assistance administrators should refer requests for emergency assistance to MANFF. Administrators may be asked to assist MANFF in determining financial need and issuing assistance.

Medical Assessments

Medical assessments are needed to determine medical eligibility for income assistance and certain additional benefits. You'll find a sample medical assessment form in Appendix C, Income Assistance Forms.

Medical Eligibility

Medical eligibility for income assistance refers to a person who by reason of physical or mental ill health, or physical or mental incapacity or disorder that is likely to continue for more than 90 days is:

- unable to earn an income sufficient to meet the basic necessities for the persons and his or her dependents (see Health Category in Section 3.4, Income Assistance Categories and Disability Allowance in Section 4.2, Basic Assistance)
- or requires special care room and board (see Section 4.5, Special Care Room and Board)

A written medical assessment (report) from an **Authorized Health Professional** (see Table 4.2-1; page 8 of Section 4.2) is required to enroll a person on income assistance under the health category or for special care room and board. The assessment must explain the nature and must indicate the likely duration of the applicant's physical or mental condition.

If an applicant's condition is self-evident and severe or terminal, an income assistance administrator may approve immediate enrollment under the health category or for special care room and board pending receipt of a medical assessment from a physician or, in the case of a mental disability, a psychologist.

A medical or psychological assessment (report) must indicate the likely duration of a disability.

Additional Benefits

Persons requesting certain benefits must obtain a letter or report from an Authorized Health Professional (see Table 4.2-1 : page 8 of Section 4.2) clearly documenting the medical need. This policy applies to the following benefits:

- infant formula (see Section 4.2, Basic Assistance)
- therapeutic diets (see Section 4.2, Basic Assistance)
- prescribed food supplements (see Section 4.2, Basic Assistance)

Medical Assessment Procedures

Administering authorities are responsible for the cost of transportation, meals and accommodation not covered by the First Nations and Inuit Health Branch (FNIHB) or another program when an assessment can only be done away from home. You'll find rules and rates for travel costs in Appendix H, Other Rates and Rate Tables.

Income assistance administrators should encourage applicants to obtain a medical or psychological report during regular appointments. Such arrangements may reduce the time it takes to obtain the required report and the cost involved.

Administering authorities are also responsible for physician's fees for writing a report that are not covered by FNIHB or another program. The current provincial fee is \$45 per report. Medical fee costs are part of the basic needs of an applicant or recipient. They are reported on the Variable Exceptions line of the Budget and Decision Form (SD04), specifying that it is a *medical assessment charge*. Receipts must also be retained on file for compliance review purposes.

Benefit Adjustments

Benefit adjustments pertain to increases or decreases in or termination of benefits.

Benefit Decreases and Increases

An increase or decrease in the amount of assistance may be required as a result of one or more of the following changes:

- family unit (see Section 3.3, Determining Family Unit)
- income assistance category (see Section 3.4, Income Assistance Categories)
- financial resources (see Section 3.6, Financial Eligibility)
- a person's living situation

As a general rule, income assistance administrators should adjust the budget or cancel assistance, as the case may be, at the beginning of the month following the change in circumstances. However, this rule does not apply in all situations. Some of the examples noted below indicate when IA administrators may increase or decrease benefits prior to the end of the month following the change in circumstances.

Family Unit

Changes in a family unit may result from such events as:

- a child enters or leaves the home
- admission to hospital
- a student returns home from or returns to school
- a child turns 18 years of age
- a family member moves out of the home
- a family member dies

Examples of situations that result in a change in the family unit include the following:

New Child in Home – When the number of members in a household increases (for example, a child is born), the family budget increases accordingly. Normally, the increase is effective on the date the new member enters the home. However, an earlier date may be considered when a need exists prior to the new member entering the household (for example, granting assistance from the date of birth rather than the date of entry into the home).

Admission to Hospital – When a family member is admitted to hospital or other institution for an extended period of time, assistance is normally adjusted within 30 days. This involves a reduction in the composite rate. The person is eligible for a comfort allowance (see Section 4.2, Basic Assistance).

Private Home Placements – When a student under 18 years of age in a private home placement (PHP) returns home during summer vacation, assistance is increased for the period the student is at home.

Child Turns Eighteen – When a child of a recipient turns 18 years of age, the child is no longer eligible for assistance as a dependent. The monthly budget for the family is adjusted accordingly for the month following the child's eighteenth birthday. The 18-year-old may be eligible for assistance as an independent applicant. See *Minors Turning Eighteen* in Section 3.3, *Determining Family Unit* for more details on this item.

Family Member Leaves – Income assistance is reduced when a family member leaves the family. The reduction begins the next benefit period (usually the month following the month of the person leaves). The person moving may be the recipient or a dependent (child, spouse, partner, disabled

adult). When the recipient moves, a spouse or partner must reapply for income assistance as the family head (see Family Unit Section 3.3, Determining Family Unit)

Death of Family Member – Income assistance is adjusted or, in the case of a single person, cancelled beginning the next benefit period (usually the month following the month of death). Members of the deceased's family may be eligible for funeral costs (see Section 4.8, Funeral Costs).

Termination of Benefits

Income assistance payments are generally terminated when a recipient no longer meets conditions of eligibility. This may be because the person has either secured employment or other means of support.

Assistance is normally terminated the month following the month the person is eligible to receive OAS and GIS. If recipients are not enrolled on OAS and GIS, it is their responsibility or that of a family member to notify the administering authority. In this situation, an income assistance administrator may issue interim assistance depending on the circumstances (see Interim Assistance on page 2).

When a recipient is no longer eligible for income assistance due to an increase in financial resources (see Exit Point at the end of Section 3.9, Earned Income), income assistance should normally be terminated immediately. However, if a person's or family's income is known to fluctuate widely from month to month, and the exit point would result in frequent openings and closings, the file may be kept open for three months and the extra income from the second month carried over to the third month. The file must be closed if the person or family has excessive income in the third month.

Income assistance administrators should also advise applicants and recipients that assistance may be terminated for:

- knowingly committing fraud (see Section 2.5, Overpayments)
- refusal or abandonment of an employment opportunity (see Section 3.5, Employment Expectations)
- refusal to participate in an appropriate training or rehabilitation program
- unwillingness to apply for other benefits or services available to them
- failure to provide information or documents required to establish or maintain eligibility

When a person or family no longer requires assistance or is no longer eligible, the income assistance administrator may close the client file (see

Client Records in Section 2.4, Administering Authority Records). The administrator must use file recording to indicate the reasons and date, and must sign the recording.

Managing Benefits

Income assistance recipients have a responsibility to manage their own affairs.

Method of Payment

Income assistance is usually paid by cheque issued in the name of the recipient. Vouchers may be used when:

- immediate need exists but eligibility has not been verified
- the recipient lacks sufficient ID to cash a cheque
- the recipient has demonstrated a history of difficulty managing funds
- a voucher is the most convenient or the recipient's preferred method of payment

If the assistance is not used as intended or there is a history of difficulty in managing funds, the income assistance administrator may use one of the following options:

- issue assistance more frequently
- issuing all or any portion of the assistance by voucher
- make the assistance payable to a responsible adult in the household
- make payments by cheque or voucher directly to the supplier of goods and services designated by the recipient
- appoint a trustee

Payments made directly to suppliers are intended for current maintenance, not to retire a debt owed to a supplier, reducing the amount available for a recipient's basic needs. Administrators should ensure that suppliers are aware of this policy.

Administrators must record on file when a decision was made to make payments to a supplier.

Assisted Administration

This approach involves one or more of the first three items above. It applies to vouchers issued to the recipient. Vouchers issued to a supplier fall under staff administration.

Assisted administration is the least intrusive approach and leaves the income assistant recipient with control of some of their benefits.

Staff Administration

If the first three approaches above are not effective, making payments directly to a supplier on behalf of the recipient may be necessary.

Income assistance administrators may issue part of the benefits to a supplier of goods and services. Partial administration ensures that essential goods and services are available to the individual or family unit. The balance of the benefits is issued to the recipient.

Administration of benefits should be limited to areas in which recipients are having major difficulty in managing funds, so that they maintain the maximum responsibility for their own affairs.

Recipient Responsibility

Administration of benefits assists the recipient to manage funds to ensure that basic needs are met. However, whether partial or full, it should be limited to that period of time during which a need for such help is evident.

Recipients must be given every opportunity and assistance to develop skills for money management so that they may resume responsibility and control over their lives.

Applicant and Recipient Debt

Assistance is intended for basic necessities. An administering authority is not responsible for applicant or recipient debts incurred before or after enrollment other than eligible utility arrears (see Utility Arrears in Section 4.3, Shelter and Related Allowances)

Income assistance administrators may ask applicants and recipients to provide information regarding their debts to assess how best to meet their financial needs. For example, trustee administration might be appropriate for persons with a history of incurring debts or not paying bills.

Exceptional Circumstances

In the event that an income assistance applicant or recipient or a dependent has needs that cannot be met under existing policy and procedures in this guide, the Regional Director General, Manitoba Region, or designate may make further provision to ensure that basic necessities are provided.

This discretionary power applies only to situations that are clearly beyond the

scope of established rules and rates. It is not intended as an alternative to the review and appeal process outlined in Section 2.6, Redress Mechanisms.

The social development operational specialist at INAC and an income administrator or social development advisor may hold a case conference when a more in-depth review of the circumstances is indicated.

Approval Process

When requesting approval to issue assistance due to exceptional circumstances, an income assistance administrator will be asked to provide Indian and Northern Affairs Canada (INAC) with the following information:

- a written request for consideration under the exceptional circumstances process and a recommendation regarding how basic needs can be met using the most economical means
- a copy of the current month Application for Income Assistance (SD01) and Budget and Decision Form (SD04) for the family and, if relevant, the in transit patient (see below)
- copies of supporting documents (see Supporting Documentation in Section 2.2, Verifying Applicant Information)
- other documents requested by INAC relevant to the specific situation of the applicant or recipient

For in transit requests (see below), support documentation might include quotes for relocation costs, boarding house rent, tenancy agreements etc.

On receiving a request for approval to issue income assistance due to exceptional circumstances, INAC will review the request and provide written instructions to the administering authority within 30 days of receiving all necessary information. The instructions will indicate if the request has been approved and, when applicable, will include processing and reporting requirements.

In Transit Patients

In transit patient is a term used by First Nations and Inuit Health Branch (FNIHB) to describe an individual who must leave his or her home community for an extended period for necessary medical treatment. FNIHB normally pays for the cost of meals and accommodation for these individuals for up to three months under the Non-Insured Health Benefits Program (NIHB), Medical Transportation Policy Framework. These individuals are considered to be *ordinarily resident on reserve* for purposes of the Income Assistance

Program.

Income assistance administrators who believes that an in transit patient's basic needs are not being met should contact their funding services officer (FSO) to determine if an exceptional circumstances situation exists. This should be done prior to confirming any off-reserve arrangements for the patient.

Administering Authority Records

Administering authorities funded through a Comprehensive Funding Arrangement (CFA) are required to maintain three basic types of records:

- a client (case management) record for each individual or family applying for or in receipt of income assistance
- administrative records to store expenditure and statistical information and documents
- copies of income assistance reports submitted to Indian and Northern Affairs Canada

This section covers client and administrative records. Reports are dealt with in Section 2.7, Income Assistance Reports.

A record includes a physical file for storing paper (hard copy) and information stored on a computer file or database.

Client Records

Administering authorities should establish record keeping procedures that will support the administration of the program, for example, the creation of a file record for each individual or family applying for or in receipt of income assistance or related services.

Record Content

Client records must be kept up-to-date. At a minimum, they must contain information and documents necessary to provide benefits and services, support claims submitted to Indian and Northern Affairs Canada (INAC) and substantiate expenditures of public funds through the compliance process.

Checklist 5, Issuing Assistance and Checklist 6, Records and Reports in Appendix D contain a list of information and documentation to be placed in a paper file or stored electronically.

Record Management

Client records are the property of the administering authority. Chief and Council have a responsibility to ensure client confidentiality.

Examples of measures that can be used to ensure client confidentiality include storing computer records containing client information in a secure manner by limiting access to authorized persons and using passwords that are changed periodically.

Administering authorities are obligated to maintain client records for at least seven years under the terms of a First Nations funding agreement. Client records are also required for compliance monitoring (see Resolution of Compliance Issues in Section 2.8, Compliance Reviews) and can be useful in facilitating redress mechanisms (see Section 2.6, Redress Mechanisms).

Income assistance administrators should establish a schedule for retention and disposition of their records. Records must be disposed of in a manner that ensures the privacy of the individual's information is maintained.

Management of Personal Information

First Nations are encouraged to have policies or by-laws that are consistent with federal and provincial legislation pertaining to privacy and access to personal information (see Privacy and Access to Information in Section 1.2, Program Overview)

Financial and Statistical Records

Financial and statistical records are essential to sound financial administration by administering authorities. They will also help income assistance administrators prepare monthly reports (see Section 2.7, Administering Authority Reports).

Financial Records

The financial records contain information and documents relating to administering authority expenditures and submissions to INAC.

Checklist 6 in Appendix D lists the most common types of financial records to be kept in administrative and client files or databases.

Statistical Data

The regional office requires data to substantiate submissions for funding the income assistance program and the allocation of funds.

Checklist 6, Records and Reports, in Appendix D contains a list of statistical data that income assistance administrators must keep.

Administering authorities must keep additional statistics in support of expenditures such as Canada Mortgage and Housing Corporation (CMHC), Residential Rehabilitation Assistance Program (RRAP), hydro and wood allowances.

Information Management Systems

The information management system used by INAC has the potential for generating accurate, current and meaningful information and statistics to support the administration of the income assistance program. It provides data regarding revenue, expenditures and services. The system provides current and accurate information on expenditure activities to support allocation of funds and compliance reviews.

Overpayments

This section deals with overpayments to income assistance recipients, the reasons they occur, and preventing and recovering them.

Preventing Overpayments

In this guide, overpayments are income assistance benefits issued to a recipient for which an administering authority cannot submit a claim to Indian and Northern Affairs Canada (INAC) for reimbursement.

Reasons of Overpayments

Reasons for overpayments include but are not limited to the following:

- A recipient receives assistance for which he or she is not entitled.
- A recipient or other family member is receiving income assistance from another First Nation or from the province or a municipality.
- The amount of assistance exceeds established rates.
- Policy has been misinterpreted or not followed.
- There has been a calculation error.
- A recipient is overpaid for his or her portion of shelter or shelter-related costs.
- Assistance was issued for rental or utility arrears.
- A recipient or other family member has not reported income from any source including but not limited to:
 - Employment Insurance
 - OAS, GIS and spousal allowance
 - sale of furs, fish or agricultural products
 - training allowances
 - contract work or casual labour
 - maintenance income for spousal support
 - maintenance income for child support prior to May 1997 and not varied in Court of Queen's Bench
 - settlements for accident disabilities
 - hydro compensation payment

Ways to Prevent Overpayments

The following list identifies the most common areas that require action to prevent overpayments, recoveries and fraud and to avoid under or over funding by INAC.

Income assistance administrators are encouraged to:

- Sample a minimum of the greater of 10 or five percent (5%) of open client records (files) every three months to verify accuracy and completeness.
- Verify that expenditures recorded in the cash journal and voucher journal and daily bank record are substantiated with a Budget and Decision Form (SD04).
- Verify the accuracy and completion of the summaries of income assistance cash and voucher journals, bank reconciliations, daily bank records and variance reports.
- Discuss any disagreements concerning interpretation of policy or regulation with the designated person at INAC as soon as possible.

Recovering Overpayments

Administering authorities are responsible for recovering overpayments. Indian and Northern Affairs Canada (INAC) will not reimburse the First Nation for overpayments.

Recovery Options

Options for how overpayments are recovered include:

- ten per cent (10%) of benefits
- personal allowances of members of the household
- larger sums as agreed to by the recipient
- other sources of income if and when they become available

Income assistance administrators must keep supporting documents for undeclared income, duplicate payments, receipts for expenditures and other relevant material in the recipient's file. They must also keep a schedule of recovery on file. They should record overpayments as accounts receivable and arrange for recovery with recipients.

Recovery Arrangements

A recipient's cooperation is important. When recovery action is undertaken, consideration must be given to the person's total resources. As a general rule, recipients are required to repay the total overpayment. You'll find a

sample overpayment letter in Appendix C, Income Assistance Forms.

Duplicate Payments

Duplicate payments refer to situations when a person or family receives income assistance from more than one source for the same period.

As a general rule, only one administering authority may submit a claim to INAC for an applicant or recipient for the same benefit period. In the case of a transient, an income assistance administrator may issue an emergency food allowance for a brief period to prevent undue hardship without creating an overpayment (see Emergency Food Allowance in Section 2.3, Granting Assistance).

When administering authority staff have reason to believe that an applicant has received income assistance from another source, they should immediately contact the other office to confirm whether the person has received income assistance during the current month and, if so, the amount issued and the benefit period covered.

If an overpayment is created as a result of a duplicate payment, the location where the recipient is not normally resident is usually responsible for recovering the overpayment. Residence and how it was determined should be documented.

The amount to be recovered is, in most cases, the amount issued to the person by the recovering agency. Income assistance administrators should contact the designated person at INAC if there are unusual circumstances.

In extreme cases, evidence may be presented to the applicable law enforcement authorities to determine if criminal charges should be brought (see Fraud below).

Criminal Prosecution

An applicant or recipient can be prosecuted under the *Criminal Code of Canada*. Offences that might apply include:

- forgery
- uttering
- fraud

You'll find definitions and examples of these offences in a document called Allegations and Complaints Policy in Appendix A, Program and Funding Authorities.

Income assistance administrators should not pursue voluntary restitution if contemplating prosecution as such action can prejudice legal proceedings.

Pursuing criminal prosecution involves the following steps:

1. Document evidence to support the allegation.
2. Refer the matter to Royal Canadian Mounted Police, forwarding the following:
 - supporting documents
 - an outline of social factors
 - a chronology of action take and the response of the applicant or recipient

Applicant and Recipient Redress Mechanisms

This section outlines the process for income assistance applicants and recipients to seek redress when they disagree with decisions of administering authorities. It applies whether the administering authority is a First Nation, tribal council, or third-party manager.

Redress Policy

Income assistance administrators are responsible for administering the Income Assistance Program according to the rules and rates set out in this guide (see Section 1.4, First Nation Administration)

Disclosure and Redress

The Comprehensive Funding Arrangement entered into between Indian and Northern Affairs Canada (INAC) and the Council for the administration of the Income Assistance Program creates a requirement for Council to disclose policies, including eligibility criteria and other information related to the Income Assistance Program, and to provide mechanisms for dispute resolution.

Disclosure

Council shall make available to its members upon request, and at no charge beyond the reasonable cost of reproducing the document, policies, guidelines and written service standards and eligibility criteria and any other documents provided for in the Comprehensive Funding Arrangement.

Redress

Council shall develop, implement and maintain policies and procedures to address disputes related to programs and services, which policies and procedures shall, at a minimum, provide for:

- clearly defined and impartial dispute resolution mechanisms for initiating, presenting and resolving disputes including an opportunity for all parties to be heard
- reasonable time frames within which disputes must be initiated and resolved
- a redress process
- appropriate remedies based on the outcome of the dispute resolution

First Nations are required to provide INAC with a copy of their redress

policies and procedures by April 30, 2007. They are also required to provide copies of amended policies and procedures within 30 days following the effective date of the amendments.

In accordance with the terms of the First Nation's funding agreement with INAC, income assistance applicants and recipients should be made aware of Council's redress policy when they disagree with a decision of the administering authority.

Applicants and recipients must accept Council's redress policy first. If Council does not have a redress mechanism in place, Indian and Northern Affairs Canada will require administering authorities to use the INAC redress process.

Grounds for Redress

An applicant or recipient may seek redress from an administering authority's decision for the following reasons:

- The person was not allowed to apply or re-apply for income assistance.
- The person's request for income assistance was not decided upon in a reasonable period of time.
- The person was denied income assistance.
- The amount of income assistance was cancelled, suspended, varied or withheld.
- The person was not issued the amount of income assistance that was consistent with the published rules and rates.
- The person is objecting to the method used to issue income assistance (see Managing Benefits in Section 2.3, Granting Assistance).

Informing Applicants and Recipients

Income assistance administrators have a responsibility to inform applicants and recipients in writing of Council's redress mechanism and the procedures with respect to eligibility for income assistance, and to facilitate access to the redress process (see Redress Mechanisms on page 2). The administering authority also answers questions and explains the process (see Checklist 1, Intake Process, in Appendix D).

Appendix C contains sample eligibility letters that administering authorities may wish to adopt and use in their redress processes.

INAC Redress Process

The redress process begins when an income assistant administrator receives either a verbal or written complaint about an income assistance decision (see Grounds for Redress on page 2).

The redress process involves the following incremental phases:

- review by the administering authority
- second level of redress
- third level of redress

The time lines in each phase of the redress process may be extended only when there are unavoidable delays or other compelling reasons. Under no circumstances should the redress process take more than six weeks.

Review by the Administering Authority

The income assistance administrator immediately undertakes a review of the complaint (see Administrative Review below), explaining the review process to the person (complainant) and the right to seek redress from the decision of the administering authority. This review involves the following steps:

1. The IA administrator explains to the complainant his or her right to seek redress from the decision of the administering authority.
2. The IA administrator reviews the information on file and obtains additional information as required from the complainant. The administrator may consult with others including a social development advisor (SDA) or funding services officer (FSO).
3. The IA administrator notifies the complainant in writing of the results of the review within five working days from the date the administrator received a verbal or written complaint.
4. If not satisfied with the results of the review, the IA administrator gives the complainant a Request for Redress form (see Appendix C, Income Assistance Forms), assisting the complainant in completing the form as necessary.
5. The complainant completes the Request for Redress form, giving a copy to the IA administrator.
6. The IA administrator immediately forwards a copy of the Request for Redress form to the person responsible for the second level redress process (see Second Level of Redress below) and to INAC, Manitoba Region.

Second Level of Redress

A person who is not satisfied with the results of an administrative review (see Review by Administering Authority above) has a right to seek redress from the decision to a second-level arbiter – person or committee agreed to by the First Nation and INAC to conduct an independent review. For many First Nations, the arbiter may be a tribal council social development advisor.

The second-level arbiter:

1. Interviews the complainant within five working days from the date the Request for Redress is received to obtain all information. This may be done by phone if circumstances do not permit face-to-face contact.
2. Contacts the income assistance administrator to obtain additional information regarding the decision of the administering authority and reasons for it.
3. If necessary, contacts the INAC funding services officer (FSO) to clarify income assistance rules and rates.
4. Assesses the information received to determine if there is merit to the redress and, if so, reviews the complainant's file to determine eligibility and rates, comparing them with the actual benefits issued.
5. Confirms the findings and recommendations by letter sent by fax, e-mail or regular mail to the complainant and IA administrator within five working days from the date the Request for Redress is received.
6. Together with Step 5 above, advise the complainant of his or her right to redress the decision to INAC and how to initiate this process (see Third Level of Redress below).

Third Level of Redress

A complainant who is not satisfied with the results of the recommendations of the second level of redress may appeal the decision to the Regional Director of Funding Services Operations, Manitoba Region, and INAC.

The director or his or her designate:

1. Reviews the decision of second-level arbiter within 10 working days from the date the complainant is advised of the decision (see Step 5 above).
2. Obtains additional information from the complainant, income assistance administrator and arbiter as may be required.
3. Consults with the compliance unit or the policy unit at INAC as may be required in deciding on the redress.

4. Advises the complainant in writing within 20 working days from the date of the second-level redress letter of the final decision (see Step 6 under Second Level of Redress above).

Emergency Food Allowance

An income assistance administrator may issue an emergency food allowance to alleviate hardship to a person who has redressed (see Grounds for Redress on page 1 and Emergency Food Allowance in Section 2.3, Granting Assistance). The person (complainant) must sign a Request for Redress form (see Appendix C, Income Assistance Forms) before emergency assistance is granted.

Annual Review of Issues

As noted in Section 1.5, Indian Affairs Administration, Manitoba Region of INAC is committed to consulting with First Nations regarding development, interpretation and review of income assistance.

This commitment extends to the redress process described in this section and to issues that are identified in the course of reviewing individual requests for redress that come to the attention of the regional office.

Administering Authority Reports

This section explains regional requirements for reports submitted to Indian and Northern Affairs Canada (INAC) by administering authorities funded through a Comprehensive Funding Arrangement.

Section 1.3, Funding and Financial Overview, explains national reporting requirements. Records and Reports in Section 1.4, First Nation Administration, summarizes requirements under the Records section of a Comprehensive Funding Arrangement (CFA).

Program Reports

Program or non-financial reports refer to monthly, supplementary and year-end reports required under a CFA for ongoing funding purposes.

Monthly Reports

Administering authorities funded through a CFA are required to submit monthly reports to INAC to substantiate monthly income assistance expenditures. This policy applies to co-managers and third party managers as well as First Nations.

Monthly reports must include a fully completed Income Assistance Monthly Report (IAMR). Incomplete reports cannot be processed and will be returned to the administering authority for completion and resubmission. A fully completed IAMR includes all applicable fields. Any fields that do not apply should report a NIL amount. An incomplete IAMR could cause delays in funding for other programs administered by a First Nation.

INAC requires a monthly report within 45 days from the first of the issuing month (see Section 1.3, Funding Arrangements, Table 1.3-1, Monthly Reporting Process). INAC will contact administering authorities for completion. INAC may also contact tribal councils to assist for affiliated First Nations (see Role of Tribal Councils in Section 1.4, First Nation Administration)

Checklist 6, Records and Reports, in Appendix D lists the steps required in preparing and submitting reports.

Paper Filing

Reports submitted by paper must include the IAMR and, if applicable, a Record of WOP/ASARET (IAMR-1). A detailed summary of expenditures (Detailed Summary Report-SD11 and/or Detailed WOP/ASARET Report-SD12) listing all income assistance recipients must also be submitted.

When packaging reports, put them in the order above and securely fasten them together. This will assist INAC staff in processing the reports. All hard copies of the applications and supporting documents must be retained on client files (see Section 2.4, Administering Authority Records).

Electronic Filing

Reports as described under the heading *Paper Filing* may be faxed to the records office of INAC. The fax number is 204-983-2936. Submission of electronic reports to INAC is currently changing. This section will be updated when a process is established.

Supplementary Reports

Supplementary reports are required when there is not sufficient information or supporting documentation for the regular monthly report. For example, an administrator may not receive confirmation of hydro costs for the month prior to submitting a regular monthly report. When submitting a regular monthly report, it is important to flag the items that require a supplementary report. When submitting a supplementary report, it is important to connect it to the flagged items in the initial report.

Year-End Reports

To comply with database deadlines and ensure that all expenditures are reported, administering authorities are expected to make every reasonable effort to submit supplementary reports for eligible expenditures not previously claimed in the fiscal year to INAC no later than May 31 in the next fiscal year.

Financial Reports

The general terms and conditions of the CFA include financial reporting requirements for administering authorities. In summary, they are required to:

- Maintain financial records and prepare financial statements in accordance with generally accepted accounting principles.
- Engage an independent auditor recognized in Manitoba and notify the Minister (Department) in writing of the appointment of the auditor and the audit date two (2) weeks prior to the end of the fiscal year.
- Prepare consolidated financial statements audited by an independent auditor recognized in the province and in accordance with INAC's Year End Reporting Handbook.
- Submit a copy of their annual audited financial statements to INAC within one hundred and twenty (120) calendar days after March 31 of each year.

Compliance Reviews

Regional offices of INAC are required to follow national program compliance requirements outlined in the Social Assistance on Site Compliance Review Process. You can access this document on the national INAC site at www.ainc-inac.gc.ca/ps/mnl/afv/anc_e.html.

Regional Office Compliance Unit

In May 2004, the Manitoba Region of INAC underwent a re-organization and significant changes were made to the in-office compliance review process. A new compliance unit in the Funding Services Directorate replaced the previous data collection and verification unit.

The Compliance Unit consists of a compliance coordinator and compliance officers. The focus of the unit is to ensure that administering authorities are applying eligibility criteria and adhering to the terms and conditions in their contribution funding arrangements (CFA's).

Compliance Coordinator

The regional compliance coordinator is the primary contact for initiating review either requested by a First Nation or funding services officer or initiated by INAC, Manitoba Region.

Compliance Officers

Compliance officers are responsible for compliance activities between INAC and First Nations. Reporting to the compliance coordinator for the Manitoba Region, key activities of compliance officers include the following:

- Scheduling and conducting on-site reviews for communities that are to receive a review as confirmed by the compliance coordinator.
- Analyzing findings and reporting to First Nations and the compliance coordinator the results of an initial review.
- Scheduling and conducting follow-up on-site reviews if required and providing a final amount to the compliance coordinator. A letter is sent to the First Nation detailing the final determined rate.
- Acting as the contact for inquiries pertaining to specific compliance reviews they conducted.
- Maintaining all documents pertaining to a review in the regional compliance file.

Data Operations Unit

Data operations personnel are responsible for monitoring and processing monthly reports. These responsibilities include:

- Entering reports into the First Nation and Inuit Transfer Payment system (FNITP) and reporting database.
- Monitoring reports to ensure they are complete.
- Assisting as necessary in compliance activities, both on-site and in-office.

Regional Office Compliance Reviews

Indian and Northern Affairs Canada (INAC), Manitoba Region, conducts compliance reviews based on the compliance methodology outlined in the national manual mentioned at the beginning of this section. National standards require that an on-site compliance review be done, at minimum, every two years.

Regions may choose to conduct reviews more frequently if required or requested. If variances of more than four percent (4%) cannot be explained by the data provided, an on-site review is essential.

Purpose of Compliance Reviews

Compliance reviews are intended to ensure that administering authorities are keeping required records and that information reported in a monthly invoice is correct. The reviews also:

- Confirm eligibility for final recipients.
- Enable INAC to meet its accountability responsibilities to Parliament for the expenditure of public funds under section 34 of the *Financial Administration Act* (Canada).
- Determine and ensure compliance with provincial or territorial rates subject to maximum amounts approved by Treasury Board.
- Support administering authorities and the region in effectively and efficiently operating the program.

Reasons for Compliance Reviews

Compliance reviews may be conducted based on any of the following reasons:

- requests from First Nations to be funded through a multi-year funding

- agreement (see section 1.3, Funding and Financial Overview)
- the national compliance framework (minimum once every two years)
- funding service officer analysis driven
- First Nation and funding service officer driven
- program and/or financial audit
- intervention policy initiatives (see Section 1.5, Indian Affairs Administration)
- allegations (see Section 1.5, Indian Affairs Administration)

Compliance Review Process

The on-site compliance review process involves the following steps:

1. The need for a compliance review is identified either by the Compliance Unit or a request received from a funding services officer and/or First Nation.
2. The compliance officer assigned to the review contacts the administering authority to arrange a date and to discuss required documents for the review.
3. The compliance unit sends a letter to the administering authority at least three weeks prior to the date the review is to be undertaken confirming the date and time of the review and outlining the information required by INAC. This step is intended to assist the administering authority in preparing for the review by providing requested information such as housing data and the band employee list. The letter is copied to the funding service officer and, when applicable, to the tribal council social development advisor.
4. Information received from the administering authority is used to prepare for the compliance review. This allows the compliance unit to:
 - cross-reference the band employee list with the detailed summary of the month selected for the review to facilitate locating files for the review
 - identify tenancy information for all housing units with income assistance clients and to determine the pro-rated amount to be applied to shelter related expenses.
5. Based on the sampling guide in the national standards, file samples are generated for the selected month to be reviewed. Files are selected based on income assistance categories (employable single, employable family etc.), not by the amount claimed.
6. Prior to the review at the First Nation, the compliance team is available to meet with Chief and Council and other First Nation representatives to explain the compliance process. The reviews may be conducted with the assistance of the income assistance administrator, social development

advisor or funding service officer.

7. When the review is completed, an overview of the preliminary findings may be discussed with the income assistance administrator and other representatives.
8. On returning to the regional office, the compliance officer summarizes the preliminary findings and provides the compliance coordinator with a memo or report that highlights issues identified during the review.
9. The compliance coordinator and officer discuss the findings with the funding services officer to ensure he or she is aware of the results of the preliminary review.
10. A letter is sent to the First Nation and, when applicable, the tribal council, outlining the findings of the review along with a list of the files that require further information to support the claimed amounts. There is a 60 day period for the First Nation to respond to the letter and list of requirements.
11. After 60 days, a follow-up on-site visit is scheduled at the First Nation involving a review of the files identified as requiring further information. An administering authority that responds sooner than 60 days can request a follow-up for review sooner to complete the process.
12. After the follow-up review, the compliance officers involved in the review compile the final findings and a letter is sent to the First Nation with the compliance rate that was determined. A copy of this letter is forwarded to the funding services officer to support decisions involving funding and budgetary adjustments.
13. The funding services officer uses the compliance rate as a guideline for current year adjustments as well as for determining a base budget for the upcoming fiscal year. The compliance rate is used as one of the supporting factors for increases or decreases to budgets.

File Review Checklist

The compliance unit may use the following checklist to review income assistance client files maintained by an administering authority: (For further assistance please refer to the checklists provided in Appendix D)

1. Is there an application form (SD01) on file? Has the income assistance applicant signed the form?
2. Does the application form list the applicant's dependents?

-
3. Does the application form include the information for the applicant and dependents:
 - status (treaty) number
 - date of birth
 - social insurance number
 - applicant employability status (Step 2 on the form)
 - the head of the household (applicant or other)
 - housing data if applicable for prorating level
 - mailing address, house number and hydro account number
 - income and asset information (Step 3 and Step 4 on the form)
 - a declaration of income form (SD03 or SD03-1 if income is indicated)
 4. Is there an indication on the file of the following:
 - confirmation of the applicant's residency
 - when applicable, information verifying income
 - when applicable, information verifying employment insurance (EI) eligibility
 - information supporting eligibility to receive income assistance
 5. Is there a budget and decision form (SD04) on file? Did the applicant sign the form?
 6. Are the amounts claimed on the SD04 reflected accurately on the detailed summary?
 7. Does the month cheque reflect the correct amount due to the client? If applicable, are overpayments or advances recorded and recovered?

Eligibility Overview

The sections in Chapter 3 deal with income assistance eligibility. Section 3.1 provides an overview of eligibility requirements for the First Nations Income Assistance Program funded by the Manitoba Region of Indian and Northern Affairs Canada (INAC).

Eligibility Factors

Eligibility for income assistance is determined by objective consideration of the following factors in accordance with policy:

- residency and citizenship (Section 3.2)
- family unit and dependency (Section 3.3)
- income assistance categories (Section 3.4)
- employment expectations (Section 3.5)
- financial eligibility (Sections 3.6, 3.7, 3.8 and 3.9)

The remaining sections in this Chapter cover the above items in detail. Special cases are explained in Section 3.4. Exceptional circumstances are addressed throughout this guide.

Residency and Citizenship

Residency and citizenship determine whether an administering authority is responsible for issuing assistance to otherwise eligible persons.

Family Unit and Dependency

These eligibility factors pertain to determining whether an applicant is applying on behalf of a family and who is to be considered a member of that family.

Income Assistance Categories

There are three income assistance eligibility categories: economic, health and social.

The *economic* category pertains to persons who lack sufficient financial resources to provide for basic needs due to unemployment or to inadequate income from employment, training allowances benefits (for example, Employment Insurance or other sources).

The *health* category pertains to persons who lack sufficient financial resources to provide for basic needs due to a physical or mental illness, incapacity or disorder that is likely to continue for more than 90 days.

The *social* category pertains to persons who lack sufficient financial resources to provide for basic needs due to family responsibilities or circumstances.

Section 3.4, Income Assistance Categories, explains these categories in more detail and describes applicable sub-categories under each.

Employment Expectations

Applicants and recipients in the economic category (see Income Assistance Categories on the previous page) are expected to actively seek work. Section 3.5, Employment Expectations, explains how employment expectations apply, when they can be deferred, and how they apply to persons over 55 years living in communities with chronic unemployment.

When appropriate to their needs and aspirations, applicants and recipients in the health and social categories are encouraged to find employment or to undertake further education or training that will lead to employment.

Financial Eligibility

Financial eligibility refers to the amount of assistance that may be payable less the financial resources that an applicant or recipient must use for current support. This is referred to as the *budget deficit* calculation.

Financial resources are the property and assets, unearned income and earned income available to an applicant or recipient for current support. They include all resources not specifically exempted such as the Canada Child Tax Benefit and National Child Benefit Supplement.

Benefits and Rates

Once eligibility is established, benefits are issued up to the prescribed rates for each income assistance category after deducting non-exempt income and assets of the applicant or recipient and all dependents. The rates, policies and procedures ensure that consistent, objective criteria are applied in all situations.

The sections in Chapter 4, Income Assistance Benefits and Rates, provide detailed information on benefits. You'll find current rate tables in the appendices.

Determining Eligibility

Income assistance administrators must consider all the eligibility factors noted above in determining eligibility for income assistance. They also have a responsibility to explain eligibility requirements to income assistance

applicants.

Initial Applications

To be eligible for assistance, an applicant must:

- have residence on a First Nation reserve
- be 18 years of age or over
- meet eligibility criteria for one of the income assistance categories
- if applying for income assistance under the economic category, be registered for employment or training (see Section 3.5, Employment Expectations)
- not be in receipt of income assistance or other social services payments from another First Nation, the province, a municipality or other agency
- make application for any other benefits to which he or she is entitled
- be prepared to establish financial need and provide evidence to support the application

In certain cases, persons under 18 years of age may receive benefits directly with a prior recommendation in writing from a child and family services agency and prior approval in writing from a designated person at INAC (see Section 3.3, Determining Family Unit and Section 3.4, Income Assistance Categories). The income assistance administrator should retain a copy of the agency's recommendations and INAC's approval on file.

Continuing Eligibility

To meet eligibility criteria on a continuing basis, a recipient must be prepared to:

- accept reasonable employment if receiving assistance under the economic category
- register for employment with Human Resources Development Canada or an outreach worker if receiving assistance under the economic category
- apply for training if receiving assistance under the economic category
- provide receipts or cheque stubs when required
- provide evidence of making every reasonable effort to become self-supporting
- report change in family size or composition

- advise when school-aged children are no longer attending school and if they are working or in a training program
- report income of any family members
- when applicable, apply for Employment Insurance benefits and, if denied, provide documentation to that effect
- report liquidation of personal property or assets
- report intention to change place of residence
- provide medical information related to eligibility for income assistance when required
- apply early for Old Age Security (OAS), spousal allowance and annual renewal of Guaranteed Income Supplement (GIS)
- avail themselves of maximum benefits for which they may be eligible under other programs

Residency and Citizenship

This section explains eligibility criteria relating to the residency and citizenship of income assistance applicants.

Residency

With the exception of transient persons (see Section 2.3, Granting Assistance), eligibility for income assistance from an administering authority is limited to persons who ordinarily reside on the reserve of a First Nation.

Ordinarily Resident on Reserve

To be resident on reserve, a person must have a tract of land set apart for the use and benefit of a First Nation. The individual either stays on reserve and has no usual home elsewhere or usually lives at a civic address on reserve.

The above definition includes persons who ordinarily reside on reserve, but are away from home for extended periods for health or social reasons. For example, a person may be admitted to a hospital, maternity home or crisis centre.

Eligibility for Regular Assistance

For income assistance purposes in Manitoba, a person must reside on the reserve of the administering authority for at least 30 days to be eligible for non-emergency income assistance. This rule is based on the assumption that a person would have already received monthly benefits from another authority (First Nation or provincial) or has another source of revenue.

An income assistance administrator may reduce or waive the 30-day requirement providing:

- there is supporting documentation showing a previous client file was closed before a new file is opened
- a duplicate payment is not created
- all other eligibility criteria are met

For example, an applicant who returns to the community and was not in receipt of income assistance from another administering or a provincial or municipal office may be enrolled on income assistance effective the date of the application. The 30-day rule would not apply in this instance.

Transients

Applicants who have not resided on the reserve of an administering authority

during the 30 days immediately preceding the application are considered as transients unless the 30-day rule is reduced or waived (see Ordinarily Resident on Reserve above). Income assistance administrators may issue an emergency food allowance to a transient (see Emergency Food Allowance in Section 2.3, Granting Assistance).

Non-Status Applicants on Reserve

The current direction provided in the Province of Manitoba Employment and Income Assistance manual is that reimbursement by the province depends on the status of the applicant (referred to by the province as the head of the household).

If an eligible applicant has status under the *Indian Act* (Canada) and the spouse or partner does not, INAC covers income assistance and the application is processed in the usual manner.

If an eligible applicant does not have status, an income assistance administrator must obtain prior approval from the province before enrolling the person or family on assistance. In cases involving emergency assistance, administrators should obtain prior approval from the province by telephone.

Bill Backs to Province

Administering authorities are currently expected to recover funds from Employment and Income Assistance (EIA) for income assistance issued to an applicant residing on reserve who does not have status under the *Indian Act*.

To ensure recovery of income assistance payments, the IA administrator sends signed application forms and supporting documentation to the area EIA office for confirmation of EIA eligibility (see Provincial Government in Appendix I). A separate residency statement is not required.

The IA administrator sends EIA a copy of the Budget and Decision Form (SD04) signed by the applicant. Billings should be forwarded to the provincial office on a monthly basis.

You can access more information on the provincial EIA bill back process at www.gov.mb.ca/fs/eiamanual.

Off-Reserve Applicants

Persons residing off reserve must apply to provincial income assistance authorities, depending on where they live and their specific circumstances.

Citizenship

Canadian residency and the citizenship or immigration status of the applicant and adult dependent in a family are factors in determining eligibility for income assistance.

Eligible Persons

An applicant is eligible for income assistance only if he or she is one of the following:

- a Canadian Citizen 18 years of age or older
- authorized under an enactment of Canada to take up permanent residence in Canada
- determined under the *Immigration Act* (Canada) to be a convention refugee
- a dependent other than a dependent child who is one of the above or one of the following:
 - in Canada on Minister's Permit issued under the *Immigration Act* (Canada)
 - in the process of having a claim for refugee status determined under the *Immigration Act*
 - subject to a deportation order under the *Immigration Act* but the order cannot be executed

The immigration status of dependent children does not affect the eligibility of a family unit for income assistance.

If the applicant or adult dependent was not born in Canada, one of the following proofs of immigration status is required:

- Record of Landing (IMM1000)
- Canada citizenship card or document
- Canadian passport
- Minister's Permit
- documentation of claim for refugee status
- documentation of inexecutable removal order
- documentation of convention refugee status

Persons Returning to Canada

Persons who leave Canada and then return are not eligible for Old Age Security (OAS) and Guaranteed Income Supplement (GIS) if they have lived in Canada for less than 10 years as an adult.

When a senior citizen residing on reserve applies for income assistance and is not eligible for OAS or GIS due to an extended absence from Canada, an income assistance administrator should contact the Income Security Programs at Social Development Canada with the written consent of the person, to obtain information on whether the person is eligible for benefits and, if so, the monthly amount and effective date.

You'll find information on this office and their programs on the Government of Canada web site under Social Development Canada. You'll also find offices of this department listed in Appendix I, Other Programs and Services.

Sponsored Immigrants

Sponsored immigrants include family class, assisted relative, private group sponsored refugees, and family sponsored refugees. These persons have been admitted to Canada on condition that another party in Canada has agreed to provide all necessary assistance for a specific period of time.

Sponsored immigrants are not eligible for income assistance unless Citizenship and Immigration Canada determine that the sponsors are unable to meet their obligations to support them.

Determining Family Unit

This section provides definitions and guidelines for determining a family unit for purposes of income assistance eligibility and administration.

Definitions and Guidelines

Income assistance administrators must determine whether an applicant and other persons residing with the applicant are a family unit. An applicant is the family head for income assistance purposes and applies on behalf of all members of the family unit.

Definitions

For income assistance purposes, a family unit is defined as a single person with one or more dependent children or married or common-law couple with or without dependent children. Table 3.3-1 lists and defines the terms relevant to determining a family unit.

Table 3.3-1: Definitions Related to Determining a Family Unit

Terms	Definitions
Applicant	A person who is applying for income assistance or a related service and who is considered to be the family head.
Common-law partner	A person (same or opposite sex) who is not married to and is living with an applicant or recipient under circumstances that indicate they are cohabiting in a conjugal relationship.
Dependent	A spouse or partner of an applicant (family head) or a dependent child (see below) of either parent living in the applicant's home.
Dependent child	A child under 18 years of age who resides in an applicant's home and who is a member of the family through birth, adoption, legal guardianship or customary care (excluding COPS placements).
Family	An applicant or recipient and one or more dependents.
Family head	The person in a family unit who is applying for or is receiving income assistance for the family unit. This person ordinarily carries primary responsibility for support of family members.
Family Unit	For income assistance purposes, a single person with one or more dependent children or married couple, common-law couple or same-sex couple with or without dependent children.
Recipient	A person who is receiving income assistance or a related service and who is considered to be the family head.

Common-Law Relationships

For income assistance purposes, when two persons not legally married to each other are living together under circumstances that indicate they are cohabiting in a conjugal relationship, they are treated as if they were legally married, and any application by either or both of them is dealt with in every respect in the same manner.

Factors that establish whether two people are living together as partners include:

- financial interdependence
- family interdependence
- shared accommodation

Income assistance administrators must determine if there is evidence of the above-noted factors when there is indication of a dependency relationship. Checklist 3, Dependency Relationships, in Appendix D, contains a list of factors to be considered in assessing the above factors.

Financial interdependence is the most important factor. Evidence of two of these three factors must be present to establish a common-law union or same-sex partnership.

Verification should only involve activities that do not unduly infringe upon the rights and privacy of applicants and recipients. For example, administrators should not contact relatives, neighbours or children for information, or search the home to look for evidence. Administrators may examine public or government records and contact officials.

If verification results in conclusive evidence of a common-law union, the administrator should meet with the applicant or recipient and spouse or partner to:

- discuss the evidence and conclusion
- discuss the options available to the parties
- advise the applicant or recipient of Council's redress policy in the event he or she disagrees with a decision to deny, discontinue, reduce or suspend income assistance

The administrator should give the persons an opportunity to respond to the evidence presented. If they admit to the alleged partnership, assistance should be terminated or, if there is eligibility as a family unit, adjusted accordingly. If there is a satisfactory alternative explanation for the evidence, no further action should be taken.

The administrator should also advise the applicant or recipient and the spouse or partner of the Council's redress policy and procedures (see Section 2.6, Redress Mechanisms).

Eligibility Considerations

Other considerations relating to family units and eligibility include:

- joint income and assets
- minor single parents
- minors turning 18 years of age
- multi-unit dwellings

Joint Income and Assets

All income and assets of an applicant and a spouse or common-law partner are to be considered as held in common and jointly available for purposes of determining eligibility for income assistance.

Any person who lives with another person as a member of a family unit at regular intervals (for example, weekends) due to employment that requires them to be away from the family residence, is considered to be part of the family unit. Trapping, fishing, construction work and truck driving are examples of this kind of employment.

Minor Single Parents

A parent or parents of a minor single parent are responsible for maintaining the single parent and her child (grandchild) residing with them. For income assistance purposes, the single parent and child (grandchild) are included in the family unit as dependents of the recipient.

For more information on minor single parents, see Minor Expectant and Single Parents under Special Cases in Section 3.4, Income Assistance Categories.

Minors Turning Eighteen

Minors who turn 18 years of age may apply for income assistance as independent applicants either as a single adult or as the family head.

Income assistance administrators should encourage and assist parents and students to apply for benefits and services available through a First Nation education authority.

Multi-Family Dwellings

A multi-family dwelling is a home where two or more family units reside (for example, a single person and a family or two families). Each family unit who shares an accommodation is considered to be a separate unit for income assistance purposes (see Section 4.2, Basic Assistance).

However, actual shelter and shelter-related costs, not exceeding current shelter costs guidelines for First Nations, are applied to each multi-family unit dwelling proportionately to the size of the dwelling and housing occupancy data (HOD) For more information on this item, see Shared Dwellings in Section 4.3, Shelter and Related Allowances.

Income assistance administrators may use alternative ways of dividing responsibility for payment of shelter and shelter-related allowances providing the total amount of assistance granted does not exceed that which would be payable using pro-ratio as noted above.

For purposes of assessing shelter costs, family units do not include children placed by a child and family services agency or adults receiving special care room and board, as these allowances include the cost of shelter. Children receiving a children-out-of-parental-home (COPH) allowance are included in shelter calculations and are eligible for pro-rated shelter costs.

Income Assistance Categories

This section explains income assistance eligibility categories and how they relate to employment expectations and income assistance rates. Section 4.1, Benefits Overview, defines and explains benefit categories

Eligibility Categories

Eligibility categories refer to categories of persons to whom income assistance may be payable through the Income Assistance Program. There are four categories as follows:

- economic
- health
- social
- children out of the parental home (COPH)

Economic replaces the *employable* category used by Indian and Northern Affairs Canada (INAC) in the Social Assistance Manual issued in 1999. *Health* and *social* replace the *unemployable* category.

Consistent with the above eligibility categories, the basic assistance composite rate tables in Appendix E and emergency food allowance rate tables in Appendix F refer to economic rates (previously employable) and health and social rates (previously unemployable). Appendix G contains rates table for COPH.

These eligibility categories are reasonably comparable to those defined in *The Employment and Income Assistance Act (Manitoba)*. For more information on the provincial program, you can access the Employment and Income Assistance Administrative Manual on line at www.gov.mb.ca/fs/eiamanual.

Client Characteristics and Circumstances

The balance of this section:

- defines each eligibility category
- describes persons and circumstances that apply to each
- explains when and how employment expectations apply
- indicates what benefits and rates apply
- defines and gives examples of special cases

Economic Category

This category pertains to adults (age 18 or older) who lack sufficient financial resources to provide for basic needs due to unemployment or to inadequate income from employment, training allowances or benefits from other sources

(for example, Employment Insurance). It applies to persons who were previously classified in the *employable* category.

The economic category includes:

- persons who are unemployed, underemployed or in training
- persons who are no longer working and have applied but have not yet received employment insurance benefits
- persons who are in receipt of any type of income other than Old Age Security (OAS), Guaranteed Income Supplement (GIS) or Spousal Allowance, and who are eligible for supplementary assistance
- single parents whose youngest child turns six years of age and is eligible to attend school (see Single Parents with Pre-School Age Children under Social Category on the next page)

Applicants and recipients in the economic category are generally subject to employment expectations (see Section 3.5, Employability and Eligibility). They are required to provide information as to their last employment and their availability for work.

Economic rates in Appendix E or emergency food rates in Appendix F apply, depending on the circumstances (see Section 2.3, Granting Assistance). They may also be eligible for a work incentive exemption (see Section 3.9, Earned Income) or a work clothing allowance (see Section 4.2, Basic Assistance).

Health Category

This category pertains to adults (age 18 or older) who lack sufficient financial resources to provide for basic needs due to a physical or mental illness, incapacity or disorder that is likely to continue for more than 90 days (see Medical Assessments in Section 2.3, Granting Assistance). Persons in this category are considered *disabled* for income assistance purposes.

The health category applies to single persons and families. When there are two adults in a family, a recipient and spouse or partner, this category applies if either or both of them are medically assessed as disabled.

Expectant single mothers may be enrolled in the health category in their first six months of pregnancy when the medical evidence confirms their inability to work (see Medical Assessments in Section 2.3, Granting Assistance). Enrollment under this category continues until the birth of the child. The case is transferred to another category the month following the birth of the child unless there is continuing medical eligibility. A new medical assessment must be completed following the birth of the child to maintain enrollment under the health category.

The health category also applies to persons medically assessed as requiring assistance in activities of daily living and who are living at home or in a private boarding home (see Special Care Room and Board in Section 4.5, Room and Board Allowances)

Persons in the health category are not expected to actively seek employment. However, they are encouraged to pursue education, training and employment opportunities.

Health and social rates in Appendix E apply. Persons in the health category are also eligible for a disability allowance (see Additional Benefits in Section 4.2, Basic Assistance and Additional Basic Assistance in Appendix H, Other Allowances and Rates).

Social Category

This category pertains to adults (age 18 or older) and who lack sufficient financial resources to provide for basic needs due to family responsibilities or circumstances. It applies to persons who were previously classified in the *unemployable category*, but not medically assessed as disabled.

As with the health category, persons in the social category are not expected to actively seek employment. However, they are encouraged to pursue education, training and employment opportunities.

Expectant single mothers general fall under the economic or social categories unless they are eligible for assistance under the Health Category.

Social rates in Appendix E apply. Persons in this category are not eligible for a disability allowance unless they are medically assessed as disabled (see Additional Benefits in Section 4.2, Basic Assistance and Additional Basic Assistance in Appendix H, Other Allowances and Rates).

The social category includes:

- single parents with a pre-school child (under six years of age)
- parents of a child with special needs (severe disability) who requires extensive parental care
- person 55 to 64 years of age
- senior citizens (persons 65 years of age and older) whose income is insufficient to meet their basic needs
- persons who are providing full-time unpaid care for a relative residing in their household
- persons leaving a crisis intervention facility

Single Parents with Pre-School Children

This subcategory applies to single parents who are 18 years of age or older and who have physical custody of a dependent child who is under six years of age. The child may be the applicant's birth child, adopted child, stepchild, or a child of whom the applicant is the sole guardian at least 50 percent of the time. The single parent may be:

- a widow or widower
- living separate and apart from his or her spouse or common-law partner
- the spouse or common-law partner of someone who is incarcerated
- unmarried
- divorced

The single parent category does not apply to applicants and recipients living in common-law relationships (see Common-Law Relationships in Section 3.3, Determining Family Unit and Checklist 3 in Appendix D)

Unless the youngest child has special needs due to a severe disability that preclude attending school, a single parent falls under the economic category once the youngest child reaches six years of age (see Section 3.5, Employment Expectations).

Parents of Children with Severe Disabilities

A severely disabled child is a person under 18 years of age who is medically certified by a medical doctor, optometrist, audiologist, occupational therapist, psychologist or speech-language pathologist as disabled as defined for purposes of the Child Tax Benefit. The child must have a severe and prolonged disability due to one of the following conditions:

- The child is blind all or almost all of the time, even with the use of corrective lenses or medication, and the impairment is prolonged (has lasted or can be expected to last for a continuous period of at least 12 months).
- The child has a severe and prolonged mental or physical impairment that markedly restricts his or her ability to perform a basic activity of daily living.
- The child needs and dedicates time specifically for life-sustaining therapy to support a vital function.

Parents who have physical custody of a child over six years of age with a physical or mental disability continue under the social category until such time alternative arrangements for the care of the child allow them to seek employment.

Persons between Fifty-five and Sixty-five

With prior approval from the designated person at INAC, an administrator

may defer employment expectations indefinitely for persons 55 to 64 years of age who reside in a community with high unemployment (see High Unemployment in Section 3.5, Employment Expectations).

Senior Citizens

As a general rule, senior citizens are not eligible for income assistance as they and their spouses or partners are eligible for Old Age Security (OAS), Guaranteed Income Supplement (GIS) and allowances for 60 to 64 year-old spouses or partners of GIS recipients. Eligibility for GIS and allowances for spouses or partners must be established annually on a form provided by Social Development Canada. Income assistance administrators should encourage and assist applicants and their spouses or partners to apply for these benefits.

These benefits are adjusted four times a year and reported as unearned income the month following the adjustment notice. GIS and allowances for spouses or partners are received every three months and are pro-rated to a monthly rate for calculating income assistance entitlement.

Persons Caring for Elderly and Disabled Relatives

This sub-category applies to persons who are providing full-time unpaid care to a parent, grandparent or sibling who has been medically assessed as by a physician or nurse-in-charge as requiring this level of care.

Persons Leaving a Crisis Intervention Facility

With prior approval from the designated person at INAC, an administrator may defer employment expectations for persons leaving a crisis intervention facility. The length of deferral depends on the resolution of safety issues and the applicant's physical and emotional capacity to work based on the advice of a physician or crisis intervention facility staff.

Children Out of the Parental Home

COPH allowances may be paid for children who are being cared for adequately in the home of a person other than a parent who resides on reserve. For income assistance purposes, a *parent* is a birth parent, adoptive parent or legal guardian of a child. For detailed information on COPH policy, procedures and rates, see Section 4.4, Children out of the Parental Home.

Special Cases

Special cases refer to client characteristics and circumstances that do not fall within the social or health categories. This policy is consistent with subsection 5(2) of the *Employment and Income Assistance Regulation* (Manitoba). You can access this regulation at www.gov.mb.ca/chc/statpub.

Health and social rates in Appendix E apply to the special case categories described below:

Minor Expectant and Single Parents

A minor expectant mother in the third trimester of pregnancy and a minor single parent may be enrolled on assistance in one of the following ways:

- as dependents (along with their infants) within an existing family unit (see Minor Single Parents in Section 3.3, Determining Family Unit)
- when they are in care of a responsible adult other than a parent or legal guardian (see Children out of the Parental Home above)
- as a special case (see Minor Applicants below)

Minor Applicants

A minor applicant is an applicant under 18 years of age who is not living with a parent or guardian and is not eligible for a COPS allowance. This definition includes a minor who is married or in a common-law relationship.

Before enrolling a minor on assistance, Income assistance administrators must request a child and family services (CFS) agency to review its files and to provide a written or verbal assessment of the minor's circumstances including:

- whether there are any child protection concerns
- current family circumstances including the viability of the minor remaining in or returning to the parental home
- the possibility of residing with another responsible adult
- when applicable, the minor's capacity to live independently

After considering the CFS review, the administrator explores the possibility of parental support. This may include exploring the possibility of the minor remaining in or returning to the parental home and maintenance from the applicant's parents under *The Family Maintenance Act* (Manitoba).

The administrator records the results of the above steps, including reasons why the parental support is not available.

Assistance Following Pregnancy

Expectant single parents who are 18 years of age or older and have no dependent children may be enrolled under the social category in their third trimester (seven to nine months if they have not been medically assessed as unable to work (disabled) and therefore eligible under the health category).

In cases where the single mother enrolled under the social category does not keep her only child (for example, the child is given up for adoption, is apprehended at birth), is a still birth, or dies shortly after birth, eligibility may be continued in the social category for up to 60 days following the birth of the child. Further eligibility following the 60 days is determined under the economic category.

Employment Expectations

This section explains how employment expectations apply to income assistance applicants and recipients.

Employment Expectation Policy

Unless deferred (see Deferral of Employment Expectations on page 2), employment expectations apply to applicants and recipients in the economic income assistance category. The need for income assistance may be due to lack of employment, or insufficient income from employment, education and training allowances and employment insurance (EI) benefits.

Applicants and recipients in the economic category must satisfy administering authorities that, if applicable, they:

- are actively seeking employment
- have not quit or been fired from a job that they might reasonably have held
- have not refused employment that they might reasonably have obtained
- are undertaking any employment training recommended by the administering authority (see Chapter 5, Transition to Employment Programs)

The above policy also applies to a spouse or partner in the economic category and to single parents when the youngest child reaches six years of age and can attend school (see Single Parents with Pre-School Children in Section 3.4, Income Assistance Categories).

An income assistance administrator may request proof that a person is actively seeking employment. An administrator is also expected to support the person in pursuing employment so that dependency on income assistance is reduced or eliminated. If a person is not taking the necessary steps to find work, an administrator should provide or arrange counselling to assist the person in this process.

Employment Expectation Procedures

This part covers the following topics:

- Deferral of Employment Expectations
- Quitting or Refusing Work
- Extenuating Circumstances
- Sixteen and Seventeen Old Dependents

Deferral of Employment Expectations

Income assistance administrators may allow applicants or recipients to defer seeking employment for the reasons outlined below. The applicant or recipient or the administrator may identify the need for deferral.

Some circumstances that might result in deferral include:

- temporarily unable to work due to physical or mental health problems
- family violence
- children over age six with special needs
- unavailable resources such as child care, appropriate training and suitable jobs in the community
- difficulties in arranging transportation to an employment site

The length of the deferral is based on the estimated time required to address the reason for deferring. A decision to defer employment expectations must be reviewed at least once every three months. Administrators are required to record their reasons for deferring employment expectations on the client file.

Quitting or Refusing Work

Recipients in the economic category may be subject to certain sanctions if they:

- quit work except for verified health or social reasons
- are discharged from jobs because of lack of compliance with reasonable job requirements
- do not apply for employment insurance benefits or who are disqualified because of failure to return satisfactory reports to Human Resources Development Canada
- do not earnestly seek employment or accept available employment

Income assistance administrators may reduce or deny assistance to an applicant and or recipient who does not have a dependent child to support. The administrator may issue emergency short-term assistance to prevent undue hardship (see Section 2.3, Granting Assistance).

Administrators cannot deny assistance to eligible applicants and recipients with dependent children. They can, however, reduce the amount of assistance when the person quits or refuses work. This policy applies to the applicant or recipient and other adults in the family in the economic category.

When income assistance is denied or reduced as noted above, the income assistance administrator must record the reasons on file. The administrator must also advise the person of Council's redress policy and procedures (see

Section 2.7, Redress Mechanisms).

The above sanctions do not apply when there are extenuating circumstances (see below).

Extenuating Circumstances

Income assistance administrators should consider any extenuating circumstances relating to work refusals and terminations. These include the following situations.

Fired without Just Cause

Some applicants (and recipients) may have been fired without just cause such as:

- for reasons that constitute discrimination
- under circumstances that constitute harassment
- for attempting to induce the employer to comply with occupational health or safety standards
- for attempting to organize a union at the employer's workplace

In such cases, applicants are expected to take all reasonable steps to pursue available legal remedies against their employers including:

- filing a complaint with the appropriate public body
- applying for EI benefits
- appealing the denial of EI benefits

Quitting or Refusing Work with Just Cause

In circumstances like those described above, applicants are usually expected to attempt to resolve their differences with their employer through available legal means rather than quitting. If not quitting is not a reasonable option, applicants who quit are also expected to pursue the legal remedies described above.

Sometimes the reasons for quitting may relate to factors other than the job. For example, applicants may quit work because:

- a change in the applicant's health made it impossible or extremely difficult to continue
- an applicant has mental health or addiction issues and has been referred for or is receiving counselling services or treatment
- a change in the location of the workplace made it extremely difficult for the applicant to commute to work
- a change in the hours of work made it impossible or extremely difficult for

the applicant to arrange suitable child care

In such circumstances, an income assistance administrator may decide to enroll a person on assistance or not to reduce or terminate assistance.

Sixteen and Seventeen Year Old Dependents

Children under age 18 are encouraged to remain in school. A dependent child who is 16 or 17 years of age not attending school is subject to the same employment expectations as an adult family member.

Income assistance administrators should use discretion in applying employment expectations to minors, encouraging and assisting them in finding work or accessing appropriate education or training programs.

Note: Employment expectations do not apply to children under 16 years of age who are not attending school and does not affect a recipient's eligibility or entitlement unless the child is absent from the home for more than a month resulting in a change in the family unit. School attendance problems should be dealt with by the educational authority or, if there are child protection concerns, referred to the appropriate child and family services agency.

Financial Eligibility

This section explains how financial eligibility for income assistance is determined. It is based on provincial rules and rates.

You can access the Employment and Income Assistance Regulation (Manitoba) on line at www.gov.mb.ca/laws/statutes/index and the Employment and Income Assistance Administrative Manual at www.gov.mb.ca/fs/eiamanual.

Policy and Definitions

As noted in Section 3.1, Eligibility Overview, financial eligibility refers to the amount of assistance that may be payable less the financial resources that an applicant or recipient must use for current support. This is referred to as the *budget deficit* calculation.

Financial Resources

For purposes of income assistance, financial resources fall under one of three categories:

- property and assets (Section 3.7)
- unearned income (Section 3.8)
- earned income (Section 3.9)

Applicants and recipients and their dependents are expected to make reasonable efforts to obtain the maximum benefits available to them under other programs.

Basic Necessities

The amount of assistance (monthly budget) payable to an eligible recipient is for basic necessities. *Basic necessities* are things and services that are essential to health and well-being, including:

- food, clothing, personal and household needs (basic assistance)
- shelter and utilities
- essential health services
- a funeral upon death

For persons with status under the *Indian Act* (Canada), health services are provided through Health Canada.

Assessing Financial Resources

Assessing financial resources of applicants and recipients of income assistance involves three basic steps:

1. Applicants, recipients and their dependents declare their assets and income (see Section 2.1, Application Process).
2. Income assistance administrators review and, when indicated, verify the availability of existing and potential financial resources (see Section 2.2, Verifying Applicant Information).
3. Income assistance administrators determine what assets and income are to be used for current maintenance and to determine monthly eligibility.

Declaring Assets and Income

Applicants and their spouses or partners are asked to provide necessary information and evidence in support of an application for assistance. Under normal circumstances, they comply with this requirement by completing and signing the application form (SD01) and, if they are receiving income, the income declaration form (SD03).

The income declaration form (SD03) must be filled out monthly for all recipients and their dependents receiving unearned and earned income.

Review and Verification

A signed application includes a release of information that allows the income assistance administrator to take additional steps, if indicated, to confirm the income and assets of the applicant and his or her dependents. Information released to an authority is confidential and is to be used solely for determining eligibility for assistance.

In determining eligibility for income assistance, IA administrators must take into account all available and potential financial resources of the applicant and his or her dependents (see Section 2.2, Verifying Applicant Information).

With the exception of emergency assistance (see Emergency Food Allowance in Section 2.3, Granting Assistance), the issuing authority reviews and, when indicated, verifies the availability of financial resources before issuing assistance.

Determining Monthly Eligibility

Determining monthly eligibility involves identifying and assessing financial resources that a recipient is required to use for current support.

The relationship between income and assets is key to determining the financial resources of an applicant or recipient. On the date of application, income (unearned or earned) on hand or in deposit is considered as a liquid asset. The allowable asset rules apply (see Section 3.7, Property and Assets).

Income received from all sources during one month is considered a resource for the following month. This includes income received prior to the date of application that cannot be considered an allowable asset.

The remaining sections in Chapter 3 contain detailed information on calculating financial resources. Section 3.7 deals with property and assets, Section 3.8 with unearned income, and Section 3.9 with earned income.

Funeral Costs

When assessing requests for funeral benefits, all of the deceased's financial resources should be considered including any Canada Pension Plan (CPP) death benefit, any final payment Old Age Security (OAS) or Guaranteed Income Supplement (GIS) payment, liquid assets (see Section 3.7, Property and Assets), and any other resources such as a funeral plan or the Last Post Fund (see Section 4.8, Funeral Expenses).

Property and Assets

This section deals with the types of assets to be considered in determining eligibility for income assistance. It is based on provincial rules and rates.

You can access *The Employment and Income Assistance Act* (Manitoba) and regulations on line at www.gov.mb.ca/laws/statutes/index and the *Employment and Income Assistance Administrative Manual* at www.gov.mb.ca/fs/eiamanual.

Types of Assets

An applicant's assets fall under one of three categories:

- real property
- personal property
- liquid assets

Real Property

Real property is a fixed, permanent or immovable asset. Specifically, it is land for which legal title is held and any buildings located on the land. Under the *Indian Act* (Canada), land is held in trust and private ownership does not generally occur on reserve.

Allowable real property is property essential to the residence of an applicant or recipient. In rural areas, this usually means the quarter section on which the farmhouse is located. In other areas, it is usually defined by municipal zoning by-laws.

Excess real property is any property that is not essential to a person's residence.

When an applicant or recipient has real property assets in excess of those allowable, the excess should be converted to cash for current support. Administering authorities may grant assistance up to four months to allow time to convert real property to cash. When legal complications prevent selling the property within four months, assistance may be extended to avoid undue hardship (see *Interim Assistance* in Section 2.3, *Granting Assistance*).

Income assistance administrators must advise recipients in writing that they have assets in excess of those normally permitted. They must also record extensions beyond the initial four months, the rationale for the approval, and the review date.

Real property should be regarded as a source of revenue for current support when:

- the real property currently owned and occupied by the applicant or recipient is a farm (residential quarter section) or business premises
- real property in excess of the allowable is retained by the applicant or recipient for any reason

Personal Property

Personal property refers to things temporary and movable, specifically, material possessions and liquid assets. Personal property of an applicant, recipient or dependent, and the net amount of all income from such property, is considered a financial resource.

Inventory and equipment essential to carrying on a viable farm or business operation is exempted under conditions related to self-employment income (see Allowable Assets below).

Non-essential personal property may be considered as available for current support, either as collateral for loans or through outright sale. Examples include such items as boats and snowmobiles used for recreation.

Liquid Assets

Liquid assets are a form of personal property. They consist of cash or assets easily converted into cash. Examples are bank accounts, saving bonds, term deposits, guaranteed investment certificates, mutual funds, mortgages, debentures and shares. Some investments are not readily converted into cash or used as collateral.

Liquid assets are a resource available to applicants and recipients unless they are allowable (see Allowable Assets below).

Income assistance administrators should not delay granting assistance when there are potential assets in settlements in law suits and should not attempt to recover assistance paid to a recipient when the asset becomes available.

Income received from various tax credits (for example, the Goods and Services Tax Credit) is exempt in the month in which it is received. Administrators should give recipients a reasonable time to spend money in excess of allowable liquid assets (see Allowable Assets below).

Allowable Assets

Allowable assets are assets an applicant or recipient is not required to use for current income. They are exempted as a source of income for current support.

Allowable Liquid Assets

The liquid asset exemption available to applicants depends on the income assistance category and household size as follows:

Senior Citizens and Persons with Disabilities – Up to \$4,000 for the applicant plus \$2,000 for the first dependent and an additional \$1000 for each additional dependent to a maximum of \$8,000.

Other Categories except Applicants in the Economic Category – Up to \$1,000 for the applicant plus \$1,000 for the first dependent and an additional \$500 for each additional dependent to a maximum of \$3,000.

Applicants in the Economic Category – No liquid asset exemption at enrollment. After enrollment, these recipients are allowed to save up to \$400 for the applicant and \$400 for each dependent to a maximum of \$2,000.

Applying the Exemptions – The above exemptions should generally be interpreted only in terms of family size, not specific assignment of ownership within a family. For example, in a two-person family in the economic category, one person might have \$600 in assets while another has \$150. All of these assets would fall under the family exemption of \$2,000. The person with \$600 would not have to dispose of \$200.

Other Allowable Assets

Other allowable (exempted) assets include:

- the cash surrender value of life insurance policies up to a maximum of \$2,000 for each household
- equity in the home in which the applicant or recipient resides and the property on which it is located that is essential to the home
- inventory and equipment essential to carrying on a viable farm or business operation
- inventory and equipment essential for hunting, trapping and fishing such as firearms, traps, and a snowmobile, terrain vehicle or boat.
- personal property essential to the health and well-being of household members and to regaining self-sufficiency such as household furnishings, personal and work clothing, and a vehicle essential for daily travel
- in the case of an applicant who, at the date of enrollment, is age 65 or older:
 - a funeral plan up to \$1,000 paid one year prior to the application for assistance

- or, if the person does not have a life insurance policy, liquid assets up to \$300
- property of a value up to \$25,000 that is held in trust for a dependent child of an applicant or recipient or for a child in an out of the parental home placement (COPH) if:
 - the trust property derives from compensation paid in respect of personal injury to the dependent child or the death of a parent of the dependent child or from an inheritance from a parent of the dependent child
 - the terms of the trust are evidenced in writing
 - and, no property is removed from the trust without the prior consent of a trust administrator
- gifts of a non-recurring nature while in receipt of assistance of a value up to \$100 each
- federal compensation payments to persons infected with the HIV virus through blood transfusions or the use of blood products
- a lump sum payment received under the 1986-1990 Hepatitis C Settlement Agreement other than loss of income payments or a loss of support payments in articles 4.02 and 6.01 of Schedules A and B of that agreement
- compensation under the Manitoba Hepatitis C Assistance Program or a similar program of another Canadian jurisdiction except for any portion of the compensation that is for loss or replacement of income
- compensation received from the Pre 1986/Post 1990 Hepatitis C Settlement Fund established by the Canadian Red Cross Society and others
- registered educational savings plans (RESP's) up to a maximum of \$20,000 per eligible child in the family unit
- compensation for abuse at an Indian residential school

Determining Available Assets

Available assets are those that are available for current support. As noted in Section 3.6, Financial Eligibility, income assistance administrators must take into account all available and potential financial resources of the applicant and his or her dependents.

Bank Accounts

Income assistance administrators are responsible for determining if an applicant has one or more bank or credit accounts. They should confirm account balances for up to three months prior to the month of application only if there is reason to believe an applicant or recipient may be withholding information about their financial resources.

Administrators may confirm accounts through obtaining a current statement from an applicant or getting consent to access the account. Banks and financial institutions require a written consent from the applicant for the administrator to access information. Administrators should check with a bank and financial institution when necessary as to the required consent form.

Investments

Most liquid assets to be used by applicants for current support are accessible within the four-month conversion period permitted under subsection 4(3) of the EIA regulation. Exceptions are those investments described in their terms and conditions as non-commutable, non-refundable or non-transferable.

The only acceptable proof that an asset is inaccessible, and therefore unavailable for current support, is contained in the terms and conditions, which are usually printed on the face of the investment contract itself.

Trust Funds

Trust funds may arise in several ways:

- One type of trust situation arises when persons are legally incapable of managing their own affairs due to age or mental incapacity. In such cases, a trustee (frequently the Public Trustee) applies for benefits on behalf of the beneficiary and manages the beneficiary's financial affairs.
- Trust funds can also be created through the placement of a lump sum payment under the control of a trustee.

Trust funds may be managed by:

- the Public Trustee for persons whose affairs are being managed by an agreement between Indian and Northern Affairs Canada and the Office of the Public Trustee
- child and family services agencies for children in care
- personal care homes for the physically challenged and senior citizens

As a general rule, IA administrators should regard funds held in trust as liquid assets that may be available for support of the designated trust beneficiary with the exception of funds paid to children who have experienced injury or loss (see Allowable Assets on page 2).

When a trust fund is not immediately available, an IA administrator may grant assistance for up to four months pending the release of funds or, funds are not available in the foreseeable future, for an indefinite period. The following questions will assist in determining the appropriate action by income assistance administrators:

1. Are payments being made to the beneficiary? If so, the IA administrator should confirm the amount and frequency at the time of the initial application and annually thereafter. Payments are considered as unearned income unless they are exempted as noted above.
2. Is the trust fund legally accessible? The distinction between *discretionary* and *non-discretionary* is based on the amount of discretion given to a trustee. Beneficiaries do not have an enforceable claim to assets held in a discretionary trust. Unless there is an actual distribution of funds, a discretionary trust is not a financial resource for income assistance purposes.
3. Is the beneficiary an adult or a child? Adult beneficiaries are expected to pursue all reasonable steps to access the funds. Such funds are a non-exempt financial resource except for the allowable amounts noted above.
4. If the beneficiary is a child, does the trust (or some portion of it) qualify for the \$25,000 allowable asset exemption? (See Allowable Assets on page 2) When an unexempted (not allowable), non-discretionary trust causes total family assets to exceed the appropriate level, applicants are required to take all reasonable steps to access the excess amount. When funds are accessed, the child beneficiary is removed from the household assistance budget until the total liquid assets are brought within the allowable liquid asset level. The IA administrator confirms and records the current value of the non-discretionary trust fund with the trustee at the time of annual re-applications.
5. What happens when a child's non-discretionary trust exceeds \$25,000? The excess amount is considered a financial resource available to an applicant or recipient except for allowable assets (see Allowable Assets on page 2).

Potential Assets in Pending Settlements

Income assistance administrators should grant or continue income assistance to eligible applicants and recipients who may receive a settlement from an existing claim.

IA administrators should not attempt to recover assistance paid to recipients for the period from the date of enrollment to the time at which the asset becomes available unless those assets are assignable under another Act, agreement or program.

Unearned Income

This section covers unearned income as a financial resource to income assistance applicants and recipients. It is based on provincial rules and rates.

You can access *The Employment and Income Assistance Act* (Manitoba) and regulations on line at www.gov.mb.ca/laws/statutes/index and the *Employment and Income Assistance Administrative Manual* at www.gov.mb.ca/fs/eiamanual.

Unearned Income Policy

Applicants and recipients are required to use all income (earned and unearned) not specifically exempt (excluded) to support themselves and their dependents before receiving income assistance.

Definitions

Unearned income is all income received by an applicant or recipient and his or her dependents except wages and net revenue from farm, fishing or business operations.

Exempt unearned income is unearned income that applicants and recipients are not required to use for current support. It is not deducted from the recipient's monthly budget. Non-exempted income is deducted.

Common Sources of Unearned Income

Common sources of unearned income typically fall under one of three categories.

Settlements, Agreements and Allowances

These sources of unearned income include moneys received from:

- financial assistance received from other sources
- maintenance agreements and orders (spousal and child support)
- inheritances from estates
- insurance payments such as life insurance, accident claims, Employment Insurance (EI)
- employment and training allowances
- educational funds such as grants, student loans, private home placement

(PHP) allowances and post-secondary education (PSE) allowances

- subsidies to fishers and trappers from Manitoba Hydro Northern Flood Agreements

Settlements or agreements may produce lump sum payments as well as ongoing unearned income (see Lump Sum Payments on page 7)

Pensions

Examples of pensions are: Canada Pension Plan (CPP), Old Age Security (OAS) and spousal allowances, Guaranteed Income Supplement (GIS), Department of Veterans Affairs pensions and allowances, criminal injuries compensation, workers compensation, Blind and Persons with Disabilities Allowance, funds assisting persons with mental disabilities, private pension plan benefits, and other retirement, disability or survivors' benefits.

Pensions are an ongoing source of income. In some circumstances, arrears or adjustment payments may be received in a lump sum (see Lump Sum Payments on page 7).

Income from Assets

Revenue from real or personal property (see definitions in Section 3.7, Property and Assets) includes proceeds from the sale, transfer or investment of assets. It is treated as unearned income and, subject to the exemptions noted below, is fully deducted.

Income assistance administrators must verify intent to sell before income assistance funds are issued. Proof of intent to sell includes posters, bulletins and newspaper ads.

Unearned income from assets may be received in a lump sum or as ongoing income.

Assessing Unearned Income

As noted above, unearned income is to be used for current support unless it is specifically exempted. It is deducted from a recipient's monthly budget when calculating the amount of income assistance for that month.

Exempted Unearned Income

Income from the following sources is not included in calculating the amount of income assistance payable:

- basic child maintenance paid by a child and family services agency for a child in care

- Canada Child Tax Benefit (CCTB), Universal Child Care Benefit (UCCB), National Child Benefit Supplement (NCBS) and Child Disability Benefit (CDB)
- Manitoba Cost of Living Tax Credit and Property Tax Credit
- Goods and Services Tax (GST) Credit
- income tax refunds
- contributions other than ordinary maintenance to a recipient or dependents who require special care
- assistance in cash or kind from a First Nation to repair or improve a house occupied by the applicant and dependents
- a benefit under the *Manitoba Prenatal Benefit Regulation*

Although the above sources of unearned income are exempt, applicants and recipients are not allowed to accumulate funds in excess of allowable liquid assets (see Allowable Liquid Assets in Section 3.7, Property and Assets).

On the date of application, exempted unearned income on hand or in deposit is considered a liquid asset. Applicants with excess liquid assets are required to use them for current support in a reasonable manner.

Following enrollment on income assistance, exempted unearned income (see list above) is exempt in the month in which it is received. Income assistance administrators may allow recipients to save beyond liquid assets limits to purchase items not covered through special needs (see Section 4.7, Special Needs). This policy applies for the first year (12 months) following enrollment.

Non-exempted Unearned Income

Non-exempted unearned income must be considered a financial resource with amounts in excess of the liquid asset limits available for current maintenance.

The treatment of non-exempted unearned income is determined by whether it is *final* or *ongoing*.

Final Unearned Income

Final unearned income is income that ends prior to the date the person is enrolled on assistance, which is normally the date of application. Any remaining resources are considered a liquid asset (see Allowable Liquid Assets in Section 3.7, Property and Assets).

When a person applying for income assistance reports final unearned income

that ended prior to the date of application, the income administrator prorates the amount of assistance from the enrollment date as shown in Table 3.8-1.

Table 3.8-1: Pro-ration of Final Unearned Income

Activity/Decision	Amount
Application date – September 16	
Final unearned income ended effective September 15	
Monthly income assistance entitlement	\$1000
September income assistance pro-rated at 50%	\$500
Final unearned income remaining (subject to liquid asset limits)	Exempt
September income assistance entitlement	\$500

Ongoing Unearned Income

Ongoing unearned income is non-exempted income that continues after the date a person is enrolled on income assistance (see Effective Date in Section 2.3, Granting Assistance).

For the first month, entitlement is determined by pro-rating the income assistance budget less the pro-rated non-exempted unearned income based on the previous month as shown in Table 3.8-2.

Table 3.8-2: Pro-ration of Ongoing Unearned Income at Intake

Activity/Decision	Amount
Application date – September 16	
Monthly income assistance entitlement	\$1000
Ongoing unearned income continues	
September income assistance entitlement pro-rated at 50%	\$500
Ongoing unearned income pro-rated at 50% based on previous month (August) at \$800	-\$400
September income assistance entitlement	\$100

For the months following the month the person applied, entitlement is determined by the income assistance budget less the unearned income based on the previous month's unearned income shown in Table 3.8-3.

Table 3.8-3: Calculation of Ongoing Unearned Income

Activity/Decision	Amount
Monthly income assistance	\$1000
Less ongoing monthly unearned income based on previous month	-\$800
Income Assistance Entitlement for the Month	\$200

Changes in Unearned Income

The following explains how to calculate the amount of income assistance to be issued when there is a decrease or increase in non-exempted unearned

income.

Unearned Income Decreases or Ends

Income assistance benefits are calculated monthly based on a recipient's previous months earnings and unearned income. This may result in a recipient having an immediate need for funds that exceed the amount for which they are entitled. In the month that a recipient is no longer receiving or receives less income assistance, an income assistance administrator may approve additional assistance at the request of the recipient.

Additional assistance is considered a deficit payment when the total income received does not exceed the recipient's monthly income assistance budget (see Benefit Adjustments in Section 2.3, Granting Assistance). Any further assistance issued in excess of the monthly budget is considered an overpayment (see Section 2.5, Overpayments).

Unearned Income Increases

When ongoing non-exempted unearned income increases, the income assistance administrator adjusts the amount of assistance to be issued for the month following the month the increase was received. If the increase makes the person ineligible for income assistance, the administrator terminates assistance.

Pensions and Other Benefits

Pensions and benefits such as Canada Pension Plan (CPP), Old Age Security and Guaranteed Income Supplement (OAS/GIS), and War Veterans Allowance (WVA) are considered financial resources. They must be deducted in full when determining income assistance eligibility.

You can access information on line regarding federal government allowances and pensions at www.servicecanada.gc.ca.

Spousal and Child Support Payments

Separation agreements and orders, filiation agreements and orders, and divorce decrees usually include provisions for spousal and child support. Sometimes referred to as *maintenance*, spousal and child support payments are considered as unearned income to be used for current support.

Assessing Maintenance Status – Income assistance administrators must assess the maintenance status of applicants and recipients who may have a maintenance agreement or order, or who may be required to seek maintenance. This involves assessing:

- whether applicant has an agreement or order and are receiving payments
- whether court orders are registered with the Maintenance Enforcement

Program (MEP)

- if the obligation to seek maintenance should be waived
- whether maintenance will be assigned and steps to assign
- if the amount of maintenance appears to be adequate

Failure to Report – If recipients fail to report an agreement or order while receiving assistance, payments under the order are calculated as income for the period covered by the order. IA administrators may confirm that payments were made through such evidence as cancelled cheques or bank statements.

Pursuing Maintenance – When an agreement or order does not exist and the applicant or recipient is unwilling to seek an order, the IA administrator must inquire into and document reasons for the person's reluctance to act. In general, a situation is considered not to be worthwhile to require pursuit of maintenance if one of the following circumstances exists:

- the potential payer is no longer living
- the paternity of the children is not clearly established
- the potential payer is physically and/or mentally unfit, or incarcerated for more than two years
- there is reason to believe that pursuit would lead to a violent response by the potential payer

Inadequate Agreements and Orders – A new or varied court order should be sought when an agreement or order is inadequate because it allows for no payment or for only very small payments, unless an IA administrator decides that no useful purpose would be served. The decision to pursue depends on the circumstances and resources of the potential payer.

Obtaining an Agreement or Order – Recipients may make an informal agreement with the payer, seek a formal agreement drawn up by legal counsel, or obtain a court order. IA administrators may make appropriate referrals with the consent of the recipient.

Maintenance Payments – IA administrators must consider legal entitlement and potential for support from applicants' spouses, partners or other parents of their children. However, income assistance must not be withheld to pressure applicants or recipients to seek maintenance.

Age of Majority Allowance

Funds may be provided by Child and Family Services agencies to children leaving care at 18 years of age. The amount provided for each individual is at the discretion of the individual agencies.

Depending on the child's circumstances, funds may be designated to purchase goods or services, contribute to rental costs and/or may be a lump sum payment. Since these funds are intended to facilitate the young adult's transition to independent living and the monies may be available for three months prior to or one month, subsequent to the eighteenth birthday, it is

anticipated that the monies will have been expended at the time of an income assistance application. Therefore, these monies would be considered either as an available resource or as an exempted item.

Miscellaneous Sources

Income-in-kind – This refers to income received in payments in goods on an ongoing basis. It is considered available for current support. Examples are provision of basic necessities such as shelter, food and clothing. For example, people who live and work at a remote tourist camp or mining location may receive free room and board. Such income should be given a reasonable value and calculated as unearned income at that value.

Benevolent Organizations – This income should be taken into account in relation to the need for which it is designated. For example, assistance from a disaster fund or other charitable organization to purchase furniture and appliances following a fire or flood would be considered a special need item. Assistance with food or clothing granted for a month or more would reduce the amount of basic assistance issued through the Income Assistance Program.

Children Operating Family Farm – If a child of an applicant or recipient lives at home full-time and operates the family farm mainly for his or her own gain, the farm should be considered as rented. The family's income for current support is calculated at one-third (1/3) of the farms' gross revenue. Alternatively, the son or daughter should be expected to supply the family with basic necessities and services of equal value. In this situation, income from the farm operation should not be considered as *earned* income by the applicant or recipient and subject to calculation under the farm formula or other net revenue calculations (see Section 3.9, Earned Income).

Lump Sum Payments

Administering authorities are responsible for identifying potential lump sum payments from unearned and earned income (also see Section 3.9, Earned Income). The policies and procedures outlined below are intended to minimize the impact on income assistance eligibility.

Allowable Lump Sum Payments

When certain types of unearned income are received as a lump sum, all or part may be regarded as an allowable liquid asset and therefore not required for current support. Section 3.7, Property and Assets lists allowable liquid asset limits.

Examples of lump sums to be considered an exempted liquid asset are:

- cash replacements for material assets lost and not to be replaced. Loss

might be the result of sale, transfer, fire or theft.

- compensation for injury, disability, retirement or death, as long as the lump sum is not part of an ongoing stream of pension income.

Note: Funeral costs normally have first claim on items such as death benefits and life insurance, so lump sum payments received by survivors receiving income assistance should be reduced accordingly.

- inheritances and windfalls not subject to certain trust fund policies (see Trust Funds in Section 3.7, Property and Assets).
- payments made as a cash or equivalent distribution by a First Nation, tribal council or committee constituted for negotiation of claims to individual First Nation members for loss of income or disruption of traditional pursuits.

Note: Such payments are not to be considered as unearned income if they are not received directly by individual members. Funds used to upgrade housing of individual members or to provide equipment to assist members in maintaining or regaining self-sufficiency are not to be considered as unearned income.

Non-exempted Lump Sum Payments

Unearned income in lump sums, other than the kind noted above, is not subject to whole or partial exclusion from available resources under liquid exemption provisions. These include lump sum payments such as:

- spousal and child support payments
- training allowances
- insurance for lost income (for example, employment insurance benefits, crop insurance payments, and strike pay)
- private and public pension arrears

Non-exempted lump sum payments and amounts of exempted lump sum payments that exceed allowable liquid asset limits are pro-rated (equalized) over an appropriate period of time (for example, three or four months).

Income assistance administrators record the schedule and termination date for pro-rated lump sum deductions on the declaration of income (SD03). Administrators can indicate on this form that the lump sum is pro-rated for a specific time (for example, one-quarter (1/4) lump sum for May, June, July and August).

Deemed Income

Deemed income refers to assets that should have been available for current

maintenance. This situation may arise when property has been transferred or assigned for less than market value or when assets have been depleted to establish eligibility for income assistance (see Section 3.7, Property and Assets).

An inadequate return may be determined when real or personal property has been sold for an amount that is clearly less than market value. For example, if an applicant owns property worth \$20,000 and sells it for \$10,000, IA administrators should consider \$10,000 as deemed income.

The deeming of income also applies to the disposal of liquid assets. For example, a person wins \$10,000 and gives away \$7,000. An IA administrator should normally consider the \$7,000 as deemed income.

The rules regarding allowable assets apply when determining the amount of deemed income (see Allowable Assets in Section 3.7, Property and Assets). In addition, if an applicant uses excess assets to purchase essential household items or equipment needed to earn an income, the calculation of deemed income from the disposal of liquid assets might be further reduced.

When application of the above policy would create hardship, an income assistance administrator should consult with the designated person at INAC. When there are exceptional circumstances, the administrator should obtain prior approval from the designated person at INAC in determining the amount to be considered as deemed income.

Lump Sum Payment Procedures

The following procedures apply to lump sum payments that may be considered a liquid asset.

1. Determine if the recipient's liquid assets are below the liquid asset exemption limit (see Allowable Liquid Assets in Section 3.7, Property and Assets)
2. If the recipient's assets are below the limit, include that portion of the lump sum payment that brings the person's allowable liquid assets up to the exemption limit.
3. Treat the remaining portion of the lump sum payment as completely available to reduce or cancel current assistance or to reduce an outstanding overpayment (see Non-exempted Lump Sum Payments on the previous page)

Earned Income

This section covers earned income as a financial resource to income assistance applicants and recipients including work incentives. It is based on provincial rules and rates.

You can access *The Employment and Income Assistance Act* (Manitoba) and regulations on line at www.gov.mb.ca/laws/statutes/index and the *Employment and Income Assistance Administrative Manual* at www.gov.mb.ca/fs/eiamanual.

Earned Income Policy

Applicants and recipients are required to use all income (earned and unearned) not specifically exempt (excluded) to support themselves and their dependents before receiving income assistance.

Definitions

Earned income is defined as the return on work done or services rendered deriving from labour as opposed to capital or entitlement. It must be used for current support unless it is specifically exempted or excluded (see Section 3.6, Financial Eligibility).

Exempt earned income is defined as income that applicants and recipients are not required to use for current support (see *Assessing Earned Income* on the next page). Exempted income is not deducted from a recipient's monthly budget when issuing assistance.

Employment earnings are defined as earned income derived from salaried employment or wages.

Self-employment earnings are defined as earnings of:

- self-employed persons of independent livelihood such as farmers, fishers, trappers, small business operators
- independent contractors who undertake to do certain work but are not employees (for example, commissioned sales people, real estate agents and babysitters)

Note: Deductions at source of pay are not a factor in determining whether a work situation falls within the self-employment category.

Sources of Earned Income

The following are specific examples of earned income:

- earnings from full-time, part-time or casual employment
- honoraria paid to Chief and Councillors and to committee members
- net earnings of and final payments to farmers, fishers and trappers
- net earnings of small business operators
- net earnings from the sale of handicraft

Assessing Earned Income

As noted above, earned income is to be used for current support unless it is specifically exempted. This part explains in detail how to assess earned income and what portion is deducted from a recipient's monthly budget when calculating the amount of income assistance for that month.

Work Incentive

To encourage self-sufficiency, a work incentive may be deducted from net earned income when determining eligibility for income assistance. The Work Incentive Allowance provides for two scenarios, as follows:

Scenario 1: If employment is less than one month:

1. Complete an income declaration form (SD03)
2. Deduct 200.00 from NET earnings

Scenario 2: If employment if more than one month:

3. Complete an income declaration form (SD03)
4. Deduct 200.00 from NET earnings which calculates ("new") NET
5. If ("new") NET is equal to or greater than 200.00, deduct an additional thirty per cent (30%) of ("new") NET monthly earnings

Scenario 2: Employed for more than one month

$648.54 \text{ (NET)} - 200.00 \text{ (amount participant allowed to keep, exemption)} = 448.54$

$448.54 \text{ ('New' NET)} \times 30\% = 134.56$

$200.00 + 134.56 = \$334.56$ is work incentive amount.

Full Example: Northern – Economic Client Basic Needs Coding 1101 with CMHC Shelter Allowance at 310.00, Hydro EPP 250.00 with Net Earnings of 1350.00 for one month should be calculated as follows:

Net Earnings	1350.00	Less Work Incentive	200.00
New Net	1150.00	New Net X 30% =	1150.00 * 30% = 345.00

Eligible Work Incentive Amount = 345.00 + 200.00 = 545.00

Total Claim: (759.00+310.00+250.00) – 1350.00 + 545.00 = 514.00 Income Assistance for Month

Recipients participating in a Work Opportunity Program (WOP) or Aboriginal Social Allowance Employment Training (ASARET) project are not eligible for a work incentive.

Salaries and Wages

Compulsory payroll deductions such as Employment Insurance (EI) premiums, Canada Pension Plan (CPP) contributions, group insurance, and union dues are allowed in the calculation of net employment income.

Income tax is not an allowable work incentive deduction because income tax refunds are exempt from the calculation of resources.

Payroll deductions for meals or other basic maintenance supplied by an employer may be considered a deduction only if the arrangement is compulsory, and if basic assistance is reduced accordingly for these items.

Income assistance administrators should request copies of all contracts in assessing eligibility for income assistance. Such contracts include:

- medical and nursing services
- school transportation
- freight hauling
- ice harvesting
- winter road construction and maintenance
- major or minor repairs to schools

Honoraria

Honoraria paid to elected officials, committees or board members as salary or fees for service are deemed to be earned income and appropriate work incentive benefits apply (see Employment Expenses below).

If honoraria are paid as salary or wages, legitimate reasonable expenditures supported by receipts and accurate documentation may be applied in Part 3 of the income declaration form (SD03). Allowable deductions must be in

support of expenditures incurred in conducting First Nation business.

If funds are provided for transportation, lodging and accommodation, they are not considered as income for income assistance purposes. However, these costs cannot be deducted as an employment expense.

Employment Expenses

As a general rule, the work incentives noted above are intended to cover employment expenses such as work clothing and transportation. These work incentives should not be confused with the work clothing allowance described in Section 4.2, Basic Assistance.

Daily transportation costs are allowed in arriving at net employment income for recipients. Income assistance administrators may allow up to the rates for travel in Appendix H, Other Allowances and Rates, or the cost of public transportation, whichever is less. Recipients must submit detailed statements regarding mileage and place or location of employment. Administrators should encourage recipients to consider ways to reduce costs (for example, pooling arrangements).

Working single parents and couples (if both parents are working) are allowed an exemption for child care (babysitting or day care) expenses for employment reasons. Recipients must provide receipts with amounts and identification of the caregiver.

Child care deductions do not apply to child care provided by members of the family unit.

Dependent Children Attending School

Employment or self-employment earnings of children attending school full-time are exempt as a financial resource for current maintenance. When a child's attendance does not seem to be full-time, administrators should obtain confirmation from the school authority.

To qualify for full exemption of earnings during the summer months, children must have attended school full-time during the preceding academic year and must intend to return to school full-time in the fall. A verbal statement of this intention is sufficient.

All children's earnings qualify for this exemption regardless of source (employment or self-employment). A family with children whose earnings have been exempted will still be required to comply with the liquid asset limits.

Earnings of children not attending school full-time must be declared. This income is subject to the work incentive exemptions noted above.

Income from Babysitting

The work incentive exemptions noted on page 2 apply to adults and to children who are not attending school full time. The earnings of dependent children attending school full time are exempt in full (see Dependent Children Attending School above).

For example, if an adult earns \$100 from babysitting in a month, there is no reduction in basic assistance. If a child not attending school full time earns \$100 in a month, that income is considered along with income earned by other family members in calculating the monthly budget.

Income from Small Business

Persons who own business equity such as business premises, equipment or stock are generally not eligible for income assistance. Assistance may be granted only in exceptional circumstances. When granting of assistance seems justified, administrators should submit full details and a recommendation to the designated person at INAC.

Net business income is calculated in one of two ways as follows:

1. **Business Formula** – When gross income from a business operation is under \$5,000 per year:
 - 20% of the first \$1,000 gross annual income *plus*
 - 30% of the second \$1,000 gross annual income *plus*
 - 40% of the third \$1,000 gross annual income *plus*
 - 100% of the gross annual income over \$3,000.
2. **Gross Income Minus Costs** – when gross income from a business operation is over \$5,000 a year, subtract actual, essential costs associated with operating the business.

When net business income is a minus figure, assistance is not issued to cover any part of the deficit.

Persons operating a business are allowed an earning exemption (incentive) of \$50 per month to a maximum of \$600 per year.

Income from Farming

Persons who own or operate a farm and have net farm assets in excess of \$20,000 are not eligible for income assistance. Administrators calculate the net farm asset level through the following steps:

1. Obtain a complete inventory of all owned property such as equipment, livestock and saleable produce.

2. Ascribe values to all farm assets on the basis of:
 - *fair market value* for property such as livestock and saleable produce
 - *book value* for equipment and machinery as per the capital cost allowance schedule for farmers and fishermen (which is the purchase price minus depreciation as determined for income tax purposes)
3. Exclude from the assets inventory *allowable* real, personal and liquid assets (see Section 3.7, Property and Assets).
4. Total the remaining asset values to establish *gross* farm assets of the applicant.
5. Deduct from the gross farm assets all related liabilities such as outstanding mortgages and bank loans to establish the *net* farm asset level.
6. Deny the application for assistance if the calculated net farm asset level exceeds \$20,000.

Administrators may authorize assistance to farm applicants whose net farm asset level is under \$20,000 for up to four months pending disposal of their excess assets. Administrators must obtain approval from the designated person at INAC to extend assistance beyond the four months.

Eligibility for assistance is based on estimates of probable income for the coming year. Farm applicants should be asked if they know about the various federal and provincial income insurance and support programs available to them.

Gross farm income includes all proceeds from the sale of items such as livestock, produce, equipment and rental or other return on land. Calculations of gross farm income should include the fair market value of produce consumed by the farm person or family.

Net farm income is calculated in one of two ways as follows:

1. **Farm Income Formula** – When gross farm income is under \$5,000 per year, use the same formula used for businesses (see Business Formula on page 5).
2. **Gross Income Minus Costs** – when gross farm income is over \$5,000 a year, deduct the following costs to determine the net farm income:
 - essential operating costs
 - taxes on excess farm property
 - mortgage payments on excess farm property
 - board and room costs of ineligible children (adults) living at home to assist with farm operations

When net farm income is a minus figure, assistance is not issued to cover any part of the deficit.

Income from Fishing and Trapping

Fishing and trapping is considered to be self-employment unless the person is working for a wage or salary. Net income is determined by deducting the greater of:

- insurance premiums and direct operating expenses supported by receipts from gross earnings
- fifty percent (50%) of gross monthly sales

Final adjustment payments received at the end of a fishing or trapping season are included in calculating gross income. However, subsidies for loss of income from fishing and trapping are unearned income and deducted in full.

Approved Self-Employment Programs

An exception to the above self-employment rules is available to applicants or recipients and their spouses or partners who are starting a business or beginning a course of self-employment such as farming, fishing, trapping or contract work. In these cases, all income from self-employment may be exempted as a financial resource for:

- up to 44 weeks
- one crop year in the case of farming
- one season in the case of fishing or trapping

Administering authorities must submit a completed exemption of self-employment form (SD03-1) and obtain prior approval from the designated person at INAC.

This exemption may be granted only once to a family unit and is not available to applicants who are already involved in the self-employment activity. For example, recipients and their spouses or partners who already hold a fishing quota or have a registered trap line are not eligible for this exemption.

More than One Type of Earning

Earning exemptions for recipients with employment and self-employment earnings are based on the combined earnings from these two sources. A double exclusion does not apply.

Work incentive exemptions for persons with more than one type of earning or earnings from an employment program are calculated as follows:

- up to \$100 of net monthly earnings from the employment program *plus*

- twenty-five percent (25%) of the net monthly earnings from employment or self-employment

Treatment of Earned Income at Application

If any non-exempted earnings remain on hand or on deposit after applying earned income exemptions described on the previous pages, they are considered to be a liquid asset (see Allowable Liquid Assets in Section 3.7, Property and Assets). As such, they may or may not be exempt, depending on the applicant's enrollment category and family (household) size.

Exit Point

The *exit point* is the point that a recipient is no longer eligible for income assistance. It is reached when total income from net earnings and, when applicable, non-exempted unearned income (see Section 3.8, Unearned Income) exceeds a recipient's monthly entitlement as calculated on the budget and decision form (Form SD04). This policy only applies to recipients with earned income. It does not apply to recipients who receive an income overage due exclusively to unexempted unearned income.

If the total income is greater than the exit point, the file should be closed immediately. However, if a person's or family's income is known to fluctuate widely from month to month, and the exit point would result in frequent openings and closings, the file may be kept open for three months and the extra income from the second month carried over to the third month. The file must be closed if the person or family has excessive income in the third month.

The above policy also applies to persons (participants) enrolled in a Work Opportunity Program (see Section 5.1) or Aboriginal Social Assistance Employment Training (see Section 5.2). If a member of the family unit has or expects to earn excessive income for up to two months, the participant may continue in the project.

The following examples show when and how to apply the exit point rule to a family (two parents and three children) receiving assistance. In both instances the recipient earns additional income and the spouse/partner is enrolled in a WOP project.

1. Income assistance and WOP enrollment continued:

- Income Assistance Budget for the Family is \$600 per month.
- The husband earns additional revenue from fishing. Net earnings for the month from fishing is \$1200. Based on past experience, the income from fishing will not likely continue.

- Income assistance is continued in the month following the month in which the husband earned the \$1200. The amount of income to be carried over the third month is calculated as follows: \$1200 minus 200.00 plus additional deduction 30% from New NET for the work incentive (\$500.00) minus the monthly budget (\$600). An amount of \$100 unearned income is carried over to the third month. No assistance is issued for the second month, but the income assistance file remains open and the spouse/partner remains in the WOP project.

2. Income assistance and WOP enrollment terminated:

- Income Assistance Budget for the Family is \$600 per month.
- The husband earns additional revenue from fire fighting for the month of \$1200. He is likely to continue earning income from this source for at least another month.
- Income assistance is terminated the month following the month in which the husband earned the \$1200. The spouse/partner is no longer eligible for enrollment in the WOP project.

Benefits Overview

This section provides an introduction to Chapter 4, Income Assistance Benefits and Rates. It defines and lists the benefits available to eligible persons under the Indian and Northern Affairs Canada (INAC) income assistance program.

Definitions and Categories

Benefits are funds payable to or on behalf of eligible income assistance applicants and recipients and their dependents.

Rates are fixed benefits or maximum benefits allowable based on such considerations as family size, eligibility category and where a person resides. All rate tables in this guide are in the appendices for easy access and updating.

Benefit Definitions

Allowance is a benefit payable to or on behalf of eligible recipients and their adult dependents.

Comfort allowance is a monthly benefit for clothing and personal items payable to an eligible person (recipient or dependent) under 65 years of age who is in hospital, a crisis centre or a personal care home, and to persons receiving a special care room and board allowance. It is not payable to persons in rehabilitation centre or correctional institutions.

Disability Allowance is an additional monthly allowance payable to a recipient or spouse or partner who has been medically assessed as having a physical or mental disability that is likely to continue for more than 90 days.

Non-variable allowance is a benefit based on a fixed rate or set amount each month such as basic needs and shelter allowance.

Variable allowance is a benefit that varies in amount depending on the actual cost such as hydro and wood allowances.

Benefit Categories

Benefits payable to eligible applicants and recipients residing on reserve fall under one or more of the following broad categories:

Basic Assistance – Basic assistance or *basic needs* allowance covers the cost of food, clothing, household and personal expenses payable to or on behalf of individuals and families (see Section 4.2, Basic Assistance). These items are included in the composite rate codes in Appendix E, Basic

Assistance Rates.

Children Out of the Parental Home Allowance (COPH) – Formerly called *guardian social allowance* (GSA), COPH is a benefit payable to a person other than a parent for the care of a child (see Section 4.4, Children Out of the Parental Home).

Funeral Costs – These are costs associated with burial or cremation of indigent persons who resided on reserve at the time of their death and when there is a demonstrated requirement for income assistance because of insufficient funding from other sources to cover funeral expenses (see Section 4.8, Funeral Costs).

In-Home Care – In-home care refers to non-medical personal care provided to a client in his or her home. It includes services such as washing hair, preparing meals and housekeeping (see Section 6.1, In-Home Care Services). This is a service under the Assisted Living Program and is not tied to eligibility under the Income Assistance Program. Assisted living refers to social support services provided to clients who require some type of assisted living and who do not have the ability to pay for the services themselves.

Non-Insured Health Benefits – For persons with status under *The Indian Act* (Canada), this category is covered under special needs funding and is limited to such items as the cost of travel and meals for health-related non-insured health benefits not covered through the First Nations and Inuit Health Branch (FNIHB). For non-status persons residing on reserve who are eligible for income assistance, it includes goods and services that are consistent with non-insured health benefits available to provincial income assistance recipients (see Section 4.7, Non-Insured Health Benefits).

Residential Fee – This fee applies to income assistance recipients admitted to a personal care home licensed by Manitoba Health. To be eligible recipients must ordinarily reside on reserve at the time of admission, be paneled in accordance with admission criteria established by Manitoba Health, and be eligible for income assistance (see Section 6.1, Assisted Living).

Room and Board Allowance – This is a sub-category of basic assistance. It applies to benefits paid to or on behalf of single disabled adults unable to live independently, who reside in the home of a relative or private residence and who require care and supervision. It also applies to recipients admitted to maternity homes, and crisis intervention facilities not funded directly by INAC such as crisis shelters and safe houses (see Section 4.5, Room and Board Allowances).

Shelter and Shelter-Related Costs – These are costs for living accommodation (housing) and related costs such as utilities and fuel (see Section 4.3, Shelter and Related Allowances).

Special Needs – This category applies to goods and services required as a

single issue such as certain household items, certain travel costs, installation of a telephone for health reasons, clothing to begin employment or training. It includes non-insured health benefits for non-status dependents of applicants and recipients (see Section 4.6, Special Needs Assistance):

Specific Items – Specific items refer to additional amounts for items such as work clothing, therapeutic diets, infant formulas, a disability allowance, a comfort allowance, and the basic monthly rental cost of a medically required telephone. While these items fall under the basic assistance benefit category, they are eligible in addition to the composite rate code amounts.

Policy and Procedures

Subject to federal government program and funding authorities, benefits available to eligible persons are based on Manitoba income assistance legislation, regulations, standards and procedures.

Policy

A monthly budget consists of variable and non-variable allowances that eligible applicants or recipients and their dependents are entitled to receive based on their established financial need.

Excluding one-time costs such as special needs and funeral expenses, the amount of assistance an income assistance administrator issues each month is calculated on a budget/deficit basis. Entitlement for the month is the difference between the monthly budget and the financial resources available for current maintenance.

You'll find detailed information on the budget/deficit process and non-exempt income and assets (financial resources) in Chapter 3, Income Assistance Eligibility.

Income assistance administrators calculate monthly entitlements (budgets) using the declaration of income (SD03) and budget and decision (SD04) forms.

Procedures

Checklist 1, Intake Process in Appendix D pertains to the application process and Checklist 5, Issuing Assistance, to determining benefits and issuing assistance.

Basic Assistance

This section covers basic assistance benefits and rates payable to eligible income assistance recipients and their dependents. It includes additional benefits for specific items.

Benefits and Rates

Basic assistance or *basic needs allowance* covers the cost of food, clothing, household and personal expenses payable to or on behalf of individuals and families ordinarily resident on reserve.

Specific items refer to additional amounts for items such as work clothing, therapeutic diets, infant formulas, a disability allowance, a patient comfort allowance, and the basic monthly rental cost of a medically required telephone.

Rate Tables

Assistance benefits and rates in this guide for basic assistance and specific items are based on provincial regulations. You'll find rate tables in the following appendices:

- Appendix E, Basic Needs Rate Tables
- Appendix F, Emergency Food Allowance Rate Tables
- Appendix G, Children Out of the Parental Home Rate Tables
- Appendix H, Other Allowances and Rates

Indian and Northern Affairs Canada (INAC) developed composite rate structures (tables) to replace the need for detailed calculations. The tables cover both basic and emergency assistance with differential rates for southern, northern and isolated First Nations.

The basic assistance rate tables in the appendices are based on the following benefit categories:

Health and Social Categories – Formerly referred to as *unemployable*, these rate tables apply to income assistance recipients in the health or social categories (see Section 3.4, Income Assistance Categories).

Economic Category – Formerly referred to as *employable*, these rate tables apply to income assistance recipients in the economic category (see Section 3.4, Income Assistance Categories).

Note: For couples in the economic category with dependent children who were enrolled on income assistance on April 30, 1996, and who received the allowance rate previously paid to families on

assistance for six months or longer, the allowance payable at that time remains unchanged until further notice or until a break in assistance occurs. This sub-category of recipients is in the economic category, but paid rates for the health and social categories.

Emergency Food – These rate tables apply to individuals and families who require emergency assistance.

Children Out of the Parental Home (COPH) – Formerly called *guardian social allowance* (GSA), these rate tables apply to children in the care of a person other than a parent.

Southern, Northern and Isolated Rates – the above rate categories are subdivided into rate tables for southern, northern and isolated communities.

Using the Rate Tables

The calculation of basic and emergency assistance rates involves selecting the appropriate table and composite code and adding on any additional amounts to which an applicant or recipient and any dependents are entitled.

Apply the following steps when using the rate tables with composite codes:

1. Select the appropriate rate table by assistance category and where the applicant or recipient resides (south, north, isolated).
2. Chose the correct composite code based on the number and ages of family members *from left to right* as follows (see examples below):

Family Codes

First digit	Number of adults in family
Second digit	Number of 12 to 17 year old children in family
Third digit	Number of 7 to 11 year old children in family
Fourth digit	Number of children 6 years old and under in family

COPH Codes

First digit	Number of 12 to 17 year old children in family
Second digit	Number of 7 to 11 year old children in family
Third digit	Number of children 6 years old and under in family

3. Select the amount of assistance based on the period for which assistance is to be issued (two weeks or one month).
4. Enter the basic assistance amount on line 100 of the Budget and Decision Form (SD04).

Composite Rate Table Examples

The following are examples of how to use composite rate tables:

Example 1: The family consists of a couple with five children 15, 13, 9, 7 and 3 years of age. The applicant (family head) is in the economic category. The family resides in a northern community. The applicable composite code is **2221**.

Example 2: A mother places her two children, ages 4 and 7, with her parents who apply for assistance on behalf of the children. The applicable composite code in the COPH tables is **011**.

Additional Benefits

Recipients and their dependents may be eligible for additional assistance for items related to the following specific needs or circumstances. These additional amounts apply to recipients in board and room situations as well as those living in their own homes.

- disability allowance (adults only)
- comfort allowance
- infant formula allowance
- therapeutic (medical) diets
- prescribed food supplements
- coin-operated laundry allowance (see limitations below)
- work clothing allowance

Section 2.3, Medical Assessments, explains the process for establishing medical eligibility for the above items – see **Table 4.2-1: Authorized Health Professionals**; page 8 of Section 4.2, excluding the work clothing allowance.

Disability Allowance

Adults medically assessed by an Authorized Health Professional (see Table 4.2-1; page 8 of Section 4.2) as disabled (see Medical Assessments in Section 2.3, Granting Assistance) are eligible for additional assistance. A monthly disability allowance is payable for each disabled recipient and for each disabled adult dependent (spouse or partner) of a recipient (see Disability Allowance in Appendix H.1, Other Allowances and Rates).

Persons with disabilities residing in a hospital, Eden Mental Health Centre, Selkirk Mental Health Centre, Manitoba Developmental Centre or St. Amant Centre are not eligible for a disability allowance.

Children are not eligible for a disability allowance. However, parents with a disabled (special needs) child may be eligible for a food supplement prescribed by (see Authorized Health Professional Table 4.2-1; page 8 of Section 4.2 and Prescribed Food Supplement on page 5).

Administrators should also advise recipients of the Child Disability Benefit available through Canada Customs and Revenue Agency. You can access information at www.cra-arc.gc.ca/benefits.

The administrator indicates on line 103 of form SD04 if either the applicant and, if applicable, the spouse or partner is eligible for a disability allowance and the appropriate amount.

Comfort Allowance

The comfort allowance is a monthly benefit for clothing and personal items for adults and clothing only for children. The composite rates in Appendix E, Basic Assistance Rate Tables, include allowances for clothing and personal items.

The comfort allowance is payable to eligible income assistance recipients and their dependents in the following situations:

- an adult admitted to a hospital or personal care home
- an adult receiving special care room and board
- expectant or single parents in a maternity home
- a parent and child(ren) admitted to a crisis intervention facility such as a shelter or safe house

A comfort allowance is not payable to persons in a rehabilitation centre or correctional institution.

The comfort allowance is normally paid the month following the move to alternative accommodation. However, for persons in special care room and board, the comfort allowance is paid starting the same date as the room and board allowance.

In the case of a single person or single or separated parent, shelter and utility payments may be continued for up to three months while the person is away from home. The designated person at INAC must approve further extensions (see Section 4.3, Shelter and Related Allowances).

Comfort allowance rates vary, depending on the eligibility category of the person and the situation. See Table H.1-1, Monthly Comfort Allowance Rates, in Appendix H.1 for current rates.

The income assistance administrator enters the appropriate amount on line 105 of form SD04.

Infant Formula Allowance

This allowance may be provided if an infant requires an infant formula confirmed in writing by an Authorized Health Professional (see both Medical Assessments in Section 2.3, Granting Assistance and the Authorized Health Professional Table 4.2-1; page 8 of Section 4.2).

This additional benefit does not apply to an infant who requires a soybean-based formula (see Therapeutic Diets on the next page).

The Authorized Health Professional for this benefit (see Table 4.2-1; page 8 of Section 4.2 below) must provide written recommendation with the name of the formula, the monthly requirement and the termination date.

If a physician or nurse refuses to sign a letter recommending infant formula because of breast-feeding policy, an income assistance administrator may provide assistance for infant formula on the basis of parental choice providing there is no medical reason not to do so. The administrator verifies the refusal by the physician or nurse to issue a letter and records on the client file what steps were taken by date. The administrator also places a copy of the manufacturer's recommendations, formula label and receipt of purchase on file.

The following is an example of how to calculate the allowance:

	(Base)	(X 150%)	(X 200%)
	South	North	Isolated
Cost of one month's supply:			
30 cans (estimated cost) =	\$120.00	\$160.00	\$200.00
Basic food allowance =	<u>\$84.90</u>	<u>\$127.35</u>	<u>\$169.80</u>
Excess requirement =	\$35.10	\$32.65	\$30.20

Enter the above excess requirement amounts on line for Infant Formula Allowance in the budget and decision sheet (SD04).

The administrator must retain actual receipts for infant formula payments on file.

Therapeutic Diets

Income assistance administrators may authorize additional assistance to cover the cost of a special diet for adult recipients and their dependents. See Medical Assessments in Section 2.3, Granting Assistance for procedures and the corresponding Table 4.2-1 Authorized Health Professionals; page 8 of Section 4.2. Whenever possible, the written confirmation should state why the diet is recommended and how long the person should be on it.

The amount of additional assistance depends on the type of diet. The diets listed in Appendix H provide a list of standard therapeutic diets by name and the monthly rates for southern, northern and isolated communities.

The names in the list are the commonly used names for therapeutic diets. If you are not sure if a prescribed diet is identical to one listed in Appendix H, you may request assistance from the designated person at INAC. Situations not covered by the diet rates must be assessed in accordance with medical assessment requirements in Section 2.3, Granting Assistance. INAC may consult with officials from provincial Employment and Income Assistance and/or request advice from a dietician to determine if the required diet has incremental costs associated with it. Examples that require individual assessment include:

- a person who is prescribed a diet not listed in the diet table
- a person with a combination diet not listed in the diet table
- a child requiring a special diet except for a soybean-based formula

The administrator completes the Budget and Decision Form (SD04) and enters the total on line 108 of form SD04.

Prescribed Food Supplements

Food supplements prescribed by (See Table 4.2-1; page 8 of Section 4.2 below) may be added to the monthly assistance. This benefit applies to children as well as adults. The prescription should specify the amount of supplement required and state the length of time the supplement is required.

Recipients are not eligible for infant formula and a food supplement for the same child at the same time.

The need for food supplements is usually temporary. However, supplements may be required for extended periods. In such cases, a prescription must be renewed at least once a year.

Coin-Operated Laundry Allowance

This allowance is payable to recipients (individuals or families) who are disabled, require special care room and board or are age 55 or older and who do not have a washing machine and have access to a coin-operated laundry facility.

The actual cost is payable up to the maximum amounts payable to eligible households (see Table H.1-2, Monthly Coin-Operated Laundry Allowance Rates, in Appendix H).

Effective April 1, 2000, recipients who do not meet the above-noted criteria are not eligible for a laundry allowance unless the cost was included in their budget (entitlement) for March 2000. These recipients continue to be eligible for this allowance only if they have been continuously enrolled on assistance, regardless of residence, since March 2000.

Households not eligible for laundry allowances may receive assistance for laundry as a health need when warranted by special circumstances such as a medical condition or a disabled child. A recommendation from a physician or nurse-in-charge is required (see Medical Assessments in Section 2.3, Granting Assistance).

Work Clothing Allowance

An additional amount is available to employed adult recipients (see Work Clothing Allowance in Appendix H, Other Allowances and Rates). It is granted in full to persons employed more than half time (that is, more than 10 days, or 80 hours, per month). Persons working half time or less receive only one-half of the allowance.

Persons employed in their own homes or involved in a Work Opportunity Program (WOP) or Aboriginal Social Assistance Employment Training (ASARET) project are not eligible for this allowance.

Income assistance administrators enter the work clothing allowance amount for each eligible adult person in the family unit on line 124 of form SD04.

Please refer to Section 4.6 Special Needs for information regarding one-time expenditures for clothing related to confirmed employment requirements.

Authorized Health Professional

The following table is a listing of benefits eligible to an applicant or dependant, if applicable, if documentation is signed by one of the listed health professionals in the relevant benefit category.

Table 4.2 – 1: Authorized Health Professionals

Health Category Medical Assessment	<ul style="list-style-type: none"> • Physician, including Psychologist • Registered Physician Assistant • Registered Nurse Practitioner
Disability Allowance Eligibility	<ul style="list-style-type: none"> • Physician, including Psychologist • Registered Physician Assistant • Registered Nurse Practitioner
Special Diets (inclusive of Food Supplements)	<ul style="list-style-type: none"> • Registered Dietician • Physician • Registered Physician Assistant • Registered Nurse Practitioner • Registered Psychiatric Nurse • Licensed Practical Nurse • Registered Nurse
Infant Formula	<ul style="list-style-type: none"> • Physician • Registered Physician Assistant • Registered Nurse Practitioner • Registered Psychiatric Nurse • Licensed Practical Nurse • Registered Nurse
Health Telephone	<ul style="list-style-type: none"> • Physician, including Psychologist • Registered Physician Assistant • Registered Nurse Practitioner • Registered Psychiatric Nurse • Licensed Practical Nurse • Registered Nurse • Registered Dietician • Midwife
Coin Operated Laundry	<ul style="list-style-type: none"> • Physician • Registered Physician Assistant • Registered Nurse Practitioner • Registered Psychiatric Nurse • Licensed Practical Nurse • Registered Nurse

Shelter and Related Allowances

This section covers policy, procedures and rates relating to benefits payable to eligible recipients for shelter and shelter-related costs.

General Requirements

Indian and Northern Affairs Canada (INAC) makes funds available to First Nations communities for housing construction, improvements and repairs through band-based capital allocations and other programs.

Program Authority

Under Treasury Board of Canada terms and conditions for income assistance (see Appendix A, Program and Funding Documents), Indian and Northern Affairs Canada (INAC) has authority to fund only those expenditures for shelter and shelter-related costs made on behalf of eligible income assistance recipients.

General Policy

Eligibility for Assistance – The criteria for determining eligibility and continuing eligibility for shelter and shelter-related allowances (utilities and fuel) are the same as for basic assistance (see Section 4.2, Basic Assistance). These allowances are usually discontinued for any period of ineligibility for income assistance (see Temporary Absences on page 2).

Client Responsibility – Applicants and recipients have a responsibility to manage their own affairs including the payment of shelter, utilities and fuel. In some cases, INAC may fund the administering authority for payments made for shelter, utilities and fuel on behalf of a recipient.

Eligible Claims – INAC will only fund administering authorities for shelter and shelter-related allowances paid in relation to the primary on-reserve residence of a recipient for the current month. Any household unit claimed for eligible shelter and shelter-related costs must be occupied by at least one income assistance recipient.

Shared Dwellings – Monthly allowances for shelter and shelter-related costs are not to subsidize persons not on assistance who are sharing the dwelling. These costs must be pro-rated (also see Multi-unit Dwellings in Section 3.3, Determining Family Unit). The sharing of costs is calculated as a percentage based on the number of individuals in the recipient's family compared to the total number of people living in the home, also referred to as the housing occupancy data (HOD). Family units include COPH placements (see Section 4.4, Children Out of the Parental Home), but not children placed by a child and family services agency or adults receiving special care room and board,

as these allowance include the cost of shelter.

Example: Two families occupy a home. The family on assistance consists of an adult and two children, the other family of two adults. The income assistance family is responsible for sixty percent (60%) or three-fifths of the total allowable cost.

Children in Care – Children in care of a child and family services agency are not eligible for shelter and shelter-related costs and should not be included in determining family size for income assistance rate purposes. Children in a COPH arrangement are included as part of the family unit in calculating these costs.

Community Standards – Administering authorities should only pay for shelter and shelter-related costs that are comparable to rates paid by community residents who are not on assistance.

Ineligible Periods – Subject to Temporary Absences below, shelter and shelter-related allowances are to be discontinued for the period during which a recipient ceases to meet the conditions of eligibility for income assistance.

Temporary Absences – As a general rule, the policies of a First Nation or its housing authority apply with regard to individuals or families temporarily out of the home for health or family reasons such as admission to hospital for short-term care, a maternity home or a crisis centre. For income assistance recipients who are expected to return to their homes, income assistance administrators may continue paying for shelter and shelter-related costs for up to three months following the month the individual or family temporarily moves out of the home. Also see Exceptional Circumstances in Section 2.3, Granting Assistance.

Income Assistance Administrator Responsibilities

Income assistance administrators are expected to:

- When necessary, carry out home visits to determine the number of persons living in a residence and their financial circumstances.
- Whenever possible, place long-term recipients on equalized payment plans for utility costs.
- Advise Chief and Council of the above-noted shelter and shelter-related allowance policies.
- Advise clients of their responsibility to submit their utility accounts on a timely basis to avoid arrears charges.
- Keep a current housing occupancy data (HOD) list and, if applicable, a

pro-ratio or equivalent calculation on a client file when making a claim for shelter or shelter-related items (see Shared Dwellings on Page 1).

Administrative Procedures

In completing a Budget and Decision form (SD04), income assistance administrators must enter all non-variable and variable allowances for shelter and shelter-related costs as follows:

1. Enter the monthly amounts for applicable non-variable allowances to be paid to or on behalf of a recipient on the budget and decision form (SD04), taking into consideration maximum rates payable and pro-ratio calculations for shared dwellings, as follows:

Shelter Allowance (CMHC)
User Fees

2. Enter the actual monthly amounts for applicable variable allowances to be paid to or on behalf of recipients, taking into consideration previous month or average expenditures as follows:

Hydro
Fuel Oil
Wood Allowance (purchased or cut by recipient)
Propane

3. Ensure that all supporting documentation such as bills, receipts and invoices are kept on file.

Shelter Allowance and User Fees

Shelter allowance pertains to the cost of housing. User fees are a component of the shelter allowance, but are dealt with separately here for clarity only.

Shelter Allowance Policy

Eligible Homes – A shelter allowance is issued only to eligible income assistance recipients who reside in a house constructed or renovated through the use of a loan under the *Canada Mortgage and Housing Corporation Act* (CMHC) or the Residential Rehabilitation Assistance Program (RRAP) for which a *Ministerial Guarantee* is in effect. The house is eligible for shelter allowance only for the duration of the loan.

Eligible Recipients – All current tenants in the house must be identified in the tenancy agreement, lease agreement or housing occupancy data (HOD) (see Multi-Unit Dwellings in Section 3.3, Determining Family Unit and Shared Dwellings under General Policy on page 1 of this section).

Shelter Allowance Rates – A monthly allowance granted for shelter cannot exceed the maximum monthly rates appropriate to family unit size. Table H.1-3, CMHC Shelter Allowance Rates in Appendix H lists maximum monthly allowable rates based on family size.

Collecting Rent – In order for a First Nation to be eligible for shelter allowance on houses constructed or renovated with a Ministerial Loan Guarantee, a rental regime must be in place for all tenants of the houses for which the guarantee applies, including houses occupied by non-income assistance recipients.

Efficient Use of Housing Resources – As much as possible, housing resources should be used appropriately. For example, single person should not be housed in a three-bedroom house.

Health and Safety Standards – Housing occupied by recipients is maintained to meet health and safety standards of the First Nation or its housing authority and to ensure that utility costs are not excessive.

User Fee Allowances

User fees pertain to community infrastructure and services for water, sewer and garbage. First Nations may review which user fee allowances apply to their communities through the designated person at INAC.

The following rules apply to the issuing of user fee allowances:

- Payment of user fees must be approved in advance by the Funding Services Officer.
- To continue paying user fees from year to year, the First Nation's annual audit must clearly show a payment rate by persons not on assistance of at least 80 per cent (80%)
- User fees are payable only to the head of the household and are limited to one payment per month for each reserve home.
- A First Nation may only charge recipients for services actually performed.
- For water, a user fee may be claimed for water supplied by:
 - a piped system from a central supply
 - a truck to a cistern
 - a truck to barrels
- For sewer, a user fee may be claimed if the home has a community piped collection system or a septic tank that is emptied by truck.
- Homes with a sewage holding tank (fixed) may be eligible to claim

additional fees for emptying. However, the First Nation must contact the designated person at INAC for prior approval.

- For garbage, a user fee may be claimed if the home has regular garbage collection provided by the First Nation or a contractor.

Income assistance administrators may cover the cost of user fees for eligible recipients based on community rates up to the allowable maximum rates listed in Appendix H. Table H.1-4, Monthly User Fee Rates, sets out the maximum monthly rates payable for user fees.

When a First Nation provides water, sewer and garbage services directly, IA administrators may transfer the user fee amount to the band authority responsible.

Utility and Fuel Allowances

This part pertains to policy and procedures relating to utility and fuel costs. It also covers eligible and ineligible utility arrears.

Utility Allowances

Under a Comprehensive Funding Arrangement (CFA), administering authorities are authorized to pay for actual costs of utilities.

Hydro (Electricity)

Payment of hydro costs is based on actual eligible expenditures. Income assistance administrators may issue assistance based on a Manitoba Hydro equal payment plan (EPP) providing paper work is retained on file.

When a recipient's hydro bills are excessively high, the administrator should check with Manitoba Hydro as to the possible reason. A visit to the family home may also be necessary.

Administrators should not deduct overpayments that occurred over a year ago unless they were due to a failure to submit bills, fraud or misrepresentation (see Section 1.7, Allegations and Complaints and Section 2.5, Overpayments). Similarly, underpayments that occurred over a year ago should not be reconciled unless they were the result of an administering authority error.

Hydro Meter Reading Fees

As a general rule, charges for meter reading and late payment fees cannot be claimed as a utility cost. If a recipient lives in a community that requires users to read their own meters and is unable to read the meter due to a disability, income assistance administrators should consider alternative arrangements. For example, a friend or neighbour might read the meter for the disabled

recipient. If failure to read meters is a common problem, a First Nation may seek alternative arrangements with the utility company. In exceptional circumstances, an administrator may refer the matter to the designated person at INAC to prevent undue hardship.

Oil and Propane

Community rates for fuel oil and propane apply. Income assistance recipients must not be charged more than community members who are not on assistance.

Delivery tickets and invoices are required for funding of heating oil. Invoices are required for propane.

Telephones

Telephone installation and basic monthly rental costs may be paid to or on behalf of recipients when a physician or nurse in charge identifies a telephone as a medical necessity due to a chronic health problem. The report or letter supporting this requirement must identify the medical condition.

The installation cost is paid for as an item of special need (see Allowable Special Needs Items in Section 4.6, Special Needs Assistance). The basic monthly rental cost is included in the monthly budget calculation. Security deposits, additional services and long distance charges are the responsibility of the recipient.

Utility Arrears

Utility arrears are considered eligible or ineligible, depending on when or how they occurred.

Eligible Arrears

Eligible arrears are those that relate to a prior period of income assistance eligibility. These expenditures must be submitted to INAC for reimbursement no later than sixty days after the end of the fiscal year in which they were incurred (see Year End Reports in Section 2.7, Administering Authority Reports).

Only eligible arrears are reported on the Budget and Decision Form (SD04). Claims must be submitted within 60 days following the end of the fiscal year (see Year End Reports in Section 2.7, Administering Authority Reports).

Ineligible Arrears

Ineligible arrears are those that were incurred prior to the enrollment month or that were not submitted to INAC within 60 days following the end of the fiscal year. Payment of ineligible arrears is treated as a repayable advance, thereby

creating an overpayment (see Section 2.5, Overpayments). This policy applies to utilities such as hydro and telephone.

The administrator issues a statement or sends a letter to the recipient regarding the overpayment and how it will be recovered (see Section 2.5, Overpayments).

Amounts deducted from the benefit payable to the recipient are retained by the First Nation to pay down the overpayment debt of the recipient. The administrator needs to ensure that the fully entitled amount is claimed from INAC on the Income Assistance Monthly Report (IAMR).

For compliance purposes, recoveries and recovery schedules should be noted and kept in the recipient's file to substantiate the difference between the amount claimed from INAC and the amount paid to the recipient.

Wood Allowances

Income assistance recipients may be eligible for a wood allowance based on the following policies and procedures.

Wood Allowance Allocations

Indian and Northern Affairs Canada (INAC) funds administering authorities for only one allocation of wood for each on-reserve housing unit for each month of the heating season. Only housing units equipped with wood-burning stoves or furnaces are eligible for wood allowance. Administering authorities must retain receipts on a recipient's file for wood supplied to, or purchased by, eligible households.

Each First Nation's allocation may be different. It is subject to negotiations between the Funding Services Officer and the First Nation taking into consideration the location of the community, weather conditions, the availability of wood supply and market pricing. The price per allocation must be competitive within the First Nations geographic area and consistent with the price of wood for non-income assistance purchasers within the community.

An income assistance administrator should reduce a recipient's wood allowance when a recipient's home is provided with fuel oil, propane or electrical heating.

INAC encourages community-wide wood initiatives that are cost-effective. Communities may do this through a Work Opportunity Program project (see Section 5.1, Work Opportunity Program). INAC is currently reviewing the existing policy with respect to the provision of wood for heating.

Heating Season

The eligible heating season is October 1 to March 31. When a First Nation is

experiencing an exceptional season due to unusually cold weather or a long winter, an income assistance administrator should contact the designated person at INAC to arrange for an extension of the eligible heating season months.

Wood Supplies – Purchased

Income assistance administrators may purchase wood for recipients who cannot cut their own wood, who do not have equipment to cut their own wood, or who do not have access to a wood supply. Maximum wood supplies normally should not exceed one allocation per month for the heating season. Funding beyond this maximum requires further negotiation with the First Nation's funding services officer.

Receipts for eligible expenses must be retained on the recipient's file and must include the name of the recipient, the provider, the quantity of wood and the price paid.

Wood Supplies – Cut by Recipient

Income assistance administrators may issue an allowance to recipients for the cost of cutting their own wood. The allowance is for fuel and other costs involved and may be issued during the heating season. A rate is determined for each community through negotiations between the administering authority and their funding services officer.

Children Out of the Parental Home

This section explains regional policy, procedures, benefits and rates for children in the care of a person other than a parent.

COPH Policy

Children out of the parental home (COPH) allowance, previously called *guardian social allowance* (GSA), is a benefit that is payable on behalf of a child in the care of a person other than a parent. For income assistance purposes, a parent is a birth parent, adoptive parent or legal guardian. A child is a person under 18 years of age.

Guiding Principles

Parents are expected to financially support their children when able to do so. They are not relieved of this responsibility when they leave or place a child in the care of another person.

The Declaration of Principles in *The Child and Family Services Act* of Manitoba states that children have a right to a continuous family environment in which they can flourish. COPH allowances may be used to support cultural practices of customary care. This includes long-term placements. Income assistance administrators may issue a COPH allowance providing it is in the best interests of the child and there is financial eligibility.

Eligible Children

A child is eligible for a COPH allowance when:

- the parents (birth or adoptive) or legal guardians of a child are deceased or unable to provide adequate financial support
- the child depends upon a specific person other than a birth parent, adoptive parent or legal guardian for financial support

Ineligible Children

A child should not be enrolled on COPH under the following circumstances:

- a birth parent, adoptive parent or legal guardian is able but unwilling to provide for the child's maintenance
- there are child protection concerns
- a child and family services agency is conducting a child protection

investigation or has apprehended the child

- a child and family services agency is applying to court for an order of guardianship
- a child is in the care of a child and family services agency through an agreement or court order

COPH Procedures

The procedures in this part cover:

- child and family services (CFS) agency involvement
- enrollment procedures
- records and reports

CFS Agency Involvement

The income assistance administrator contacts the appropriate child and family services (CFS) agency at the time of the initial application and the annual re-application or review by written notification. The administrator may also request the agency to conduct a file review:

- when necessary to report child protection concerns
- to identify any legal issues or concerns
- to determine what is in the best interests of the child including the consideration of every child's need for permanency and continuity in their lives

Enrollment Procedures

Enrolling a child on a COPH allowance involves the following steps:

1. The child's current caregiver applies for income assistance on behalf of the child and signs the required forms. The caregiver is also asked to provide information as to the circumstances of the child, financial resources available to support the child if known, and all other pertinent information known to the caregiver.
2. Enrolling a child requires completion of the income assistance application (SD01), the COPH application and authority form (SDCOPH) and a budget and decision sheet (SD04).
3. The child's parents are asked to give parental consent through signing Part III of the SDCOPH. If they are not available, the administrator records the reason and makes a reasonable effort to obtain a signed letter of consent.

4. The income assistance administrator obtains the following information to establish financial eligibility for assistance:
 - name, birth date, and circumstances of the child in question
 - names, ages and addresses of the child's parents and their status under the *Indian Act*, Social Insurance Number (SIN), and financial situation
 - name, age and address of the person with whom the child is or will be residing
 - the availability of financial resources to support the child such as parental contributions, support payments
5. The IA administrator determines financial eligibility for assistance based on the financial resources of the parents and the child. For orphans, only the financial resources of the child are assessed. The administrator does not assess the financial resources of a caregiver.
6. The IA administrator assists the caregiver to apply for the Canada Child Tax Benefit and any other financial resources that might be available for the child.
7. The IA administrator provides a letter to the CPH applicant which advises them in writing of the process required to contact the local Child and Family Services Agency.

COPH Records and Reports

All claims must be substantiated with appropriate supporting documentation and included in the client file. Supporting documentation should include:

- the initial application (SD01)
- the CPH application and authority form (SDCOPH)
- notes to file confirming contact with a CFS agency including the date, name of worker and agency involvement if any
- the current budget and decision sheets (SD04)
- copy of CPH letter to applicant and CFS agency which documents notification to both parties of CPH application processes and arrangement.

COPH Benefits and Rates

COPH assistance is for board and room paid to the person other than a parent for an eligible child.

Calculating a COPS Allowance

Calculating a COPS allowance involves the following steps:

1. Assess the financial resources of the child's parents (see Assessing Financial Resources in Section 3.6, Financial Eligibility)
2. Using form SD04, enter the basic needs and other amounts for the family excluding children placed or to be placed out of the home. Enter the appropriate amount from the COPS tables on line 102. Total all items on the form to determine the total budget for the family.
3. Subtract the net resources from the total budget for the family to determine financial eligibility for a COPS allowance (see examples on the following pages).
4. If the child is placed part way through the month, prorate the amount of COPS payable by dividing the number of days placed by the number of days in the month multiplied by the COPS rate.

COPS Rate Tables

COPS benefits and rates are based on provincial rates for children living away from home.

INAC developed composite rate structures (tables) to replace the need for detailed calculations. The rate tables cover the rates for southern, northern and isolated First Nations. Appendix G, Children Out of the Parental Home Rate Tables, contains the maximum monthly rates payable for eligible children.

Apply the following steps when using the rate tables:

1. Select the appropriate COPS rate table (south, north or isolated).
2. List the number and ages of children placed with the caregiver.
3. Choose the correct composite code based on the number and ages of the children placed with the caregiver:

First digit	Number of 12 to 17 years old children in home
Second digit	Number of 7 to 11 years old children in home
Third digit	Number of children 6 years old and under in home

4. Select the amount of the monthly COPS rate payable to the caregiver.
5. Enter the amount on line 102 of the Budget and Decision Form (SD04).

COPH Calculation Example

The following example shows how to determine eligibility and maximum benefits payable to a parent and to the person caring for a child of the parent for both a full and partial month.

A single mother with two children wishes to place her youngest child, age three, with her sister for a year. Both she and her sister reside in a southern First Nation. Her second child, who will remain with her, is seven years old.

The mother earns \$250 a month as a homemaker. Her monthly entitlement and the amount of the COPH allowance payable to the sister are calculated as follows:

Monthly Income Assistance Payable to the Mother

Basic needs (economic south composite code 1010)	\$369.00
Shelter (power, fuel user fee)	<u>\$100.00</u>
Total budget	\$469.90
 Earned income	 \$250.00
Less greater of 30% work incentive or \$115	<u>\$115.00</u>
Net earned income	\$135.00

The mother is eligible for income assistance. You calculate the amount of income assistance payable for the month by deducting the eligible earnings of \$135.00 from her basic needs and shelter allowances as follows:

$$\text{Entitlement for month} \quad \$469.00 - \$135.00 = \$334.00$$

If the child were placed on September 11, the mother would be entitled to an additional amount for the basic needs of that child for 10 days calculated as follows:

Basic needs (economic south composite code 1011)	\$480.00
Less basic needs (economic south composite code 1010)	<u>\$369.00</u>

$$\text{Additional benefits payable} \quad \$111.00 \times 33\% = \$36.63$$

You find the percentage by dividing the number of days the child was with the mother (in this case, 10 days) by the total number of days in the month (in this case, 30 days)

Monthly COPH Assistance Payable to the Sister

The income assistance administrator would use COPH composite rate code 001 to pay the amount of **\$116.90** to the mother's sister.

If the child was placed on September 11, you would pro-rate the amount of the COPH allowance for that month as follows:

COPH payment for partial month $\$116.90 \times 67\% = \78.32

You find the percentage by dividing the number of days left in the month (in this case, 20 days) by the total number of days in the month (in this case, 30 days).

Room and Board Allowances

A room and board allowance is a sub-category of basic assistance (see Section 4.1, Benefits Overview). This section covers special care room and board, maternity homes, and crisis intervention facilities not funded directly by Indian and Northern Affairs Canada (INAC).

Section 4.2, Basic Assistance and Appendix H, Other Allowances and Rates, contain information on comfort allowances that apply to this section.

Special Care Room and Board

Special care room and board applies only to single adults who require care and supervision due to a physical and/or mental disability and who reside in the home of a relative or private residence.

Determining Eligibility

Eligible Persons – To qualify for a special care room and board allowance, the person requiring special care room and board must:

- be a single adult (18 years of age or older) with no dependents
- ordinarily reside on reserve
- have a physical and/or mental disability that is long-term
- be unable to live independently and require assistance in activities of daily living
- live in the home of the person who is providing the care and supervision

Supporting Documentation – Applications for special care room and board require the following supporting documentation:

- a medical assessment by a physician, nurse in charge, or a recognized health committee
- a report on the feasibility of rehabilitation
- if applicable, a report on planned rehabilitation

Family Responsibilities – Administrators should encourage family members or others providing special care to:

- keep abreast of available community resources
- care for the disabled person to the best of their ability
- avoid doing too much for the disabled person and taking away incentives to learn and to become independent
- provide or get training for the disabled person to become more self-reliant and, if feasible, to no longer require special care

Special Care Rates

Special care may be provided in the home of a relative or a private boarding home. Table H1-5, Special Care Room and Board Rates, in Appendix H contains current rates for persons living in the home of a relative or a private boarding home.

Enrollment Procedures

The person providing special care and supervision (the caregiver) applies for income assistance on behalf of the disabled adult. Administrators are required to:

1. Assist the caregiver in completing and signing the application (SD01) and budget and decision form (SD04).
2. Record the name, status number, birth date and social insurance number (SIN) of the disabled adult in part 013 of SD01.
3. Indicate on line 103 of SD04 if the disabled person is entitled to a disability allowance (see Section 4.2, Basic Assistance) by checking the applicant box and enter the appropriate amount.
4. Indicate on line 104 of SD04 if the disabled person is living with a relative or in a private boarding home and enter appropriate rate. Provide brief comments at the bottom of the form to support the application and, for the initial application, attach the medical assessment.
5. Indicate on line 105 that the person is eligible for a comfort allowance for clothing and personal items and enter the appropriate amount.

Temporary Absences

When temporary absences are approved in advance, administrators may pay the full cost of room and board up to 14 days. One third (1/3) of the full cost may be paid for absences beyond 14 days.

Approved temporary absences should be well justified; for example, an admission to hospital or a respite care arrangement. Administrators should not approve absences beyond two months.

The period of absence begins the day the person leaves and ends the day the person returns. The full cost for room and board is reinstated effective the day the person returns. The comfort allowance continues while the person is in hospital.

Maternity Homes

Maternity homes are group homes or residential facilities for expectant single parents in need of these services. You'll find a definition of single parent in Section 3.4, Income Assistance Categories.

Eligibility for Income Assistance

INAC has funding authority under the Income Assistance Program and the Child and Family Services Program to cover the per diem cost for maternity homes. Villa Rosa is an example of an existing facility.

To qualify for income assistance to pay for admission to a maternity home, an applicant must be:

- an single expectant mother eighteen (18) years of age or older
- ordinarily resident on reserve
- financially eligible for income assistance
- eligible for admission to a maternity home as determined by the admissions criteria of the facility

The province determines the per diem for maternity homes and the Income Assistance Program can pay the provincial rate as an eligible expenditure.

Minor expectant parents who may need the services of a maternity home are referred to a child and family services agency. Under subsection 9(2) of *The Child and Family Services Act* (Manitoba), an agency must provide services on application by a minor parent. All admissions of minors to Villa Rosa are done through the child and family services system.

Enrollment Procedures

The expectant mother applies for income assistance. Administrators are required to:

1. Assist the applicant in completing and signing the application (SD01) and budget and decision form (SD04). If the applicant has already been admitted to the maternity home and is turning 18 years of age, administrators may request staff at the maternity home to facilitate the application process.
2. Record the name, status number, birth date and social insurance number (SIN) of the expectant mother in part 013 of SD01.
3. Indicate on line 103 of SD04 if expectant parent is entitled to a disability allowance (see Single and Single Expectant Parents in Section 3.4, Income Assistance Categories) by checking the applicant box and enter the appropriate amount.

4. Indicate on line 105 that the person is eligible for a comfort allowance for clothing and personal items and enter the appropriate amount.
5. Attach a copy of the monthly invoice from the maternity home the SD04 for the recipient and submit to INAC with your monthly report (SSR).

Note: The rationale for including a copy of the invoice in the month-end report is to alert your funding services officer (FSO) so that the increased expenditure will be recognized from a compliance perspective. Otherwise it may trigger a compliance review, particularly for smaller communities.

Temporary Absences

Administrators may continue to pay per diem costs when temporary absences are well justified and the expectant mother is expected to return to the maternity home within a reasonable period of time.

Well-justified temporary absences include visits with family and admissions to hospital. Administrators should work with staff at the maternity home in deciding when to continue payment of per diem costs involving a temporary absence.

Crisis Intervention Facilities

Crisis intervention facilities provide shelter and protection to persons and their dependents who have been abused by other persons. They include crisis shelters, safe houses, crisis offices and other agencies operating safe homes.

Off-Reserve Facilities

For purposes of establishing eligibility for income assistance, the province has approved a number of crisis shelters and safe homes. You'll find contact information and phone numbers in Appendix I, Other Programs and Services. Crisis lines are also listed in Manitoba Telephone System directories.

Persons who ordinarily reside on reserve and their dependent children are eligible for admission to these facilities. The province covers the cost of room and board providing the person is otherwise eligible for income assistance.

Eligibility for income assistance through the INAC program is limited to transportation for abused persons and their dependents and to a comfort allowance (see Comfort Allowance in Section 4.2, Basic Assistance). The allowance for adults is for clothing and personal items and for children, for clothing only (see Comfort Allowance Rates in Appendix H, Other Allowances and Rates).

On-Reserve Facilities

The Income Assistance Program covers the cost of approved room and board rates as well as a comfort allowance. Enrollment and temporary absence procedures for maternity homes (see above) apply with necessary modification to on-reserve intervention facilities.

Special Needs Assistance

This section covers special needs assistance policy and procedures, and allowable items including amounts and frequencies.

Policy and Procedures

Special needs refer to essential goods and services for which specific provisions are not made elsewhere in this guide (see Allowable Special Needs Items on the next page).

Special Needs Policy

The INAC income assistance program follows provincial rules and rates set out in the *Employment and Income Assistance Regulation* and section 21 of the provincial administration manual. You can access this information at www.gov.mb.ca/fs/eiamanual.

To qualify for a special needs allowance, applicants must be eligible for basic needs assistance.

Special needs are available to recipients and their dependents including children out of the parental home (COPH) living in the home of the recipient.

For funding purposes, Indian and Northern Affairs Canada (INAC) considers special needs as a controllable item. Administering authorities are expected to operate within their available special needs funds for each fiscal year.

Funding for the current fiscal year is limited to three per cent (3%) of the basic needs budget for the current initial agreement. This amount includes 2.4% for special needs and up to .6% for non-insured health benefits (see Section 4.7, Non-Insured Health Benefits).

Income assistance administrators are encouraged to work with Chief and Council in managing their special needs funds to ensure they reflect community issues and priorities. They are also encouraged not to spend funds allocated for non-insured health benefits on special needs items until it is clear that they are not needed for health benefits. This might be done through limiting expenditures for special items to 2.4% of their budget until the latter part of the fiscal year.

Administrators should keep track of their expenditures for non-insured health benefits to justify requests for additional funding if needed to meet the needs of eligible recipients (see Financial and Statistical Records in Section 2.4, Administering Authority Records).

Special Needs Procedures

Approval of special needs assistance involves the following phases:

- identifying and assessing the need (applicant and administrator)
- applying for special needs (applicant)
- determining eligibility (administrator)
- approving the request (administrator)
- places copies of receipts on file (administrator)

The income assistance administrator assists the applicant in completing the special needs application (SDSN), fully explaining the request and identifying all costs of goods and services requested. The administrator also completes a budget and decision form (SD04) and, once the purchase has been made, obtains a copy of the receipt for filing

Allowable Special Needs Items

Special needs assistance available through the Income Assistance Program is similar to those provided through Manitoba Employment and Income Assistance. Some provincial provisions and approval processes are not applicable.

Eligible Household Items

Major appliances and household furnishings that income assistance administrators may consider for purchase are limited to the following:

- newborn assistance items such as a crib or layette within the first three months of the birth of a child up to a recommended maximum of \$250 for the first-born child and up to \$75 for each subsequent child.
- the purchase of or repairs to a washing machine, refrigerator or stove (except for stoves primarily used for heating, which are to be supplied by the capital housing project)
- essential household furnishing including beds and bedding, kitchen tables and chairs, and kitchen and cooking supplies.

Other items such as a dryer, deep freeze, television set, radio, sofa and coffee table are not considered as normal items of special need. However, these and other items may be requested and approved in exceptional circumstances based on actual costs (see Exceptional Circumstances in Section 2.3, Granting Assistance). For example, a person suffering from respiratory problems may require a vacuum cleaner.

Recipients in room and board situations are not the primary occupant of a dwelling and are not eligible for household items from special needs.

Income assistance administrators should try to secure good new or used furniture and appliances and new beds and bedding at a reasonable price based on local availability and circumstances. When feasible, special needs payments for the purchase of household items should be issued to recipients by cheque to allow for comparison-shopping.

The above guidelines for purchasing eligible household items are based on provincial policy. They are useful as guidelines for administrators to assist in staying within their special needs allocation and to arrange for purchases using the most economic means.

Travel Costs

Travel costs may be paid as an item of special needs in the following circumstances:

- compassionate travel for an immediate family member (spouse, mother, father, brother, sister) to a funeral or to visit a person who is critically ill in hospital
- relocation travel costs for confirmed employment off reserve

When applying for relocation travel costs, an applicant must provide the name and address of the employer.

You'll find information on allowable travel costs and rates in Appendix H.1, Other Allowances and Rates.

Income assistance administrators may also authorize payment for meals and accommodation for health-related travel (see Section 4.7, Non-insured Health Benefits).

Telephones

Telephone installation and basic monthly rental costs may be paid to or on behalf of recipients when a physician or nurse in charge identifies a telephone as a medical necessity due to a chronic health problem. The report or letter supporting this requirement must identify the medical condition.

The installation cost is considered an item of special need. Income assistance administrators must submit the medical report recommending installation of a telephone together with a special needs application (SDSN). The basic monthly rental cost is included as a shelter-related cost (see Utilities Allowances in Section 4.3, Shelter and Related Allowances) on the budget and decision sheet (SD04). Security deposits, additional services and long distance charges are the responsibility of the recipient.

Clothing

Special needs allocations may be used for clothing for a person who has confirmed employment or is beginning a training program (see Chapter 5, Transition to Employment Programs). Clothing costs in these cases should generally not exceed \$100.00. The person may also be eligible for a work clothing allowance (see Section 4.2, Basic Assistance).

Burnout

When a fire destroys the primary residence of an income assistance recipient, resulting in complete loss of household effects, income assistance administrators may issue emergency food, clothing and bedding without getting prior approval from the designated person at INAC.

Emergency Food

Income assistance administrators may issue emergency food pro-rated for the remainder of the month. For example, if burnout occurs on the tenth of the month, the family would receive two-thirds (2/3) of the regular allowance; if it occurs on the fifteenth, the family would receive half (1/2) of the regular allowance.

An emergency food allowance is a basic need and is not paid from the administering authorities special needs budget.

Emergency Clothing and Bedding

Income assistance administrators may authorize emergency clothing and bedding up to \$500.00 for families and \$150.00 for single recipients. Recipients must apply for additional assistance to replace necessary household items in the regular manner.

Burnout assistance does not apply to the loss of a tent, storage shed or trapping cabin to fire.

Health Benefits

This section pertains to non-insured health benefits that are available to income assistance recipients. It is divided into two parts: benefits available to status persons through the First Nation and Inuit Health Branch (FNIHB) Canada: Non-insured Health Benefits Program and those Provincial Non-insured Health Benefits available through the Income Assistance Program.

Provincial Non-insured Health Benefits refer to health services and benefits not covered under *The Health Services Insurance Act* (Manitoba) or another insurer. Detailed information about insured health services and benefits is available through the Manitoba Health web site at www.gov.mb.ca/health/mhsip.

FNIHB: Non-Insured Health Benefits Program

The Non-Insured Health Benefits Program is a national program administered through Health Canada for status First Nation persons. It provides a range of health benefits to meet medical and dental needs not covered by provincial, territorial or third party health plans. Third party health plans are ones usually provided by insurance companies.

Eligibility

An eligible FNIHB: Non- Insured Health Benefits Program recipient is someone who is allowed or entitled to receive benefits such as vision care, drugs or other services from the Non- Insured Health Benefits Program. To be eligible, a person must be identified as a resident of Canada and one of the following:

- a registered Indian according to the *Indian Act* (Canada)
- an Innu member of one of the two Innu communities in Labrador
- an Inuk recognized by of the Inuit land claim organizations
- an infant less than age one (1) whose parent is an eligible recipient

Benefits

Benefits provided under the FNIHB: Non- Insured Health Benefits Program are as follows:

- drugs
- medical transportation
- dental
- medical supplies and equipment
- vision
- crisis intervention counselling
- provincial health care premiums where applicable

You'll find detailed information about the FNIHB: Non- Insured Health Benefits Program in an information booklet available through the FNIHB Consent Information Centre by phone or through the Internet as follow:

Tel: 1-888-751-5011

Int: www.healthcanada.ca/nihb-consent

Health-Related Travel Costs

Medical transportation provided through the FNIHB: Non- Insured Health Benefits Program includes the cost of meals and lodging for persons who require health services not available in their home communities. You'll find a copy of the interim NIHB medical transportation framework in Appendix A-6.

Persons who require health services not available in their home communities for an extended period of time are considered to be *in transit*. (see In Transit Patients in Section 2.3, Granting Assistance).

For status persons, travel costs to alcohol rehabilitation centres or transition houses are normally covered through the National Native Alcohol and Drug Abuse Program (NNADAP). For non-status income assistance recipients, travel costs are paid for through special needs funding (see Travel Costs in Section 4.6, Special Needs Assistance).

Appeal Process

A person who is denied a FNIHB: Non- Insured Health Benefits Program benefit may appeal the decision to FNIHB. Three levels of appeal are available. The appellant must initiate the process at each level. There must be supporting information or documentation from care providers as required. FNIHB provides a written explanation to the appellant or a representative at each level of the appeal process.

Information is available on the appeal process in Manitoba at the FNIHB regional office. The published NIHB Appeal Procedures are also available on the Internet at www.hc-sc.gc.ca/fnihb/nihb.

Provincial Non-Insured Health Benefits

This part applies to income assistance recipients who are not eligible for non-insured health benefits available through FNIHB or other programs. It includes non-status recipients or their dependents who ordinarily reside on reserve.

Provincial Policy

When income assistance recipients are not eligible for benefits through

FNHIB or other programs, the Income Assistance Program covers the cost of essential non-insured health benefits available to persons receiving income assistance from the province.

Administering authorities pay for non-insured health benefits from their special needs budget (see Policy in Section 4.7, Special Needs). Administrators should keep track of their expenditures to justify requests for additional funding if needed to meet the needs of eligible recipients (see Financial and Statistical Records in Section 2.4, Administering Authority Records).

Eligible Non-Insured Health Services

The Income Assistance Program funding covers health goods and services that are consistent with the provincial health services program for non-insured health benefits. You can access the Employment and Income Assistance Administrative Manual (EIA manual) at www.gov.mb.ca/fs/eiamanual. Section 22 of the provincial manual pertains to non-insured health benefits available to persons receiving income assistance through the province.

Eligible goods and services include:

- basic eyeglasses
- non-cosmetic dental and orthodontic services
- prescription drugs
- prescribed special food supplements
- medical transportation for essential services
- medical supplies, appliances and equipment
- physician assessment or service fees not covered by provincial health insurance
- hearing aids
- radioisotope used in nuclear medicine
- physiotherapy and occupational therapy
- chiropody and podiatry
- limited chiropractic treatment

Chiropody is a British term and originally referred to the care and treatment of hands and feet. *Podiatry* is a North American term and is restricted to care and treatment of feet only.

Administrative Procedures

Income assistance administrators are encouraged to develop administrative procedures to best meet the non-insured health needs of all reserve residents based on the following questions:

- Was the request for a non-insured health service or benefit recommended or prescribed by a physician, dentist or nurse-in-charge?

- What will the requested non-insured health service or benefit cost? Is there a way to reduce the cost through arrangements or agreements with local suppliers?
- What are the options for authorizing payment? Should the authorization be given directly to the supplier or to the income assistance recipient?
- What is the most appropriate way to verify that a service or benefit was satisfactorily provided before paying for it?
- What options are there for tracking non-insured health benefit expenditures to manage them within allocated funds and to justify requests for additional funding if needed?

Processing Requests

Processing requests for assistance for non-insured health services and benefits involve the following steps:

1. Obtain and file a copy of the recommendation or prescription from a physician, dentist or nurse-in-charge.
2. Determine the net cost of the service and benefit and record this information on file.
3. Obtain original copies of all receipts related to the requested service or benefit including official Pharmacare receipts for prescribed drugs and food supplements.
4. Complete the special needs application (SDSN) and identify the cost as a non-insured health benefit.
5. Add the cost of the non-insured health benefit to the applicant's current month Budget and Decision Form (SD04) under special needs.

Isolated Communities

In isolated communities, FNIHB will extend their services to non-status persons residing on reserve.

Health Services

Non-insured health benefits available to non-status dependents are comparable to those available to provincial income assistance recipients and their families through the Health Services program. You can access program information in the EIA manual at www.gov.mb.ca/fs/eiamanual.

Key topics for income assistance administrators include:

- 22.1.1 Health Services Program (drugs, dental and optical)
- 22.1.3 Test of Need
- 22.1.9 Hospital Patients
- 22.1.10 Personal Care Home Residents
- 22.1.14 Chiropractic Treatment
- 22.4.1 Medical Supplies and Equipment
- 22.4.3 Foot Care (Chiropody and Podiatry)
- 22.4.6 Hearing Aids
- 22.4.9 Approved Addiction Programs

Item 22.1.1 explains the waiting periods for dental and optical benefits and services. It also has the phone numbers for Health Services with respect to drug, dental and optical benefits.

Pharmaceutical Benefits

The INAC Income Assistance Program covers the cost of prescription drugs listed in the Social Allowances Health Services bulletin the province supplies to all pharmacists.

Over-the-counter pharmaceutical products are limited to those specifically for pregnant women and for children (for example, children's cold remedies).

Dental and Denturist Services and Fees

The INAC Income Assistance Program will cover the cost of dental and denturist services and fees at the same rate provided for in the Manitoba Employment and Income Assistance Program. A summary of rates is included in Appendix H.

Income assistance administrators should refer special cases such as orthodontic or major restorative services to the designated person at INAC, with a copy of the treatment plan and x-rays from the attending dentist. INAC refers these cases to the FNIHB dental program for review and recommendation.

In all cases, charges for dental and denturist services should not exceed the fee guide published by the Manitoba Dental Association.

Vision Benefits

The INAC Income Assistance Program will cover the cost of vision services and fees at the same rate provided for in the Manitoba Employment and Income Assistance Program. A summary of these rates is included in Appendix H.

Non-insured health benefits cover the cost of:

- new or replacement glasses (frames and corrective lenses)
- repairs to frames
- contact lenses medically required including lens maintenance supplies
- high index lenses

New eyeglasses or lenses may be provided when:

- there is a change in the person's prescription in the spherical equivalent of the refractive error of at least plus or minus 560 diopters substantiated by a written prescription from an optometrist or ophthalmologist
- there are other changes in lens requirements such as medically required tinting
- lenses have been broken or scratched to the point they interfere with vision
- there is a medical need or as the result of the growth of a child

The following are some, but not all, of the services not provided:

- tinted or photo chromatic lenses for cosmetic purposes
- progressive graduated lenses (special types of bifocals)
- ultraviolet coatings
- two pair of glasses instead of bifocals except when an unsuccessful trial of bifocals has been attempted
- safety glasses for occupational purposes
- costs normally covered by Manitoba health insurance such as eye examinations and tonometry (over age 40)

Tonometry refers to measuring fluid pressure.

Medical Services

Medical services refer to fees, out-of-province medical costs, extra billings and out-of-province premiums. You can access this information in the following sections of the EIA manual on-line at www.gov.mb.ca/fs/eiamanual.

- 22.2.1 Physicians' Fees
- 22.2.2 Out-of-province medical costs
- 22.2.3 Extra Billings from Physicians
- 22.2.4 Out-of-province Medical Premiums for New Arrivals to Manitoba

Travel Costs

Income assistance administrators must obtain a medical recommendation from a physician, dentist or nurse-in-charge prior to authorizing any costs for

health-related travel.

Administrators may authorize travel costs for one family member to accompany a child when recommended by a physician or nurse-in-charge. Administrators must obtain the medical recommendation prior to authorizing any cost of travel.

Medical transportation should be by the most economical means available, combined and cost-shared with FNIHB whenever possible. Provincial rates apply to the cost of transportation, meals and accommodation (see Travel Costs in Appendix H for current rates). You can also access this information in the following sections of the EIA manual on-line at www.gov.mb.ca/fs/eiamanual.

- 22.3.1 Transportation – Health Reasons
- 22.3.2 Wheelchair Transportation – Medical and Related Activities
- 22.3.3 Emergency Health Transportation
- 22.3.4 Wheelchair Transportation – Social Activities
- 22.3.7 Traveling Meal Allowances

Funeral Expenses

This section covers policy and procedures relating to allowable funeral and burial costs under the Income Assistance Program.

All eligible funeral expenses must be **pre-approved** by the Income Assistance Administrator before the funeral of the deceased, if the Funeral Home is submitting a claim of expenses to the Income Assistance Program similar to the processes for the Provincial Employment and Income Assistance clients.

Appendix H.1, Other Allowances and Rates, contains information on allowable expenses and rates. All rates and allowable expenses follow the Provincial Employment and Income Assistance rates for funerals.

Eligibility Criteria and Conditions

This part contains eligibility criteria and conditions for payment of funeral expenses through the Income Assistance Program.

Eligible Deceased Persons

Administering authorities may use income assistance funds to pay for funeral costs for an indigent person who ordinarily resided on reserve at the time of death providing no other sources of funding are available.

In-Eligible Deceased Persons

Indian and Northern Affairs Canada (INAC), Manitoba Region, will ordinarily not cover funeral costs for deceased persons who:

- die in a motor vehicle accident and funeral costs are covered by Autopac (see Determining Financial Resources on the next page)
- were not ordinarily resident on reserve at the time of death
- passed away out of province unless they were sent out of province by the First Nations and Inuit Health Branch (FNIHB), Health Canada

Eligible Applicants

Only persons acting on behalf of the deceased person may apply for income assistance to pay for funeral expenses. They may be:

- a family member
- an executor if there is a will (testate)
- the estate administrator if there is no will (intestate) or in the absence of an executor

- in the absence of any of the above, a friend

Determining Financial Resources

When a family member or friend of the deceased applies for income assistance to cover funeral costs, it is the responsibility of the applicant and the income assistance administrator to explore and record:

- all financial resources that might be available through the deceased's estate such as liquid assets, earned income, funeral plans, pension income, and death benefits (see Estates Accounts on next page)
- funeral benefits that might be available from other sources (see Other Departments and Agencies in the following pages)

Note: Cheques issued to the deceased person cannot be signed or cashed by anyone. The estate is entitled to cheques up to and including the month of death. These cheques must be returned to the sender with a request that they be reissued to the estate care of the appointed executor or estate administrator.

Final monthly benefits that might be available include:

- Canada Child Tax Benefit
- final Old Age Security (OAS) and Guaranteed Income Supplement (GIS) benefits and spousal benefits
- Employment Insurance (EI) benefits
- Veterans Allowance

Lump-sum payments that might be available include:

- Canada Pension Plan death benefits
- the Last Post Fund
- death benefits available through other federal and provincial programs and public or private insurance plans

Processing Applications

Income assistance administrators should assist applicants in identifying and recording financial resources and applying for benefits. They should also advise applicants and the applicable funeral directors regarding income assistance policies and parameters relating to coverage of funeral expenses.

In processing funeral expense applications, income assistance administrators must take the following steps:

1. Request a detailed invoice from the Funeral Home for review and pre-approval prior to the funeral.

2. Obtain a death certificate or a funeral director's notification of death.
3. Assist the applicant in completing required income assistance forms (see Appendix C, Income Assistance Forms).
4. Inform the funeral director and applicant as to eligibility for benefits.
5. Fax back the approved invoice with any changes or corrections to invoice for eligible expenses to be claimed under the Income Assistance Program.
6. Together with the applicant, complete a record of funeral expenses, an income assistance application (SD01), and a budget and decision form (SD04) with a corrected detailed invoice from the funeral home which shows only the pre-approved eligible expenses to be paid by the Income Assistance program.
7. Any other costs over and above the pre-approved eligible Income Assistance funeral expenses incurred for the individual funeral are not the responsibility of the Income Assistance program. If other costs are incurred through some other processes or agreements outside this pre-approved process; the Funeral home must follow up with those persons responsible.
8. Final invoice from the Funeral Home must be submitted and kept on file for the purpose of compliance. The complete file will show the pre-approved invoice, SD01, SD04 and the final invoice with appropriate receipts on file for the wake etc...
9. Contact the Estates Unit, People and Trust Responsibilities, INAC to initiate an estates account. All assets of the deceased form the estate (see sample letter in Appendix C, Income Assistance Forms).

Late Applications for Funeral Costs

Income assistance administrators may receive applications for funeral costs after the person who is acting on behalf of a deceased person has contracted for a funeral. This late application policy applies for up to 60 days from the date of death. All late applications will be reviewed within the eligible expenditures described in the previous pages

Estate Accounts

Income assistance administrators may reimburse applicants for allowable funeral expenses only if the deceased person's estate does not contain sufficient funds (see Estates Accounts in following pages). Table H. 1-7 in Appendix H, Other Allowances and Rates, lists allowable funeral expenses and maximum rates payable.

An estate of a deceased person refers to real property such as land, including a Certificate of Possession, or attached buildings or structures and personal property or assets such as money, fishing licenses, vehicles and other valuables. An executor or estate administrator will be appointed to gather, protect and distribute the estate assets.

Under the *Indian Estates Regulation* (Canada), INAC is responsible for appointing a person to administer the estate of deceased persons who had status under the *Indian Act* (Canada) and were ordinarily resident on reserve at the time of their death.

Upon notification of the death of an eligible deceased person, the Estates Unit, INAC, Manitoba Region, opens an estate file. The Estates Unit may receive notification through a family member, funeral home, a First Nation membership clerk or the regional registration process. If there is no estate, that is, no real or personal property to administer, the file is closed. It can be reopened at any time.

The Estates Unit, INAC, appoints the administrator or executor of the estate. If there is no will, the heirs can apply to administer the estate or nominate someone else. If there is a will, the named executor is appointed. If there is no executor named in the will or the named executor cannot or does not wish to be appointed, the named beneficiaries in the will can apply to administer the estate or nominate someone else. As a last resort, a departmental official may be appointed as administrator of the estate. When an heir is a minor, INAC must appoint a guardian over the minor's property before starting the estate process. The appointed administrator of the minor's property makes the above decisions on behalf of the minor.

The administration of a person's estate is very private and personal. A family member is in the best position to administer the estate in accordance with the wishes of the deceased.

The duties of an estate administrator include:

- identifying, gathering and protecting estate assets
- paying estate debts starting with secured debts followed by funeral expenses, then all other debts
- distributing estate assets to the beneficiaries or heirs
- providing a full accounting on the administration of the estate to the beneficiaries or heirs

Note: A secured debt is a financial obligation secured by a financial instrument such as a loan or mortgage. For example, the secured asset could be a vehicle that is used as security for a loan.

An estates administrator cannot reimburse administering authorities for the expenditure of income assistance funds for funeral costs until the expiry of the Notice to Creditors, secured debts have been settled and provided there are available funds with which to cover the funeral costs or a portion thereof.

Other Departments and Agencies

Other available funds must be applied to the basic funeral and cannot be used to upgrade either the services or casket costs. When required, income assistance administrators should assist applicants to identify and contact other departments or agencies that may assume responsibility for funeral costs.

The following is a list of some organizations, their phone numbers and when to consider contacting them with respect to funeral costs:

Criminal Injuries Compensation Board – Contact this agency when death occurred as a result of a criminal act.

PHONE: (204) 784-2250

Employment and Income Assistance – EIA will cover funeral costs of indigent persons who pass away while resident off reserve and if no family members come forward to arrange for funeral costs. To refer a case, call the local EIA office nearest you. You can access information on provincial policies at www.gov.mb.ca/fs/eiamanual or by calling the central directorate.

PHONE: (204) 945-2177

Indian and Northern Affairs Canada – Contact the Estates Unit, People and Trust Responsibilities, INAC, to initiate an estates account and to determine what funds are available from an estate for funeral costs.

PHONE: (204) 983-3665

Manitoba Public Insurance Corporation – Contact this agency when death occurred as a result of a motor vehicle accident.

PHONE: (204) 985-7000

Manitoba Public Trustee – Contact the Deceased Estates Section when the Office of the Public Trustee is or may be handling the affairs of the deceased.

PHONE: (204) 945-3088

Royal Canadian Legion-Last Post Fund – Contact this agency if the deceased was a veteran.

PHONE: (204) 233-3405

Veterans Affairs Canada – Contact VAC if the deceased was a veteran.

PHONE: (204) 983-7040 (Toll Free 1-800-665 3420)

Workers Compensation Board – Contact the WCB if the deceased was receiving compensation or if the death was a result of work-related illness or injury.

PHONE: (204) 954-4321 (Toll Free 1-800-362-3340)

Allowable Funeral Expenses

This part outlines the services and fees payable through the Income Assistance Program.

Funeral Director Service Fees

INAC provides benefits to cover the cost of funeral services for eligible applicants at rates that are similar to provincial Employment and Income Assistance (EIA). EIA advises Indian and Northern Affairs Canada (INAC) of price changes. You'll find the current maximum funeral rates in Appendix H.1, Other Allowances and Rates.

Funeral directors may be compensated for up to the maximum rates allowable for the following:

- Actual cost of an approved basic casket (Imperial No. 2) plus a fixed mark-up rate and, if required, a wooden outer box or hermetically sealed container. Oversized caskets are not considered as an upgrade.
- A fixed professional fee for either a regular service or graveyard service for adults and children over two years of age or for stillborn or children under two years of age including:
 - preparation and care of the body
 - use of slumber or viewing rooms and the chapel for service
 - a funeral coach for transporting the remains
 - one vehicle on the day of the funeral for clergy, family and pallbearers
- Cremation of the body.
- Fixed mileage rates to a maximum amount for distances beyond that provided for in the fee for the funeral service.
- Actual cost of opening and closing of the grave.
- Temporary grave marker if present.

Note: A regular funeral service provides for a full burial service including viewing of remains and use of chapel facilities. A graveside funeral service does not provide for viewing or use of the chapel facilities.

Applicants may be compensated for up to the maximum rates allowable for the following:

- Actual cost of a wake. See maximum and requirements in Appendix H.1
- Actual cost of burial clothing. See maximum and requirements in Appendix H.1

Excluded Funeral Expenses

Additional fees and services not covered include:

- church rental, clergy honoraria, organist fees or soloist fees, flowers
- an obituary notice, newspaper announcements or photographs
- additional vehicles
- a memorial book or acknowledgement cards
- upgraded caskets
- transportation of relatives except when pre-authorized by Income Assistance administrator from the special needs budget of the First Nation
- special services unless included in traditional funerals (see below)

Traditional Funerals

The deceased's family may decide to hold a traditional funeral instead of one arranged through a funeral director. An income assistance administrator may reimburse the family for the following costs:

- normal professional fees to cover the cost of the clergyman, elders, singers, or any other traditional service
- a casket up to the maximum allowable cost if the family wishes to have one constructed
- all other normal payments such as burial clothing, grave opening and closing OR wake, and incidental charges

Pensioner Funerals

When a pensioner passes away without any financial resources, their estate is still entitled to their last Canada Pension Plan (CPP) or Old Age Security (OAS) and Guaranteed Income Supplement (GIS) for the month the person dies. These benefits become part of the person's estate. Benefits paid after the month of death must be returned to the sender or repaid.

The amount of the final OAS and GIS payments is deducted from the final eligibility amount of funeral expenses. These payments go to the deceased's estate and are applied to the funeral costs. INAC assigns the maximum amount for OAS and GIS unless there is documentation showing a lower amount.

If the pensioner was residing in a personal care home prior to his or her death, the home may have kept a trust account. The proceeds from this account are also an estate asset and may be sent to the Estate Unit at INAC. If not sent to the Estate Unit, they should only be released to the executor or administrator of the estate. These funds may be applied to the cost of the funeral when the estate has been settled.

Transportation of Deceased

For INAC income assistance purposes, residency is determined according to the definition of "ordinarily resident on reserve" in the glossary. In determining residency status, income assistance administrators should not count time spent in hospital or other institutions or persons in long-term care facilities off reserve if they resided on reserve prior to admission.

INAC will cover the actual cost of transporting bodies of deceased persons to their home reserve through the most economical means when the maximum amounts specified in Appendix H.1 are not reasonable. Supporting documentation is required. This policy applies to persons who were indigent (poor) and who ordinarily resided on reserve at the time of their death.

Persons who establish residence in another province lose their on-reserve residency status after 30 days. INAC will not accept responsibility for funeral or transportation costs for deceased persons who were residing outside Manitoba.

Transportation of Relatives

Relatives are generally responsible for their own transportation to a funeral. However, for close relatives, income assistance administrators may pre-approve and consider using special needs funds to pay for transportation for indigent spouses, parents or children of the deceased, if the budget provides for this expenditure.

Income assistance administrators should refer special circumstances to the designated person at INAC who may authorize assistance for transportation on a repayable basis.

Autopsy Costs

When a medical examiner or the Royal Canadian Mounted Police order an autopsy, all transportation costs resulting from the order are payable by the

Manitoba Department of Justice. This usually occurs when the cause of death is unknown or accidental. When a physician orders an autopsy, all transportation costs are the responsibility of the hospital that provided the service to the physician.

Processing Invoices from Funeral Homes

The following rules apply to accounts submitted by funeral homes to administering authorities for payment for funeral services fees and costs through the Social Assistance Program:

- Funeral homes must obtain pre-approval from an administering authority for all eligible funeral service fees to be billed to the Income Assistance Program.
- No other claim for payment should be made by a funeral home to the administering authority. INAC will pay for one funeral service only and only if the interment is within Manitoba.
- When a funeral home submits an invoice to an administering authority for payment, no other claim should be made by the supplier against any other person for services and costs included in the invoice.
- When the deceased's family or friends wish to upgrade the casket or arrange for additional transportation not covered in this section or Appendix H.1, such arrangements are made solely between the persons requesting additional services and the funeral home.

Submitting Claims for Funeral Expenses

Income assistance administrators retain all forms and relevant documents in the client file. Eligible expenses must be captured as part of a regular monthly report or as a supplementary report.

When applicable, administrators should check with the Estates Unit to determine whether the deceased's utility bills have been paid through the Notice to Creditors process prior to submitting a claim for reimbursement. This step applies if the deceased was a recipient of income assistance (family head for income assistance purposes) and had an estate exceeding allowable funeral costs, and if the costs of the funeral were administered through the Estates Unit.

To claim reimbursement for eligible funeral expenses from INAC, an administering authority must retain on the client file a fully completed Record of Funeral Expenses form. The **pre-approved and final invoice** from the funeral home detailing all accounts of any funeral service fees and costs. The detailed invoice from the funeral home must include:

- charges for a standard Imperial #2

- the fees for services charged by the funeral director or home
- full details of any additional charges such as mileage specifying the sites to which the remains were transported and dates of transport
- full details regarding the burial plot
- full details regarding fees for opening and closing graves and/or wake services
- a detailed listing of charges for the cost of a wooden outer shell or hermetically sealed casket when required
- full details of any other required items

Glossary :

Types of Funeral Service

- **Regular:** provides for a full burial service including viewing of remains and use of the chapel.
- **Graveside:** provides for full burial service without viewing or use of the chapel.
- **Regular with Cremation and viewing:** provides for a full burial service including viewing of remains and use of the chapel. Cremation costs are additional.
- **Regular with Cremation and no viewing:** provides for a full burial service and use of chapel without viewing. Cremation costs are additional.
- **Graveside with Cremation:** provides for a burial service without viewing or use of the chapel. Cremation costs are additional.

** The following will be included in all services when applicable:

- Removal of body from place of death to funeral
- Preparation and care of body including embalming and necessary cosmetics and hairdressing
- Use of slumber or viewing rooms during regular business hours
- Funeral coach for transportation of remains
- One vehicle for transportation for clergy, family or pallbearers the day of the funeral

Funeral Products and Services

- **Casket:** A container the deceased is placed in for a regular service. EIA has established a standard rate for the casket (adult, child and oversized rate).
- **Casket Liner/Outer Shell:** A container the casket is placed in prior to burial.
- **Hermetically Sealed Container:** An airtight container that may be required to conform to health and safety regulations.
- **Cremation Fee:** The fee for performing the cremation of the remains. Many funeral homes do not have their own crematorium and therefore contract this service to a third party provider and include it in their summary invoice.
- **Cremation Container:** The container the remains are placed in during the cremation process. If the funeral service does not include a viewing then EIA coverage includes a plywood cremation container vs. a casket. Coverage also includes shipping costs of the container from manufacturer to the funeral home. If there is a viewing the casket serves as the cremation container. EIA has established rates for cremation containers.
- **Urn:** Is the container cremated remains can be placed in for burial. Cremation includes placing the remains in a wooden box (which can be buried) at no cost. EIA coverage does not include the cost of an urn.

Cemetery Products and Services

- **Burial Plot:** Where the remains are buried. They may be for caskets or cremated remains. Note: Some cemeteries provide for double remains which require standards for depth of burial. If there are extra costs due to a double burial pre-approval is required. The EIA Director may want to consider whether the additional burial costs were compensated for by there being no plot costs to EIA.
- **Opening/closing (also known as interment):** Is the removal of earth and burial of casket/cremated remains. Snow clearing/frost removal is covered.
- **Lowering Device:** Is a device to lower the casket into the burial plot. This device is provided by City of Winnipeg owned cemeteries at no cost. If a cemetery is outside the City of Winnipeg limits does not provide a casket lowering device as a component of opening/closing, coverage for the funeral home to provide this device is included at a set rate.

See H.1

EIA Funeral related rates 2007/2008	
Regular Funeral Service	\$1861.62
Graveside Funeral Service	\$1578.53
Regular Funeral Service for Children up to 2 years of age	\$930.81
Cremation (Within Winnipeg)*	Up to \$469.37
Cremation (Outside Winnipeg)*	Up to \$536.45
Regular Cremation Service Viewing	\$1861.62
Regular Cremation Service No Viewing	\$1535.03
Graveside Funeral Cremation	\$883.74
Mileage (Costs per km; transporting the deceased)	\$1.14
Caskets (EIA Standard)	\$311.00 (cost) + \$21.77 (PST) + \$77.75 (25% surcharge) = \$410.52
Oversized Casket (standard)	\$579.48
Oversized Casket (double sized)	\$739.20
Plywood Cremation Containers	\$95.00 (cost) + \$6.65 (PST) + \$95.00 (100% surcharge) = \$196.65
Cemetery liners, wood	\$180.00 + \$12.60 (PST) + \$36.00 (20% surcharge) = \$228.60
Cemetery liners, concrete	\$595.00 + \$41.65 (PST) + \$119 (20% surcharge) = \$755.65
Lowering Device Fee	\$150.00
Hermetically Sealed Liners	\$385.00 + \$26.95 (PST) = \$411.95
Cemetery Plot (based on fees est. by City of Winnipeg by-law)	\$920.00 to \$1160.00

* Funeral Services include: removal of body from place of death to Funeral Home; preparation and care of body; use of viewing rooms prior to funeral service and use of chapel; funeral coach for transporting of remains; one vehicle for transportation of clergy, family or pallbearers.

Work Opportunity Program

This section explains the Work Opportunity Program (WOP). It covers program policy and procedures, project approval processes and project management and accountability requirements.

Program Objectives and Policy

WOP projects are planned, developed and operated by First Nation councils. Indian and Northern Affairs Canada (INAC) requires statistical and progress reports to:

- demonstrate the value of the project
- ensure accountability
- justify project continuation
- identify areas of achievement
- identify areas for improvement

Program Objectives

WOP is intended to enhance the independence and employability of persons in receipt of income assistance. This objective is achieved through the use of income assistance funds, together with funds from other sources, to create time-limited work experiences and to develop employment skills for recipients residing on reserve who would otherwise be unemployed.

A second objective is to provide needed community services or develop community facilities.

WOP is not intended to subsidize long-term employment or post-secondary training.

Program Policy

Eligible Projects – Income assistance funds may be used to subsidize a portion of the approved wage component of a WOP project provided the project:

- is initiated, planned and operated by a First Nation council, or by a committee or group endorsed and empowered by council
- employs adult income assistance recipients
- provides opportunities for as many eligible persons as reasonably and practically possible to participate
- is clearly defined with identified time frames for beginning and ending,

and does not exceed one year

- provides community improvements, facilities or services

Off-Reserve Projects – In addition to the project eligibility criteria listed above, WOP projects that operate off reserve require an agreement between the WOP project manager and the employer approved by Chief and Council in advance.

Project Funding – First Nations are expected to apply for and use sources of funds in addition to income assistance to meet various project expenses. The First Nation is responsible for securing all other funds required to operate a project.

Project Duration – Projects may be approved for up to 12 months. First Nations may apply for extensions (see Project Application Procedures on page 4).

Eligible Participants – To qualify for transfer of income assistance funds, an income assistance recipient must have resided on reserve and received assistance for the previous month. A person who is eligible for Employment Insurance (EI) does not qualify. In all cases, participation by income assistance recipients is limited to 12 months at a time.

Continuing Eligibility – Eligible participants may remain in a WOP project providing they continue to be eligible for income assistance. In the event a participant or family member has additional earned income for a month or two, the participant may continue in a project providing the average income over a three month period does not make the person ineligible for income assistance (see Exit Point in Section, 3.9, Earned Income).

Residence of Participants – WOP is not intended for persons who live off reserve or who return to the community with the express purpose of enrollment in the program.

Project Participation – Eligible income assistance recipients may participate in a WOP project for up to 12 months. Participants have a continuing responsibility to accept employment outside the project (see Section 3.5, Employment Expectations).

Participant Progress Reviews – Participant job skills should be assessed every six months.

Legal Requirements – Projects must pay at least the applicable provincial minimum wage to participants, and meet other requirements such as Workers Compensation.

Project Costs – Costs of projects are defined to include wages paid to participants, salaries and related expenses of persons such as project managers, and costs of equipment rental and supplies necessary for

completion of the project.

Transfer of Income Assistance Funds – The amount of income assistance funds transferred to a WOP project on behalf of a recipient in any one month must be the lesser of the amount of wages received, or the amount of their regular income assistance (see Financial Management at the end of this section).

Scope of Projects – Creative use of WOP is encouraged. However, projects must fall within the general intent of the program (that is, community improvements, facilities or services).

Monthly Reports – Administering authorities must report the amount of monthly income assistance transfer on the Income Assistance Monthly Report (IAMR) and the Detailed Summary Report for WOP/ASARET. In addition, project information must be provided on the IAMR-01, Record of WOP/ASARET projects.

Financial Accountability – First Nations must permit an audit of expenditures in accordance with WOP and Income Assistance Program requirements, and to provide documentation as required by an audit.

Excluded Positions – WOP may be used to enhance community programs, but not to replace First Nation positions funded by other federal programs including elected officials and regular staff positions. WOP funds cannot be used to pay down debts or subsidize other programs. WOP funds can be used to supplement the work done by regular First Nation staff.

Progress Reports – Monitoring of projects and progress reports are the responsibility of a committee consisting of the administering authority, another appropriate First Nation employee, and the INAC funding service officer assigned to the First Nation.

Types of Projects

The project examples listed below are suggestions only, and are not intended to limit the number of possibilities. However, projects not listed in this section must fall within the general objective of the program.

Environmental Improvement Projects

Projects of this type should generally be part of an overall plan that may span more than one year. No single project within the plan can be approved for more than one year at a time. Examples are:

- reserve clean-up, landscaping, beautification, fencing
- garden and horticultural development
- clearing for and development of recreational areas
- cleaning and maintenance of survey boundaries

- pollution control and silviculture

Social Service Projects

Projects of this type may require professional consultation and advice in both planning and implementation. Examples are:

- family support services such as homemaker, childcare, guidance, and parenting support
- day centres for children such as summer and holiday day camps
- after school programs to foster socialization, cultural enrichment, help with homework, creative play, arts and crafts etc.
- activities for elders, home visits etc.

Economic Development and Band Enterprise Projects

Projects of this type will be approved if they will improve the economic prospects of the First Nation such as a community-wide cordwood initiative. The income assistance transfer component may be used provided the following apply:

- other funding is not available for wage subsidy for eligible participants
- the enterprise is not operated for the private gain of individuals
- the enterprise is run by and for the benefit of the First Nation

Community Facility Projects

Projects may include the development, renovation or maintenance of a facility. Caution should be exercised in assessing the capital costs of these types of projects, and capital cost funding from whatever source must be absolutely confirmed.

When capital funds are from INAC, this must be noted on the WOP application. Such a notation assures the program that provincial standards have been met for health, fire and safety. When capital funds are from another source, there must be confirmation from that source that the facility will meet provincial health, fire and safety standards if applicable.

Project Approval Process

All projects require the approval of the administering authority prior to implementation. Administering authorities may approve a project up to a maximum of 12 months. INAC's role is minimal provided all criteria are met. An application process for a WOP project involves the following steps:

1. A First Nation council, sponsoring committee, or community group submit a written application for a WOP project to the administering authority for

approval.

2. The income assistance administrator reviews the application (proposal) to ensure that the project:
 - is initiated by the council, committee or group
 - will be operated by the council, committee or group
 - hires eligible participants (income assistance recipients)
 - will enhance the independence and employability of each participant by providing a suitable work experience
 - satisfies the criteria for eligible WOP projects (see above)
 - states a clearly defined time frame that does not exceed one year
 - has reasonable and realistic cost estimates
 - has secured all necessary sources of funds
 - has appropriate monitoring and review mechanisms in place
3. The IA administrator submits the WOP application form to Chief and Council for approval.
4. The IA administrator notifies appropriate field staff of the administering authority and the designated person at INAC of any delays in project implementation or of cancellation of a project.

Project Management

WOP project managers are responsible for managing the project. Income assistance administrators are responsible for case management and financial management of income assistance funds.

Case Management

Administering authorities must ensure that only eligible income assistance recipients are referred to WOP projects.

For each recipient who participates in a WOP project, an income assistance administrator must:

- maintain an open income assistance file containing all required eligibility and benefits documents as outlined in Section 2.4, Administering Authority Records.
- record and update a case plan that includes information on:
 - length of time on assistance
 - goal of the recipient's involvement in the WOP
 - plan to monitor and assess a participant's progress
 - projected length of time participant will be in the project
 - progress reports

A recipient involved in a WOP project is expected to fulfill all requirements of the income assistance program including the reporting of any changes in circumstances affecting eligibility, using the monthly declaration of income (SD03).

Recipients are not eligible for work incentive allowances or earning exemptions outlined in Section 3.9, Earned Income.

Employment expectations and discretion relating to extenuating circumstances set out in Section 3.5, Employment Expectations, apply to WOP participants who leave the project without reasonable cause.

Enrolling Income Assistance Recipients

Income assistance administrators are responsible for enrolling income assistance recipients or their spouses or partners in a WOP project. Enrollment involves the following steps:

1. Identify and screen potential income assistance recipients for employment in the WOP project.
2. Prepare a monthly budget and decision form (SD04) for each recipient approved for participation in the project. The SD01 and SD04 are required at the beginning of a new fiscal year and when an applicant's circumstances change. State the name of the WOP project on the SD04, indicate the period of employment, and obtain the recipient's signature.
3. Ensure that the monthly benefit amount of each recipient approved for the project is identified and adjusted if required.
4. Ensure that individual amounts identified for conversion do not exceed the total monthly wage an individual will receive (see Financial Management above).

Explain the conversion (transfer) process to recipients so they clearly understand they are not eligible for additional support from the administering authority, a municipality or provincial office.

Financial Management

Financial management involves transferring (converting) income assistance funds to the WOP project and keeping appropriate financial records.

Transfer of Income Assistance Funds

Income assistance funds may be transferred monthly in the amount of one month's allowance only. This is typically the amount for basic assistance, but may include certain shelter costs as well. When recipients and spouses or partners both participate in a project, the total amount transferred may not

exceed the maximum family benefit amount.

Income assistance administrators must explain the conversion (transfer) process so that participants clearly understand that when funds are converted for any month, they are not eligible for additional income assistance from the administering authority, another First Nation, a municipality or a provincial office.

As in all other cases, if a spouse or partner of an income assistance WOP participant earns income, the income must be reported on the monthly declaration of income (SD03), and considered in determining eligibility of the family unit.

The amount of income assistance funds transferred to a WOP project on behalf of a recipient in any one month must be the lesser of the amount of wages received, or the amount of their regular income assistance. If wages from the project are less than monthly income assistance, the participant should be provided with a supplement up to the person's level of benefit amount. When the entitlement is less than the person's wages, the difference is funded from a source other than income assistance.

The transfer of income assistance funds involves the following steps:

1. Prepare a monthly detailed WOP summary report (Detailed Summary Report for WOP/ASARET).
 - List income assistance recipient employees by status number, if applicable, in numerical order starting with the lowest number. If the person is not status, their SIN number should be included.
 - Check that the names correspond with the pay list or appear on detailed budget and decision records for income assistance.
 - Check that the names correspond to the original submission; if not, explain in the comments section
 - Calculate the total amount of income assistance funds to be transferred
 - If necessary, make adjustments on the monthly budget and decision form (SD04) to match the amount on line 401 of the Detailed Summary Report for WOP/ASARET.
2. If the WOP transfer is less than a person's monthly benefit rate and a supplement is issued from income assistance funds, enter the WOP amount and the supplement amount in separate columns on the Detailed Summary Report for WOP/ASARET.
3. Complete the Income Assistance Monthly Report (IAMC) and the IAMC-01.

4. Forward the package to INAC regional office together with the Detailed Summary Report for WOP/ASARET and the Income Assistance Monthly Report (IAMR).

Note: There are two options for submitting WOP documents to INAC. The first is to include WOP information as part of the regular monthly report with the WOP total on the IAMR. The second is to submit a separate, supplementary report with WOP information only on the IAMR.

Financial Records

Income assistance administrators are expected to maintain appropriate financial records of income assistance transfers to a WOP project.

Project managers must maintain a complete payroll showing the monthly wage paid, and the amount of income assistance transfer applicable to each participating income assistance recipient.

A WOP pay list may form part of the regular income assistance journal, but must be separate from regular income assistance recipients. Names of WOP income assistance participants appear only on the WOP pay list. The claim submitted to INAC for a WOP participant includes family members.

WOP projects are subject to income assistance compliance reviews. They are also to be included in annual audits by INAC of income assistance transfers.

Aboriginal Social Assistance Recipient Employment Training

This section explains the Aboriginal Social Assistance Recipient Employment Training (ASARET) initiative and its relationship to the Work Opportunity Program (WOP).

Program Objectives and Policy

The ASARET initiative is a memorandum of agreement between Indian and Northern Affairs Canada (INAC) and Human Resources and Skills Development Canada (HRSDC), for using existing authorities, services and programs to direct income assistance funds toward active measures such as employment and skill training.

Program Objectives

The ASARET initiative gives income assistance recipients residing on reserve increased access to a range of HRSDC Aboriginal Human Resource Development Agreement (AHRDA) training programs. It is not intended for post-secondary training.

The resulting offset to employment training costs is intended to allow for greater numbers of recipients to participate in AHRDA sponsored programs and interventions.

The overall intent is to assist recipients in moving from income assistance dependence to labour force participation and to give them the same access to employability training as other Canadians under similar circumstances.

The ASARET program is not intended to replace or limit existing work opportunity programs. First Nations are encouraged to continue using WOP as well as ASARET.

Program Policy

Similar to the Work Opportunity Program (WOP), the income assistance transfer mechanism allows AHRDA funding to be supplemented by basic assistance and shelter allowance funds of eligible income assistance recipients.

ASARET proposals must identify other funds and must include HRSDC funds. They must also define what will be paid to participants and what they will cover (for example, basic needs, shelter, babysitting, transportation and books).

The ASARET program does not limit the transfer of income assistance funds based on either participant numbers or the length or location of the training program.

The transfer of income assistance funds is limited to basic assistance and shelter allowance benefits of recipients who reside on reserve and who were receiving assistance prior to their participation in the training program. Funds may not be transferred until a recipient's participation in a project begins.

ASARET is not intended for persons who live off reserve or who return to the community with the express purpose of enrollment in the program.

As with WOP, income assistance funds transferred in any one month to an ASARET project cannot exceed project training allowances received in that same month. If the training allowance is less than monthly income assistance, the participant should be provided with a supplement up to the person's level of benefit amount. If the benefit rate is less than the person's training allowance, the difference is funded from a source other than income assistance.

Client and Program Eligibility

Eligibility for ASARET consists of two components: eligible clients and participation in eligible programs.

Client Eligibility

Only income assistance recipients residing on reserve are eligible for participation in an ASARET project.

Insured participants are not eligible for participation in an ASARET project. An insured participant is an unemployed person for whom:

- a benefit period is established under the *Employment Insurance Act* (EI Act)
- a benefit period under the EI Act has ended within the previous 36 months
- a benefit period under the EI Act has been established in the previous 60 months, and the person received a special benefit during the benefit period, and subsequently withdrew from the active participation in the labour force to care for one or more new-born or adopted children, and is seeking to re-enter the labour force. [Check as to accuracy]

Income assistance recipients who meet the definition of insured participants are eligible for training support through Employment Insurance (EI), and should be referred to HRSDC for funding directly through AHRDA.

Program Eligibility

Program eligibility refers to an AHRDA funded employment or training program, or intervention appropriate to the needs of an income assistance recipient residing on reserve.

Project Application Procedures

Administering authorities use the same processes and documentation required for WOP projects outlined in Section 5.1, Work Opportunity Program, for the transfer of income assistance funds to ASARET projects. These include:

- advanced review of project applications by the First Nation and designated person at INAC.
- completion and submission of all monthly forms and documents used in WOP for claims submitted to INAC

In addition, income assistance administrators must submit:

- a copy of the contract between the First Nation delivery agency and HRSDC
- copies of participant training plans are also required if the project is more than 12 months.

Enrolling Income Assistance Recipients

Enrollment in an ASARET project is similar to that used for WOP projects. It involves the following steps:

1. Determine and verify a recipient's status as a non-insured participant and therefore eligible. Place this documentation on the person's file.
2. Verify a recipient's acceptance into the program or intervention and start date, and place this documentation on the person's file.
3. Prepare a monthly budget and decision form (SD04) for each recipient approved for participation in the project. The SD01 and SD04 are required at the beginning of a new fiscal year and when an applicant's circumstances change. State the name of the ASARET project on the SD04, indicate the period of employment, and obtain the recipient's signature.
4. Explain the conversion (transfer) process (see next page) to recipients so they clearly understand they are not eligible for additional support from the administering authority, a municipality or provincial office.

Transfer of Income Assistance Funds

The transfer of income assistance funds involves the following steps:

1. Prepare a monthly detailed ASARET summary report using the WOP report form (Detailed Summary Report for WOP/ASARET).
 - List income assistance recipient employees by status number, if applicable in numerical order starting with the lowest number. If the person is non-status, their SIN should be included.
 - Check that the names correspond with the pay list or appear on detailed budget and decision records for income assistance.
 - Check that the names correspond to the original submission; if not, explain in the comments section.
 - Calculate the total amount of income assistance funds to be transferred.
 - If necessary, make adjustments on the monthly budget and decision form (SD04) to match the amount on line 401 of the Detailed Summary Report for WOP/ASARET.
2. If the ASARET transfer is less than eligibility and a supplement is issued from income assistance funds, enter the ASARET amount and the supplement amount in separate columns on the Detailed Summary Report for WOP/ASARET.
3. Complete the Income Assistance Monthly Report (IAMR) and the IAMR-01.
4. Forward the package to INAC regional office together with:
 - copies of recipient budget and decision forms (SD04) in numerical order and clearly identified as a ASARET project with the name of the project
 - the Detailed Summary Report for WOP/ASARET and IAMR and IAMR-01 reports

Note: There are two options for submitting ASARET documents to INAC. The first is to include ASARET information as part of the regular monthly report with the ASARET total on the IAMR. The second is to submit a separate, supplementary report with ASARET information only on the IAMR. ASARET information is recorded in the space for WOP on the IAMR.

Assisted Living

This section pertains to the purchase of non-medical in-home care services for eligible persons residing in their own homes and the payment of residential fees for eligible persons residing in a personal care home.

In-home and personal care services are part of the Assisted Living Program funded through Indian and Northern Affairs Canada (INAC). First Nations may administer these services through their income assistance administering authorities.

Manitoba Region of INAC is currently developing a procedures manual for the Assisted Living Program. Once complete, Section 6.1 will be removed from this guide and included in the Assisted Living Program manual.

Assisted Living Program

The Assisted Living (formerly Adult Care) Program for First Nations provides social support services to eligible persons residing on reserve through various kinds of funding arrangements by Indian and Northern Affairs Canada (INAC). Eligibility depends on the need for assistance with activities of daily living.

The Assisted Living Program, along with Health Canada's First Nations and Inuit Home and Community Care Program, forms the basis of continuing care services offered on reserves. It is part of the federal government's general policy to provide comparable and equitable services that are on par with the provinces and territories. Table 1-6.1 provides a comparison between the Home and Community Care Program and the Assisted Living Program.

Table 1-6.1: Continuing Care Services

Home and Continuing Care Program (HCC)	Assisted Living Program (INAC)
Home support – provides medical personal care (for example, wound bandaging).	In-home care – provides non-medical personal care (for example, washing hair, preparing meals and housekeeping).
Nursing – provides nursing care (for example, administering medications and changing IV's).	Foster care – provides supervision and care in a family setting.
Community support – includes a process evaluating how the program is functioning.	Institutional care – provides services in Type I and Type II institutions.

Health Canada created the HCC Program in 1999 to provide core elements of a home care program, building on INAC's in-home support services, to the elderly, people with disabilities, the chronically ill, and persons requiring

short-term acute care replacement services.

The Assisted Living Program provides social support services of a non-medical nature to individuals with chronic illness or disabilities and children with special needs who are ordinarily resident on reserve. The objective of the program is to enable such individuals to maintain functional independence in their daily activities, allowing them to remain at home and in their communities whenever possible. These services must be reasonably comparable and equitable to programs offered under provincial and territorial legislation, regulations and policies for similar purposes.

First Nations may choose to manage the HCC and Assisted Living Program together but must report on them separately to Health Canada and INAC.

In-Home Care Services

Administering authorities may purchase non-medical services for persons living in their own homes who do not have the financial resources to pay for them.

Eligible Persons

To be eligible for in-home care services, a person must:

- ordinarily reside on reserve (see Glossary of Terms and Section 3.2, Residency and Citizenship)
- demonstrate a requirement for one or more in-home care services listed on the next page (see Authorizing In-Home Care Services on the next page)
- not have the resources to obtain such services themselves nor access to other federal or provincial programs confirmed by a determination of the person's age, family composition and financial resources available to the family unit

The requirement for in-home care services can be met with a report similar to the medical assessment process used for the Income Assistance Program (see Medical Assessments in Section 2.3, Granting Assistance). The report can be prepared by a health care professional, registered social worker or occupational therapist.

Determining Eligibility for Services

Income assistance administrators must determine and document the following:

- the disability and limitations on physical and mental functioning of the

client (see Medical Assessments in Section 2.3, Granting Assistance)

- the cooperation and participation of the person and his or her family
- if a member of the family living in the home can provide the required services

A person is not eligible for in-home care if the required services are available from a family member living in the home. Accordingly, in-home care providers cannot be paid to care for family members with whom they reside.

Administrators should obtain and file supporting documentation to determine eligibility for these services.

Authorizing In-Home Care Services

Income assistance administrators may authorize in-home care services based on the type of services needed and may include the following:

- meal preparation
- light housekeeping
- laundry and ironing
- mending
- carrying water and wood
- home management (light and heavy cleaning)
- assisting with minor home repairs (for example, fixing a door knob or attaching a railing along stairs)
- non-medical transportation

Most of the services listed above are typically provided by homemakers (see Training and Supporting Homemakers on the next page).

Administrators may develop systems to ensure that both the caregiver and the client understand what services are to be provided.

For legal reasons, administrators should not ask homemakers to dispense medication.

Documentation Requirements

Administering authorities are required to submit monthly reports of in-home care expenditures to INAC on the In-Home Care Report (see Appendix C.1, Mandatory Reporting Forms).

Homemaker Training and Support

Homemakers need proper training and administrative support. As employees, they should:

- receive training to adequately perform their duties
- receive remuneration commensurate with their responsibilities
- be eligible for the usual range of benefits provided by administering authorities

First Nations are encourage do develop appropriate training and administrative support for their homemaker programs.

Personal Care Home Residential Costs

This part contains policies and procedures for the use of income assistance funds to cover the cost of care in a personal care home licensed by Manitoba Health.

Personal care homes are facilities that provide *personal care* as defined in *The Health Services Insurance Act* (Manitoba). Personal care is defined as:

- basic nursing care under the supervision of a registered nurse,
- personal assistance in the activities of daily living, or
- supervision of activities of daily living.

Eligibility Requirements

The following is list of eligibility requirements necessary for Indian and Northern Affairs Canada (INAC) to reimburse personal care homes and, when applicable, income assistance administering authorities.

- The care facility must be licensed by the Province of Manitoba.
- All residents must be paneled in accordance with the admission criteria established by Manitoba Health.
- All residents must sign a direction to pay form (see sample forms in Appendix C.2, Mandatory Administration Forms). This gives INAC the authority to pay the personal care home directly. There are two forms: one is for the resident to sign and the other for the resident's trustee to sign when the resident is unable to take care of his or her personal business. The appropriate form must be filled out for each resident for whom an administering authority is requesting funding and the original returned to Manitoba Region along with all other requested documentation prior to any payment being made.
- INAC will only provide reimbursement for residents deemed to ordinarily reside on reserve at the time of paneling.
- INAC funds provincial care levels 1, 2 and 3 only (Type I or II care as defined in Health Canada's Federal Classification System for Institutional Care) For residents under 65 years of age who require a higher level of

care, INAC will reimburse the cost of the residential fee if the resident has no income. INAC requires a letter stating what income, if any, the resident receives. The amount paid by INAC will be the cost of the fee less the resident's income.

- Reimbursement is based on occupied beds only.
- The maximum level of reimbursement for persons over 65 years of age receiving level 1 to 3 care is the current provincial daily rate less the residential fee.
- INAC reimbursed the total cost (residential per diem and residential fee) for eligible residents less than 65 years of age less any income they receive. The residential fee for eligible persons over 65 years of age is to be paid by residents from their Old Age Security or Canada Pension Plan.
- The residential fee for residents under 65 years of age is to be collected from the resident. In cases where residents do not have the financial resources to pay the fee, they may qualify for income assistance. The resident must apply for assistance to the administering authority of the First Nation identified on the panel form. INAC will reimburse the administering authority for this expenditure provided the resident qualifies for income assistance. Information that a resident does not qualify for income assistance must be submitted to INAC in writing.

Documentation Requirements

INAC requires the following documents to process a claim for reimbursement by persona care home or, when applicable, income assistance administering authority:

- a copy of the signed and dated paneling document indicating the level of care required
- a signed direction to pay form
- an invoice with the following required information (see sample invoice in Appendix C.3, Discretionary Forms and Sample Letters):
 - invoice number
 - date
 - resident's full name
 - resident's status (treaty) number
 - resident's date of birth
 - place of residency at the time of paneling
 - month of billing
 - number of days billed
 - level of care required (as it changes frequently)
 - residential fee rate
 - residential per diem (full cost less the residential fee rate)

- INAC share of the per diem
- amount invoiced to INAC

Program Resource Documents

Appendix A contains program resource documents pertaining directly to the Income Assistance Program.

Document	Number
Allegations and Complaints Policy	A.1

Allegations and Complaints Policy

This document summarizes the Indian and Northern Affairs Canada (INAC) allegations and complaints policy and process. It also provides examples of criminal offences under the *Criminal Code* (Canada). Complainants can contact either the Royal Canadian Mounted Police (RCMP) or INAC.

You will find more information on this policy and process on the Indian and Northern Affairs (INAC) website at www.ainc-inac.gc.ca. Look up Allegations and Complaints in the A-Z Index.

Allegation and Complaint Process

Allegations and complaints are defined as follows:

Allegations – suggestions of criminal wrongdoing under the *Criminal Code* (Canada) raised in the context of perceived action or inaction on the part of officials of First Nations and Inuit government bodies and organizations.

Complaints – concerns of a non-criminal nature about perceived action or inaction on the part of officials of First Nation and Inuit government bodies and organizations.

Note: Allegations may also refer to a claim of wrongdoing by any person against an applicant or recipient. These types of allegations are not covered by the INAC allegations complaints policy and process described here, but should be referred to the police for investigation.

Background Information

INAC's allegation and complaints policy was developed in response to direction from the Auditor General and the Public Accounts Committee of the House of Commons.

INAC has an obligation to follow up on allegations and complaints regarding the administration of all programs and services funded through transfer payments to First Nation recipients under the national allegations and complaints process. This includes the Income Assistance Program administered for on-reserve residents by First Nations, tribal councils, co-managers and third party managers.

Management of Allegations and Complaints

INAC is committed to an effective and timely response to concerns raised about the programs that it funds and to protect the confidentiality of complainants subject to the *Access to Information Act* (Canada) and the *Privacy Act* (Canada). It regards this policy as an opportunity for INAC and

First Nations to work together in building strong, effective and accountable programs and services.

Both INAC headquarters and regional offices are responsible for following up on concerns brought to their attention. Once received, allegations and complaints are referred immediately to either the regional coordinator or to the National Allegations and Complaints Coordinator.

INAC has taken the following steps with respect to the management of allegations and complaints:

- A national Allegations and Complaints Coordinator and regional coordinators are in place to manage the flow of allegations and complaints.
- INAC has developed a database to track incoming allegations and complaints, their referrals and ultimate resolution.
- INAC has drafted a national policy on dealing with allegations and complaints.
- The annual departmental performance report includes reporting on activities relating to the allegations and complaints process.

The responsibility for following up on allegations and complaints generally rests with INAC regional officials. For the Manitoba Region, this rests with Regional Director, People and Trust Responsibilities. Complainants can contact the regional coordinator at (204) 984-6601 or by email at Mballegations@inac-ainc.gc.ca.

Complainants can also contact the national coordinator as follow:

National Allegations and Complaints Coordinator
Indian and Northern Affairs Canada
Room 1210, 10 Wellington Street, Gatineau, QC
Postal Address: Ottawa, ON K1A 0H4
Email: CNAP-NACC@ainc-inac.gc.ca
Fax: (819) 934-6103

Processing Allegations and Complaints

A complaint or allegation can be received from any source – a First Nation member, a First Nation or tribal council employee, an elected official, the media or the general public.

Complainants can contact INAC in writing, by phone or in person. They can remain anonymous, but may be asked to provide their name in support of proceeding with a criminal investigation.

Allegations and complaints received by the Manitoba Region are immediately referred to either the regional or national coordinator who collects the relevant information and opens a file. The information may be recorded on the Record of Allegations and Complaints form or any other format and this information becomes a record under the department's control and subject to the *Access to Information Act* and the *Privacy Act*.

Complaint: If a complaint is handled at the regional level, the regional coordinator forwards the information to the appropriate program director or office of primary interest (OPI). For the Income Assistance Program, the information is given to the Director of Funding Services. If the concern relates to a decision to deny, reduce or terminate income assistance benefits, the Director of Funding Services will suggest that the individual seek redress using the First Nation redress mechanism (see Section 2.6, Redress Mechanisms).

Allegation: When INAC is made aware of an allegation, of possible criminal wrongdoing, the regional coordinator refers the matter to the appropriate police force. If a complainant is both lodging a complaint and alleging criminal wrongdoing, the regional coordinator also refers the matter to the OPI. As noted above, for the Income Assistance Program, the OPI is the Director of Funding Services.

INAC has signed a Memorandum of Understanding with the Royal Canadian Mounted Police (RCMP) outlining the protocol to be followed in relation to investigations of allegations.

Privacy Considerations

Each case is different. It requires careful review and appropriate action. Privacy compliance is of the utmost importance in accordance with the department's obligations under the *Privacy Act*. A person intending to make an allegation or complaint is immediately advised that:

1. The information provided becomes a departmental record, which is subject to the provisions of the *Access to Information Act* and the *Privacy Act*.
2. While every effort is made to protect the personal information, in the event that a concern leads to a police investigation, the individual may be asked to provide his or her name in support of proceeding with criminal charges.
3. A person who has evidence of criminal wrongdoing is encouraged to take that information directly to the appropriate police force. If the person still wishes to provide the information to INAC, the regional coordinator refers it to or consults with the appropriate police force.
4. When the concern is a complaint (see definition on the previous page), INAC will review the situation thoroughly, taking all available measures to

protect the privacy of the person raising the complaint. If the complaint was not made anonymously, INAC will provide a written response to the individual(s) making the complaint.

Criminal Investigations

INAC does not have the mandate to conduct criminal investigations. The determination and conduct of such investigations is made by the police authority with jurisdiction to gather evidence and decide if an offence has been committed under the *Criminal Code* (Canada) or any other provincial or federal legislation.

Potential Criminal Offences

The following six types of offences generally fall within the categories of wrongdoing that could be brought to INAC's attention. They are:

- corruption
- theft
- breach of trust
- forgery
- uttering
- fraud

Corruption

This offence involves a person holding office who accepts or obtains or agrees to accept or obtain a bribe or some other benefit to which he or she is not legally entitled. This could apply to elected officials or employees of administering authorities.

For example, in return for money or some other consideration, an official uses his or her position to influence the receipt of benefits paid to another individual who would not otherwise have been entitled to those benefits. Other considerations could include a favour, a promise to vote for or support, supply or pay for goods on behalf of that official.

Theft

This offence pertains to a person dishonestly and without legal right taking or otherwise disposing of anything owned by another person or entity. Most criminal offences dealing with administration of income assistance would involve fraud. If theft were to occur, it would most likely relate to the theft of a cheque issued to a legitimate client.

Breach of Trust

This offence applies to a person who is a trustee of anything for the use and

benefit of another person, the public or a charitable purpose and, with intent to defraud and in contravention of the trust, converts that thing or any part of it to a use that is not authorized by the trust.

Trust conditions are usually in place as a result of legislation designating a position of trust in relation to the duties of certain persons who handle funds on behalf of clients and where there are specific guidelines in relation to those funds. For example, a lawyer responsible for the safekeeping or administration of funds or other assets misappropriates those funds or negligently allows the funds to be misappropriated.

Forgery

This offence involves a person making a false document, knowing that it is false, with the intent that it should be used or acted on as genuine and that a person should be induced, by the belief that it is genuine, to do or refrain from doing anything.

Examples with respect to the Income Assistance Program include altering a cheque to reflect a different amount, signing another person's signature on an application form, endorsing a stolen cheque.

Uttering

This offence pertains to a person, knowing that a document is forged, uses, deals with or acts on it, or causes or attempts to cause any person to use, deal with or act on it as if the document was genuine. It involves knowing any document is false and using it as genuine.

It relates directly to the above forgery offence where a person would submit a false document to the department to have INAC take action based on its belief that the document is genuine,

Fraud

This offence applies when a person knowingly makes false, dishonest representations that deprive the public or any person of property, money or valuable security.

This offence category will cover the majority of allegations. It may encompass elements of all the offences noted above and may be used as a catch-all charge. An example of fraud is where a person deliberately under-reports or fails to report financial resources when applying for income assistance.

The manner in which information was collected and relied upon during the application process will dictate whether sufficient grounds exist to proceed with a criminal charge. The Crown must prove that an income assistance administrator relied on the information provided and would not have proceeded with an application had he or she known the truth.

Human Resource Materials

Use of the sample human resource forms listed below is not mandatory for the administration of the Income Assistance Program. The forms are provided as samples only. These forms were developed in conjunction with the Social Development Advisors Technical Group. Chief and Council are encouraged to establish human resource policies for the administration of the Income Assistance Program and, subject to the approval of Council, administering authorities may use them in their present form, adapt them to their specific needs, or develop their own forms using these samples as guidelines.

Documents	Number
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Sample Job Descriptions

Income Assistance Administrator	B.1
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Assistant Income Assistance Administrator	B.2
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Income Assistance Clerk	B.3
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Sample Human Resource Forms

Oath of Office	B.4
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Performance Evaluation	B.5
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Sample Salary Scales

First Nation Administering Authority Staff	B.6
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Sample Job Description – Administrator

Identifying Information

Working Title	Income Assistance Administrator
Incumbent's Name	
Supervisor's Name/Title	
First Nation	

Position Summary

Under the direction and supervision of Chief and Council or a designate, and in accordance with standards, philosophy and goals established by Chief and Council, the incumbent is responsible for:

- Administering the income assistance program in accordance with established policies and procedures and for the benefit of eligible individuals and families who reside on the reserve of a First Nation.
- Administering other programs and services assigned by Chief and Council in accordance with funding arrangements between Indian and Northern Affairs Canada and a First Nation.

Duties and Responsibilities

Specifically, the duties and responsibilities of the administrator are as follows:

Direct Service

- Interview individuals or families inquiring about income assistance or a related services either at the office or, when necessary, at their home, to obtain information relevant to eligibility for income assistance or a related service.
- Carry out a preliminary assessment of the financial and related needs of applicants and provide them with advice, information and counselling as indicated.

- Provide the required forms to proceed with an application when there appears to be eligibility for income assistance or a related service, and assist applicants as required in completing them.
- Determine eligibility for income assistance or a related service through verifying the information provided and obtaining supporting documentation as required from the applicant or other sources.
- Provide emergency assistance for persons requiring immediate financial assistance pending determination of eligibility as noted above.
- Complete monthly budget and decision sheets and other documents as required to determine the amount of assistance to be granted to applicants or recipients, make changes to their monthly budget, or pay for services on their behalf.
- Identify other benefits or services that may be available to the individual or family (for example, Employment Insurance, Old Age Security), and provide information and assistance as indicated.
- Advise applicants and recipients in writing when they are not or no longer eligible for income assistance or a related service and of Council's redress mechanism, meeting with them in person if necessary to explain the decision and the redress process.
- Identify applicants and recipients who may be in need of assistance with respect to personal or social problems. If they want help, refer them to the appropriate service. If there are protection issues, report them to the appropriate authorities.
- Assist applicants and recipients in identifying training and employment needs and goals and in accessing programs available at the federal, provincial or local level.

Administration

- Open and maintain client records on income assistance applicants and recipients to record information and store forms and documents related to determining eligibility and granting assistance.
- Prepare monthly financial and statistical reports for review and approval by Chief and Council and/or tribal council social development advisors, attending meetings when requested or required to explain the reports.
- Maintain administrative files to store financial records relating to expenditures, reconciliations and reimbursements, and statistical records to substantiate monthly reports submitted to Indian and Northern Affairs.
- Administer income assistance funds on behalf of applicants and recipients when necessary to ensure that family members receive the income support they require to meet their basic necessities.

- Administer third-party accounts at the request of other government agencies (for example, Old Age Security and Guaranteed Income Supplement).
- Provide other administrative services as required (for example, assisting a First Nation with arranging for the burial of deceased indigent residents).

Project Management

- Meet with council members, sponsoring committees and community groups to assist them in preparing written applications for Work Opportunity (WOP) and Aboriginal Social Assistance Recipient Employment and Training (ASARET) projects.
- Review project submissions and ensure they will meet funding requirements and, once approved by Chief and Council, and submit them for funding approval by the appropriate government department(s).
- Refer eligible income assistance recipients and their dependents to project managers for enrollment and arrange for the transfer or conversion of income assistance funds to the project, ensuring that individual amounts do not exceed the living allowance or wage a recipient will receive.
- Prepare and submit monthly financial and statistical reports to Indian and Northern Affairs Canada for the duration of the project.

Other Duties

- Provide advice and support to community members in their efforts to address personal and social problems.
- Attend meetings with other service providers or community members to co-ordinate the delivery of services or assist community groups.
- Assist other agencies as required in providing services to community members (for example, mental health, child protection and child placement, crisis intervention, or alcohol and drug rehabilitation).
- Act as a liaison for Chief and Council with tribal council advisors and Indian and Northern Affairs staff as required to effectively administer the income assistance program and other assigned programs and services.
- Pursue professional development by attending training workshops, courses and conferences that are relevant to job responsibilities. Permission to attend such programs must be obtained from Chief and Council who, upon approval, will normally fund costs for travel, meals and accommodation.
- Assume clerical duties when an income assistance clerk is not on staff or is not available.

Supervisory Responsibilities

The incumbent has overall responsibility for managing assistant administrators, clerks and casual or contract staff (for example, homemakers, woodcutters) working for administering authorities in the income assistance program. With respect to casual and contract staff, the incumbent may delegate supervisory responsibilities to an assistant administrator. Specific duties are as follows:

- Provide direction and supervision to all income support staff, including casual or contract staff.
- Conduct performance reviews of income assistance staff, including casual and contract staff, as required by human resource policies of the administering authority or, in the absence of such policies, according to sound human resource practices.
- Identify training and development needs of income support staff, including casual and contract staff, provide educational supervision, and facilitate access to training.

Supervision Received

When the administering authority is a First Nation, the incumbent reports to and receives supervision from Chief and Council or a designate.

When the administering authority is a tribal council, the incumbent reports to a social development advisor, the chief executive officer, the board of the tribal council, or a combination of above.

Scope of Independent Action

The incumbent has the authority to carry out the following independent actions:

- Determine eligibility for income assistance and the amount of assistance to be issued to an applicant based on income assistance policy and procedures.
- Discipline income assistance staff for unacceptable performance or actions and recommend suspensions and terminations.

Education and Qualifications

The incumbent must have the following education and qualifications:

- A degree in social work or equivalent training and experience recognized by the administering authority.
- A working knowledge of local traditions, culture and language, and a full understanding of a community's social structure. The administrator should not require an interpreter.
- Knowledge of federal, provincial and local social assistance and social service programs.
- Experience in interviewing, ability to communicate well with persons, and counselling skills.
- Initiative and judgement in dealing with income assistant applicants, and a willingness to look for long-term solutions that will lead to financial independence for recipients.
- Good communication and interpersonal skills and an ability to work well with Chief and Council, other First Nation staff, tribal council social development advisors, community members, Indian and Northern Affairs staff and others.
- An ability to effectively manage and supervise staff, when applicable

Other Comments

The incumbent must have a detailed knowledge of the income assistance program and related services. He or she must have the ability to effectively and efficiently administer the program in a way that will both meet client need and maintain sound fiscal management for the administering authority.

The incumbent must also have proven skills as a manager and team leader with the ability to promote a positive work environment through open communication. Decisiveness and ability to delegate authority appropriately are essential.

The incumbent must maintain good working relationships with Chief and Council, other First Nation staff and managers, Indian and Northern Affairs Canada.

Sample Job Description – Assistant Administrator

Identifying Information

Working Title	Assistant Income Assistance Administrator
Incumbent's Name	
Supervisor's Name/Title	
First Nation	

Position Summary

Under the direction and supervision of an income assistance administrator, the income incumbent is responsible for:

- Administering the income assistance program in accordance with established policies and procedures and for the benefit of eligible individuals and families who reside on the reserve of a First Nation.
- Administering other programs and services assigned by the Administrator in accordance with funding arrangements between Indian and Northern Affairs Canada and a First Nation.

Duties and Responsibilities

Specifically, the duties and responsibilities of the incumbent are as follows:

Direct Service

- Interview individuals or families inquiring about income assistance or a related services either at the office or, when necessary, at their home, to obtain information relevant to eligibility for income assistance or a related service.
- Carry out a preliminary assessment of the financial and related needs of applicants and provide them with advice, information and counselling as indicated.

- Provide the required forms to proceed with an application when there appears to be eligibility for income assistance or a related service, and assist applicants as required in completing them.
- Determine eligibility for income assistance or a related service through verifying the information provided and obtaining supporting documentation as required from the applicant or other sources.
- Provide emergency assistance for persons requiring immediate financial assistance pending determination of eligibility as noted above.
- Assist in the completion of monthly budget and decision sheets and other documents as required to determine the amount of assistance to be granted to applicants or recipients, make changes to their monthly budget, or pay for services on their behalf.
- Identify other benefits or services that may be available to the individual or family (for example, Employment Insurance, Old Age Security), and provide information and assistance as indicated.
- Advise applicants and recipients in writing when they are not or no longer eligible for income assistance or a related service and of Council's redress mechanism, meeting with them in person if necessary to explain the decision and the redress process.
- Identify applicants and recipients who may be in need of assistance with respect to personal or social problems. If they want help, refer them to the appropriate service. If there are protection issues, report them to the appropriate authorities.
- Assist applicants and recipients in identifying training and employment needs and goals and in accessing programs available at the federal, provincial or local level.

Administration

- Open and maintain client records on income assistance applicants and recipients to record information and store forms and documents related to determining eligibility and granting assistance.
- Assist in the preparation of monthly financial and statistical reports for review and approval by Chief and Council and/or tribal council social development advisors, attending meetings when requested or required to explain the reports.
- Maintain administrative files to store financial records relating to expenditures, reconciliations and reimbursements, and statistical records to substantiate monthly reports submitted to Indian and Northern Affairs.
- Administer income assistance funds on behalf of applicants and recipients when necessary to ensure that family members receive the income support they require to meet their basic necessities.

- Administer third-party accounts at the request of other government agencies (for example, Old Age Security and Guaranteed Income Supplement).
- Provide other administrative services as required (for example, assisting a First Nation with arranging for the burial of deceased indigent residents).

Project Management

- Assist the administrator in preparing written applications for Work Opportunity Program (WOP) and Aboriginal Social Assistance Recipient Employment and Training (ASARET) projects.
- Assist the administrator in reviewing project submissions to ensure they will meet funding requirements and submitting them for approval by Chief and Council and, when applicable, funding appropriate government department(s).
- Refer eligible income assistance recipients and their dependents to project managers for enrollment and arrange for the transfer or conversion of income assistance funds to the project, ensuring that individual amounts do not exceed the living allowance or wage a recipient will receive.
- Assist in the preparation and submission of monthly financial and statistical reports to Indian and Northern Affairs Canada for the duration of the project.

Other Duties

- Provide advice and support to community members in their efforts to address personal and social problems.
- Attend meetings with other service providers or community members to co-ordinate the delivery of services or assist community groups.
- Assist other agencies as required in providing services to community members (for example, mental health, child protection and child placement, crisis intervention, or alcohol and drug rehabilitation).
- Act on behalf of and in the absence of the administrator including as a liaison for Chief and Council with tribal council advisors and Indian and Northern Affairs staff as required to effectively administer the income assistance program and other assigned programs and services.
- Pursue professional development by attending training workshops, courses and conferences that are relevant to job responsibilities. Permission to attend such programs must be obtained from Chief and Council who, upon approval, will normally fund costs for travel, meals and accommodation.
- Assume clerical duties when an income assistance clerk is not on staff or is not available.

Supervisory Responsibilities

The incumbent has supervisory responsibility only when acting on behalf of and in the absence of the income assistant administrator or when given written authority to supervisor income assistant clerks.

Supervision Received

The incumbent reports to and receives supervision from an income assistance administrator.

Scope of Independent Action

Under the general direction and supervision of an income assistant administrator, the incumbent has the authority to determine eligibility for income assistance and the amount of assistance to be issued to an applicant based on income assistance policy and procedures.

Education and Qualifications

An incumbent must have the following education and qualifications:

- A degree in social work or equivalent training and experience recognized by the administering authority.
- A working knowledge of local traditions, culture and language, and a full understanding of a community's social structure. The assistant administrator should not require an interpreter.
- Knowledge of federal, provincial and local social assistance and social service programs.
- Experience in interviewing, ability to communicate well with persons, and counselling skills.
- Initiative and judgement in dealing with income assistant applicants, and a willingness to look for long-term solutions that will lead to financial independence for recipients.

Sample Job Description – Clerk

Identifying Information

Working Title

Income Assistance Clerk

Incumbent's Name

Supervisor's Name/Title

First Nation

Position Summary

Under the direction and supervision of income assistance administrator, the incumbent is responsible for providing administrative support to:

- the administrator and, if applicable, assistant administrator(s), in the administration of the income assistance program and related services; and
- other duties that may be assigned relating to other programs and services operated by the First Nation.

Duties and Responsibilities

Specifically, the duties and responsibilities of the incumbent shall include:

Reception and Screening

- Answer phones and act as a receptionist for the office, providing callers and visitors with general information regarding the income assistance program.
- Screen inquiries by callers and visitors to determine if the person is applying for income assistance, and if not, provide information about possible resources to meet the person's need, telephone numbers and the names of offices or persons to call.

- When appropriate, transfer callers or refer visitors to the administrator (or assistant administrator), or arrange for an appointment, depending on the urgency of the matter and the availability of the administrator.
- Log all inquiries by phone and in person, recording the name of the person if given, the nature of the inquiry, and the end result and/or referral to another resource.
- Promote positive public relations in all matters that may reflect on or affect the perception of the administering authority and the First Nation.

Clerical

- Provide clerical support, including word processing and filing for administering authority staff.
- Prepare correspondence for the signature of the administrator.
- Keep a record of and distribute all incoming and outgoing mail and on request, mail letters and other documents.
- Make and confirm appointments, notifying income assistance applicants or others of scheduled interviews or meetings to request their attendance.
- Photocopy documents as routinely required or at the request of the administrator.
- Stock, maintain and distribute all brochures and pamphlets related to the income assistance program and other services provided by the administering authority.
- Ensure that computers, photocopy machines and other office equipment are serviced and maintained properly.

File Maintenance and Security

- Respect the necessity for confidentiality in all matters affecting or involving applicants and recipients.
- Keep client records and files up to date, maintaining an accurate case file on each client, storing them in locked cabinets or offices.
- Maintain administrative (financial and statistical records) for the administrator, ensuring that all documents are filed promptly and files kept up to date, storing them in locked cabinets or offices when they contain client information.
- Prepare monthly statistical reports, including a monthly summary of terminations.

- Prepare income assistance cheques and record that picks up the cheques.
- Prepare financial and reconciliation statements in accordance with the requirements of the administering authority.
- Maintain Work Opportunity (WOP) and Aboriginal Social Assistance Recipient Employment and Training (ASARET) records and related employment project records.

Other Duties

- Become knowledgeable about the income assistance program and related services provided through the administering authority.
- Pursue professional development by attending training workshops, courses and conferences that are relevant to job responsibilities. Permission to attend such programs must be obtained from Chief and Council who, upon approval, will normally fund costs for travel, meals and accommodation.

Supervisory Responsibilities

Not applicable.

Supervision Received

The incumbent reports to and receives information from the income assistance administrator or, when acting on behalf of or in the absence of the administrator, an assistant income administrator.

Scope of Independent Action

The incumbent is expected to act independently (without direction or supervision) in relation to the following:

- Requests for confidential information from applicants and others not entitled to receive such information.
- Unanticipated or unusual expenditures for office supplies or equipment repairs that are purchase through available funds within the budget of the administering authority.

Education and Qualifications

The incumbent must have the following education and qualifications:

A certificate or diploma from a recognized business school or training centre or equivalent training and experience recognized by the administering authority.

- Experience with computers, word processing and spreadsheets and minimum typing skills of 40 to 60 words per minute.
- Demonstrated communication skills, both oral and written.
- A pleasant telephone manner and the ability to respond effectively and efficiently to callers or visitors.
- The ability to work cooperatively with others and contribute as a team member.
- A working knowledge of local traditions, culture and language, and a full understanding of a community's social structure. The clerk should not require an interpreter.

Other Comments

The incumbent is expected to act independently under the general direction of the administrator or, if applicable, an assistant administrator, and is responsible for completing work on schedule, proofreading and formatting all work and organization of workload.

The incumbent must be able to cope with daily work stressors such as meeting deadlines for tasks and reports.

Oath of Office

I, _____
(Print Name in full)

do solemnly and sincerely affirm that I will faithfully and honestly fulfill the duties which fall upon me as an employee of the income assistance

administering authority for _____
(Print Name of First Nation)

and that I will not ask or receive any sum of money, services, recompense, or matter or thing whatsoever, directly or indirectly, in return for what I have done or may do in the discharge of any of the duties of my office except my salary, wages, or other moneys to which I may be lawfully entitled.

I also do solemnly affirm that I will not, without due authority in that regard, disclose or make known any matter or thing which comes to my knowledge by reason of my employment with the above-named administering authority.

TAKEN, and subscribed before me

at _____

this _____ day of

_____ A.D. 20 _____

A Commissioner for Oaths

OR

A Notary Public

My Commission expires _____

Sample Staff Evaluation Form

Administering authorities are encouraged to evaluate the performance of their staff on a regular basis. The following is a sample staff evaluation form. It may be used to evaluate job performance and identify training needs. The form also invites comments and suggestions from employees (incumbents), which can be used as part of the continuing process to improve administering authority policies and procedures.

Information on an evaluation form is confidential and should only be shared with the office manager, executive director or personnel committee of the First Nation. It should be securely stored in the employee's personnel file.

Section 1 Administering Authority (Completed by Administering Authority)

Administering Authority:

Type of Evaluation: ☐ Annual ☐ End of Probationary Period

Section 2 Employee Information (Completed by Administering Authority)

Employee:

Position Title:

Date Hired:

Length of Employment:

Annual Salary:

Date of Last Salary Increase:

Last Increase Amount:

Date of Last Evaluation:

Section 3 Employee Attendance Data (Completed by Administering Authority)

Indicate the entitlement for each category and amount taken for current evaluation period.

Vacation Leave:

Taken:

Sick Leave:

Taken:

Overtime:

Taken:

Employee's Comments Regarding Section 3

Section 4 Duties and Responsibilities (Completed by Employee)

Do you have a job description?

Yes: ____ No: ____

If yes, please indicate below any changes you recommend to the description. If no, please list your current duties and responsibilities.

Please list any additional duties and responsibilities not in job description.

Do you believe your job description adequately reflects the duties and responsibilities you perform? If not, please provide suggestions for modification or reassignment required.

Section 5 Information Provided by Employee (Completed by Employee)*Orientation*

Please answer by circling on of the following:

- | | | |
|---|-----|----|
| 1. Did you receive an orientation to the program when you started? | Yes | No |
| 2. Were you provided with a current copy of the Personnel Policy? | Yes | No |
| 3. Were you provided with current copy of the organizational structure? | Yes | No |
| 4. Are there any areas of orientation of concern to you? | Yes | No |

If you answered "yes" to question 4, please provide your comments below

Training

Please list any courses, seminars or workshops you have taken and describe the length of the program and where it was provided. Also indicate when you attended, if you completed the entire course, and when you completed it or withdrew from it.

Please list any additional training that could be taken including your reasons why this training would help to improve your job performance?

Finance

Please answer by circling on of the following:

- | | | |
|---|-----|----|
| 1. Are you aware of the budget for your program? | Yes | No |
| 2. Are you provided with updates on the budget for your program? | Yes | No |
| 3. Were you involved in preparing the annual budget for your program? | Yes | No |
| 4. Are you aware of the requirements for the funding of your program including deliverables, deadlines and reporting requirements? | Yes | No |
| 5. Have you prepared additional proposals for funding in your current position? If so, please list below. If approved, please indicate total funding for each proposal? | Yes | No |

If you answered "yes" to question 5, please provide your comments below

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

Please list any concerns, suggestions or positive feedback you have regarding budgets, budget procedures or finances in general?

Travel

Please indicate what travel (if any) you have done and for what purpose?

Please list any concerns, suggestions or positive feedback you have regarding travel or travel policies of the administering authority.

Planning and Projects

Please list and describe any work plans or projects you have worked on during the current evaluation period

Please list and describe work plans or projects you would like to initiate

Additional Comments

Section 6 Performance Evaluation (Completed by Evaluator(s))

Supervisor:

Length of Time:

Additional Evaluator(s):

Duties and Responsibilities

Has the employee performed duties and responsibilities listed in his or her job description? Provide details when necessary. Include comments regarding the employee performance while travelling on business or attending meetings.

Has the employee performed any additional duties or assumed any additional responsibilities over and above those in the job description? If yes, list the duties and explained why they were assigned?

Training

List any training that you believe would benefit the employee.

Job Performance Rating

Please check the appropriate column for each item below and provide more detailed

Performance Item	Excellent	Satisfactory	Needs Improvement	Not Satisfactory
Attendance				
Punctuality				
Attitude/Demeanor				
Appearance				
Professionalism				
Willingness to Volunteer for Extra Duties				
Interaction with Staff				
Interaction with First Nation Members				
Workstation Tidiness				
Computer Skills				
Ability to Take Direction				
Initiative/Ability to Work Independently				
Overall Skills Required for the Position				
Overall Performance Rating				

Additional Comments

Provide any additional comments about the ratings and indicate if the employee is in agreement with them.

Signatures

Employee _____ Date: _____

Supervisor _____ Date: _____

Additional
Evaluator _____ Date: _____

Additional
Evaluator _____ Date: _____

Sample Salary Scales

Indian and Northern Affairs Canada, Manitoba Region, is committed to improving service delivery funding for the Income Assistance Program, subject to increased financial resources being available to the region.

This appendix will be updated once the new funding formula and funds are available.

Sample Salaries and Increments	Level	Salary
Income Assistant Administrator	One	\$33,987
	Two	\$35,295
	Three	\$36,578
	Four	\$37,917
Assistant Income Assistance Administrator	One	\$19,035
	Two	\$19,545
	Three	\$20,091
	Four	\$20,631
	Five	\$21,165
	Six	\$21,710
Income Assistance Clerk	One	\$16,052
	Two	\$16,494
	Three	\$16,968
	Four	\$17,423
	Five	\$17,868
Tribal Council Social Development Advisor (WP3)		\$52,256
Tribal Council Social Development Advisor (WP2)		\$45,794

Income Assistance Forms

Appendix C contains Income Assistance Program forms, sample forms and letters, and a sub-tab for inclusion of administering authority forms and form letters.

Checklist	Number
Mandatory Reporting Forms	C.1
Mandatory Administration Forms	C.2
Discretionary Forms and Sample Letters	C.3
Administering Authority Forms	C.4

Mandatory Reporting Forms

The forms listed and included in this sub-tab are mandatory reporting forms required by Indian and Northern Affairs Canada for the Income Assistance Program and Assisted Living Program. Some administering authorities may submit reports electronically to Indian and Northern Affairs Canada.

Form	Number
Income Assistance Monthly Report	IAMR
Income Assistance Monthly Report-01	IAMR-01
Detailed Summary Report	SD11
Detailed WOP/ASARET Summary Report	SD12
In-Home Care Report	



Social Development Program
Manitoba Region

Income Assistance Monthly Report

First Nation

Month

Year

Regular ☐Supplementary ☐

Please Print (Enter N/A where field is not applicable)


Part 1: Monthly Statistics by Category				
Category	Amount	Heads of Households		No. of Single Persons
		No. of Heads of Households	No. of Dependents	
Economic	\$			
Social - Single Parent	\$			
Social - Other	\$			
Health	\$			
Total Claimed	\$			

Part 2: Monthly Detailed Statistics		
The detailed statistics listed below are part of the categories described in Part 1 of this report. Please provide the information required for these accounts.		
Statistical Report on:	Amount	No. of Units
Children Out of the Parental Home (Box 102-5011)	\$	
Work Opportunity Program (Complete and Attach form IANR-01 - Record of WOP/SA/RET)	\$	
Aboriginal Social Assistance Recipients Employment Training (Complete and Attach form IANR-01 - Record of WOP/SA/RET)	\$	
Shelter Allowance (Box 120-5004)	\$	
RRAP (Box 121-5004)	\$	
User Fees (Box 123-5004)	\$	
Telephone Allowance (Box 124-5004)	\$	
Hydro (Box 124-5011)	\$	
Fuel Oil (Box 131-5011)	\$	
Wood Allowance - Purchased (Box 132-5011)	\$	
Wood Allowance - Cut by Recipient (Box 133-5011)	\$	
Propane (Box 134-5011)	\$	
Special Needs (Non-Insured Health Benefits) (Box 140-5004)	\$	
Special Needs (Other) (Box 140-5004)	\$	
Burials (Box 141-5011)	\$	
Exceptions (Box 142-5004)	\$	

The information provided is accurate to the best of my knowledge.

Given Name	Family Name
Title	Date (YYYY-MM-DD)

This space for Indian and Northern Affairs use. The report should be date stamped in the order they appear below.	
1. Central Records	2. Compliance

 Indian and Northern Affairs Canada / Affaires indiennes et du Nord Canada	Social Development Program Manitoba Region		
Income Assistance Monthly Report - 01 Record of WOI/ASARET			
First Nation _____	Month _____ Year _____		
Regular <input type="checkbox"/>	Supplementary <input type="checkbox"/>		
Please Print (Enter N/A where field is not applicable)			
PART 1			
WOI / ASARET Project Name	No. of Clients	Start Date	End Date
This space for Indian and Northern Affairs use. The report should be date stamped in the order they appear below.			
1. Central Records	2. Compliance		

Detailed Summary Report

Month: _____ Year: _____

First Name: _____

Page 7

Month: _____ Year: _____
First Name: _____

Page 9



Indian and Northern Affairs Canada Affaires indiennes et du Nord Canada

**Social Development Program
Manitoba Region**

In-Home Care Report

First Nation _____ Month _____ Year _____

Regular ☐

Supplementary

Please Print (Enter N/A where field is not applicable)

[illegible]

SUMMARY TO BE COMPLETED BY FIRST NATION

Monthly reconciliations:

Total number of Recipients: _____

Total of Hours: _____

Total Amount: \$ 1,000.00

Prepared By: _____

Date: 3/

Approved By: _____

Mandatory Administration Forms

The forms listed and included in this sub-tab are required by Indian and Northern Affairs Canada for administration of the Income Assistance Program. These forms are kept on client files of administering authorities.

Form	Number
Application for Social Assistance	SD01
Declaration of Income	SD03
Self-Employment/Business Declaration of Income	SD03-1
Budget and Decision Form	SD04
Special Needs Application	SDSN
Children Out of the Parental Home Application	SDCOPH
Record of Funeral Expenses	
WOP/ASARET Project Application Form	

Indian and Northern Affairs Canada Affaires indiennes et du Nord Canada		APPLICATION FOR INCOME ASSISTANCE SD01	
Please Print (Enter NA where field is not applicable)			
STEP 1: INFORMATION ON APPLICANT AND DEPENDENTS			
001 Applicant last name	002 Applicant given name(s)	003 Applicant treaty number	
004 Applicant date of birth: month day year	005 Applicant S.I.N.		
006 Spouse last name	007 Spouse given name(s)	008 Spouse treaty number	
009 Spouse date of birth: month day year	010 Spouse S.I.N.		
011 Dependent Children:			
Last name	Given name(s)	Treaty number	Date of birth S.I.N.
012 Children Out of the Parental Home: (Please attach Children Out of the Parental Home Application and Authority)			
013 Disabled Adults: (Please attach medical assessment for disabled adult)			
014 Exceptions: (Please attach supporting documents)			
STEP 2: GENERAL INFORMATION			
020 Check the appropriate box: Economic <input type="checkbox"/> Social - Single Parent <input type="checkbox"/> Social - Other <input type="checkbox"/> Health <input type="checkbox"/> (WOP: <input type="checkbox"/> ASARET: <input type="checkbox"/>)			
021 Have you received Income Assistance from any other source in the last six months? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, Start Date End date Municipality/Province/First Nation/Other Name			
022 What type of residence do you occupy? CMHC housing <input type="checkbox"/> Band Operated housing <input type="checkbox"/> Private housing <input type="checkbox"/>			
023 House number	024 Street	025 Hydro account number	
026 Are you the household head? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, complete:			
027 Name of household head		028 Treaty number of household head	
STEP 3: DECLARATION OF ASSETS			
029 Do you, your spouse or dependents have any assets to declare? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please describe with value. Attach documentation if required (refer to section 3.7 of the regional manual).			
STEP 4: DECLARATION OF INCOME			
030 Did you, your spouse or dependents receive any income or financial assistance during the past 30 days? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, complete form SD03 - Declaration of Income			
STEP 5: APPLICANT/ACKNOWLEDGEMENT			
I hereby apply for assistance under the Social Development Program of the Department of Indian and Northern Affairs Canada. If eligible, I agree to inform the Issuing Authority immediately of any changes of address, marital status, family, financial, medical, and social conditions.			
I the undersigned have no income to report for myself or my dependents except as declared for this period. I hereby authorize release of information concerning our circumstances, financial, medical, or otherwise to the Issuing Authority and the Department of Indian and Northern Affairs Canada. This will specifically include information regarding claims and payments under Canada Pension Plan, Old Age Security, Employment Insurance Benefits, Income Assistance from other sources and other revenues as described on form SD03. I understand that legal actions may be taken against me for making false statements.			
034 Signature of Applicant		035 Date	
036 Signature of Spouse		037 Date	
For use by Issuing Authority			
038 Have you confirmed the recipient's residency? Yes <input type="checkbox"/> No <input type="checkbox"/>		039 Briefly state the conditions for eligibility:	
040 Was the income statement verified? Yes <input type="checkbox"/> No <input type="checkbox"/>			
041 Is the applicant eligible for Employment Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>			
042 Have you checked against registered membership? Yes <input type="checkbox"/> No <input type="checkbox"/>			
043 Is the applicant eligible to receive assistance? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, complete and attach form SD04-Budget and Decision Form			
044 Signature of Issuing Authority		045 Date	

Indian and Northern Affairs Canada / Affaires indiennes et du Nord Canada		DECLARATION OF INCOME SD03	
001 Applicant last name:	002 Applicant given name(s):	003 Applicant treaty number:	
010 Income earner last name:	015 Income earner given name(s):	017 Income earner treaty number:	
(1)	(1)	(1)	
(2)	(2)	(2)	
TYPE OF ASSISTANCE		AMOUNT	
A: UNEARNED INCOME AND PROPERTY REVENUE Attach receipts/stubs/supporting documents			
052 Insurance Payments		\$	
053 Pensions		\$	
054 Maintenance Agreements and Orders		\$	
055 Inheritance from Estates		\$	
056 Employment and Training Allowances		\$	
057 Educational Funds		\$	
059 Income from Assets		\$	
062 Other Please specify:		\$	
064 Total Unearned Income (Add lines 052 to 062)		\$	
B: INCOME FROM EMPLOYMENT (includes fire fighting) Attach payroll stub, receipts and other supporting documents			
Employer: For Pay Period:			
Address:			
070 Gross Monthly Income* (including Honoraria, Vacation and Severance Pay)		\$	
071 Less Allowable Payroll Deductions (CPP, UIC, Union, Insurance and Pension Plans)		\$	
072 Income Net of Payroll Deductions (Line 070 minus line 071)		\$	
073 Less Work Expense Allowances (Provide details below and add lines 74 to 76)		\$	
074 Transportation (\$)			
075 Babysitting (\$)			
076 Other (\$)			
Provide Explanation for work expense allowances lines 74 to 76:			
077 Income Net of Payroll Deductions and Expense Allowances (Line 072 minus line 073)		\$	
078 Work Incentives (refer to Section 3.9 Page 2 of 7 in the regional manual)		\$	
079 Eligible Monthly Income from Employment (Line 077 minus line 078)		\$	
C: SELF EMPLOYMENT / BUSINESS INCOME (includes Fishing, Farming and Trapping) Select one method below for reporting your income and attach supporting documents: (Include amounts received from Freshwater Fish Marketing Corporation)			
Method 1:			
080 Gross Monthly Income		\$	
081 Less Expenses* (all self-employment or business related expenses as per supporting documents)		\$	
082 Net Monthly Income (If negative enter zero) (Line 080 minus line 081)		\$	
Method 2:			
083 Gross Monthly Income		\$	
084 Less 50% of Gross Monthly Income		\$	
085 Net Monthly Income (If negative enter zero) (Line 083 minus line 084)		\$	
Method 3:			
086 20% of first \$1,000 of Gross Yearly Income		\$	
087 30% of second \$1,000 of Gross Yearly Income		\$	
088 40% of third \$1,000 of Gross Yearly Income		\$	
089 100% of balance of Gross Yearly Income		\$	
090 Gross Yearly Income Reported (Add lines 086 to 089)		\$	
091 Average Monthly Income (Line 090 divided by 12)		\$	
D. TOTAL INCOME			
092 Total Income (Add lines 064, 079, 082, 085, and 091)		\$	

Enter line 092 on line 162 of form SD04 - Budget and Decision Form


DECLARATION OF INCOME
SD03-1


to be completed only for
SELF EMPLOYMENT / BUSINESS INCOME DECLARATION OF INCOME

First Nation

001 Applicant last name	002 Applicant given name(s)	003 Applicant treaty number
015 Income earner last name (1)	016 Income earner given name(s) (1)	017 Income earner treaty number (1)
(2)	(2)	(2)
TYPE OF ASSISTANCE		AMOUNT
C: SELF EMPLOYMENT / BUSINESS INCOME (Includes Fishing, Farming and Trapping)		
Select one method below for reporting your income and attach supporting documents: (Include amounts received from Freshwater Fish Marketing Corporation)		
Method 1:		
080 Gross Monthly Income		\$
081 Less Expenses (all self-employment or business related expenses as per supporting documents)		\$
082 Net Monthly Income (if negative enter zero) (Line 080 minus line 081)		\$
Method 2:		
083 Gross Monthly Income		\$
084 Less 50% of Gross Monthly Income		\$
085 Net Monthly Income (if negative enter zero) (Line 083 minus line 084)		\$
Method 3:		
Gross Yearly Income \$		
086 20% of first \$1,000 of Gross Yearly Income		\$
087 30% of second \$1,000 of Gross Yearly Income		\$
088 40% of third \$1,000 of Gross Yearly Income		\$
089 100% of balance of Gross Yearly Income		\$
090 Gross Yearly Income Reported (Add lines 086 to 089)		\$
091 Average Monthly Income (Line 090 divided by 12)		\$

Transfer Method Total (line 082, 085 or 091) to Part C: Self Employment/Business Income
on form SD03: Declaration of Income

Indian and Northern Affairs Canada / Affaires indiennes et du Nord Canada		BUDGET AND DECISION FORM SD04	
Economic: <input type="checkbox"/> Social: <input type="checkbox"/> Single Parent: <input type="checkbox"/> Social - Other: <input type="checkbox"/> Health: <input type="checkbox"/>			
001 Applicant last name: _____		002 Applicant given name(s): _____	
003 Applicant treaty number: _____			
TYPE OF ASSISTANCE		Support Document Required	Allowance paid directly (to Vendor)
AMOUNT			
A. NON VARIABLE ALLOWANCES:			
100 Basic Needs Allowance: (_____)		<input type="checkbox"/>	<input type="checkbox"/>
101 Children Out of the Parental Home Allowance: (_____)		<input type="checkbox"/>	<input type="checkbox"/>
102 Disability Allowance: (Applicant <input type="checkbox"/> Spouse <input type="checkbox"/> Disabled Adult <input type="checkbox"/>)		<input type="checkbox"/>	<input type="checkbox"/>
103 Special Care Room & Board for Disabled Adults: (Relative <input type="checkbox"/> Private <input type="checkbox"/>)		<input type="checkbox"/>	<input type="checkbox"/>
104 Comfort Allowance:		<input type="checkbox"/>	<input type="checkbox"/>
105 Infant Formula Allowance: (Cost \$ _____ less Basic Food Allowance \$ _____)		<input type="checkbox"/>	<input type="checkbox"/>
106 Therapeutic Diets (refer to Section 4.2 and Appendix H of the regional manual)			
Diet Type (incl. Calorie, grams, etc.)	Name	Effective Dates (From - To)	
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
107 Shelter Allowance:		<input type="checkbox"/>	<input type="checkbox"/>
108 RRAP:		<input type="checkbox"/>	<input type="checkbox"/>
109 Laundry Allowance: (Disabled <input type="checkbox"/> Special Dependent Care <input type="checkbox"/> Aged 55+ <input type="checkbox"/>)		<input type="checkbox"/>	<input type="checkbox"/>
110 User Fees: (Garbage <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/>)		<input type="checkbox"/>	<input type="checkbox"/>
111 Work Clothing Allowance: (Not applicable to WOP/ASARET)		<input type="checkbox"/>	<input type="checkbox"/>
112 Exceptions: Please Specify: _____		<input type="checkbox"/>	<input type="checkbox"/>
113 Telephone Allowance:		<input type="checkbox"/>	<input type="checkbox"/>
114 Total for Non Variable Allowances: (Add lines 100 to 113) \$ _____			
B. VARIABLE ALLOWANCES:			
115 Hydro: (EPP <input type="checkbox"/>)		<input type="checkbox"/>	<input type="checkbox"/>
116 Oil:		<input type="checkbox"/>	<input type="checkbox"/>
117 Wood Allowance - Purchased:		<input type="checkbox"/>	<input type="checkbox"/>
118 Wood Allowance - Cut by Recipient:		<input type="checkbox"/>	<input type="checkbox"/>
119 Propane:		<input type="checkbox"/>	<input type="checkbox"/>
120A Special Needs (Non-Insured Health Benefits):		<input type="checkbox"/>	<input type="checkbox"/>
120B Special Needs (Other):		<input type="checkbox"/>	<input type="checkbox"/>
121 Burials: (Complete and attach form: Record of Funeral Expenses)		<input type="checkbox"/>	<input type="checkbox"/>
122 Exceptions: Please Specify: _____		<input type="checkbox"/>	<input type="checkbox"/>
123 Total Variable Allowances: (Add lines 115 to 122) \$ _____			
124 Total Allowances: (Add lines 114 and 123) \$ _____			
125 Less amount on line # 092 of form SD03 - Declaration of Income: \$ _____			
126 Eligible amount: (Line 124 minus line 125) \$ _____			
I have reviewed eligible allowances with the Issuing Authority.			
Signature of Applicant _____		Date _____	
Signature of Issuing Authority _____		Date _____	
For Use by the Issuing Authority			

 Indian and Northern Affairs Canada Affaires indiennes et du Nord Canada		SPECIAL NEEDS APPLICATION SDSN	
001 Applicant last name:	002 Applicant given name(s):	003 Applicant treaty number:	
TYPE OF ASSISTANCE			
Special Needs Requirement	Support Document Required	Assistance paid directly to Vendor	Amount
140A Special Needs (Non-Insured Health Benefits)	<input type="checkbox"/>	<input type="checkbox"/>	\$
140B Special Needs (Other)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Transfer to line 140A and/or 140B on Budget and Decision Form (SD004)			
Please provide an explanation of items and/or services provided. For all claims refer to Section 4.6 and 4.7 of the regional manual for limitations and maximum allowances.			
(THIS FORM TO BE RETAINED ON CLIENT FILE WITH RECEIPTS)			
I have reviewed eligible allowances with the Issuing Authority.			
Signature of Applicant		Date	
Signature of Issuing Authority		Date	
For Use by the Issuing Authority			

Indian and Northern Affairs Canada Affaires Indiennes et du Nord Canada		CHILDREN OUT OF THE PARENTAL HOME SDCOPH	
Please Print (Enter N/A where field is not applicable)			
STEP 1: INFORMATION ON APPLICANT AND DEPENDENTS			
001 Applicant last name	002 Applicant given name(s)	003 Applicant treaty number	
004 Child last name	005 Child given name(s)	006 Child treaty number	
009 Child date of birth	month	day	year
010 Child First Nation			
STEP 2: PLACEMENT			
Initial Date of Placement (MM/DD/YYYY)			
Reason			
STEP 3: FINANCIAL ASSESSMENT			
Who currently receives applicable benefits from the Canada Revenue Agency for this child?			
For care over two months, application to Canada Revenue Agency for applicable benefits is mandatory.			
Date of application to Canada Revenue Agency for applicable benefits			
Has there been income or financial assistance received by or on behalf of this child within the past 30 days? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, complete form SD03 - Declaration of Income			
STEP 3: PARENTAL CONSENT			
This is to advise that I have given my child (name of child) into the care of (name of applicant) and request that any medical, surgical, or dental treatment that may be necessary, I promise to pay \$ per month for the maintenance of my child.			
1. Are you currently in receipt of income assistance? Yes <input type="checkbox"/> No <input type="checkbox"/>			
2. If no, are you employed? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, name and address of employer			
(parent must sign if available)			
Name of Mother		Treaty Number	
First Nation		Signature	
Name of Father		Treaty Number	
First Nation		Signature	
STEP 4: DECLARATION			
I do certify that I am the applicant for Care out of Parental Home Allowances on behalf of (name of child). If this child leaves my home, I will report the date and known whereabouts of the child to the Issuing Authority. I will regard this child with love, respect, and treat him/her as a full member of our family. I understand that Indian and Northern Affairs Canada accepts no liability for care of this child in our home, even though Care Out of Parental Home Allowances are approved. I understand that application for Care Out of Parental Home Allowances must be renewed annually.			
Signature of Applicant		Date	
Signature of Issuing Authority		Date	

Indian and Northern Affairs Canada
Affaires Indiennes et du Nord Canada

RECORD OF FUNERAL EXPENSES

Applicant last name:	Applicant given name(s):	Applicant treaty number:
Deceased last name:	Deceased given name(s):	Deceased treaty number:
Deceased date of birth:	Deceased date of death:	Deceased place of death:
Next of kin:	Next of kin relationship:	Name of administrator of estate:

TYPE OF ASSISTANCE

Please refer to Appendix H of Income Assistance Manual for eligible expenditure amounts.

A. VARIABLE ALLOWANCES - BURIAL

Funeral Expenses	Support Document Required	Allowance paid directly to Vendor	Amount
145-1: Casket	<input type="checkbox"/>	<input type="checkbox"/>	\$
145-2: Professional Services	<input type="checkbox"/>	<input type="checkbox"/>	\$
145-3: Transportation of Deceased	<input type="checkbox"/>	<input type="checkbox"/>	\$
145-4: Wake Cost or Opening and Closing of Grave	<input type="checkbox"/>	<input type="checkbox"/>	\$
145-5: Burial Clothing	<input type="checkbox"/>	<input type="checkbox"/>	\$
145-6: Wooden Outer Box or Hermetically Sealed Container	<input type="checkbox"/>	<input type="checkbox"/>	\$
145-7: Exceptional Costs (Any exceptional costs related to transport or preparation of the remains must be identified and supported with invoices from the funeral director)	<input type="checkbox"/>	<input type="checkbox"/>	\$
145-8: Total for Funeral Expenses (Add lines 145-1 to 145-7.)	<input type="checkbox"/>		\$

Funeral Cost Contributions	Support Document Required	Amount
145-A: Old Age Security & Guaranteed Income Supplement	<input type="checkbox"/>	\$
145-B: Canada Pension Plan - Death Benefit	<input type="checkbox"/>	\$
145-C: Employee Death Benefit	<input type="checkbox"/>	\$
145-D: Insurance (MPIC, Individual or Group Policy)	<input type="checkbox"/>	\$
145-E: Provincial Medical Examiner	<input type="checkbox"/>	\$
145-F: Criminal Injuries Compensation	<input type="checkbox"/>	\$
145-G: Assets of the Deceased	<input type="checkbox"/>	\$
145-H: Other	<input type="checkbox"/>	\$
145-I: Total for Funeral Cost Contributions (Add lines 145-A to 145-H.)	<input type="checkbox"/>	\$

145: Total for Funeral Claim (Subtract line 145-I from 145-8.) If result greater than 0 transfer to line 145 on Budget and Decision Form (SD04)		\$
--	--	----

Signature of Issuing Authority _____ Date _____

For Use by the Issuing Authority



WOP/ASARET PROJECT APPLICATION FORM

**WORK OPPORTUNITY PROGRAM (WOP)/
 ABORIGINAL SOCIAL ASSISTANCE RECIPIENT EMPLOYMENT TRAINING (ASARET)**
WOP ☐ASARET ☐

First Nation: _____

Contact Person: _____

Project Details:

Project Name: _____

Proposed Start Date: _____

Proposed End Date: _____

Project Description/Activities: _____

Total Number of Positions: _____

OTHER SOURCES OF FUNDING

HRSDC: \$ _____

Specify Program: _____

Contact Person: _____

Phone: _____

(Please Attach Cost Sharing Agreement, Mandatory for ASARET)

Other DIAND: \$ _____

Specify Program: _____

Contact Person: _____

Phone: _____

Other: \$ _____

Specify Program: _____

Contact Person: _____

Phone: _____

Other: \$ _____

Specify Program: _____

Contact Person: _____

Phone: _____

 Subtotal \$ _____
 Estimated Income Assistance Conversion: \$ _____
 Total Project Cost: \$ _____

Signature of Issuing Authority: _____

Date: _____

Approved By:

Chief: _____

Date: _____

Councilor: _____

Date: _____

Councilor: _____

Date: _____

Councilor: _____

Date: _____

Councilor: _____

Date: _____

Councilor: _____

Date: _____

Discretionary Forms and Sample Letters

Discretionary forms and sample letters are included in the manual to assist income assistance administrators and may be adapted to the needs of an administering authority.

Form or Letter

Form SF1 – Enrollment Letter

Form SF2 – Rejection Letter

Form SF3 – Benefit Adjustment Letter

Form SF4 – Cancellation/Suspension Letter

Form SF5 – Overpayment Letter

Form SF6 – Residency Confirmation

Form SF7 – Redress Request

Form SF8 – Pro-Rating Calculation Sheet

Form SF9 – Medical Request Letter

Form SF10 – Medical Release and Assessment Form

Form SF11 – Estates Memo

Form SF12 – Lump Sum Calculation Sheet

Form SF13 – Statutory Declaration

Invoice for Personal Care Home Residential Costs

ENROLLMENT LETTER

Date

Applicant/Recipient
Address

Re: Your Application for Income Assistance

Your application for income assistance has been approved. You are eligible for income assistance for the following reason(s):

Benefits are payable effective as of Month Day Year for the persons listed below:

Your monthly benefits were calculated according to the attached budget and decision form(s). You will receive these benefits (weekly/biweekly/monthly). The method of payment is as follows:

Please do not hesitate to contact this office to clarify any questions or concerns you might have about your eligibility category, the amount of your benefits, how your financial resources were calculated, or the method used to issue you assistance.

If your questions or concerns are not satisfactorily resolved, you have a right to request a review of this decision and to be advised of the results in writing within 10 days of your request. If you are still not satisfied, you also have a right to appeal the results of the review within 30 days by completing and signing a Notice of Appeal form available at the First Nation Income Assistance Office. Your appeal will be heard by a (Name of Committee or Person). If you are still not satisfied, you can further appeal to the Regional Director of Funding Services, Manitoba Region, Indian and Northern Affairs Canada.

Yours truly,

Name of Administrator
Income Assistance Administrator

REJECTION LETTER

Date

Applicant/Recipient
Address

Re: Eligibility for Income Assistance

I am writing with regard to your application for income assistance. Please be advised that, based on the information available, you do not qualify for income assistance at this time for the following reasons(s):

Please do not hesitate to contact this office to clarify any questions or concerns you might have about the decision not to enroll you on assistance at this time or any other matter of concern to you.

If your questions or concerns are not satisfactorily resolved, you have a right to request a review of this decision and to be advised of the results in writing within 10 days of your request. If you are still not satisfied, you also have a right to appeal the results of the review within 30 days by completing and signing a Notice of Appeal form available at the First Nation Income Assistance Office. Your appeal will be heard by a (Name of Committee or Person). If you are still not satisfied, you can further appeal to the Regional Director of Funding Services, Manitoba Region, Indian and Northern Affairs Canada.

Yours truly,

Name of Administrator
Income Assistance Administrator

BENEFIT ADJUSTMENT LETTER

Date

Applicant/Recipient
Address

Re: Changes to Your Income Assistance Benefits

I am writing with regard to changes to your income assistance benefits. Please be advised that effective Month Day, Year, your benefits have been (increased/decreased) for the following reasons:

Please do not hesitate to contact this office to clarify any questions or concerns you might have about the adjustments to your benefits.

If your questions or concerns are not satisfactorily resolved, you have a right to request a review of this decision and to be advised of the results in writing within 10 days of your request. If you are still not satisfied, you also have a right to appeal the results of the review within 30 days by completing and signing a Notice of Appeal form available at the First Nation Income Assistance Office. Your appeal will be heard by a (Name of Committee or Person). If you are still not satisfied, you can further appeal to the Regional Director of Funding Services, Manitoba Region, Indian and Northern Affairs Canada.

Yours truly,

Name of Administrator
Income Assistance Administrator

CANCELLATION/SUSPENSION LETTER

Date

Applicant/Recipient
Address

Re: Cancellation, Suspension or Withdrawal of Your Income Assistance Benefits

This is to advise that effective Month Day, Year, your income assistance benefits have been (cancelled/suspended/withheld) for the following reasons:

Please do not hesitate to contact this office to clarify any questions or concerns you might have about the adjustments to your benefits.

If your questions or concerns are not satisfactorily resolved, you have a right to request a review of this decision and to be advised of the results in writing within 10 days of your request. If you are still not satisfied, you also have a right to appeal the results of the review within 30 days by completing and signing a Notice of Appeal form available at the First Nation Income Assistance Office. Your appeal will be heard by a (Name of Committee or Person). If you are still not satisfied, you can further appeal to the Regional Director of Funding Services, Manitoba Region, Indian and Northern Affairs Canada.

Yours truly,

Name of Administrator
Income Assistance Administrator

OVERPAYMENT LETTER

Date

Applicant/Recipient

Address

Re: Your Application for Income Assistance

This is to advise that an overpayment has occurred in your income assistance in the amount of number dollars (\$0.00).

The overpayment occurred for the following reasons(s):

The amount of the overpayment was calculated as follows:

As discussed with you, the overpayment will be recovered in the following manner:

If your questions or concerns are not satisfactorily resolved, you have a right to request a review of this decision and to be advised of the results in writing within 10 days of your request. If you are still not satisfied, you also have a right to appeal the results of the review within 30 days by completing and signing a Notice of Appeal form available at the First Nation Income Assistance Office. Your appeal will be heard by a (Name of Committee or Person). If you are still not satisfied, you can further appeal to the Regional Director of Funding Services, Manitoba Region, Indian and Northern Affairs Canada.

Yours truly,

Name of Administrator
Income Assistance Administrator

RESIDENCY DECLARATION

TO: _____
Name of Income Assistance Administering Authority

DATE: _____

RE: **RESIDENCY LETTER**

This is to confirm that _____

Status # _____ resides at _____
(Address)

Signature of Homeowner **Homeowner Status #**

Telephone # _____

I, hereby apply for assistance under the Income Assistance Program. If eligible, I agree to inform the immediately of any changes to my address, marital status, family composition, employment status, financial resources, or any other condition or circumstance that could affect my entitlement. I understand that legal actions may be taken against me or a homeowner for making a false statement.

Signature of Applicant **Status #**

OFFICE USE ONLY

Address Recorded on Application _____

Verified residence with Housing Department _____

Redress Request – Income Assistance Program

TO: _____
(Name of Administering Authority)

I, _____, _____, a resident of
(Name of Appellant – Please print) (Status Number)

_____ First Nation, do hereby request a review of the decision of the income assistance administering authority for the First Nation with respect to one or more of the following:

Check (✓)

- | | |
|--|-------|
| 1. I was not allowed to apply or re-apply for income assistance. | _____ |
| 2. My request for income assistance or an increase was not decided upon in a reasonable period of time | _____ |
| 3. My application for income assistance was denied. | _____ |
| 4. My income assistance was cancelled, suspended, varied or withheld. | _____ |
| 5. The amount of income assistance is insufficient to meet my needs. | _____ |
| 6. I object to the method used to issue my income assistance. | _____ |

My reasons for appealing are as follows: _____

(Month/Day/Year)

(Signature or Mark of Complainant)

(Telephone Number of Complainant)

(Address of Complainant)

(Name of Witness)

(Signature of Witness)

Note: Witness required only if the complainant signs the document with a mark.

Copy 1: Social Development Advisor
Copy 2: Indian and Northern Affairs Canada
Copy 3: Complainant

ADDITIONAL COMMENTS:

PRO-RATING CALCULATION SHEET

FORM SF8

Client Name (Applicant) _____ Band & Status # _____

House & Street _____ Hydro Account # _____

Type of House: (✓) CMHC Unit _____ Band Owned _____ Other _____

PRO-RATING CALCULATION SHEET			
Date	# of Residents	# on I.A.	Pro-Rating %

List All Persons Residing in House: (include non I.A residents)			
Status #	Name	I.A. ✓	Comments (effective date indicate any changes ie: moved in or out)

This information is intended for First Nation use and must not be removed from the client's file. I have reviewed all of the above information and I confirm that it is full and complete.

Applicant _____ Date _____

Issuing Authority _____ Date _____

Pro-ration rate recorded (Initials): B&D _____ Spreadsheet _____ CMHC Agreement on File _____

PRO-RATING CALCULATION SHEET

FORM SF8

ADDITIONAL COMMENTS:

Date

Name of Health Care Professional
Address

**Re: Applicant/Recipient
Address**

We are writing to request a medical assessment to determine eligibility for (continuing) medical eligibility for income assistance and/or the following additional benefit(s):

(infant formula, therapeutic diet, prescribed food supplement)

Medical eligibility refers to persons who by reason of physical or mental ill health, or physical or mental incapacity or disorder that is likely continue for more than 90 days are unable to:

- earn an income sufficient to meet the basis necessities of themselves and their dependents; or
- care for themselves and require special care room and board or in-home care services.

Please complete the enclosed medical release and assessment form and returned it to our office by Month Day Year if possible. If there is a charge for completing the assessment and providing the requested information, please submit your statement to our office together with the form.

Thank you,

Name of Administrator
Income Assistance Administrator

Enclosure: Medical Release and Assessment Form

FIRST NATION INCOME ASSISTANCE PROGRAM
MEDICAL RELEASE AND ASSESSMENT
PERSONAL AND CONFIDENTIAL

FORM SF10

I, _____ of _____
(Person or Guardian) (Address)
authorize the release of medical information to _____
(Administering Authority)

in order to determine eligibility for the following:

_____ (continuing) medical eligibility for income assistance

_____ the following additional benefit(s): _____

(Infant formula, therapeutic diet, prescribed food supplement)

Name(s) and Birth Date(s) of Child(ren) _____
requiring infant formula, special diet or _____
food supplement: _____

(Signature of Person Issuing Release) (Month Day Year)

(Signature of Income Assistance Administrator) (Month Day Year)

TO BE COMPLETED BY EXAMINING HEALTH PROFESSIONAL:

Information Required to Determine Medical Eligibility:

Medical Condition and Likely Duration: _____

Assessment of Disability or Care Requirements: _____

Information Required to Determine Need for Additional Benefit:

Formula, Diet or Supplement Required and Likely Duration: _____

Reassessment Date if Applicable: _____

Name and Address of Health Professional: _____

(Signature of Health Professional) (Month Day Year)

First Nation Income Assistance Program
Medical Release and Assessment for Infant Formula Benefits
Personal and Confidential

I, _____ of _____
(Person or Guardian) (Address)
authorize the release of medical information to _____
(Administering Authority)
in order to determine eligibility for Infant Formula or other medical benefits.

(Signature of Person Issuing Release)

(Date)

(Signature of Income Assistance Administrator)

(Date)

TO BE COMPLETED BY EXAMINING HEALTH PROFESSIONAL:

Information Required to Determine Medical Eligibility:

Name of Patient: _____ Date of Birth: _____

Type of Formula: _____

Monthly Requirement (Cans per Month): _____

Duration of requirement: _____

Other Medical Requirements: _____

Name and Address of Health Professional:
(Please print)

(Signature of Health Professional)

(Date)

(Title of Health Professional)

For Income Assistance Administrator Use Only:

Calculation of Monthly Benefit (for non-soy based formula only, for soy based formula, refer to table H.1 Therapeutic Diet Rate Table in Policy Manual):

Number of Cans _____ x Cost Per Can _____ = \$ _____
(provide receipts)

Less Basic Food Allowance - \$ _____
(See Section 4.2 Policy Manual)

Total Eligible Allowance = \$ _____

Expiry Date of Medical Form: _____

First Nation Income Assistance Program
Medical Release and Assessment for Therapeutic Diet Benefits
Personal and Confidential

I, _____ of _____
(Person or Guardian) (Address)
authorize the release of medical information to _____
(Administering Authority)
in order to determine eligibility for therapeutic diet requirements, food supplements, or other medical
benefits.

(Signature of Person Issuing Release)

(Date)

(Signature of Income Assistance Administrator)

(Date)

TO BE COMPLETED BY EXAMINING HEALTH PROFESSIONAL:

Information Required to Determine Medical Eligibility:

Name of Patient: _____ Treaty Number: _____

Medical Condition: _____

Therapeutic Diets (Please check all that apply):

- _____ Diabetic Diet - Kcal Required (choose between 1000Kcal and 3000Kcal) _____
- _____ Kidney Dialysis
- _____ Controlled Sodium or Low Cholesterol
- _____ Low Fat
- _____ High Protein
- _____ Controlled or Low Protein
- _____ Gluten Free
- _____ Bland Diet (Gastric Diet, Ulcer Diet, Pureed Food)
- _____ Low Sodium (less than 5 grams)

Other Medical Requirements:

Name and Address of Health Professional:
(Please print)

(Signature of Health Professional)

(Date)

(Title of Health Professional)

For Income Assistance Administrator Use Only:

Expiry Date of Medical Form: _____

First Nation Income Assistance Program
Medical Release and Assessment for Disability Benefits
Personal and Confidential

I, _____ of _____
(Person or Guardian) (Address)
authorize the release of medical information to _____
(Administering Authority)
in order to determine eligibility for disability benefits or other medical benefits.

(Signature of Person Issuing Release)

(Date)

(Signature of Income Assistance Administrator)

(Date)

TO BE COMPLETED BY EXAMINING PHYSICIAN OR PSYCHIATRIST:

Information Required to Determine Medical Eligibility:

Name of Patient: _____ Treaty Number: _____

Medical Condition:

Does this patient's condition impede their ability to work (are they disabled): _____ Yes _____ No

Does this patient require 24 hour care: _____ Yes _____ No

Is this condition permanent: _____ Yes _____ No

If "No", the expected duration of the condition:

Other Medical Requirements:

Name and Address of Physician or Psychiatrist:
(Please print)

(Signature of Physician or Psychiatrist)

(Date)

(Title of Physician or Psychiatrist)

For Income Assistance Administrator Use Only:

Expiry Date of Medical Form: _____

MEMO

DATE:

TO: Estates Unit
Indian and Northern Affairs Canada
200 – 365 Hargrave Street
Winnipeg MB R3B 3A3
Phone No. (204) 983-4680
Fax. No. (204) 983-4196

FROM: Name of Administrator
Income Assistance Administrator
Name of Administering Authority
Address
Phone No.
Fax. No.

RE: Estate of Name of Deceased
Claim for Reimbursement for Funeral Expenses

This is to advise that the our office issued income assistance for funeral expenses on behalf of the above-named deceased on Month Day, Year in the amount of
dollars and cents (\$0000.00).

As evidence that our office issued assistance for the above-noted amount, I am enclosing a copy the cancelled income assistance cheque issued to Name of Recipient/the receipt from the Name of Funeral Home.

On behalf of the Name of Administering Authority, I am hereby submitting a claim for any available funds from the deceased's estate up to the full amount paid by our office.

Yours truly,

Income Assistance Administrator

Lump Sum Payment Calculation

Enter Amount of Lump Sum Payment	
Subtract the following amounts, if applicable. Attach receipts for all included items.	
1. Funeral Expenses	
2. IA Program Overpayment Recovery	
3. Personal Debt Retirement	
4. Home Improvements	
5. Special Needs	
6. Transportation	
Net Lump Sum Payment	
Subtract Liquid Asset Amount Allowable for Household	
Final Lump Sum Amount	
Applicant's Eligible Amount from Line 163 of Current SDO1	

If the Final Lump Sum Amount is greater than the Applicant's Eligible Amount from Line 163 of the current month's SDO1, the administrator should contact the First Nation's Funding Services Officer.

1. If the lump sum payment is a death or life insurance benefit, it must be used to pay funeral costs for the deceased.
2. If the applicant/recipient has an outstanding overpayment for the Income Assistance Program, the full amount should be recovered.
3. Applicants may use lump sum payments to address any documented personal debt or credit issues which are outstanding at the time the lump sum payment is received.
4. Eligible home improvements include structural, health and safety, and energy efficiency improvements, or modifications to accommodate the needs of disabled members of the household. Cosmetic improvements or redecorating expenses are not eligible.
5. Eligible expenditures include any item that might otherwise be funded out of the Special Needs allocation, such as essential furnishings or appliances, and medical or dental services not covered under Health Canada's Non-Insured Health Benefit program.
6. Eligible transportation expenditures include repairs to existing automobiles, the acquisition of vehicles to accommodate the needs of disabled members of the household, or new and used vehicles which are suitable to the basic transportation needs of the household. It may also include repair, replacement or acquisition of boats, motors, or snowmobiles, if used or intended to be used for sustenance or economic pursuits.

Administering Authority Forms

Administering authorities may develop their own forms to administer the income assistance program. Income assistance administrators may wish to list these forms below and include them in the manual.

Form Title	Number

Form Title	Number

Income Assistance Checklists

Appendix D contains checklists intended to assist income assistance administrators and their staff in processing applications, determining eligibility, issuing assistance and submitting reports to Indian and Northern Affairs Canada. Their use is not mandatory.

Checklist	Number
Checklist 1: Intake Process	D.1
Checklist 2: Client Information	D.2
Checklist 3: Dependency Relationships	D.3
Checklist 4: Determining Eligibility	D.4
Checklist 5: Issuing Assistance	D.5
Checklist 6: Records and Reports	D.6

Checklist 1: Intake Process

This checklist sets out the basic steps for income assistance intake. It can be used to in processing both initial applications and annual re-applications. It can also be use as a reminder list and for recording information.

The checklist contains references to sections and appendices in the Income Assistance Policy and Procedures Manual. Administrators and support staff should refer to the manual when necessary.

Process/Procedures		Dates/Comments
Initial Contact		
1.1	Meet with the individual or family inquiring about assistance either at the office or, when necessary, at their home.	
1.2	Get preliminary information about why the person is applying or re-applying for income assistance or related services.	
1.3	Provide basic information about eligibility for income assistance and do a preliminary assessment, for example, residence, family unit, employment expectations, and income and assets (see Section 3.1, Eligibility Overview).	
1.4	When the person is applying for emergency assistance, ask for detailed information on place of residence and whether the person recently received assistance elsewhere (see Section 2.3, Granting Assistance)	
1.5	When No. 1.4 applies, contact other administering authorities or provincial offices as indicated to confirm if assistance was recently issued.	
1.6	Assist the applicant and adult family members in applying for other benefits and services such as EI, CPP, OAS and GIS, FNIHB, CFS (see Appendix I: Other Programs and Services).	
Application Process		
1.7	Explain the application process and the steps required for determining eligibility for income assistance.	
1.8	Obtain information from the applicant or recipient and complete the required forms. (See Appendix C, Income Assistance Forms).	
1.9	Advise the applicant or recipient of his or her responsibility to provide factual information and supporting documentation.	
1.10	Explain the meaning of statements in the application and other forms requiring the signature of the applicant or other persons.	

Process/Procedures		Dates/Comments
1.11	Obtain the required signatures. Sign and date the forms as the witness when required. (Names of persons who sign in syllabics or the mark "X" must be written out in full and witnessed by a third party. Do not allow another person to sign for the applicant.	
1.12	Explain the verification process to the applicant or recipient (See Section 2.2, Verifying Applicant Information).	
1.13	If the person is applying for assistance pending receipt of another benefit such as EI, CPP, or OAS and GIS, explain the emergency food allowance and interim assistance policies (see section 2.3, Granting Assistance).	
1.14	Explain the redress process to the applicant or recipient if they object to a decision of the administering authority (see Section 2.6, Redress Mechanisms)	
1.15	Open an income assistance file in the name of the applicant and note the date of the application on the front of the file (see Section 2.4, Administering Authority Records)	

Additional Notes:

Checklist 2: Client Information

This checklist contains steps required to confirm or verify client information requested of income assistance applicants and recipients on the Application for Income Assistance (Form SD01). It can also be used as a reminder list and for recording information.

The checklist contains references to sections and appendices in the Income Assistance Policy and Procedures Manual. Administrators and support staff should refer to the manual when necessary.

Process/Procedures		Dates/Comments
Identifying Information		
2.1	Review and confirm with the applicant and, when indicated, adult family members the information provided in Step 1 of Form SD01: Information on Applicant and Dependents.	
2.2	Verify status numbers, correct names, birth dates, spouses or partners, legal and other dependents. Include all the given names of the applicant and dependents. Ensure that all this information is accurate and complete.	
2.3	When necessary to confirm identifying information, ask the applicant and spouse or partner to produce two pieces of identification for themselves and one piece for each dependent. For infants up to two months of age, the registration of live birth, application for a birth certificate, ankle bracelet from the hospital, or letter from a community health nurse is sufficient. (see Section 2.2, Verifying Applicant Information).	
2.4	Make a copy of any identification documents for the income assistance file and stamp "certified true copy" or initial and date.	
2.5	Ensure that social insurance numbers (S.I.N.) of all family members who have them are listed on the application and verify as necessary. Correct numbers are important for establishing eligibility for benefits such as EI, CPP, OAS and GIS.	
2.6	Review family information at the time of annual re-application or when there is a change in the size of the family (birth, death, age of majority). Obtain additional supporting documentation as required.	
Residency and Citizenship		
2.7	Verify if the applicant is a resident of your First Nation (see No. 2.2 above) and, when necessary, obtain written confirmation from a member of the First Nation as to the residence of the applicant (see Section 3.2, Residency and Citizenship and Appendix C, Form SF6)	

Process/Procedures		Dates/Comments
2.8	To avoid duplicate payments, if the applicant is a resident of another First Nation or a transient, contact other First Nations or provincial offices as indicated to confirm residency and whether income assistance was recently provided. Make sure that the applicant's three digit First Nation number at the start of the status (treaty) number is correct.	
2.9	When applicable, contact the administering authority or provincial office that last issued assistance to verify the amount, period covered and the number of dependents on record.	
2.10	Request evidence of residency status in Canada when the applicant is not a permanent resident or is a sponsored immigrant.	
Family Unit and Dependents		
2.11	Review and confirm the size and composition of the family (household) unit and when there is more than one family residing in the household (see Section 3.3, Determining Family Unit).	
2.12	When a person is applying for assistance with shelter and shelter-related expenses, complete and place on file a household occupancy data (HOD) profile, listing by name all persons residing in a household.	
2.13	Determine whether the applicant is married or has a common-law or same-sex partner and, when necessary, complete Checklist 3.	
2.14	Verify that dependent children are: <ul style="list-style-type: none"> residing with the applicant not claimed by another applicant not in care of a child and family services agency 	
General Information		
2.15	Makes sure all the required information in Step 2 of the SD01 is filled out correctly and in full. When indicated, clarify where and when a person received assistance in the past six months. Obtain the house, street number and hydro number even if the person is not the family head.	

Additional Notes:

Checklist 3: Dependency Relationships

This checklist contains factors that may indicate an applicant is living with another person as either a common-law or same-sex partner. It is not mandatory to use, but income assistance administrators and their staff may find it useful in administering the Income Assistance Program in a fair and objective manner.

Financial interdependence is the most important factor. Evidence of two of these three factors must be present to establish a common-law union. For more information, see Section 3.3, Determining Family Unit, and Section 3.4, Income Assistance Categories.

Determining Factors		Comments/Conclusions
Financial Interdependence		
3.1	Tendering of credit (for example, one party can purchase in the name of the other or there is a joint credit account).	
3.2	The parties have joint bank accounts or pool other financial resources.	
3.3	The parties have joint bank loans or co-signing for each other's loans.	
3.4	The parties jointly own property or assets.	
3.5	One party can claim the other as a dependent for income tax purposes, Employment Insurance or other benefits.	
3.6	One party assumes total or partial costs of basic necessities, shelter and services for the other, or both parties share these expenses.	
Family Interdependence		
3.7	The parties present themselves in the community, social events, church etc. as Mr. and Mrs., husband and wife, a couple or as living together as partners.	
3.8	The parties present themselves to First Nation authorities as husband and wife, a couple or partners.	
3.9	Documents such as leases are signed as spouses or partners.	
3.10	There is contractual recognition of a spousal relationship or partnership such as a cohabitation contract.	
3.11	The parties sign documents as Mr. and Mrs., spouses or partners.	

Determining Factors		Comments/Conclusions
Place of Residence		
3.12	The parties and their children are registered with Manitoba Health, Insured Benefits, as a family unit.	
3.13	The parties occupy the same premises or accommodations.	
3.14	Public records such as driver's licenses, motor vehicle registrations, land titles and court documents indicate the parties have the same address.	
3.15	The telephone of an alleged partner is listed at the address of the applicant or recipient.	
3.16	The alleged partner's name appears on the utility bills for the residence of the applicant or recipient.	
3.17	Other First Nation authorities (for example, education, and housing) list the parties as residing at the same location or address.	
3.18	The housing authority indicates that the alleged partner is listed on the mortgage or rental agreement of an applicant or recipient.	

Additional Notes:

Checklist 4: Determining Eligibility

This checklist contains steps required to determine eligibility for income assistance and related services. The steps relate to information required on the Application for Income Assistance (Form SD01) and the Declaration of Income (Form SD03). The checklist can also be used as a reminder list and for recording information.

The checklist contains references to sections and appendices in the Income Assistance Policy and Procedures Manual. Administrators and support staff should refer to the manual when necessary.

Process/Procedures		Dates/Comments
Income Assistance Categories		
4.1	Review with the applicant and, when indicated, other adult family members if they are applying for income assistance in the economic, health or social category (see Section 3.5, Employment Expectations).	
4.2	When appropriate, advise applicants in the economic category that they are expected to actively seek employment or undertake recommended training (see Section 3.5, Employment Expectations).	
4.3	Verify if applicants and adult dependents are registered for employment or training by confirming with the appropriate office or project manager.	
4.4	Advise applicants in the economic category of the other eligibility categories described in Section 3.4, Income Assistance Categories, and assist them in applying for that category when appropriate. For example, if an applicant might be eligible under the health category (disability), assist the person in arranging for a medical assessment.	
4.5	When a person is applying for Children Out of the Parental Home (COPH), assist as required in completing and signing Form SDCOPH (see Section 4.4).	
4.6	When a person is applying as a disabled person or as a person in need of assisted living, request an assessment (report, certificate or letter) from a physician or, in an isolated or designated community, a nurse. (see Section 3.4, Income Assistance Categories and Section 4.5, Room and Board Allowances). Make sure the document is signed and dated.	
Financial Eligibility		
4.7	Explain to the applicant and spouse or partner the steps involved in assessing financial resources (see Section 3.6, Financial Eligibility).	

Process/Procedures		Dates/Comments
4.8	Advise the applicant and spouse or partner that the release of information on the application form allows you to take additional steps to confirm assets and income of the applicant and his or her dependents.	
Assets		
4.9	Review and clarify with the applicant and spouse or partner the declared assets listed on the Application for Income Assistance (Form SD01).	
4.10	Explain the rules pertaining to allowable property and assets that apply and which assets must be considered available for current support (see Section 3.7, Property and Assets).	
4.11	Inquire as to property and assets that the applicant, a spouse or partner, and adult dependents living in the home have overlooked or failed to declare.	
4.12	Confirm bank account balances and check into other possible assets when you have reason to believe that the applicant, a spouse or partner, and adult dependents living in the home may be withholding information.	
Income		
4.13	Review and clarify with the applicant and spouse or partner the declared income listed on Form SD01, the Declaration of Income (Form SD03) and the Self Employment/Business Income Declaration of Income (Form SD03-1).	
4.14	Explain the rules pertaining to unearned and earned income that apply and what income must be considered available for current support (see Section 3.8, Unearned Income and Section 3.9 Earned Income).	
4.15	Inquire as to income that the applicant or his spouse or partner overlooked or failed to declare, including income earned or received by other adult dependents.	
4.16	Request and make a copy of all documents pertaining to income earned or received by the applicant and other adult dependents.	
4.17	When applicable, obtain a copy of relevant employment contracts pertaining to the applicant and employed dependents (see Section 3.9, Earned Income).	
4.18	When necessary, verify that senior citizens and disabled persons are in receipt of pensions and allowances to which they are entitled by contacting the appropriate program.	

Process/Procedures		Dates/Comments
4.19	When necessary, verify if a training or educational allowance paid to a parent includes an allowance for children, through documentation provided by the applicant or the funder.	
4.20	Determine if EI premiums have been deducted from the wages of an employed person with 15 weeks or more of employment to qualify for benefits.	
4.21	When indicated, contact employers or project managers to assist in identifying employed applicants and recipients.	
4.22	Verify income from fishing, trapping and other self-employment through receipts and other documents provided by the applicant or by purchasers (for example, marketing corporations, processing plants or wholesalers).	
4.23	Calculate the allowable work expense allowances, entering the amounts on lines 74, 75 and 76 of SD03 (see Section 3.9, Earned Income).	
4.24	Determine the appropriate work incentive deduction for employment income, deduct 30% of gross monthly income or \$100 (\$115 for a single parent), whichever is greater, and enter the amount on line 78 of SD03 (see Section 3.9, Earned Income).	
4.25	On completing the above steps, calculate the total income available for current support to determine the amount of assistance to be granted for the month (see Checklist 5).	

Additional Notes:

Checklist 5: Issuing Assistance

This checklist pertains to the Budget and Decision Form (SD04) and additional forms referred to in that form. It lists supporting documentation that may be required to verify eligibility for specific benefits and allowances. It can also be used as a reminder list and for recording information.

The checklist contains references to sections and appendices in the Income Assistance Policy and Procedures Manual. Administrators and support staff should refer to the manual when necessary.

Process/Procedures		Dates/Comments
Budget and Decision Form		
5.1	Complete the Budget and Decision Form (SD04) as outlined below with input from the applicant (or recipient), request the applicant to sign the form. Place the original on the client file and give the client a copy. Keep a third copy to send to INAC for billing purposes.	
5.2	Complete or, when applicable, assist the applicant (recipient) in completing the following forms to apply for additional benefits or allowances: <ul style="list-style-type: none"> SDCOPH – Children Out of the Parental Home Application and Authority (formerly called Guardianship Social Allowance) SDSN – Special Needs Application Record of Funeral Expenses Form 	
5.3	Select the appropriate non-variable allowances listed in Part A of Form SD04 and the appropriate rate tables based on the category of assistance, location of the First Nation and size of the family unit as follow: <ul style="list-style-type: none"> Appendix E: Basic Needs Rate Tables Appendix F: Emergency Food Allowance Rate Tables Appendix G: Children Out of the Parental Home Rate Tables Appendix H: Other Allowances and Rates 	
5.4	Select the appropriate variable allowances listed in Part B of Form SD04, making sure that the amounts are based on actual costs, are pro-rated for multi-family dwellings (see Section 3.3, Determining Family Unit), and do not exceed maximum allowable rates listed in Appendix H: Other Allowances and Rates.	

Process/Procedures		Dates/Comments	
5.5	Subtract the financial resources available for current support from the total monthly client budget to determine the amount of assistance to be paid to or on behalf of the applicant or recipient (see Section 2.3, Granting Assistance and Section and relevant sections in Chapter 4, Income Assistance Benefits and Rates).		
Supporting Documentation			
5.6	<p>Obtain all required supporting documentation for both non-variable and variable items, place copies on the client file (case management record). These are documents that confirm or verify eligibility and benefits. They might include:</p> <ul style="list-style-type: none"> ▪ identification documents (see Checklist 2) ▪ documents supporting residency (see Checklist 2 and Appendix C, Form SF6) ▪ housing occupancy data (HOD) for applicants claiming shelter-related expenses and when applicable, a pro-rata calculation (see Appendix C, Form SF8) ▪ a CMHC loan agreement, social housing agreement or First Nation rental (tenancy) agreement ▪ invoices or receipts for utilities, fuel and user fees ▪ documentation regarding any income and assets ▪ employment records and reports including pay stubs ▪ EI benefit statements and expiry or disqualification notices ▪ CPP, OAS and GIS statements ▪ Canada Customs and Revenue Agency (CCRA) notices or applicable consent forms ▪ bank passbook or most recent bank statement on all accounts ▪ verification of the value of assets ▪ medical reports and other documents ▪ orders or agreements relating to child and spousal support payments ▪ death certificates or statements of death from funeral directors ▪ invoices from funeral homes ▪ written assessments from a child and family services agency for COPH application ▪ other supporting documents as required 	√	

Process/Procedures		Dates/Comments
5.7	Make sure that forms and documents are not altered with whiteout or some other means and that the form of receipt is clear.	
Shelter Costs and Related Allowances		
5.8	Clarify and confirm that shelter and shelter-related costs claimed by an applicant or recipient are for the person's primary on-reserve residence (see Section 4.3, Shelter and Related Allowances).	
5.9	Explain that the administering authority does not collect or pay arrears for shelter and utility costs whether payment is made to the applicant or to the supplier. When applicable, request applicant to submit bills or receipts on a monthly basis (see No. 5.13).	
5.10	Complete a housing occupancy data (HOD) review to determine the total number of people living in the residence of an applicant or recipient. If necessary, visit the home to complete the HOD. Record the numbers at the bottom of Form SD04 – for example, 5 persons on income assistance out of 10 residing in home.	
5.11	When two or more families share a household, pro-rate shelter and shelter-related costs as a percentage based on the number of individuals in the recipient's family compared to the total number of people living in the home.	
5.12	Authorize payment for shelter costs only if the applicant or recipient resides in a house with a Ministerial Loan Guarantee under section 95 of the <i>Canada Mortgage and Housing Act</i> and there is a tenancy agreement between the person to whom the house is assigned and your First Nation or its housing authority.	
5.13	Authorize payment for hydro for the benefit month only if the applicant or recipient submits the current hydro bill or, alternatively, you obtain a printout from Manitoba Hydro. [What is home has no hydro or there is delay in billing?]	
5.14	Authorize payment for fuel oil for the benefit month only if you receive a document, preferably a receipt, signed by both the recipient and the delivery driver. Make sure the status number and house number of the recipient are on the document.	
5.15	Authorize payment for someone to provide fuel wood if the recipient cannot cut his or her own wood.	
5.16	Authorize payment for the cost of cutting fuel wood if the recipient is can cut his or her own wood.	

Process/Procedures		Dates/Comments
5.17	Authorize payments as required up to the maximum allowable rates for shelter and shelter-related costs (see Appendix H: Other Allowances and Rates).	
Children Out of the Parental Home (COPH)		
5.18	Gather information and assess the circumstances leading to the application including the ability of the child's parent and spouse or partner to contribute toward the cost of care. Record the results on the client file and place any written correspondence or reports on file (see Section 4.4, Children Out of the Parental Home).	
5.19	Enroll the child on assistance for up to three months initially, advising the care provider and, if possible, the child's parent that continued assistance will depend on an assessment by a child and family services (CFS) agency. [MC to review]	
5.20	Request the CFS agency in writing to assess the placement plan and to provide a report within three months from the date of enrollment. [Should administrators meet with CFS?]	
5.21	Advise the child's caregiver to contact Canada Customs and Revenue agency regarding the Canadian Child Tax Benefit (CCTB) and the National Child Benefit Supplement (NCBS).	
Homemaker Services		
5.22	Advise the applicant and his or her family that persons living in the applicant's home cannot be paid for homemaker services provided for the applicant (see Section 4.6, Homemaker Services).	
5.23	Authorize homemaker services based on a homemaker application (service plan agreement) up to a maximum of 90 hours per month per household.	
5.24	Ensure that monthly time sheets submitted by a homemaker have the name and status number of the recipient and the homemaker, and the days worked and the number of hours per days.	
Special Needs Allowance		
5.25	Verify that special needs are required by a home visit if necessary and record the results on the client file (see Section 4.7, Special Needs Assistance).	

Additional Notes:

Checklist 6: Records and Reports

This checklist pertains to records that administering authorities must keep to administer the income assistance program and for preparing and submitting reports (claims) to Indian and Northern Affairs Canada (INAC) for reimbursement of expenditures. It applies to administering authorities funded through a Comprehensive Funding Arrangement (CFA). It can also be used as reminder list and for recording information.

The checklist contains references to sections and appendices in the Income Assistance Policy and Procedures Manual. Administrators and support staff should refer to the manual when necessary.

Process/Procedures		Dates/Comments	
Client Records			
6.1	Open a client file or record (paper or electronic) on each applicant for income assistance and assign identification code (for example, treaty number or applicant name). Store forms and supporting documentation pertaining to the application and granting of assistance on this file (see Section 2.7, Administering Authority Reports).		
6.2	At a minimum, ensure that the client record contains the following: <ul style="list-style-type: none">a current and complete application form signed and dated by the applicant and issuing authority (SD01)a current budget and decision sheet signed and dated by the applicant and issuing authority (SD04)monthly declaration of income statements (SD03 and, if self-employment income, SD03-1)required consents to release of information forms needed to determine eligibility and possible sources of incomecase recording detailing relevant information on individuals and families and any special problems or concernsapproved applications for special diets, special needs, homemaker services, care out of the parental home (COPH) allowance, and funeral expensessupporting documentation required to confirm (verify) eligibility and benefits (see Checklist 5)	√	
6.3	Obtain a new application form (SD04) and complete a new budget and decision sheet (SD04) when: <ul style="list-style-type: none">it is the first applicationat the beginning of each fiscal year (April 1)after an absence, even if only for one monththe family size changes for any reasonthe applicant moves from one First Nation to anothera change in living arrangement (housing, family head)eligibility category changes (for example, economic to health or social)		

Process/Procedures		Dates/Comments	
6.4	Obtain supporting documentation for every new applicant and every time there is a change in the circumstances requiring an application (SD04) and/or budget and decision sheet (SD04).		
Administrative Records			
6.5	Maintain monthly administrative files or records (paper or electronic) to store financial and statistical information and documents you will need for preparing and submitting claims to INAC.		
6.6	Obtain a Declaration of Income (SD03) for every month an applicant or recipient receives income, even if it is the same amount each month.		
6.7	At a minimum, ensure that your monthly administrative files or records contain the following financial information and documentation: <ul style="list-style-type: none">Income Assistance Monthly Report-(IAMR)Detailed Summary Report and, for WOP projects, Detailed Summary Report for WOP/ASARETdaily bank recordsgeneral ledger with accounts receivable and payableprojected cash flows for initial and amended CFA's and WOP projectsactual monthly and annual cash flows (transfer payment management system)	√	
6.8	At a minimum, ensure that your monthly administrative records, database or both contain the following statistical information and documentation: <ul style="list-style-type: none">number of case months for individuals and families in the economic, health and social categoriesexpenditures for each categorynumber of work opportunity projects, employees and weeks and amount transferrednumber of COPH cases and related expendituresnumber of recipients (units) receiving home care (adult care) and expendituresnumber of recipients (units) receiving homemaker services other than adult care and related expendituresnumber of recipients (units) receiving special needs and expenditures	√	

Process/Procedures		Dates/Comments
	<ul style="list-style-type: none"> number of recipients (units) receiving homemaker services other than adult care and related expenditures number of burials and amount of burial expenditures additional statistics in support of expenditures such as Canada Housing and Mortgage Corporation, hydro and fuel wood 	
Regular Monthly Reports		
6.9	Complete an Income Assistance Monthly Report (IAMR), a Detailed Summary Report and, for a WOP project, a Detailed Summary Report for a WOP/ASARET, attaching completed/signed forms (see above) and supporting documentation required to verify expenditures (see Checklist 5).	
6.10	List every income assistance applicant/recipient on the Detailed Summary Report or Detailed Summary Report for WOP/ASARET by status (treaty) number in numerical order or, if applicable by SIN. This applies to supplemental reports as well. You may use an electronic summary sheet provided it lists the same information.	
6.11	Check with your membership clerk, when necessary, to ensure the correct numbers are provided.	
6.12	Attach copies of additional required forms (see Item 6.2 above). All information relating to an applicant or recipient should be provided on the same line in the summary sheet as in the SD01 and SD04. Only one SD04 is required per client.	
6.13	Compare the report with payment journals to ensure that all payments are being claimed. This also applies to supplementary reports (see below).	
6.14	Check the report for mathematical accuracy and completeness before it is submitted. This item also applies to supplementary reports (see below).	
6.15	Identify and document as part of the monthly report package the need for a supplementary report (see below) to include additional expenditure items not listed in the initial report.	
6.16	If your First Nation is the administering authority, submit the initial monthly report to your First Nation manager to present to Chief and Council for review and approval. Otherwise, submit the package to the person or body with authority to approve the report	

Process/Procedures		Dates/Comments
6.17	Submit the approved monthly report o INAC to be received within 45 days from the beginning of the issuing month.	
Supplementary Reports		
6.18	Maintain a list of supplementary reports that are required. You may do this by keeping track of monthly expenditures not included in your initial reports.	
6.19	Prepare and submit a supplementary report when necessary in the same manner and with the same documentation as noted above for initial monthly reports. Be sure to submit the report by May 31 of the next fiscal year.	

Additional Notes:

Checklist 7: Funerals: Pre-approval and Final Claim

This checklist contains steps required to process pre-approval for eligible funeral expenses for eligible clients. The steps relate to information required on the Application for Income Assistance (Form SD01), Budget and Decision (Form SD04) and the Record of Funeral Expenses form. The checklist can also be used as a reminder list and for recording information.

The checklist contains references to sections and appendices in the Income Assistance Policy and Procedures Manual. Administrators and support staff should refer to the manual when necessary.

Process/Procedures		Dates/Comments
4.1	Thoroughly view Appendix H.1 and Section 4.8 of the Policy and Procedures Manual. Read 4.8 Pg 6 & 7 on Funeral Director Service Fee's which contains all the Professional Service fee's that are included, as well as information on Excluded Funeral Exspenses and Traditional Funerals.	
4.2	* Note: Funeral homes must obtain pre-approval from an administering authority for all eligible funeral service fees to be billed to the Income Assistance Program. Ensure the applicant acting on behalf of the deceased provides a quote (funeral expense invoice) from the funeral home in which the services were or shall be provided.	
4.3	Obtain a birth certicate or a funeral director's notification of death.	
4.4	Ensure the application being submitted is within 60 days of the person's date of death. After the 60 day time frame, the application is deemed ineligible.	
4.5	Review the quote submitted by the funeral home. Ensure the funeral home's fee's on their quote are not over and above INAC'S maximum allowable rates. View Appendix H.1; pg 6-11 & 4.8; pg. 6 - 11.	
4.6	Speak with the funeral home in order to clarify which types of caskets and liners were used and the funeral homes aligning fee's for each item. Also see INAC's maximum allowable rates for each of the items, and ensure the funeral home is aware of the maximum allowable rates. See Appendix H.1; pg. 8 & 9.	
4.7	If there are any discrepancies between the funeral homes fee's on their quote and INAC's maximum allowable rates, make the appropriate changes or corrections to the quote supplied by the funeral home.	
4.8	Fax the funeral home the approved invoice reflecting the new changes or corrections.	

Process/Procedures		Dates/Comments
4.9	Request a new detailed invoice including all appropriate receipts from the funeral home. When received, keep all the supporting funeral documentation together.	
4.10	Print Forms SDO1, SDO4, and Record of Funeral Expenses. View Section C.2 of INAC's Income Assistance Policy and Procedures Manual.	
4.11	To fill out the Record of Expenses form, work with the applicant to thoroughly fill out the client's personal information. e.g. date of birth, date of death, etc.	
4.12	On line 145 - 1 of the Record of Expenses form, determine the casket expense. See section H.1; pg 8 & 9. The Maximum allowable rate is currently \$ 431.64. If the amount on the quote, is lower than the maximum allowable rate, enter the amount on the quote on line 145 - 1. If the amount on the quote from the funeral home is over and above this maximum allowable rate, only enter the maximum allowable amount of \$ 431.64.	
4.13	On line 145 - 2 enter the amount charged on the quote for professional services. See section H.1; pg. 7 under eligible service fee's for the maximum rates. A regular funeral covers professional fee's up to the maximum amount of \$ 2,109.22. If the amount on the receipt is lower than the maximum rates in H.1; pg. 7, enter that amount in line 145 - 2. If the amount on the quote is above this amount, enter only the maximum allowable rate of \$ 2,109.22.	
4.14	On line 145 - 4 extract (or leave out) this amount at this step, as it will be calculated later.	
4.15	On line 145 - 4 enter the fee's for the wake and/or cost of the opening and closing of the grave, as indicated on the funeral home's funeral quote. See Appendix H.1; pg. 9 & 11. The maximum allowable rate for a wake is \$300.00, and the maximum rate for the opening and closing of the grave is \$670.00. Note: If unsure if the funeral home provided a wake and/or opening of the grave, please contact the funeral home to clarify the services provided.	
4.16	On line 145 - 5 enter the fee that is on the funeral quote for burial clothing up to the amount of 100.00 only. If the amount on the quote is lower than this maximum allowable amount, e.g. \$ 65.00, then only enter this amount on the quote. If it is over 100.00 maximum allowable rate, only enter \$ 100.00. See Appendix H.1; pg. 11.	
4.17	On line 145 - 6 enter the amount charged on the funeral quote for the liner, wooden outer box, or hermetically sealed container that was used for the deceased burial. Enter the amount on the quote if it is under INAC's maximum allowable amount. If the amount on the quote is over and above the allowable amounts, only enter the maximum allowable amount as listed. View H.1; pg. 9.	

	Process/Procedures	Dates/Comments
4.18	<p>On line 145 - 7 enter any exceptional costs such as mileage. View Appendix H.1 pg. 11. for current maximum allowable mileage rates.</p> <p>If the amount on the quote is lower than the maximum allowable rate, only enter what was on the quote.</p> <p>If it is over and above the allowable maximum rate, only enter the maximum rate.</p>	
4.19	<p>Add up all the funeral expenditures above (lines 145 - 1 - 145 - 7) to calculate the total. (Be sure not to include the fee for the transportation of the remains at this step).</p> <p>Enter this amount on line 145 - 8.</p>	
4.20	<p>See H.1; pg. 6. * Note that the maximum reimbursement for any individual funeral claim is \$ 3,500.00.</p> <p>(This amount does not include the maximum allowable rates for the transportation of the remains.)</p>	
4.21	<p>If the amount totalled exceeds the \$ 3,500.00 maximum allowable rate: subtract \$ 3,500.00 from the total amount to calculate the ineligible expenses that were being claimed.</p> <p>This amount will tell you the amount that is ineligible so far.</p>	
4.22	<p>From the total of funeral expenses that was calculated, (or only a \$ 3,500.00 maximum in a case where there was fee's exceeding the maximum allowable rate of \$ 3,500.000), add the amount shown on line 145 - 3 (transportation of the deceased), to the sub-total that was calculated for line 145 - 8 (total for funeral expenses.)</p>	
4.23	<p>If the final amount (including the transportation of the remains) in total is under \$ 6,000.00, then the claim is considered eligible.</p> <p>If the total exceeds a maximum of \$ 6,000.00 in total, the claim is deemed ineligible.</p> <p>Anything over and above this \$ 6,000.00 amount will be considered the ineligible amount.</p> <p>The remainder would be the applicant's eligible amount.</p> <p>(* Note: In a case where the funeral expenses totalled over \$ 3,500.00 prior to the transportation of remains being added, then calculate/determine how much is over and above the \$ 3,500.00.</p> <p>Then add the transportation of remains to only \$ 3,500.00. (recall anything over and above this amount is ineligible.)</p> <p>If the total amount calculated is under \$ 6,000.00 then it is eligible.</p> <p>If the total calculated is more than \$ 6,000.00: add up all the amounts that were up and above the \$ 6,000.00.</p> <p>Add together the amounts that were up and above the \$ 3,500.00 and the amount over and above the \$ 6,000.00 to get the total of ineligible costs.</p>	

Process/Procedures		Dates/Comments
4.24	Fill out the funeral costs contributions on lines 145 - A -145- I. Explore with the applicant any financial resources that may be eligible through the deceased estate. e.g. liquid assets, earned income, and death benefits. (See 4.8 pg. 5 & 6 for other possible financial resources such as final monthly checks and lump sum payments.) Other financial benefits may be available as well, view 4.8; pg. 2 & 3. Also see 4.8; pg. 7 & 8 on "Pensioner Funerals." Contact the "Estates Unit, People and Trust Responsibilities, INAC", to determine what funds are available from an estate for the funeral costs and to initiate an estates account. Telephone: (204) 983 -3665	
4.25	Check for mathematical accuracy and completeness.	

Additional Notes:

Basic Needs Rate Tables

Appendix E contains current basic needs rate tables by income assistance eligibility categories for southern, northern and isolated communities.

Table	Number
Economic South	E.1
Social South	E.2
Health South	E.3
Economic North	E.4
Social North	E.5
Health North	E.6
Economic Isolated	E.4
Social Isolated	E.5
Health Isolated	E.6

Economic - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$220.00	2000	\$395.00
1001	\$344.00	2001	\$497.00
1002	\$455.00	2002	\$596.00
1003	\$555.00	2003	\$713.00
1004	\$672.00	2004	\$831.00
1005	\$789.00	2005	\$948.00
1006	\$906.00	2006	\$1,065.00
1010	\$369.00	2010	\$529.00
1011	\$480.00	2011	\$628.00
1012	\$580.00	2012	\$746.00
1013	\$697.00	2013	\$863.00
1014	\$814.00	2014	\$980.00
1015	\$931.00	2015	\$1,097.00
1016	\$1,047.00	2016	\$1,214.00
1020	\$505.00	2020	\$661.00
1021	\$605.00	2021	\$778.00
1022	\$722.00	2022	\$895.00
1023	\$839.00	2023	\$1,012.00
1024	\$956.00	2024	\$1,129.00
1025	\$1,072.00	2025	\$1,247.00
1026	\$1,189.00	2026	\$1,364.00
1030	\$630.00	2030	\$810.00
1031	\$747.00	2031	\$927.00
1032	\$864.00	2032	\$1,044.00
1033	\$981.00	2033	\$1,162.00
1034	\$1,097.00	2034	\$1,279.00
1035	\$1,214.00	2035	\$1,396.00
1036	\$1,331.00	2036	\$1,513.00
1040	\$772.00	2040	\$959.00
1041	\$889.00	2041	\$1,077.00
1042	\$1,006.00	2042	\$1,194.00
1043	\$1,122.00	2043	\$1,311.00
1044	\$1,239.00	2045	\$1,428.00
1045	\$1,356.00	2045	\$1,545.00
1046	\$1,473.00	2046	\$1,663.00
1050	\$914.00	2050	\$1,109.00
1051	\$1,031.00	2051	\$1,226.00
1052	\$1,147.00	2052	\$1,343.00
1053	\$1,264.00	2053	\$1,460.00
1054	\$1,381.00	2054	\$1,578.00

Economic - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$1,498.00	2055	\$1,695.00
1056	\$1,615.00	2056	\$1,812.00
1100	\$407.00	2100	\$569.00
1101	\$518.00	2101	\$668.00
1102	\$618.00	2102	\$785.00
1103	735.00	2103	\$903.00
1104	\$851.00	2104	\$1,020.00
1105	\$968.00	2105	\$1,137.00
1106	\$1,085.00	2106	\$1,254.00
1110	\$543.00	2110	\$700.00
1111	\$643.00	2111	\$818.00
1112	\$760.00	2112	\$935.00
1113	\$876.00	2113	\$1,052.00
1114	\$993.00	2114	\$1,169.00
1115	\$1,110.00	2115	\$1,286.00
1116	\$1,227.00	2116	\$1,404.00
1120	\$668.00	2120	\$850.00
1121	\$785.00	2121	\$967.00
1122	\$901.00	2122	\$1,084.00
1123	\$1,018.00	2123	\$1,201.00
1124	\$1,135.00	2124	\$1,319.00
1125	\$1,252.00	2125	\$1,436.00
1126	\$1,369.00	2126	\$1,553.00
1130	\$810.00	2130	\$999.00
1131	\$926.00	2131	\$1,116.00
1132	\$1,043.00	2132	\$1,234.00
1133	\$1,160.00	2133	\$1,351.00
1134	\$1,277.00	2134	\$1,468.00
1135	\$1,394.00	2135	\$1,585.00
1136	\$1,511.00	2136	\$1,702.00
1140	\$951.00	2140	\$1,149.00
1141	\$1,068.00	2141	\$1,266.00
1142	\$1,185.00	2142	\$1,383.00
1143	\$1,302.00	2143	\$1,500.00
1144	\$1,419.00	2144	\$1,617.00
1145	\$1,536.00	2145	\$1,735.00
1146	\$1,653.00	2146	\$1,852.00
1150	\$1,093.00	2150	\$1,298.00
1151	\$1,210.00	2151	\$1,415.00
1152	\$1,327.00	2152	\$1,532.00

Economic - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$1,444.00	2153	\$1,650.00
1154	\$1,561.00	2154	\$1,767.00
1155	\$1,678.00	2155	\$1,884.00
1156	\$1,795.00	2156	\$2,001.00
1200	\$581.00	2200	\$740.00
1201	\$680.00	2201	\$857.00
1202	\$797.00	2202	\$975.00
1203	\$914.00	2203	\$1,092.00
1204	\$1,031.00	2204	\$1,209.00
1205	\$1,148.00	2205	\$1,326.00
1206	\$1,265.00	2206	\$1,443.00
1210	\$705.00	2210	\$890.00
1211	\$822.00	2211	\$1,007.00
1212	\$939.00	2212	\$1,124.00
1213	\$1,056.00	2213	\$1,241.00
1214	\$1,173.00	2214	\$1,358.00
1215	\$1,290.00	2215	\$1,476.00
1216	\$1,407.00	2216	\$1,593.00
1220	\$847.00	2220	\$1,039.00
1221	\$964.00	2221	\$1,156.00
1222	\$1,081.00	2222	\$1,273.00
1223	\$1,198.00	2223	\$1,391.00
1224	\$1,315.00	2224	\$1,508.00
1225	\$1,432.00	2225	\$1,625.00
1226	\$1,549.00	2226	\$1,742.00
1230	\$989.00	2230	\$1,188.00
1231	\$1,106.00	2231	\$1,306.00
1232	\$1,223.00	2232	\$1,423.00
1233	\$1,340.00	2233	\$1,540.00
1234	\$1,457.00	2234	\$1,657.00
1235	\$1,574.00	2235	\$1,774.00
1236	\$1,691.00	2236	\$1,892.00
1240	\$1,131.00	2240	\$1,338.00
1241	\$1,248.00	2241	\$1,455.00
1242	\$1,365.00	2242	\$1,572.00
1243	\$1,482.00	2243	\$1,689.00
1244	\$1,599.00	2244	\$1,807.00
1245	\$1,716.00	2245	\$1,924.00
1246	\$1,833.00	2246	\$2,041.00
1250	\$1,273.00	2250	\$1,487.00

Economic - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$1,390.00	2251	\$1,604.00
1252	\$1,507.00	2252	\$1,722.00
1253	\$1,624.00	2253	\$1,839.00
1254	\$1,741.00	2254	\$1,956.00
1255	\$1,858.00	2255	\$2,073.00
1256	\$1,974.00	2256	\$2,190.00
1300	\$743.00	2300	\$929.00
1301	\$860.00	2301	\$1,047.00
1302	\$977.00	2302	\$1,164.00
1303	\$1,094.00	2303	\$1,281.00
1304	\$1,211.00	2304	\$1,398.00
1305	\$1,328.00	2305	\$1,515.00
1306	\$1,445.00	2306	\$1,633.00
1310	\$885.00	2311	\$1,079.00
1311	\$1,002.00	2311	\$1,196.00
1312	\$1,119.00	2312	\$1,313.00
1313	\$1,236.00	2313	\$1,430.00
1314	\$1,353.00	2314	\$1,548.00
1315	\$1,470.00	2315	\$1,665.00
1316	\$1,587.00	2316	\$1,782.00
1320	\$1,027.00	2320	\$1,228.00
1321	\$1,144.00	2321	\$1,345.00
1322	\$1,261.00	2322	\$1,463.00
1323	\$1,378.00	2323	\$1,580.00
1324	\$1,495.00	2324	\$1,697.00
1325	\$1,612.00	2325	\$1,814.00
1326	\$1,728.00	2326	\$1,931.00
1330	\$1,169.00	2330	\$1,378.00
1331	\$1,286.00	2331	\$1,495.00
1332	\$1,403.00	2332	\$1,612.00
1333	\$1,520.00	2333	\$1,729.00
1334	\$1,637.00	2334	\$1,846.00
1335	\$1,753.00	2335	\$1,964.00
1336	\$1,870.00	2336	\$2,081.00
1340	\$1,311.00	2340	\$1,527.00
1341	\$1,428.00	2341	\$1,644.00
1342	\$1,545.00	2342	\$1,761.00
1343	\$1,662.00	2343	\$1,879.00
1344	\$1,778.00	2344	\$1,996.00
1345	\$1,895.00	2345	\$2,113.00

Economic - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$2,012.00	2346	\$2,230.00
1350	\$1,453.00	2350	\$1,676.00
1351	\$1,570.00	2351	\$1,794.00
1352	\$1,687.00	2352	\$1,911.00
1353	\$1,803.00	2353	\$2,028.00
1354	\$1,920.00	2354	\$2,145.00
1355	\$2,037.00	2355	\$2,262.00
1356	\$2,154.00	2356	\$2,380.00
1400	\$923.00	2400	\$1,119.00
1401	\$1,040.00	2401	\$1,236.00
1402	\$1,157.00	2402	\$1,353.00
1403	\$1,274.00	2403	\$1,470.00
1404	\$1,391.00	2404	\$1,587.00
1405	\$1,507.00	2405	\$1,705.00
1406	\$1,624.00	2406	\$1,822.00
1410	\$1,065.00	2410	\$1,268.00
1411	\$1,182.00	2411	\$1,385.00
1412	\$1,299.00	2412	\$1,502.00
1413	\$1,416.00	2413	\$1,620.00
1414	\$1,532.00	2414	\$1,737.00
1415	\$1,649.00	2415	\$1,854.00
1416	\$1,766.00	2416	\$1,971.00
1420	\$1,207.00	2420	\$1,417.00
1421	\$1,324.00	2421	\$1,535.00
1422	\$1,441.00	2422	\$1,652.00
1423	\$1,557.00	2423	\$1,769.00
1424	\$1,674.00	2424	\$1,886.00
1425	\$1,791.00	2425	\$2,003.00
1426	\$1,908.00	2426	\$2,121.00
1430	\$1,349.00	2430	\$1,567.00
1431	\$1,466.00	2431	\$1,684.00
1432	\$1,582.00	2432	\$1,801.00
1433	\$1,699.00	2433	\$1,918.00
1434	\$1,816.00	2434	\$2,036.00
1435	\$1,933.00	2435	\$2,153.00
1436	\$2,050.00	2436	\$2,270.00
1440	\$1,491.00	2440	\$1,716.00
1441	\$1,607.00	2441	\$1,833.00
1442	\$1,724.00	2442	\$1,951.00
1443	\$1,841.00	2443	\$2,068.00

Economic - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$1,958.00	2444	\$2,185.00
1445	\$2,075.00	2445	\$2,302.00
1446	\$2,192.00	2446	\$2,419.00
1450	\$1,632.00	2450	\$1,866.00
1451	\$1,749.00	2451	\$1,983.00
1452	\$1,866.00	2452	\$2,100.00
1453	\$1,983.00	2453	\$2,217.00
1454	\$2,100.00	2454	\$2,334.00
1455	\$2,217.00	2455	\$2,452.00
1456	\$2,334.00	2456	\$2,569.00
1500	\$1,103.00	2500	\$1,308.00
1501	\$1,220.00	2501	\$1,425.00
1502	\$1,336.00	2502	\$1,542.00
1503	\$1,453.00	2503	\$1,659.00
1504	\$1,570.00	2504	\$1,777.00
1505	\$1,687.00	2505	\$1,894.00
1506	\$1,804.00	2506	\$2,011.00
1510	\$1,245.00	2510	\$1,457.00
1511	\$1,361.00	2511	\$1,574.00
1512	\$1,478.00	2512	\$1,692.00
1513	\$1,595.00	2513	\$1,809.00
1514	\$1,712.00	2514	\$1,926.00
1515	\$1,829.00	2515	\$2,043.00
1516	\$1,946.00	2516	\$2,160.00
1520	\$1,386.00	2520	\$1,607.00
1521	\$1,503.00	2521	\$1,724.00
1522	\$1,620.00	2522	\$1,841.00
1523	\$1,737.00	2523	\$1,958.00
1524	\$1,854.00	2524	\$2,075.00
1525	\$1,971.00	2525	\$2,193.00
1526	\$2,088.00	2526	\$2,310.00
1530	\$1,528.00	2531	\$1,756.00
1531	\$1,645.00	2531	\$1,873.00
1532	\$1,762.00	2532	\$1,990.00
1533	\$1,879.00	2533	\$2,108.00
1534	\$1,996.00	2534	\$2,225.00
1535	\$2,113.00	2535	\$2,342.00
1536	\$2,230.00	2536	\$2,459.00
1540	\$1,670.00	2540	\$1,905.00
1541	\$1,787.00	2541	\$2,023.00

Economic - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$1,904.00	2542	\$2,140.00
1543	\$2,021.00	2543	\$2,257.00
1544	\$2,138.00	2544	\$2,374.00
1545	\$2,255.00	2545	\$2,491.00
1546	\$2,372.00	2546	\$2,609.00
1550	\$1,812.00	2550	\$2,055.00
1551	\$1,929.00	2551	\$2,172.00
1552	\$2,046.00	2552	\$2,289.00
1553	\$2,163.00	2553	\$2,406.00
1554	\$2,280.00	2554	\$2,524.00
1555	\$2,397.00	2555	\$2,641.00
1556	\$2,514.00	2556	\$2,758.00

Social - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$275.00	2000	\$486.00
1001	\$356.00	2001	\$557.00
1002	\$467.00	2002	\$656.00
1003	\$566.00	2003	\$773.00
1004	\$683.00	2004	\$891.00
1005	\$801.00	2005	\$1,008.00
1006	\$918.00	2006	\$1,125.00
1010	\$389.00	2010	\$589.00
1011	\$499.00	2011	\$688.00
1012	\$598.00	2012	\$806.00
1013	\$716.00	2013	\$923.00
1014	\$833.00	2014	\$1,040.00
1015	\$950.00	2015	\$1,157.00
1016	\$1,067.00	2016	\$1,274.00
1020	\$531.00	2020	\$721.00
1021	\$631.00	2021	\$838.00
1022	\$748.00	2022	\$955.00
1023	\$865.00	2023	\$1,072.00
1024	\$982.00	2024	\$1,189.00
1025	\$1,099.00	2025	\$1,307.00
1026	\$1,217.00	2026	\$1,424.00
1030	\$663.00	2030	\$870.00
1031	\$780.00	2031	\$987.00
1032	\$897.00	2032	\$1,104.00
1033	\$1,014.00	2033	\$1,222.00
1034	\$1,132.00	2034	\$1,339.00
1035	\$1,249.00	2035	\$1,456.00
1036	\$1,366.00	2036	\$1,573.00
1040	\$812.00	2040	\$1,019.00
1041	\$929.00	2041	\$1,137.00
1042	\$1,047.00	2042	\$1,254.00
1043	\$1,164.00	2043	\$1,371.00
1044	\$1,281.00	2044	\$1,488.00
1045	\$1,398.00	2045	\$1,605.00
1046	\$1,515.00	2046	\$1,723.00
1050	\$962.00	2050	\$1,169.00
1051	\$1,079.00	2051	\$1,286.00
1052	\$1,196.00	2052	\$1,403.00
1053	\$1,313.00	2053	\$1,520.00
1054	\$1,430.00	2054	\$1,638.00

Social - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$1,548.00	2055	\$1,755.00
1056	\$1,665.00	2056	\$1,872.00
1100	\$428.00	2100	\$629.00
1101	\$539.00	2101	\$728.00
1102	\$638.00	2102	\$845.00
1103	\$755.00	2103	\$963.00
1104	\$873.00	2104	\$1,080.00
1105	\$990.00	2105	\$1,197.00
1106	\$1,107.00	2106	\$1,314.00
1110	\$571.00	2110	\$760.00
1111	\$670.00	2111	\$878.00
1112	\$788.00	2112	\$995.00
1113	\$905.00	2113	\$1,112.00
1114	\$1,022.00	2114	\$1,229.00
1115	\$1,139.00	2115	\$1,346.00
1116	\$1,256.00	2116	\$1,464.00
1120	\$703.00	2120	\$910.00
1121	\$820.00	2121	\$1,027.00
1122	\$937.00	2122	\$1,144.00
1123	\$1,054.00	2123	\$1,261.00
1124	\$1,171.00	2124	\$1,379.00
1125	\$1,289.00	2125	\$1,496.00
1126	\$1,406.00	2126	\$1,613.00
1130	\$852.00	2130	\$1,059.00
1131	\$969.00	2131	\$1,176.00
1132	\$1,086.00	2132	\$1,294.00
1133	\$1,204.00	2133	\$1,411.00
1134	\$1,321.00	2134	\$1,528.00
1135	\$1,438.00	2135	\$1,645.00
1136	\$1,555.00	2136	\$1,762.00
1140	\$1,001.00	2140	\$1,209.00
1141	\$1,119.00	2141	\$1,326.00
1142	\$1,236.00	2142	\$1,443.00
1143	\$1,353.00	2143	\$1,560.00
1144	\$1,470.00	2144	\$1,677.00
1145	\$1,587.00	2145	\$1,795.00
1146	\$1,705.00	2146	\$1,912.00
1150	\$1,151.00	2150	\$1,358.00
1151	\$1,268.00	2151	\$1,475.00
1152	\$1,385.00	2152	\$1,592.00

Social - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$1,502.00	2153	\$1,710.00
1154	\$1,620.00	2154	\$1,827.00
1155	\$1,737.00	2155	\$1,944.00
1156	\$1,854.00	2156	\$2,061.00
1200	\$611.00	2200	\$800.00
1201	\$710.00	2201	\$917.00
1202	\$827.00	2202	\$1,035.00
1203	\$945.00	2203	\$1,152.00
1204	\$1,062.00	2204	\$1,269.00
1205	\$1,179.00	2205	\$1,386.00
1206	\$1,296.00	2206	\$1,503.00
1210	\$742.00	2210	\$950.00
1211	\$860.00	2211	\$1,067.00
1212	\$977.00	2212	\$1,184.00
1213	\$1,094.00	2213	\$1,301.00
1214	\$1,211.00	2214	\$1,418.00
1215	\$1,328.00	2215	\$1,536.00
1216	\$1,446.00	2216	\$1,653.00
1220	\$892.00	2220	\$1,099.00
1221	\$1,009.00	2221	\$1,216.00
1222	\$1,126.00	2222	\$1,333.00
1223	\$1,243.00	2223	\$1,451.00
1224	\$1,361.00	2224	\$1,568.00
1225	\$1,478.00	2225	\$1,685.00
1226	\$1,595.00	2226	\$1,802.00
1230	\$1,041.00	2230	\$1,248.00
1231	\$1,158.00	2231	\$1,366.00
1232	\$1,276.00	2232	\$1,483.00
1233	\$1,393.00	2233	\$1,600.00
1234	\$1,510.00	2234	\$1,717.00
1235	\$1,627.00	2235	\$1,834.00
1236	\$1,744.00	2236	\$1,952.00
1240	\$1,191.00	2240	\$1,398.00
1241	\$1,308.00	2241	\$1,515.00
1242	\$1,425.00	2242	\$1,632.00
1243	\$1,542.00	2243	\$1,749.00
1244	\$1,659.00	2244	\$1,867.00
1245	\$1,777.00	2245	\$1,984.00
1246	\$1,894.00	2246	\$2,101.00
1250	\$1,340.00	2250	\$1,547.00

Social - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$1,457.00	2251	\$1,664.00
1252	\$1,574.00	2252	\$1,782.00
1253	\$1,692.00	2253	\$1,899.00
1254	\$1,809.00	2254	\$2,016.00
1255	\$1,926.00	2255	\$2,133.00
1256	\$2,043.00	2256	\$2,250.00
1300	\$782.00	2300	\$989.00
1301	\$899.00	2301	\$1,107.00
1302	\$1,017.00	2302	\$1,224.00
1303	\$1,134.00	2303	\$1,341.00
1304	\$1,251.00	2304	\$1,458.00
1305	\$1,368.00	2305	\$1,575.00
1306	\$1,485.00	2306	\$1,693.00
1310	\$932.00	2310	\$1,139.00
1311	\$1,049.00	2311	\$1,256.00
1312	\$1,166.00	2312	\$1,373.00
1313	\$1,283.00	2313	\$1,490.00
1314	\$1,400.00	2314	\$1,608.00
1315	\$1,518.00	2315	\$1,725.00
1316	\$1,635.00	2316	\$1,842.00
1320	\$1,081.00	2320	\$1,288.00
1321	\$1,198.00	2321	\$1,405.00
1322	\$1,315.00	2322	\$1,523.00
1323	\$1,433.00	2323	\$1,640.00
1324	\$1,550.00	2324	\$1,757.00
1325	\$1,667.00	2325	\$1,874.00
1326	\$1,784.00	2326	\$1,991.00
1330	\$1,230.00	2330	\$1,438.00
1331	\$1,348.00	2331	\$1,555.00
1332	\$1,465.00	2332	\$1,672.00
1333	\$1,582.00	2333	\$1,789.00
1334	\$1,699.00	2334	\$1,906.00
1335	\$1,816.00	2335	\$2,024.00
1336	\$1,934.00	2336	\$2,141.00
1340	\$1,380.00	2340	\$1,587.00
1341	\$1,497.00	2341	\$1,704.00
1342	\$1,614.00	2342	\$1,821.00
1343	\$1,731.00	2343	\$1,939.00
1344	\$1,849.00	2344	\$2,056.00
1345	\$1,966.00	2345	\$2,173.00

Social - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$2,083.00	2346	\$2,290.00
1350	\$1,529.00	2350	\$1,736.00
1351	\$1,646.00	2351	\$1,854.00
1352	\$1,764.00	2352	\$1,971.00
1353	\$1,881.00	2353	\$2,088.00
1354	\$1,998.00	2354	\$2,205.00
1355	\$2,115.00	2355	\$2,322.00
1356	\$2,232.00	2356	\$2,440.00
1400	\$971.00	2400	\$1,179.00
1401	\$1,089.00	2401	\$1,296.00
1402	\$1,206.00	2402	\$1,413.00
1403	\$1,323.00	2403	\$1,530.00
1404	\$1,440.00	2404	\$1,647.00
1405	\$1,557.00	2405	\$1,765.00
1406	\$1,675.00	2406	\$1,882.00
1410	\$1,121.00	2410	\$1,328.00
1411	\$1,238.00	2411	\$1,445.00
1412	\$1,355.00	2412	\$1,562.00
1413	\$1,472.00	2413	\$1,680.00
1414	\$1,590.00	2414	\$1,797.00
1415	\$1,707.00	2415	\$1,914.00
1416	\$1,824.00	2416	\$2,031.00
1420	\$1,270.00	2420	\$1,477.00
1421	\$1,387.00	2421	\$1,595.00
1422	\$1,505.00	2422	\$1,712.00
1423	\$1,622.00	2423	\$1,829.00
1424	\$1,739.00	2424	\$1,946.00
1425	\$1,856.00	2425	\$2,063.00
1426	\$1,973.00	2426	\$2,181.00
1430	\$1,420.00	2430	\$1,627.00
1431	\$1,537.00	2431	\$1,744.00
1432	\$1,654.00	2432	\$1,861.00
1433	\$1,771.00	2433	\$1,978.00
1434	\$1,888.00	2434	\$2,096.00
1435	\$2,006.00	2435	\$2,213.00
1436	\$2,123.00	2436	\$2,330.00
1440	\$1,569.00	2440	\$1,776.00
1441	\$1,686.00	2441	\$1,893.00
1442	\$1,803.00	2442	\$2,011.00
1443	\$1,921.00	2443	\$2,128.00

Social - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$2,038.00	2444	\$2,245.00
1445	\$2,155.00	2445	\$2,362.00
1446	\$2,272.00	2446	\$2,479.00
1450	\$1,718.00	2450	\$1,926.00
1451	\$1,836.00	2451	\$2,043.00
1452	\$1,953.00	2452	\$2,160.00
1453	\$2,070.00	2453	\$2,277.00
1454	\$2,187.00	2454	\$2,394.00
1455	\$2,304.00	2455	\$2,512.00
1456	\$2,422.00	2456	\$2,629.00
1500	\$1,161.00	2500	\$1,368.00
1501	\$1,278.00	2501	\$1,485.00
1502	\$1,395.00	2502	\$1,602.00
1503	\$1,512.00	2503	\$1,719.00
1504	\$1,629.00	2504	\$1,837.00
1505	\$1,747.00	2505	\$1,954.00
1506	\$1,864.00	2506	\$2,071.00
1510	\$1,310.00	2510	\$1,517.00
1511	\$1,427.00	2511	\$1,634.00
1512	\$1,544.00	2512	\$1,752.00
1513	\$1,662.00	2513	\$1,869.00
1514	\$1,779.00	2514	\$1,986.00
1515	\$1,896.00	2515	\$2,103.00
1516	\$2,013.00	2516	\$2,220.00
1520	\$1,459.00	2520	\$1,667.00
1521	\$1,577.00	2521	\$1,784.00
1522	\$1,694.00	2522	\$1,901.00
1523	\$1,811.00	2523	\$2,018.00
1524	\$1,928.00	2524	\$2,135.00
1525	\$2,045.00	2525	\$2,253.00
1526	\$2,163.00	2526	\$2,370.00
1530	\$1,609.00	2530	\$1,816.00
1531	\$1,726.00	2531	\$1,933.00
1532	\$1,843.00	2532	\$2,050.00
1533	\$1,960.00	2533	\$2,168.00
1534	\$2,078.00	2534	\$2,285.00
1535	\$2,195.00	2535	\$2,402.00
1536	\$2,312.00	2536	\$2,519.00
1540	\$1,758.00	2540	\$1,965.00
1541	\$1,875.00	2541	\$2,083.00

Social - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$1,993.00	2542	\$2,200.00
1543	\$2,110.00	2543	\$2,317.00
1544	\$2,227.00	2544	\$2,434.00
1545	\$2,344.00	2545	\$2,551.00
1546	\$2,461.00	2546	\$2,669.00
1550	\$1,908.00	2550	\$2,115.00
1551	\$2,025.00	2551	\$2,232.00
1552	\$2,142.00	2552	\$2,349.00
1553	\$2,259.00	2553	\$2,466.00
1554	\$2,376.00	2554	\$2,584.00
1555	\$2,494.00	2555	\$2,701.00
1556	\$2,611.00	2556	\$2,818.00

Health - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$275.00	2000	\$486.00
1001	\$376.00	2001	\$597.00
1002	\$487.00	2002	\$696.00
1003	\$586.00	2003	\$813.00
1004	\$703.00	2004	\$931.00
1005	\$821.00	2005	\$1,048.00
1006	\$938.00	2006	\$1,165.00
1010	\$409.00	2010	\$629.00
1011	\$519.00	2011	\$728.00
1012	\$618.00	2012	\$846.00
1013	\$736.00	2013	\$963.00
1014	\$853.00	2014	\$1,080.00
1015	\$970.00	2015	\$1,197.00
1016	\$1,087.00	2016	\$1,314.00
1020	\$551.00	2020	\$761.00
1021	\$651.00	2021	\$878.00
1022	\$768.00	2022	\$995.00
1023	\$885.00	2023	\$1,112.00
1024	\$1,002.00	2024	\$1,229.00
1025	\$1,119.00	2025	\$1,347.00
1026	\$1,237.00	2026	\$1,464.00
1030	\$683.00	2030	\$910.00
1031	\$800.00	2031	\$1,027.00
1032	\$917.00	2032	\$1,144.00
1033	\$1,034.00	2033	\$1,262.00
1034	\$1,152.00	2034	\$1,379.00
1035	\$1,269.00	2035	\$1,496.00
1036	\$1,386.00	2036	\$1,613.00
1040	\$832.00	2040	\$1,059.00
1041	\$949.00	2041	\$1,177.00
1042	\$1,067.00	2042	\$1,294.00
1043	\$1,184.00	2043	\$1,411.00
1044	\$1,301.00	2044	\$1,528.00
1045	\$1,418.00	2045	\$1,645.00
1046	\$1,535.00	2046	\$1,763.00
1050	\$982.00	2050	\$1,209.00
1051	\$1,099.00	2051	\$1,326.00
1052	\$1,216.00	2052	\$1,443.00
1053	\$1,333.00	2053	\$1,560.00
1054	\$1,450.00	2054	\$1,678.00

Health - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$1,568.00	2055	\$1,795.00
1056	\$1,685.00	2056	\$1,912.00
1100	\$448.00	2100	\$669.00
1101	\$559.00	2101	\$768.00
1102	\$658.00	2102	\$885.00
1103	\$775.00	2103	\$1,003.00
1104	\$893.00	2104	\$1,120.00
1105	\$1,010.00	2105	\$1,237.00
1106	\$1,127.00	2106	\$1,354.00
1110	\$591.00	2110	\$800.00
1111	\$690.00	2111	\$918.00
1112	\$808.00	2112	\$1,035.00
1113	\$925.00	2113	\$1,152.00
1114	\$1,042.00	2114	\$1,269.00
1115	\$1,159.00	2115	\$1,386.00
1116	\$1,276.00	2116	\$1,504.00
1120	\$723.00	2120	\$950.00
1121	\$840.00	2121	\$1,067.00
1122	\$957.00	2122	\$1,184.00
1123	\$1,074.00	2123	\$1,301.00
1124	\$1,191.00	2124	\$1,419.00
1125	\$1,309.00	2125	\$1,536.00
1126	\$1,426.00	2126	\$1,653.00
1130	\$872.00	2130	\$1,099.00
1131	\$989.00	2131	\$1,216.00
1132	\$1,106.00	2132	\$1,334.00
1133	\$1,224.00	2133	\$1,451.00
1134	\$1,341.00	2134	\$1,568.00
1135	\$1,458.00	2135	\$1,685.00
1136	\$1,575.00	2136	\$1,802.00
1140	\$1,021.00	2140	\$1,249.00
1141	\$1,139.00	2141	\$1,366.00
1142	\$1,256.00	2142	\$1,483.00
1143	\$1,373.00	2143	\$1,600.00
1144	\$1,490.00	2144	\$1,717.00
1145	\$1,607.00	2145	\$1,835.00
1146	\$1,725.00	2146	\$1,952.00
1150	\$1,171.00	2150	\$1,398.00
1151	\$1,288.00	2151	\$1,515.00
1152	\$1,405.00	2152	\$1,632.00

Health - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$1,522.00	2153	\$1,750.00
1154	\$1,640.00	2154	\$1,867.00
1155	\$1,757.00	2155	\$1,984.00
1156	\$1,874.00	2156	\$2,101.00
1200	\$631.00	2200	\$840.00
1201	\$730.00	2201	\$957.00
1202	\$847.00	2202	\$1,075.00
1203	\$965.00	2203	\$1,192.00
1204	\$1,082.00	2204	\$1,309.00
1205	\$1,199.00	2205	\$1,426.00
1206	\$1,316.00	2206	\$1,543.00
1210	\$762.00	2210	\$990.00
1211	\$880.00	2211	\$1,107.00
1212	\$997.00	2212	\$1,224.00
1213	\$1,114.00	2213	\$1,341.00
1214	\$1,231.00	2214	\$1,458.00
1215	\$1,348.00	2215	\$1,576.00
1216	\$1,466.00	2216	\$1,693.00
1220	\$912.00	2220	\$1,139.00
1221	\$1,029.00	2221	\$1,256.00
1222	\$1,146.00	2222	\$1,373.00
1223	\$1,263.00	2223	\$1,491.00
1224	\$1,381.00	2224	\$1,608.00
1225	\$1,498.00	2225	\$1,725.00
1226	\$1,615.00	2226	\$1,842.00
1230	\$1,061.00	2230	\$1,288.00
1231	\$1,178.00	2231	\$1,406.00
1232	\$1,296.00	2232	\$1,523.00
1233	\$1,413.00	2233	\$1,640.00
1234	\$1,530.00	2234	\$1,757.00
1235	\$1,647.00	2235	\$1,874.00
1236	\$1,764.00	2236	\$1,992.00
1240	\$1,211.00	2240	\$1,438.00
1241	\$1,328.00	2241	\$1,555.00
1242	\$1,445.00	2242	\$1,672.00
1243	\$1,562.00	2243	\$1,789.00
1244	\$1,679.00	2244	\$1,907.00
1245	\$1,797.00	2245	\$2,024.00
1246	\$1,914.00	2246	\$2,141.00
1250	\$1,360.00	2250	\$1,587.00

Health - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$1,477.00	2251	\$1,704.00
1252	\$1,594.00	2252	\$1,822.00
1253	\$1,712.00	2253	\$1,939.00
1254	\$1,829.00	2254	\$2,056.00
1255	\$1,946.00	2255	\$2,173.00
1256	\$2,063.00	2256	\$2,290.00
1300	\$802.00	2300	\$1,029.00
1301	\$919.00	2301	\$1,147.00
1302	\$1,037.00	2302	\$1,264.00
1303	\$1,154.00	2303	\$1,381.00
1304	\$1,271.00	2304	\$1,498.00
1305	\$1,388.00	2305	\$1,615.00
1306	\$1,505.00	2306	\$1,733.00
1310	\$952.00	2310	\$1,179.00
1311	\$1,069.00	2311	\$1,296.00
1312	\$1,186.00	2312	\$1,413.00
1313	\$1,303.00	2313	\$1,530.00
1314	\$1,420.00	2314	\$1,648.00
1315	\$1,538.00	2315	\$1,765.00
1316	\$1,655.00	2316	\$1,882.00
1320	\$1,101.00	2320	\$1,328.00
1321	\$1,218.00	2321	\$1,445.00
1322	\$1,335.00	2322	\$1,563.00
1323	\$1,453.00	2323	\$1,680.00
1324	\$1,570.00	2324	\$1,797.00
1325	\$1,687.00	2325	\$1,914.00
1326	\$1,804.00	2326	\$2,031.00
1330	\$1,250.00	2330	\$1,478.00
1331	\$1,368.00	2331	\$1,595.00
1332	\$1,485.00	2332	\$1,712.00
1333	\$1,602.00	2333	\$1,829.00
1334	\$1,719.00	2334	\$1,946.00
1335	\$1,836.00	2335	\$2,064.00
1336	\$1,954.00	2336	\$2,181.00
1340	\$1,400.00	2340	\$1,627.00
1341	\$1,517.00	2341	\$1,744.00
1342	\$1,634.00	2342	\$1,861.00
1343	\$1,751.00	2343	\$1,979.00
1344	\$1,869.00	2344	\$2,096.00
1345	\$1,986.00	2345	\$2,213.00

Health - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$2,103.00	2346	\$2,330.00
1350	\$1,549.00	2350	\$1,776.00
1351	\$1,666.00	2351	\$1,894.00
1352	\$1,784.00	2352	\$2,011.00
1353	\$1,901.00	2353	\$2,128.00
1354	\$2,018.00	2354	\$2,245.00
1355	\$2,135.00	2355	\$2,362.00
1356	\$2,252.00	2356	\$2,480.00
1400	\$991.00	2400	\$1,219.00
1401	\$1,109.00	2401	\$1,336.00
1402	\$1,226.00	2402	\$1,453.00
1403	\$1,343.00	2403	\$1,570.00
1404	\$1,460.00	2404	\$1,687.00
1405	\$1,577.00	2405	\$1,805.00
1406	\$1,695.00	2406	\$1,922.00
1410	\$1,141.00	2410	\$1,368.00
1411	\$1,258.00	2411	\$1,485.00
1412	\$1,375.00	2412	\$1,602.00
1413	\$1,492.00	2413	\$1,720.00
1414	\$1,610.00	2414	\$1,837.00
1415	\$1,727.00	2415	\$1,954.00
1416	\$1,844.00	2416	\$2,071.00
1420	\$1,290.00	2420	\$1,517.00
1421	\$1,407.00	2421	\$1,635.00
1422	\$1,525.00	2422	\$1,752.00
1423	\$1,642.00	2423	\$1,869.00
1424	\$1,759.00	2424	\$1,986.00
1425	\$1,876.00	2425	\$2,103.00
1426	\$1,993.00	2426	\$2,221.00
1430	\$1,440.00	2430	\$1,667.00
1431	\$1,557.00	2431	\$1,784.00
1432	\$1,674.00	2432	\$1,901.00
1433	\$1,791.00	2433	\$2,018.00
1434	\$1,908.00	2434	\$2,136.00
1435	\$2,026.00	2435	\$2,253.00
1436	\$2,143.00	2436	\$2,370.00
1440	\$1,589.00	2440	\$1,816.00
1441	\$1,706.00	2441	\$1,933.00
1442	\$1,823.00	2442	\$2,051.00
1443	\$1,941.00	2443	\$2,168.00

Health - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$2,058.00	2444	\$2,285.00
1445	\$2,175.00	2445	\$2,402.00
1446	\$2,292.00	2446	\$2,519.00
1450	\$1,738.00	2450	\$1,966.00
1451	\$1,856.00	2451	\$2,083.00
1452	\$1,973.00	2452	\$2,200.00
1453	\$2,090.00	2453	\$2,317.00
1454	\$2,207.00	2454	\$2,434.00
1455	\$2,324.00	2455	\$2,552.00
1456	\$2,442.00	2456	\$2,669.00
1500	\$1,181.00	2500	\$1,408.00
1501	\$1,298.00	2501	\$1,525.00
1502	\$1,415.00	2502	\$1,642.00
1503	\$1,532.00	2503	\$1,759.00
1504	\$1,649.00	2504	\$1,877.00
1505	\$1,767.00	2505	\$1,994.00
1506	\$1,884.00	2506	\$2,111.00
1510	\$1,330.00	2510	\$1,557.00
1511	\$1,447.00	2511	\$1,674.00
1512	\$1,564.00	2512	\$1,792.00
1513	\$1,682.00	2513	\$1,909.00
1514	\$1,799.00	2514	\$2,026.00
1515	\$1,916.00	2515	\$2,143.00
1516	\$2,033.00	2516	\$2,260.00
1520	\$1,479.00	2520	\$1,707.00
1521	\$1,597.00	2521	\$1,824.00
1522	\$1,714.00	2522	\$1,941.00
1523	\$1,831.00	2523	\$2,058.00
1524	\$1,948.00	2524	\$2,175.00
1525	\$2,065.00	2525	\$2,293.00
1526	\$2,183.00	2526	\$2,410.00
1530	\$1,629.00	2530	\$1,856.00
1531	\$1,746.00	2531	\$1,973.00
1532	\$1,863.00	2532	\$2,090.00
1533	\$1,980.00	2533	\$2,208.00
1534	\$2,098.00	2534	\$2,325.00
1535	\$2,215.00	2535	\$2,442.00
1536	\$2,332.00	2536	\$2,559.00
1540	\$1,778.00	2540	\$2,005.00
1541	\$1,895.00	2541	\$2,123.00

Health - South			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$2,013.00	2542	\$2,240.00
1543	\$2,130.00	2543	\$2,357.00
1544	\$2,247.00	2544	\$2,474.00
1545	\$2,364.00	2545	\$2,591.00
1546	\$2,481.00	2546	\$2,709.00
1550	\$1,928.00	2550	\$2,155.00
1551	\$2,045.00	2551	\$2,272.00
1552	\$2,162.00	2552	\$2,389.00
1553	\$2,279.00	2553	\$2,506.00
1554	\$2,396.00	2554	\$2,624.00
1555	\$2,514.00	2555	\$2,741.00
1556	\$2,631.00	2556	\$2,858.00

Economic - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$ 311	2000	\$ 542
1001	\$ 532	2001	\$ 720
1002	\$ 686	2002	\$ 856
1003	\$ 823	2003	\$ 1,020
1004	\$ 987	2004	\$ 1,183
1005	\$ 1,150	2005	\$ 1,347
1006	\$ 1,314	2006	\$ 1,511
1010	\$ 560	2010	\$ 770
1011	\$ 725	2011	\$ 906
1012	\$ 863	2012	\$ 1,069
1013	\$ 1,026	2013	\$ 1,233
1014	\$ 1,190	2014	\$ 1,397
1015	\$ 1,353	2015	\$ 1,561
1016	\$ 1,517	2016	\$ 1,725
1020	\$ 753	2020	\$ 955
1021	\$ 902	2021	\$ 1,119
1022	\$ 1,066	2022	\$ 1,283
1023	\$ 1,229	2023	\$ 1,447
1024	\$ 1,393	2024	\$ 1,611
1025	\$ 1,556	2025	\$ 1,775
1026	\$ 1,720	2026	\$ 1,939
1030	\$ 930	2030	\$ 1,169
1031	\$ 1,093	2031	\$ 1,333
1032	\$ 1,257	2032	\$ 1,497
1033	\$ 1,420	2033	\$ 1,661
1034	\$ 1,584	2034	\$ 1,825
1035	\$ 1,748	2035	\$ 1,989
1036	\$ 1,911	2036	\$ 2,153
1040	\$ 1,133	2040	\$ 1,383
1041	\$ 1,296	2041	\$ 1,547
1042	\$ 1,460	2042	\$ 1,711
1043	\$ 1,623	2043	\$ 1,875
1044	\$ 1,787	2044	\$ 2,039
1045	\$ 1,951	2045	\$ 2,203
1046	\$ 2,114	2046	\$ 2,366
1050	\$ 1,336	2050	\$ 1,597
1051	\$ 1,499	2051	\$ 1,761
1052	\$ 1,663	2052	\$ 1,925
1053	\$ 1,827	2053	\$ 2,089
1054	\$ 1,990	2054	\$ 2,252

Economic - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$ 2,154	2055	\$ 2,416
1056	\$ 2,317	2056	\$ 2,580
1100	\$ 611	2100	\$ 823
1101	\$ 776	2101	\$ 959
1102	\$ 914	2102	\$ 1,123
1103	\$ 1,077	2103	\$ 1,287
1104	\$ 1,241	2104	\$ 1,451
1105	\$ 1,404	2105	\$ 1,615
1106	\$ 1,568	2106	\$ 1,779
1110	\$ 804	2110	\$ 1,009
1111	\$ 953	2111	\$ 1,173
1112	\$ 1,117	2112	\$ 1,337
1113	\$ 1,280	2113	\$ 1,501
1114	\$ 1,444	2114	\$ 1,665
1115	\$ 1,607	2115	\$ 1,829
1116	\$ 1,771	2116	\$ 1,993
1120	\$ 981	2120	\$ 1,223
1121	\$ 1,144	2121	\$ 1,387
1122	\$ 1,308	2122	\$ 1,551
1123	\$ 1,471	2123	\$ 1,715
1124	\$ 1,635	2124	\$ 1,879
1125	\$ 1,799	2125	\$ 2,043
1126	\$ 1,962	2126	\$ 2,206
1130	\$ 1,184	2130	\$ 1,437
1131	\$ 1,347	2131	\$ 1,601
1132	\$ 1,511	2132	\$ 1,765
1133	\$ 1,675	2133	\$ 1,929
1134	\$ 1,838	2134	\$ 2,092
1135	\$ 2,002	2135	\$ 2,256
1136	\$ 2,165	2136	\$ 2,420
1140	\$ 1,387	2140	\$ 1,651
1141	\$ 1,550	2141	\$ 1,815
1142	\$ 1,714	2142	\$ 1,978
1143	\$ 1,878	2143	\$ 2,142
1144	\$ 2,041	2144	\$ 2,306
1145	\$ 2,205	2145	\$ 2,470
1146	\$ 2,368	2146	\$ 2,634
1150	\$ 1,590	2150	\$ 1,864
1151	\$ 1,754	2151	\$ 2,028
1152	\$ 1,917	2152	\$ 2,192

Economic - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$ 2,081	2153	\$ 2,356
1154	\$ 2,244	2154	\$ 2,520
1155	\$ 2,408	2155	\$ 2,684
1156	\$ 2,572	2156	\$ 2,848
1200	\$ 855	2200	\$ 1,063
1201	\$ 1,004	2201	\$ 1,227
1202	\$ 1,168	2202	\$ 1,391
1203	\$ 1,331	2203	\$ 1,555
1204	\$ 1,495	2204	\$ 1,719
1205	\$ 1,659	2205	\$ 1,882
1206	\$ 1,822	2206	\$ 2,046
1210	\$ 1,032	2210	\$ 1,277
1211	\$ 1,195	2211	\$ 1,441
1212	\$ 1,359	2212	\$ 1,605
1213	\$ 1,522	2213	\$ 1,768
1214	\$ 1,686	2214	\$ 1,932
1215	\$ 1,850	2215	\$ 2,096
1216	\$ 2,013	2216	\$ 2,260
1220	\$ 1,235	2220	\$ 1,491
1221	\$ 1,398	2221	\$ 1,655
1222	\$ 1,562	2222	\$ 1,818
1223	\$ 1,726	2223	\$ 1,982
1224	\$ 1,889	2224	\$ 2,146
1225	\$ 2,053	2225	\$ 2,310
1226	\$ 2,216	2226	\$ 2,474
1230	\$ 1,438	2230	\$ 1,704
1231	\$ 1,602	2231	\$ 1,868
1232	\$ 1,765	2232	\$ 2,032
1233	\$ 1,929	2233	\$ 2,196
1234	\$ 2,092	2234	\$ 2,360
1235	\$ 2,256	2235	\$ 2,524
1236	\$ 2,420	2236	\$ 2,688
1240	\$ 1,641	2240	\$ 1,918
1241	\$ 1,805	2241	\$ 2,082
1242	\$ 1,968	2242	\$ 2,246
1243	\$ 2,132	2243	\$ 2,410
1244	\$ 2,295	2244	\$ 2,574
1245	\$ 2,459	2245	\$ 2,738
1246	\$ 2,623	2246	\$ 2,902
1250	\$ 1,844	2250	\$ 2,132

Economic - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$ 2,008	2251	\$ 2,296
1252	\$ 2,171	2252	\$ 2,460
1253	\$ 2,335	2253	\$ 2,624
1254	\$ 2,499	2254	\$ 2,788
1255	\$ 2,662	2255	\$ 2,952
1256	\$ 2,826	2256	\$ 3,115
1300	\$ 1,083	2300	\$ 1,331
1301	\$ 1,246	2301	\$ 1,494
1302	\$ 1,410	2302	\$ 1,658
1303	\$ 1,574	2303	\$ 1,822
1304	\$ 1,737	2304	\$ 1,986
1305	\$ 1,901	2305	\$ 2,150
1306	\$ 2,064	2306	\$ 2,314
1310	\$ 1,286	2310	\$ 1,544
1311	\$ 1,449	2311	\$ 1,708
1312	\$ 1,613	2312	\$ 1,872
1313	\$ 1,777	2313	\$ 2,036
1314	\$ 1,940	2314	\$ 2,200
1315	\$ 2,104	2315	\$ 2,364
1316	\$ 2,267	2316	\$ 2,528
1320	\$ 1,489	2320	\$ 1,758
1321	\$ 1,653	2321	\$ 1,922
1322	\$ 1,816	2322	\$ 2,086
1323	\$ 1,980	2323	\$ 2,250
1324	\$ 2,143	2324	\$ 2,414
1325	\$ 2,307	2325	\$ 2,578
1326	\$ 2,471	2326	\$ 2,742
1330	\$ 1,692	2330	\$ 1,972
1331	\$ 1,856	2331	\$ 2,136
1332	\$ 2,019	2332	\$ 2,300
1333	\$ 2,183	2333	\$ 2,464
1334	\$ 2,346	2334	\$ 2,628
1335	\$ 2,510	2335	\$ 2,791
1336	\$ 2,674	2336	\$ 2,955
1340	\$ 1,895	2340	\$ 2,186
1341	\$ 2,059	2341	\$ 2,350
1342	\$ 2,222	2342	\$ 2,514
1343	\$ 2,386	2343	\$ 2,678
1344	\$ 2,550	2344	\$ 2,841
1345	\$ 2,713	2345	\$ 3,005

Economic - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$ 2,877	2346	\$ 3,169
1350	\$ 2,098	2350	\$ 2,400
1351	\$ 2,262	2351	\$ 2,564
1352	\$ 2,426	2352	\$ 2,727
1353	\$ 2,589	2353	\$ 2,891
1354	\$ 2,753	2354	\$ 3,055
1355	\$ 2,916	2355	\$ 3,219
1356	\$ 3,080	2356	\$ 3,383
1400	\$ 1,337	2400	\$ 1,598
1401	\$ 1,500	2401	\$ 1,762
1402	\$ 1,664	2402	\$ 1,926
1403	\$ 1,828	2403	\$ 2,090
1404	\$ 1,991	2404	\$ 2,254
1405	\$ 2,155	2405	\$ 2,418
1406	\$ 2,318	2406	\$ 2,582
1410	\$ 1,540	2410	\$ 1,812
1411	\$ 1,704	2411	\$ 1,976
1412	\$ 1,867	2412	\$ 2,140
1413	\$ 2,031	2413	\$ 2,304
1414	\$ 2,194	2414	\$ 2,468
1415	\$ 2,358	2415	\$ 2,631
1416	\$ 2,522	2416	\$ 2,795
1420	\$ 1,743	2420	\$ 2,026
1421	\$ 1,907	2421	\$ 2,190
1422	\$ 2,070	2422	\$ 2,354
1423	\$ 2,234	2423	\$ 2,517
1424	\$ 2,398	2424	\$ 2,681
1425	\$ 2,561	2425	\$ 2,845
1426	\$ 2,725	2426	\$ 3,009
1430	\$ 1,946	2430	\$ 2,240
1431	\$ 2,110	2431	\$ 2,403
1432	\$ 2,273	2432	\$ 2,567
1433	\$ 2,437	2433	\$ 2,731
1434	\$ 2,601	2434	\$ 2,895
1435	\$ 2,764	2435	\$ 3,059
1436	\$ 2,928	2436	\$ 3,223
1440	\$ 2,149	2440	\$ 2,453
1441	\$ 2,313	2441	\$ 2,617
1442	\$ 2,477	2442	\$ 2,781
1443	\$ 2,640	2443	\$ 2,945

Economic - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$ 2,804	2444	\$ 3,109
1445	\$ 2,967	2445	\$ 3,273
1446	\$ 3,131	2446	\$ 3,437
1450	\$ 2,352	2450	\$ 2,667
1451	\$ 2,516	2451	\$ 2,831
1452	\$ 2,680	2452	\$ 2,995
1453	\$ 2,843	2453	\$ 3,159
1454	\$ 3,007	2454	\$ 3,323
1455	\$ 3,170	2455	\$ 3,487
1456	\$ 3,334	2456	\$ 3,651
1500	\$ 1,591	2500	\$ 1,866
1501	\$ 1,755	2501	\$ 2,030
1502	\$ 1,918	2502	\$ 2,194
1503	\$ 2,082	2503	\$ 2,357
1504	\$ 2,245	2504	\$ 2,521
1505	\$ 2,409	2505	\$ 2,685
1506	\$ 2,573	2506	\$ 2,849
1510	\$ 1,794	2510	\$ 2,080
1511	\$ 1,958	2511	\$ 2,243
1512	\$ 2,121	2512	\$ 2,407
1513	\$ 2,285	2513	\$ 2,571
1514	\$ 2,449	2514	\$ 2,735
1515	\$ 2,612	2515	\$ 2,899
1516	\$ 2,776	2516	\$ 3,063
1520	\$ 1,997	2520	\$ 2,293
1521	\$ 2,161	2521	\$ 2,457
1522	\$ 2,324	2522	\$ 2,621
1523	\$ 2,488	2523	\$ 2,785
1524	\$ 2,652	2524	\$ 2,949
1525	\$ 2,815	2525	\$ 3,113
1526	\$ 2,979	2526	\$ 3,277
1530	\$ 2,200	2530	\$ 2,507
1531	\$ 2,364	2531	\$ 2,671
1532	\$ 2,528	2532	\$ 2,835
1533	\$ 2,691	2533	\$ 2,999
1534	\$ 2,855	2534	\$ 3,163
1535	\$ 3,018	2535	\$ 3,327
1536	\$ 3,182	2536	\$ 3,491
1540	\$ 2,404	2540	\$ 2,721
1541	\$ 2,567	2541	\$ 2,885

Economic - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$ 2,731	2542	\$ 3,049
1543	\$ 2,894	2543	\$ 3,213
1544	\$ 3,058	2544	\$ 3,377
1545	\$ 3,222	2545	\$ 3,540
1546	\$ 3,385	2546	\$ 3,704
1550	\$ 2,607	2550	\$ 2,935
1551	\$ 2,770	2551	\$ 3,099
1552	\$ 2,934	2552	\$ 3,263
1553	\$ 3,097	2553	\$ 3,426
1554	\$ 3,261	2554	\$ 3,590
1555	\$ 3,425	2555	\$ 3,754
1556	\$ 3,588	2556	\$ 3,918

Social - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$ 405	2000	\$ 698
1001	\$ 544	2001	\$ 812
1002	\$ 698	2002	\$ 948
1003	\$ 834	2003	\$ 1,111
1004	\$ 998	2004	\$ 1,275
1005	\$ 1,162	2005	\$ 1,439
1006	\$ 1,325	2006	\$ 1,603
1010	\$ 594	2010	\$ 861
1011	\$ 748	2011	\$ 997
1012	\$ 884	2012	\$ 1,161
1013	\$ 1,048	2013	\$ 1,325
1014	\$ 1,211	2014	\$ 1,489
1015	\$ 1,375	2015	\$ 1,653
1016	\$ 1,539	2016	\$ 1,817
1020	\$ 798	2020	\$ 1,047
1021	\$ 934	2021	\$ 1,211
1022	\$ 1,097	2022	\$ 1,375
1023	\$ 1,261	2023	\$ 1,539
1024	\$ 1,425	2024	\$ 1,703
1025	\$ 1,589	2025	\$ 1,867
1026	\$ 1,753	2026	\$ 2,031
1030	\$ 983	2030	\$ 1,261
1031	\$ 1,147	2031	\$ 1,425
1032	\$ 1,311	2032	\$ 1,589
1033	\$ 1,475	2033	\$ 1,753
1034	\$ 1,639	2034	\$ 1,917
1035	\$ 1,803	2035	\$ 2,081
1036	\$ 1,967	2036	\$ 2,245
1040	\$ 1,197	2040	\$ 1,475
1041	\$ 1,361	2041	\$ 1,639
1042	\$ 1,525	2042	\$ 1,803
1043	\$ 1,689	2043	\$ 1,967
1044	\$ 1,853	2044	\$ 2,131
1045	\$ 2,017	2045	\$ 2,294
1046	\$ 2,181	2046	\$ 2,458
1050	\$ 1,411	2050	\$ 1,689
1051	\$ 1,575	2051	\$ 1,853
1052	\$ 1,739	2052	\$ 2,017
1053	\$ 1,903	2053	\$ 2,180
1054	\$ 2,067	2054	\$ 2,344

Social - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$ 2,231	2055	\$ 2,508
1056	\$ 2,394	2056	\$ 2,672
1100	\$ 648	2100	\$ 915
1101	\$ 801	2101	\$ 1,051
1102	\$ 937	2102	\$ 1,215
1103	\$ 1,101	2103	\$ 1,379
1104	\$ 1,265	2104	\$ 1,543
1105	\$ 1,429	2105	\$ 1,707
1106	\$ 1,593	2106	\$ 1,871
1110	\$ 851	2110	\$ 1,101
1111	\$ 987	2111	\$ 1,265
1112	\$ 1,151	2112	\$ 1,429
1113	\$ 1,315	2113	\$ 1,593
1114	\$ 1,479	2114	\$ 1,757
1115	\$ 1,643	2115	\$ 1,921
1116	\$ 1,807	2116	\$ 2,085
1120	\$ 1,037	2120	\$ 1,315
1121	\$ 1,201	2121	\$ 1,479
1122	\$ 1,365	2122	\$ 1,643
1123	\$ 1,529	2123	\$ 1,807
1124	\$ 1,693	2124	\$ 1,971
1125	\$ 1,857	2125	\$ 2,134
1126	\$ 2,021	2126	\$ 2,298
1130	\$ 1,251	2130	\$ 1,529
1131	\$ 1,415	2131	\$ 1,693
1132	\$ 1,579	2132	\$ 1,857
1133	\$ 1,743	2133	\$ 2,020
1134	\$ 1,907	2134	\$ 2,184
1135	\$ 2,071	2135	\$ 2,348
1136	\$ 2,234	2136	\$ 2,512
1140	\$ 1,465	2140	\$ 1,743
1141	\$ 1,629	2141	\$ 1,906
1142	\$ 1,793	2142	\$ 2,070
1143	\$ 1,957	2143	\$ 2,234
1144	\$ 2,120	2144	\$ 2,398
1145	\$ 2,284	2145	\$ 2,562
1146	\$ 2,448	2146	\$ 2,726
1150	\$ 1,679	2150	\$ 1,956
1151	\$ 1,843	2151	\$ 2,120
1152	\$ 2,006	2152	\$ 2,284

Social - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$ 2,170	2153	\$ 2,448
1154	\$ 2,334	2154	\$ 2,612
1155	\$ 2,498	2155	\$ 2,776
1156	\$ 2,662	2156	\$ 2,940
1200	\$ 905	2200	\$ 1,155
1201	\$ 1,041	2201	\$ 1,319
1202	\$ 1,205	2202	\$ 1,483
1203	\$ 1,369	2203	\$ 1,647
1204	\$ 1,533	2204	\$ 1,810
1205	\$ 1,697	2205	\$ 1,974
1206	\$ 1,861	2206	\$ 2,138
1210	\$ 1,091	2210	\$ 1,369
1211	\$ 1,255	2211	\$ 1,533
1212	\$ 1,419	2212	\$ 1,696
1213	\$ 1,583	2213	\$ 1,860
1214	\$ 1,747	2214	\$ 2,024
1215	\$ 1,910	2215	\$ 2,188
1216	\$ 2,074	2216	\$ 2,352
1220	\$ 1,305	2220	\$ 1,583
1221	\$ 1,469	2221	\$ 1,746
1222	\$ 1,633	2222	\$ 1,910
1223	\$ 1,796	2223	\$ 2,074
1224	\$ 1,960	2224	\$ 2,238
1225	\$ 2,124	2225	\$ 2,402
1226	\$ 2,288	2226	\$ 2,566
1230	\$ 1,519	2230	\$ 1,796
1231	\$ 1,683	2231	\$ 1,960
1232	\$ 1,846	2232	\$ 2,124
1233	\$ 2,010	2233	\$ 2,288
1234	\$ 2,174	2234	\$ 2,452
1235	\$ 2,338	2235	\$ 2,616
1236	\$ 2,502	2236	\$ 2,780
1240	\$ 1,732	2240	\$ 2,010
1241	\$ 1,896	2241	\$ 2,174
1242	\$ 2,060	2242	\$ 2,338
1243	\$ 2,224	2243	\$ 2,502
1244	\$ 2,388	2244	\$ 2,666
1245	\$ 2,552	2245	\$ 2,830
1246	\$ 2,716	2246	\$ 2,994
1250	\$ 1,946	2250	\$ 2,224

Social - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$ 2,110	2251	\$ 2,388
1252	\$ 2,274	2252	\$ 2,552
1253	\$ 2,438	2253	\$ 2,716
1254	\$ 2,602	2254	\$ 2,880
1255	\$ 2,766	2255	\$ 3,043
1256	\$ 2,930	2256	\$ 3,207
1300	\$ 1,145	2300	\$ 1,422
1301	\$ 1,309	2301	\$ 1,586
1302	\$ 1,473	2302	\$ 1,750
1303	\$ 1,636	2303	\$ 1,914
1304	\$ 1,800	2304	\$ 2,078
1305	\$ 1,964	2305	\$ 2,242
1306	\$ 2,128	2306	\$ 2,406
1310	\$ 1,359	2310	\$ 1,636
1311	\$ 1,522	2311	\$ 1,800
1312	\$ 1,686	2312	\$ 1,964
1313	\$ 1,850	2313	\$ 2,128
1314	\$ 2,014	2314	\$ 2,292
1315	\$ 2,178	2315	\$ 2,456
1316	\$ 2,342	2316	\$ 2,620
1320	\$ 1,572	2320	\$ 1,850
1321	\$ 1,736	2321	\$ 2,014
1322	\$ 1,900	2322	\$ 2,178
1323	\$ 2,064	2323	\$ 2,342
1324	\$ 2,228	2324	\$ 2,506
1325	\$ 2,392	2325	\$ 2,670
1326	\$ 2,556	2326	\$ 2,833
1330	\$ 1,786	2330	\$ 2,064
1331	\$ 1,950	2331	\$ 2,228
1332	\$ 2,114	2332	\$ 2,392
1333	\$ 2,278	2333	\$ 2,556
1334	\$ 2,442	2334	\$ 2,719
1335	\$ 2,606	2335	\$ 2,883
1336	\$ 2,770	2336	\$ 3,047
1340	\$ 2,000	2340	\$ 2,278
1341	\$ 2,164	2341	\$ 2,442
1342	\$ 2,328	2342	\$ 2,606
1343	\$ 2,492	2343	\$ 2,769
1344	\$ 2,656	2344	\$ 2,933
1345	\$ 2,819	2345	\$ 3,097

Social - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$ 2,983	2346	\$ 3,261
1350	\$ 2,214	2350	\$ 2,492
1351	\$ 2,378	2351	\$ 2,655
1352	\$ 2,542	2352	\$ 2,819
1353	\$ 2,706	2353	\$ 2,983
1354	\$ 2,869	2354	\$ 3,147
1355	\$ 3,033	2355	\$ 3,311
1356	\$ 3,197	2356	\$ 3,475
1400	\$ 1,412	2400	\$ 1,690
1401	\$ 1,576	2401	\$ 1,854
1402	\$ 1,740	2402	\$ 2,018
1403	\$ 1,904	2403	\$ 2,182
1404	\$ 2,068	2404	\$ 2,346
1405	\$ 2,232	2405	\$ 2,510
1406	\$ 2,396	2406	\$ 2,673
1410	\$ 1,626	2410	\$ 1,904
1411	\$ 1,790	2411	\$ 2,068
1412	\$ 1,954	2412	\$ 2,232
1413	\$ 2,118	2413	\$ 2,396
1414	\$ 2,282	2414	\$ 2,559
1415	\$ 2,446	2415	\$ 2,723
1416	\$ 2,610	2416	\$ 2,887
1420	\$ 1,840	2420	\$ 2,118
1421	\$ 2,004	2421	\$ 2,282
1422	\$ 2,168	2422	\$ 2,445
1423	\$ 2,332	2423	\$ 2,609
1424	\$ 2,496	2424	\$ 2,773
1425	\$ 2,659	2425	\$ 2,937
1426	\$ 2,823	2426	\$ 3,101
1430	\$ 2,054	2430	\$ 2,331
1431	\$ 2,218	2431	\$ 2,495
1432	\$ 2,382	2432	\$ 2,659
1433	\$ 2,545	2433	\$ 2,823
1434	\$ 2,709	2434	\$ 2,987
1435	\$ 2,873	2435	\$ 3,151
1436	\$ 3,037	2436	\$ 3,315
1440	\$ 2,268	2440	\$ 2,545
1441	\$ 2,431	2441	\$ 2,709
1442	\$ 2,595	2442	\$ 2,873
1443	\$ 2,759	2443	\$ 3,037

Social - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$ 2,923	2444	\$ 3,201
1445	\$ 3,087	2445	\$ 3,365
1446	\$ 3,251	2446	\$ 3,529
1450	\$ 2,481	2450	\$ 2,759
1451	\$ 2,645	2451	\$ 2,923
1452	\$ 2,809	2452	\$ 3,087
1453	\$ 2,973	2453	\$ 3,251
1454	\$ 3,137	2454	\$ 3,415
1455	\$ 3,301	2455	\$ 3,579
1456	\$ 3,465	2456	\$ 3,742
1500	\$ 1,680	2500	\$ 1,958
1501	\$ 1,844	2501	\$ 2,122
1502	\$ 2,008	2502	\$ 2,285
1503	\$ 2,172	2503	\$ 2,449
1504	\$ 2,336	2504	\$ 2,613
1505	\$ 2,499	2505	\$ 2,777
1506	\$ 2,663	2506	\$ 2,941
1510	\$ 1,894	2510	\$ 2,171
1511	\$ 2,058	2511	\$ 2,335
1512	\$ 2,222	2512	\$ 2,499
1513	\$ 2,385	2513	\$ 2,663
1514	\$ 2,549	2514	\$ 2,827
1515	\$ 2,713	2515	\$ 2,991
1516	\$ 2,877	2516	\$ 3,155
1520	\$ 2,108	2520	\$ 2,385
1521	\$ 2,271	2521	\$ 2,549
1522	\$ 2,435	2522	\$ 2,713
1523	\$ 2,599	2523	\$ 2,877
1524	\$ 2,763	2524	\$ 3,041
1525	\$ 2,927	2525	\$ 3,205
1526	\$ 3,091	2526	\$ 3,369
1530	\$ 2,321	2530	\$ 2,599
1531	\$ 2,485	2531	\$ 2,763
1532	\$ 2,649	2532	\$ 2,927
1533	\$ 2,813	2533	\$ 3,091
1534	\$ 2,977	2534	\$ 3,255
1535	\$ 3,141	2535	\$ 3,419
1536	\$ 3,305	2536	\$ 3,582
1540	\$ 2,535	2540	\$ 2,813
1541	\$ 2,699	2541	\$ 2,977

Social - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$ 2,863	2542	\$ 3,141
1543	\$ 3,027	2543	\$ 3,305
1544	\$ 3,191	2544	\$ 3,468
1545	\$ 3,355	2545	\$ 3,632
1546	\$ 3,519	2546	\$ 3,796
1550	\$ 2,749	2550	\$ 3,027
1551	\$ 2,913	2551	\$ 3,191
1552	\$ 3,077	2552	\$ 3,354
1553	\$ 3,241	2553	\$ 3,518
1554	\$ 3,405	2554	\$ 3,682
1555	\$ 3,568	2555	\$ 3,846
1556	\$ 3,732	2556	\$ 4,010

Health - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$ 405	2000	\$ 698
1001	\$ 564	2001	\$ 852
1002	\$ 718	2002	\$ 988
1003	\$ 854	2003	\$ 1,151
1004	\$ 1,018	2004	\$ 1,315
1005	\$ 1,182	2005	\$ 1,479
1006	\$ 1,345	2006	\$ 1,643
1010	\$ 614	2010	\$ 901
1011	\$ 768	2011	\$ 1,037
1012	\$ 904	2012	\$ 1,201
1013	\$ 1,068	2013	\$ 1,365
1014	\$ 1,231	2014	\$ 1,529
1015	\$ 1,395	2015	\$ 1,693
1016	\$ 1,559	2016	\$ 1,857
1020	\$ 818	2020	\$ 1,087
1021	\$ 954	2021	\$ 1,251
1022	\$ 1,117	2022	\$ 1,415
1023	\$ 1,281	2023	\$ 1,579
1024	\$ 1,445	2024	\$ 1,743
1025	\$ 1,609	2025	\$ 1,907
1026	\$ 1,773	2026	\$ 2,071
1030	\$ 1,003	2030	\$ 1,301
1031	\$ 1,167	2031	\$ 1,465
1032	\$ 1,331	2032	\$ 1,629
1033	\$ 1,495	2033	\$ 1,793
1034	\$ 1,659	2034	\$ 1,957
1035	\$ 1,823	2035	\$ 2,121
1036	\$ 1,987	2036	\$ 2,285
1040	\$ 1,217	2040	\$ 1,515
1041	\$ 1,381	2041	\$ 1,679
1042	\$ 1,545	2042	\$ 1,843
1043	\$ 1,709	2043	\$ 2,007
1044	\$ 1,873	2044	\$ 2,171
1045	\$ 2,037	2045	\$ 2,334
1046	\$ 2,201	2046	\$ 2,498
1050	\$ 1,431	2050	\$ 1,729
1051	\$ 1,595	2051	\$ 1,893
1052	\$ 1,759	2052	\$ 2,057
1053	\$ 1,923	2053	\$ 2,220
1054	\$ 2,087	2054	\$ 2,384

Health - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$ 2,251	2055	\$ 2,548
1056	\$ 2,414	2056	\$ 2,712
1100	\$ 668	2100	\$ 955
1101	\$ 821	2101	\$ 1,091
1102	\$ 957	2102	\$ 1,255
1103	\$ 1,121	2103	\$ 1,419
1104	\$ 1,285	2104	\$ 1,583
1105	\$ 1,449	2105	\$ 1,747
1106	\$ 1,613	2106	\$ 1,911
1110	\$ 871	2110	\$ 1,141
1111	\$ 1,007	2111	\$ 1,305
1112	\$ 1,171	2112	\$ 1,469
1113	\$ 1,335	2113	\$ 1,633
1114	\$ 1,499	2114	\$ 1,797
1115	\$ 1,663	2115	\$ 1,961
1116	\$ 1,827	2116	\$ 2,125
1120	\$ 1,057	2120	\$ 1,355
1121	\$ 1,221	2121	\$ 1,519
1122	\$ 1,385	2122	\$ 1,683
1123	\$ 1,549	2123	\$ 1,847
1124	\$ 1,713	2124	\$ 2,011
1125	\$ 1,877	2125	\$ 2,174
1126	\$ 2,041	2126	\$ 2,338
1130	\$ 1,271	2130	\$ 1,569
1131	\$ 1,435	2131	\$ 1,733
1132	\$ 1,599	2132	\$ 1,897
1133	\$ 1,763	2133	\$ 2,060
1134	\$ 1,927	2134	\$ 2,224
1135	\$ 2,091	2135	\$ 2,388
1136	\$ 2,254	2136	\$ 2,552
1140	\$ 1,485	2140	\$ 1,783
1141	\$ 1,649	2141	\$ 1,946
1142	\$ 1,813	2142	\$ 2,110
1143	\$ 1,977	2143	\$ 2,274
1144	\$ 2,140	2144	\$ 2,438
1145	\$ 2,304	2145	\$ 2,602
1146	\$ 2,468	2146	\$ 2,766
1150	\$ 1,699	2150	\$ 1,996
1151	\$ 1,863	2151	\$ 2,160
1152	\$ 2,026	2152	\$ 2,324

Health - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$ 2,190	2153	\$ 2,488
1154	\$ 2,354	2154	\$ 2,652
1155	\$ 2,518	2155	\$ 2,816
1156	\$ 2,682	2156	\$ 2,980
1200	\$ 925	2200	\$ 1,195
1201	\$ 1,061	2201	\$ 1,359
1202	\$ 1,225	2202	\$ 1,523
1203	\$ 1,389	2203	\$ 1,687
1204	\$ 1,553	2204	\$ 1,850
1205	\$ 1,717	2205	\$ 2,014
1206	\$ 1,881	2206	\$ 2,178
1210	\$ 1,111	2210	\$ 1,409
1211	\$ 1,275	2211	\$ 1,573
1212	\$ 1,439	2212	\$ 1,736
1213	\$ 1,603	2213	\$ 1,900
1214	\$ 1,767	2214	\$ 2,064
1215	\$ 1,930	2215	\$ 2,228
1216	\$ 2,094	2216	\$ 2,392
1220	\$ 1,325	2220	\$ 1,623
1221	\$ 1,489	2221	\$ 1,786
1222	\$ 1,653	2222	\$ 1,950
1223	\$ 1,816	2223	\$ 2,114
1224	\$ 1,980	2224	\$ 2,278
1225	\$ 2,144	2225	\$ 2,442
1226	\$ 2,308	2226	\$ 2,606
1230	\$ 1,539	2230	\$ 1,836
1231	\$ 1,703	2231	\$ 2,000
1232	\$ 1,866	2232	\$ 2,164
1233	\$ 2,030	2233	\$ 2,328
1234	\$ 2,194	2234	\$ 2,492
1235	\$ 2,358	2235	\$ 2,656
1236	\$ 2,522	2236	\$ 2,820
1240	\$ 1,752	2240	\$ 2,050
1241	\$ 1,916	2241	\$ 2,214
1242	\$ 2,080	2242	\$ 2,378
1243	\$ 2,244	2243	\$ 2,542
1244	\$ 2,408	2244	\$ 2,706
1245	\$ 2,572	2245	\$ 2,870
1246	\$ 2,736	2246	\$ 3,034
1250	\$ 1,966	2250	\$ 2,264

Health - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$ 2,130	2251	\$ 2,428
1252	\$ 2,294	2252	\$ 2,592
1253	\$ 2,458	2253	\$ 2,756
1254	\$ 2,622	2254	\$ 2,920
1255	\$ 2,786	2255	\$ 3,083
1256	\$ 2,950	2256	\$ 3,247
1300	\$ 1,165	2300	\$ 1,462
1301	\$ 1,329	2301	\$ 1,626
1302	\$ 1,493	2302	\$ 1,790
1303	\$ 1,656	2303	\$ 1,954
1304	\$ 1,820	2304	\$ 2,118
1305	\$ 1,984	2305	\$ 2,282
1306	\$ 2,148	2306	\$ 2,446
1310	\$ 1,379	2310	\$ 1,676
1311	\$ 1,542	2311	\$ 1,840
1312	\$ 1,706	2312	\$ 2,004
1313	\$ 1,870	2313	\$ 2,168
1314	\$ 2,034	2314	\$ 2,332
1315	\$ 2,198	2315	\$ 2,496
1316	\$ 2,362	2316	\$ 2,660
1320	\$ 1,592	2320	\$ 1,890
1321	\$ 1,756	2321	\$ 2,054
1322	\$ 1,920	2322	\$ 2,218
1323	\$ 2,084	2323	\$ 2,382
1324	\$ 2,248	2324	\$ 2,546
1325	\$ 2,412	2325	\$ 2,710
1326	\$ 2,576	2326	\$ 2,873
1330	\$ 1,806	2330	\$ 2,104
1331	\$ 1,970	2331	\$ 2,268
1332	\$ 2,134	2332	\$ 2,432
1333	\$ 2,298	2333	\$ 2,596
1334	\$ 2,462	2334	\$ 2,759
1335	\$ 2,626	2335	\$ 2,923
1336	\$ 2,790	2336	\$ 3,087
1340	\$ 2,020	2340	\$ 2,318
1341	\$ 2,184	2341	\$ 2,482
1342	\$ 2,348	2342	\$ 2,646
1343	\$ 2,512	2343	\$ 2,809
1344	\$ 2,676	2344	\$ 2,973
1345	\$ 2,839	2345	\$ 3,137

Health - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$ 3,003	2346	\$ 3,301
1350	\$ 2,234	2350	\$ 2,532
1351	\$ 2,398	2351	\$ 2,695
1352	\$ 2,562	2352	\$ 2,859
1353	\$ 2,726	2353	\$ 3,023
1354	\$ 2,889	2354	\$ 3,187
1355	\$ 3,053	2355	\$ 3,351
1356	\$ 3,217	2356	\$ 3,515
1400	\$ 1,432	2400	\$ 1,730
1401	\$ 1,596	2401	\$ 1,894
1402	\$ 1,760	2402	\$ 2,058
1403	\$ 1,924	2403	\$ 2,222
1404	\$ 2,088	2404	\$ 2,386
1405	\$ 2,252	2405	\$ 2,550
1406	\$ 2,416	2406	\$ 2,713
1410	\$ 1,646	2410	\$ 1,944
1411	\$ 1,810	2411	\$ 2,108
1412	\$ 1,974	2412	\$ 2,272
1413	\$ 2,138	2413	\$ 2,436
1414	\$ 2,302	2414	\$ 2,599
1415	\$ 2,466	2415	\$ 2,763
1416	\$ 2,630	2416	\$ 2,927
1420	\$ 1,860	2420	\$ 2,158
1421	\$ 2,024	2421	\$ 2,322
1422	\$ 2,188	2422	\$ 2,485
1423	\$ 2,352	2423	\$ 2,649
1424	\$ 2,516	2424	\$ 2,813
1425	\$ 2,679	2425	\$ 2,977
1426	\$ 2,843	2426	\$ 3,141
1430	\$ 2,074	2430	\$ 2,371
1431	\$ 2,238	2431	\$ 2,535
1432	\$ 2,402	2432	\$ 2,699
1433	\$ 2,565	2433	\$ 2,863
1434	\$ 2,729	2434	\$ 3,027
1435	\$ 2,893	2435	\$ 3,191
1436	\$ 3,057	2436	\$ 3,355
1440	\$ 2,288	2440	\$ 2,585
1441	\$ 2,451	2441	\$ 2,749
1442	\$ 2,615	2442	\$ 2,913
1443	\$ 2,779	2443	\$ 3,077

Health - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$ 2,943	2444	\$ 3,241
1445	\$ 3,107	2445	\$ 3,405
1446	\$ 3,271	2446	\$ 3,569
1450	\$ 2,501	2450	\$ 2,799
1451	\$ 2,665	2451	\$ 2,963
1452	\$ 2,829	2452	\$ 3,127
1453	\$ 2,993	2453	\$ 3,291
1454	\$ 3,157	2454	\$ 3,455
1455	\$ 3,321	2455	\$ 3,619
1456	\$ 3,485	2456	\$ 3,782
1500	\$ 1,700	2500	\$ 1,998
1501	\$ 1,864	2501	\$ 2,162
1502	\$ 2,028	2502	\$ 2,325
1503	\$ 2,192	2503	\$ 2,489
1504	\$ 2,356	2504	\$ 2,653
1505	\$ 2,519	2505	\$ 2,817
1506	\$ 2,683	2506	\$ 2,981
1510	\$ 1,914	2510	\$ 2,211
1511	\$ 2,078	2511	\$ 2,375
1512	\$ 2,242	2512	\$ 2,539
1513	\$ 2,405	2513	\$ 2,703
1514	\$ 2,569	2514	\$ 2,867
1515	\$ 2,733	2515	\$ 3,031
1516	\$ 2,897	2516	\$ 3,195
1520	\$ 2,128	2520	\$ 2,425
1521	\$ 2,291	2521	\$ 2,589
1522	\$ 2,455	2522	\$ 2,753
1523	\$ 2,619	2523	\$ 2,917
1524	\$ 2,783	2524	\$ 3,081
1525	\$ 2,947	2525	\$ 3,245
1526	\$ 3,111	2526	\$ 3,409
1530	\$ 2,341	2530	\$ 2,639
1531	\$ 2,505	2531	\$ 2,803
1532	\$ 2,669	2532	\$ 2,967
1533	\$ 2,833	2533	\$ 3,131
1534	\$ 2,997	2534	\$ 3,295
1535	\$ 3,161	2535	\$ 3,459
1536	\$ 3,325	2536	\$ 3,622
1540	\$ 2,555	2540	\$ 2,853
1541	\$ 2,719	2541	\$ 3,017

Health - North			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$ 2,883	2542	\$ 3,181
1543	\$ 3,047	2543	\$ 3,345
1544	\$ 3,211	2544	\$ 3,508
1545	\$ 3,375	2545	\$ 3,672
1546	\$ 3,539	2546	\$ 3,836
1550	\$ 2,769	2550	\$ 3,067
1551	\$ 2,933	2551	\$ 3,231
1552	\$ 3,097	2552	\$ 3,394
1553	\$ 3,261	2553	\$ 3,558
1554	\$ 3,425	2554	\$ 3,722
1555	\$ 3,588	2555	\$ 3,886
1556	\$ 3,752	2556	\$ 4,050

Economic - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$ 371	2000	\$ 653
1001	\$ 647	2001	\$ 899
1002	\$ 840	2002	\$ 1,069
1003	\$ 1,011	2003	\$ 1,275
1004	\$ 1,217	2004	\$ 1,481
1005	\$ 1,423	2005	\$ 1,688
1006	\$ 1,629	2006	\$ 1,894
1010	\$ 688	2010	\$ 965
1011	\$ 893	2011	\$ 1,135
1012	\$ 1,064	2012	\$ 1,341
1013	\$ 1,270	2013	\$ 1,547
1014	\$ 1,476	2014	\$ 1,754
1015	\$ 1,682	2015	\$ 1,960
1016	\$ 1,888	2016	\$ 2,166
1020	\$ 934	2020	\$ 1,201
1021	\$ 1,117	2021	\$ 1,407
1022	\$ 1,323	2022	\$ 1,613
1023	\$ 1,529	2023	\$ 1,820
1024	\$ 1,735	2024	\$ 2,026
1025	\$ 1,941	2025	\$ 2,232
1026	\$ 2,147	2026	\$ 2,439
1030	\$ 1,157	2030	\$ 1,473
1031	\$ 1,363	2031	\$ 1,679
1032	\$ 1,569	2032	\$ 1,886
1033	\$ 1,776	2033	\$ 2,092
1034	\$ 1,982	2034	\$ 2,298
1035	\$ 2,188	2035	\$ 2,505
1036	\$ 2,394	2036	\$ 2,711
1040	\$ 1,416	2040	\$ 1,745
1041	\$ 1,622	2041	\$ 1,952
1042	\$ 1,828	2042	\$ 2,158
1043	\$ 2,034	2043	\$ 2,365
1044	\$ 2,240	2044	\$ 2,571
1045	\$ 2,446	2045	\$ 2,777
1046	\$ 2,652	2046	\$ 2,984
1050	\$ 1,675	2050	\$ 2,018
1051	\$ 1,881	2051	\$ 2,224
1052	\$ 2,087	2052	\$ 2,431
1053	\$ 2,293	2053	\$ 2,637
1054	\$ 2,499	2054	\$ 2,843

Economic - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$ 2,705	2055	\$ 3,050
1056	\$ 2,911	2056	\$ 3,256
1100	\$ 751	2100	\$ 1,032
1101	\$ 956	2101	\$ 1,201
1102	\$ 1,127	2102	\$ 1,408
1103	\$ 1,333	2103	\$ 1,614
1104	\$ 1,539	2104	\$ 1,820
1105	\$ 1,745	2105	\$ 2,027
1106	\$ 1,951	2106	\$ 2,233
1110	\$ 997	2110	\$ 1,267
1111	\$ 1,180	2111	\$ 1,474
1112	\$ 1,386	2112	\$ 1,680
1113	\$ 1,592	2113	\$ 1,886
1114	\$ 1,798	2114	\$ 2,093
1115	\$ 2,004	2115	\$ 2,299
1116	\$ 2,210	2116	\$ 2,505
1120	\$ 1,220	2120	\$ 1,540
1121	\$ 1,427	2121	\$ 1,746
1122	\$ 1,633	2122	\$ 1,952
1123	\$ 1,839	2123	\$ 2,159
1124	\$ 2,045	2124	\$ 2,365
1125	\$ 2,251	2125	\$ 2,571
1126	\$ 2,457	2126	\$ 2,778
1130	\$ 1,479	2130	\$ 1,812
1131	\$ 1,685	2131	\$ 2,018
1132	\$ 1,891	2132	\$ 2,225
1133	\$ 2,097	2133	\$ 2,431
1134	\$ 2,303	2134	\$ 2,637
1135	\$ 2,510	2135	\$ 2,844
1136	\$ 2,716	2136	\$ 3,050
1140	\$ 1,738	2140	\$ 2,084
1141	\$ 1,944	2141	\$ 2,291
1142	\$ 2,150	2142	\$ 2,497
1143	\$ 2,356	2143	\$ 2,703
1144	\$ 2,562	2144	\$ 2,910
1145	\$ 2,768	2145	\$ 3,116
1146	\$ 2,974	2146	\$ 3,322
1150	\$ 1,997	2150	\$ 2,357
1151	\$ 2,203	2151	\$ 2,563
1152	\$ 2,409	2152	\$ 2,769

Economic - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$ 2,615	2153	\$ 2,976
1154	\$ 2,821	2154	\$ 3,182
1155	\$ 3,027	2155	\$ 3,388
1156	\$ 3,233	2156	\$ 3,595
1200	\$ 1,060	2200	\$ 1,334
1201	\$ 1,243	2201	\$ 1,540
1202	\$ 1,449	2202	\$ 1,746
1203	\$ 1,655	2203	\$ 1,953
1204	\$ 1,861	2204	\$ 2,159
1205	\$ 2,067	2205	\$ 2,365
1206	\$ 2,273	2206	\$ 2,572
1210	\$ 1,284	2210	\$ 1,606
1211	\$ 1,490	2211	\$ 1,812
1212	\$ 1,696	2212	\$ 2,019
1213	\$ 1,902	2213	\$ 2,225
1214	\$ 2,108	2214	\$ 2,431
1215	\$ 2,314	2215	\$ 2,638
1216	\$ 2,520	2216	\$ 2,844
1220	\$ 1,542	2220	\$ 1,878
1221	\$ 1,748	2221	\$ 2,085
1222	\$ 1,954	2222	\$ 2,291
1223	\$ 2,161	2223	\$ 2,497
1224	\$ 2,367	2224	\$ 2,704
1225	\$ 2,573	2225	\$ 2,910
1226	\$ 2,779	2226	\$ 3,116
1230	\$ 1,801	2230	\$ 2,151
1231	\$ 2,007	2231	\$ 2,357
1232	\$ 2,213	2232	\$ 2,563
1233	\$ 2,419	2233	\$ 2,770
1234	\$ 2,625	2234	\$ 2,976
1235	\$ 2,831	2235	\$ 3,183
1236	\$ 3,037	2236	\$ 3,389
1240	\$ 2,060	2240	\$ 2,423
1241	\$ 2,266	2241	\$ 2,629
1242	\$ 2,472	2242	\$ 2,836
1243	\$ 2,678	2243	\$ 3,042
1244	\$ 2,884	2244	\$ 3,249
1245	\$ 3,090	2245	\$ 3,455
1246	\$ 3,296	2246	\$ 3,661
1250	\$ 2,319	2250	\$ 2,695

Economic - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$ 2,525	2251	\$ 2,902
1252	\$ 2,731	2252	\$ 3,108
1253	\$ 2,937	2253	\$ 3,315
1254	\$ 3,143	2254	\$ 3,521
1255	\$ 3,349	2255	\$ 3,727
1256	\$ 3,555	2256	\$ 3,934
1300	\$ 1,347	2300	\$ 1,673
1301	\$ 1,553	2301	\$ 1,879
1302	\$ 1,759	2302	\$ 2,085
1303	\$ 1,965	2303	\$ 2,292
1304	\$ 2,171	2304	\$ 2,498
1305	\$ 2,377	2305	\$ 2,704
1306	\$ 2,583	2306	\$ 2,911
1310	\$ 1,605	2310	\$ 1,945
1311	\$ 1,812	2311	\$ 2,151
1312	\$ 2,018	2312	\$ 2,358
1313	\$ 2,224	2313	\$ 2,564
1314	\$ 2,430	2314	\$ 2,770
1315	\$ 2,636	2315	\$ 2,977
1316	\$ 2,842	2316	\$ 3,183
1320	\$ 1,864	2320	\$ 2,217
1321	\$ 2,070	2321	\$ 2,424
1322	\$ 2,276	2322	\$ 2,630
1323	\$ 2,482	2323	\$ 2,836
1324	\$ 2,688	2324	\$ 3,043
1325	\$ 2,894	2325	\$ 3,249
1326	\$ 3,101	2326	\$ 3,455
1330	\$ 2,123	2330	\$ 2,490
1331	\$ 2,329	2331	\$ 2,696
1332	\$ 2,535	2332	\$ 2,902
1333	\$ 2,741	2333	\$ 3,109
1334	\$ 2,947	2334	\$ 3,315
1335	\$ 3,153	2335	\$ 3,521
1336	\$ 3,359	2336	\$ 3,728
1340	\$ 2,382	2340	\$ 2,762
1341	\$ 2,588	2341	\$ 2,968
1342	\$ 2,794	2342	\$ 3,175
1343	\$ 3,000	2343	\$ 3,381
1344	\$ 3,206	2344	\$ 3,587
1345	\$ 3,412	2345	\$ 3,794

Economic - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$ 3,618	2346	\$ 4,000
1350	\$ 2,641	2350	\$ 3,034
1351	\$ 2,847	2351	\$ 3,241
1352	\$ 3,053	2352	\$ 3,447
1353	\$ 3,259	2353	\$ 3,653
1354	\$ 3,465	2354	\$ 3,860
1355	\$ 3,671	2355	\$ 4,066
1356	\$ 3,877	2356	\$ 4,272
1400	\$ 1,669	2400	\$ 2,011
1401	\$ 1,875	2401	\$ 2,218
1402	\$ 2,081	2402	\$ 2,424
1403	\$ 2,287	2403	\$ 2,630
1404	\$ 2,493	2404	\$ 2,837
1405	\$ 2,699	2405	\$ 3,043
1406	\$ 2,905	2406	\$ 3,249
1410	\$ 1,927	2410	\$ 2,284
1411	\$ 2,133	2411	\$ 2,490
1412	\$ 2,339	2412	\$ 2,696
1413	\$ 2,545	2413	\$ 2,903
1414	\$ 2,752	2414	\$ 3,109
1415	\$ 2,958	2415	\$ 3,315
1416	\$ 3,164	2416	\$ 3,522
1420	\$ 2,186	2420	\$ 2,556
1421	\$ 2,392	2421	\$ 2,762
1422	\$ 2,598	2422	\$ 2,969
1423	\$ 2,804	2423	\$ 3,175
1424	\$ 3,010	2424	\$ 3,381
1425	\$ 3,216	2425	\$ 3,588
1426	\$ 3,422	2426	\$ 3,794
1430	\$ 2,445	2430	\$ 2,828
1431	\$ 2,651	2431	\$ 3,035
1432	\$ 2,857	2432	\$ 3,241
1433	\$ 3,063	2433	\$ 3,447
1434	\$ 3,269	2434	\$ 3,654
1435	\$ 3,475	2435	\$ 3,860
1436	\$ 3,681	2436	\$ 4,067
1440	\$ 2,704	2440	\$ 3,101
1441	\$ 2,910	2441	\$ 3,307
1442	\$ 3,116	2442	\$ 3,513
1443	\$ 3,322	2443	\$ 3,720

Economic - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$ 3,528	2444	\$ 3,926
1445	\$ 3,734	2445	\$ 4,133
1446	\$ 3,940	2446	\$ 4,339
1450	\$ 2,962	2450	\$ 3,373
1451	\$ 3,168	2451	\$ 3,579
1452	\$ 3,375	2452	\$ 3,786
1453	\$ 3,581	2453	\$ 3,992
1454	\$ 3,787	2454	\$ 4,199
1455	\$ 3,993	2455	\$ 4,405
1456	\$ 4,199	2456	\$ 4,611
1500	\$ 1,990	2500	\$ 2,350
1501	\$ 2,196	2501	\$ 2,557
1502	\$ 2,403	2502	\$ 2,763
1503	\$ 2,609	2503	\$ 2,969
1504	\$ 2,815	2504	\$ 3,176
1505	\$ 3,021	2505	\$ 3,382
1506	\$ 3,227	2506	\$ 3,588
1510	\$ 2,249	2510	\$ 2,623
1511	\$ 2,455	2511	\$ 2,829
1512	\$ 2,661	2512	\$ 3,035
1513	\$ 2,867	2513	\$ 3,242
1514	\$ 3,073	2514	\$ 3,448
1515	\$ 3,279	2515	\$ 3,654
1516	\$ 3,486	2516	\$ 3,861
1520	\$ 2,508	2520	\$ 2,895
1521	\$ 2,714	2521	\$ 3,101
1522	\$ 2,920	2522	\$ 3,308
1523	\$ 3,126	2523	\$ 3,514
1524	\$ 3,332	2524	\$ 3,720
1525	\$ 3,538	2525	\$ 3,927
1526	\$ 3,744	2526	\$ 4,133
1530	\$ 2,767	2530	\$ 3,167
1531	\$ 2,973	2531	\$ 3,374
1532	\$ 3,179	2532	\$ 3,580
1533	\$ 3,385	2533	\$ 3,786
1534	\$ 3,591	2534	\$ 3,993
1535	\$ 3,797	2535	\$ 4,199
1536	\$ 4,003	2536	\$ 4,405
1540	\$ 3,026	2540	\$ 3,440
1541	\$ 3,232	2541	\$ 3,646

<i>Economic - Isolated</i>			
<i>Code</i>	<i>Rate</i>	<i>Code</i>	<i>Rate</i>
Single Adult / Family		Two Adult / Family	
1542	\$ 3,438	2542	\$ 3,852
1543	\$ 3,644	2543	\$ 4,059
1544	\$ 3,850	2544	\$ 4,265
1545	\$ 4,056	2545	\$ 4,471
1546	\$ 4,262	2546	\$ 4,678
1550	\$ 3,284	2550	\$ 3,712
1551	\$ 3,490	2551	\$ 3,918
1552	\$ 3,696	2552	\$ 4,125
1553	\$ 3,902	2553	\$ 4,331
1554	\$ 4,108	2554	\$ 4,537
1555	\$ 4,315	2555	\$ 4,744
1556	\$ 4,521	2556	\$ 4,950

Social - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$ 482	2000	\$ 838
1001	\$ 663	2001	\$ 991
1002	\$ 856	2002	\$ 1,161
1003	\$ 1,025	2003	\$ 1,367
1004	\$ 1,232	2004	\$ 1,573
1005	\$ 1,438	2005	\$ 1,780
1006	\$ 1,644	2006	\$ 1,986
1010	\$ 729	2010	\$ 1,057
1011	\$ 922	2011	\$ 1,227
1012	\$ 1,091	2012	\$ 1,433
1013	\$ 1,298	2013	\$ 1,639
1014	\$ 1,504	2014	\$ 1,846
1015	\$ 1,710	2015	\$ 2,052
1016	\$ 1,917	2016	\$ 2,258
1020	\$ 988	2020	\$ 1,293
1021	\$ 1,157	2021	\$ 1,499
1022	\$ 1,364	2022	\$ 1,705
1023	\$ 1,570	2023	\$ 1,912
1024	\$ 1,776	2024	\$ 2,118
1025	\$ 1,983	2025	\$ 2,324
1026	\$ 2,189	2026	\$ 2,531
1030	\$ 1,223	2030	\$ 1,565
1031	\$ 1,430	2031	\$ 1,771
1032	\$ 1,636	2032	\$ 1,978
1033	\$ 1,842	2033	\$ 2,184
1034	\$ 2,049	2034	\$ 2,390
1035	\$ 2,255	2035	\$ 2,597
1036	\$ 2,461	2036	\$ 2,803
1040	\$ 1,496	2040	\$ 1,837
1041	\$ 1,702	2041	\$ 2,044
1042	\$ 1,908	2042	\$ 2,250
1043	\$ 2,115	2043	\$ 2,456
1044	\$ 2,321	2044	\$ 2,663
1045	\$ 2,527	2045	\$ 2,869
1046	\$ 2,734	2046	\$ 3,075
1050	\$ 1,768	2050	\$ 2,110
1051	\$ 1,974	2051	\$ 2,316
1052	\$ 2,181	2052	\$ 2,522
1053	\$ 2,387	2053	\$ 2,729
1054	\$ 2,593	2054	\$ 2,935

Social - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$ 2,800	2055	\$ 3,141
1056	\$ 3,006	2056	\$ 3,348
1100	\$ 795	2100	\$ 1,047
1101	\$ 988	2101	\$ 1,293
1102	\$ 1,158	2102	\$ 1,499
1103	\$ 1,364	2103	\$ 1,706
1104	\$ 1,570	2104	\$ 1,912
1105	\$ 1,777	2105	\$ 2,118
1106	\$ 1,983	2106	\$ 2,325
1110	\$ 1,054	2110	\$ 1,359
1111	\$ 1,224	2111	\$ 1,565
1112	\$ 1,430	2112	\$ 1,772
1113	\$ 1,636	2113	\$ 1,978
1114	\$ 1,843	2114	\$ 2,185
1115	\$ 2,049	2115	\$ 2,391
1116	\$ 2,255	2116	\$ 2,597
1120	\$ 1,290	2120	\$ 1,631
1121	\$ 1,496	2121	\$ 1,838
1122	\$ 1,702	2122	\$ 2,044
1123	\$ 1,909	2123	\$ 2,251
1124	\$ 2,115	2124	\$ 2,457
1125	\$ 2,321	2125	\$ 2,663
1126	\$ 2,528	2126	\$ 2,870
1130	\$ 1,562	2130	\$ 1,904
1131	\$ 1,768	2131	\$ 2,110
1132	\$ 1,975	2132	\$ 2,317
1133	\$ 2,181	2133	\$ 2,523
1134	\$ 2,387	2134	\$ 2,729
1135	\$ 2,594	2135	\$ 2,936
1136	\$ 2,800	2136	\$ 3,142
1140	\$ 1,834	2140	\$ 2,176
1141	\$ 2,041	2141	\$ 2,383
1142	\$ 2,247	2142	\$ 2,589
1143	\$ 2,453	2143	\$ 2,795
1144	\$ 2,660	2144	\$ 3,002
1145	\$ 2,866	2145	\$ 3,208
1146	\$ 3,072	2146	\$ 3,414
1150	\$ 2,107	2150	\$ 2,449
1151	\$ 2,313	2151	\$ 2,655
1152	\$ 2,519	2152	\$ 2,861

Social - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$ 2,726	2153	\$ 3,068
1154	\$ 2,932	2154	\$ 3,274
1155	\$ 3,138	2155	\$ 3,480
1156	\$ 3,345	2156	\$ 3,687
1200	\$ 1,121	2200	\$ 1,426
1201	\$ 1,290	2201	\$ 1,632
1202	\$ 1,496	2202	\$ 1,838
1203	\$ 1,703	2203	\$ 2,045
1204	\$ 1,909	2204	\$ 2,251
1205	\$ 2,116	2205	\$ 2,457
1206	\$ 2,322	2206	\$ 2,664
1210	\$ 1,356	2210	\$ 1,698
1211	\$ 1,562	2211	\$ 1,904
1212	\$ 1,769	2212	\$ 2,111
1213	\$ 1,975	2213	\$ 2,317
1214	\$ 2,182	2214	\$ 2,523
1215	\$ 2,388	2215	\$ 2,730
1216	\$ 2,594	2216	\$ 2,936
1220	\$ 1,628	2220	\$ 1,970
1221	\$ 1,835	2221	\$ 2,177
1222	\$ 2,041	2222	\$ 2,383
1223	\$ 2,248	2223	\$ 2,589
1224	\$ 2,454	2224	\$ 2,796
1225	\$ 2,660	2225	\$ 3,002
1226	\$ 2,867	2226	\$ 3,208
1230	\$ 1,901	2230	\$ 2,243
1231	\$ 2,107	2231	\$ 2,449
1232	\$ 2,314	2232	\$ 2,655
1233	\$ 2,520	2233	\$ 2,862
1234	\$ 2,726	2234	\$ 3,068
1235	\$ 2,933	2235	\$ 3,274
1236	\$ 3,139	2236	\$ 3,481
1240	\$ 2,173	2240	\$ 2,515
1241	\$ 2,380	2241	\$ 2,721
1242	\$ 2,586	2242	\$ 2,928
1243	\$ 2,792	2243	\$ 3,134
1244	\$ 2,999	2244	\$ 3,340
1245	\$ 3,205	2245	\$ 3,547
1246	\$ 3,411	2246	\$ 3,753
1250	\$ 2,446	2250	\$ 2,787

Social - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$ 2,652	2251	\$ 2,994
1252	\$ 2,858	2252	\$ 3,200
1253	\$ 3,065	2253	\$ 3,406
1254	\$ 3,271	2254	\$ 3,613
1255	\$ 3,477	2255	\$ 3,819
1256	\$ 3,684	2256	\$ 4,025
1300	\$ 1,423	2300	\$ 1,764
1301	\$ 1,629	2301	\$ 1,971
1302	\$ 1,835	2302	\$ 2,177
1303	\$ 2,042	2303	\$ 2,383
1304	\$ 2,248	2304	\$ 2,590
1305	\$ 2,454	2305	\$ 2,796
1306	\$ 2,661	2306	\$ 3,003
1310	\$ 1,695	2310	\$ 2,037
1311	\$ 1,901	2311	\$ 2,243
1312	\$ 2,108	2312	\$ 2,449
1313	\$ 2,314	2313	\$ 2,656
1314	\$ 2,520	2314	\$ 2,862
1315	\$ 2,727	2315	\$ 3,069
1316	\$ 2,933	2316	\$ 3,275
1320	\$ 1,967	2320	\$ 2,309
1321	\$ 2,174	2321	\$ 2,515
1322	\$ 2,380	2322	\$ 2,722
1323	\$ 2,586	2323	\$ 2,928
1324	\$ 2,793	2324	\$ 3,135
1325	\$ 2,999	2325	\$ 3,341
1326	\$ 3,205	2326	\$ 3,547
1330	\$ 2,240	2330	\$ 2,581
1331	\$ 2,446	2331	\$ 2,788
1332	\$ 2,652	2332	\$ 2,994
1333	\$ 2,859	2333	\$ 3,201
1334	\$ 3,065	2334	\$ 3,407
1335	\$ 3,271	2335	\$ 3,613
1336	\$ 3,478	2336	\$ 3,820
1340	\$ 2,512	2340	\$ 2,854
1341	\$ 2,718	2341	\$ 3,060
1342	\$ 2,925	2342	\$ 3,267
1343	\$ 3,131	2343	\$ 3,473
1344	\$ 3,337	2344	\$ 3,679
1345	\$ 3,544	2345	\$ 3,886

Social - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$ 3,750	2346	\$ 4,092
1350	\$ 2,784	2350	\$ 3,126
1351	\$ 2,991	2351	\$ 3,333
1352	\$ 3,197	2352	\$ 3,539
1353	\$ 3,403	2353	\$ 3,745
1354	\$ 3,610	2354	\$ 3,952
1355	\$ 3,816	2355	\$ 4,158
1356	\$ 4,022	2356	\$ 4,364
1400	\$ 1,761	2400	\$ 2,103
1401	\$ 1,968	2401	\$ 2,310
1402	\$ 2,174	2402	\$ 2,516
1403	\$ 2,380	2403	\$ 2,722
1404	\$ 2,587	2404	\$ 2,929
1405	\$ 2,793	2405	\$ 3,135
1406	\$ 3,000	2406	\$ 3,341
1410	\$ 2,034	2410	\$ 2,376
1411	\$ 2,240	2411	\$ 2,582
1412	\$ 2,446	2412	\$ 2,788
1413	\$ 2,653	2413	\$ 2,995
1414	\$ 2,859	2414	\$ 3,201
1415	\$ 3,066	2415	\$ 3,407
1416	\$ 3,272	2416	\$ 3,614
1420	\$ 2,306	2420	\$ 2,648
1421	\$ 2,512	2421	\$ 2,854
1422	\$ 2,719	2422	\$ 3,061
1423	\$ 2,925	2423	\$ 3,267
1424	\$ 3,132	2424	\$ 3,473
1425	\$ 3,338	2425	\$ 3,680
1426	\$ 3,544	2426	\$ 3,886
1430	\$ 2,579	2430	\$ 2,920
1431	\$ 2,785	2431	\$ 3,127
1432	\$ 2,991	2432	\$ 3,333
1433	\$ 3,198	2433	\$ 3,539
1434	\$ 3,404	2434	\$ 3,746
1435	\$ 3,610	2435	\$ 3,952
1436	\$ 3,817	2436	\$ 4,158
1440	\$ 2,851	2440	\$ 3,193
1441	\$ 3,057	2441	\$ 3,399
1442	\$ 3,264	2442	\$ 3,605
1443	\$ 3,470	2443	\$ 3,812

Social - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$ 3,676	2444	\$ 4,018
1445	\$ 3,883	2445	\$ 4,224
1446	\$ 4,089	2446	\$ 4,431
1450	\$ 3,123	2450	\$ 3,465
1451	\$ 3,330	2451	\$ 3,671
1452	\$ 3,536	2452	\$ 3,878
1453	\$ 3,742	2453	\$ 4,084
1454	\$ 3,949	2454	\$ 4,290
1455	\$ 4,155	2455	\$ 4,497
1456	\$ 4,361	2456	\$ 4,703
1500	\$ 2,100	2500	\$ 2,442
1501	\$ 2,307	2501	\$ 2,648
1502	\$ 2,513	2502	\$ 2,855
1503	\$ 2,719	2503	\$ 3,061
1504	\$ 2,926	2504	\$ 3,267
1505	\$ 3,132	2505	\$ 3,474
1506	\$ 3,338	2506	\$ 3,680
1510	\$ 2,373	2510	\$ 2,714
1511	\$ 2,579	2511	\$ 2,921
1512	\$ 2,785	2512	\$ 3,127
1513	\$ 2,992	2513	\$ 3,333
1514	\$ 3,198	2514	\$ 3,540
1515	\$ 3,404	2515	\$ 3,746
1516	\$ 3,611	2516	\$ 3,953
1520	\$ 2,645	2520	\$ 2,987
1521	\$ 2,851	2521	\$ 3,193
1522	\$ 3,058	2522	\$ 3,399
1523	\$ 3,264	2523	\$ 3,606
1524	\$ 3,470	2524	\$ 3,812
1525	\$ 3,677	2525	\$ 4,019
1526	\$ 3,883	2526	\$ 4,225
1530	\$ 2,917	2530	\$ 3,259
1531	\$ 3,124	2531	\$ 3,465
1532	\$ 3,330	2532	\$ 3,672
1533	\$ 3,536	2533	\$ 3,878
1534	\$ 3,743	2534	\$ 4,085
1535	\$ 3,949	2535	\$ 4,291
1536	\$ 4,155	2536	\$ 4,497
1540	\$ 3,190	2540	\$ 3,532
1541	\$ 3,396	2541	\$ 3,738

Social - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$ 3,602	2542	\$ 3,944
1543	\$ 3,809	2543	\$ 4,151
1544	\$ 4,015	2544	\$ 4,357
1545	\$ 4,221	2545	\$ 4,563
1546	\$ 4,428	2546	\$ 4,770
1550	\$ 3,462	2550	\$ 3,804
1551	\$ 3,668	2551	\$ 4,010
1552	\$ 3,875	2552	\$ 4,217
1553	\$ 4,081	2553	\$ 4,423
1554	\$ 4,287	2554	\$ 4,629
1555	\$ 4,494	2555	\$ 4,836
1556	\$ 4,700	2556	\$ 5,042

Health - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1000	\$ 482	2000	\$ 838
1001	\$ 683	2001	\$ 1,031
1002	\$ 876	2002	\$ 1,201
1003	\$ 1,045	2003	\$ 1,407
1004	\$ 1,252	2004	\$ 1,613
1005	\$ 1,458	2005	\$ 1,820
1006	\$ 1,664	2006	\$ 2,026
1010	\$ 749	2010	\$ 1,097
1011	\$ 942	2011	\$ 1,267
1012	\$ 1,111	2012	\$ 1,473
1013	\$ 1,318	2013	\$ 1,679
1014	\$ 1,524	2014	\$ 1,886
1015	\$ 1,730	2015	\$ 2,092
1016	\$ 1,937	2016	\$ 2,298
1020	\$ 1,008	2020	\$ 1,333
1021	\$ 1,177	2021	\$ 1,539
1022	\$ 1,384	2022	\$ 1,745
1023	\$ 1,590	2023	\$ 1,952
1024	\$ 1,796	2024	\$ 2,158
1025	\$ 2,003	2025	\$ 2,364
1026	\$ 2,209	2026	\$ 2,571
1030	\$ 1,243	2030	\$ 1,605
1031	\$ 1,450	2031	\$ 1,811
1032	\$ 1,656	2032	\$ 2,018
1033	\$ 1,862	2033	\$ 2,224
1034	\$ 2,069	2034	\$ 2,430
1035	\$ 2,275	2035	\$ 2,637
1036	\$ 2,481	2036	\$ 2,843
1040	\$ 1,516	2040	\$ 1,877
1041	\$ 1,722	2041	\$ 2,084
1042	\$ 1,928	2042	\$ 2,290
1043	\$ 2,135	2043	\$ 2,496
1044	\$ 2,341	2044	\$ 2,703
1045	\$ 2,547	2045	\$ 2,909
1046	\$ 2,754	2046	\$ 3,115
1050	\$ 1,788	2050	\$ 2,150
1051	\$ 1,994	2051	\$ 2,356
1052	\$ 2,201	2052	\$ 2,562
1053	\$ 2,407	2053	\$ 2,769
1054	\$ 2,613	2054	\$ 2,975

Health - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1055	\$ 2,820	2055	\$ 3,181
1056	\$ 3,026	2056	\$ 3,388
1100	\$ 815	2100	\$ 1,164
1101	\$ 1,008	2101	\$ 1,333
1102	\$ 1,178	2102	\$ 1,539
1103	\$ 1,384	2103	\$ 1,746
1104	\$ 1,590	2104	\$ 1,952
1105	\$ 1,797	2105	\$ 2,158
1106	\$ 2,003	2106	\$ 2,365
1110	\$ 1,074	2110	\$ 1,399
1111	\$ 1,244	2111	\$ 1,605
1112	\$ 1,450	2112	\$ 1,812
1113	\$ 1,656	2113	\$ 2,018
1114	\$ 1,863	2114	\$ 2,225
1115	\$ 2,069	2115	\$ 2,431
1116	\$ 2,275	2116	\$ 2,637
1120	\$ 1,310	2120	\$ 1,671
1121	\$ 1,516	2121	\$ 1,878
1122	\$ 1,722	2122	\$ 2,084
1123	\$ 1,929	2123	\$ 2,291
1124	\$ 2,135	2124	\$ 2,497
1125	\$ 2,341	2125	\$ 2,703
1126	\$ 2,548	2126	\$ 2,910
1130	\$ 1,582	2130	\$ 1,944
1131	\$ 1,788	2131	\$ 2,150
1132	\$ 1,995	2132	\$ 2,357
1133	\$ 2,201	2133	\$ 2,563
1134	\$ 2,407	2134	\$ 2,769
1135	\$ 2,614	2135	\$ 2,976
1136	\$ 2,820	2136	\$ 3,182
1140	\$ 1,854	2140	\$ 2,216
1141	\$ 2,061	2141	\$ 2,423
1142	\$ 2,267	2142	\$ 2,629
1143	\$ 2,473	2143	\$ 2,835
1144	\$ 2,680	2144	\$ 3,042
1145	\$ 2,886	2145	\$ 3,248
1146	\$ 3,092	2146	\$ 3,454
1150	\$ 2,127	2150	\$ 2,489
1151	\$ 2,333	2151	\$ 2,695
1152	\$ 2,539	2152	\$ 2,901

Health - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1153	\$ 2,746	2153	\$ 3,108
1154	\$ 2,952	2154	\$ 3,314
1155	\$ 3,158	2155	\$ 3,520
1156	\$ 3,365	2156	\$ 3,727
1200	\$ 1,141	2200	\$ 1,466
1201	\$ 1,310	2201	\$ 1,672
1202	\$ 1,516	2202	\$ 1,878
1203	\$ 1,723	2203	\$ 2,085
1204	\$ 1,929	2204	\$ 2,291
1205	\$ 2,136	2205	\$ 2,497
1206	\$ 2,342	2206	\$ 2,704
1210	\$ 1,376	2210	\$ 1,738
1211	\$ 1,582	2211	\$ 1,944
1212	\$ 1,789	2212	\$ 2,151
1213	\$ 1,995	2213	\$ 2,357
1214	\$ 2,202	2214	\$ 2,563
1215	\$ 2,408	2215	\$ 2,770
1216	\$ 2,614	2216	\$ 2,976
1220	\$ 1,648	2220	\$ 2,010
1221	\$ 1,855	2221	\$ 2,217
1222	\$ 2,061	2222	\$ 2,423
1223	\$ 2,268	2223	\$ 2,629
1224	\$ 2,474	2224	\$ 2,836
1225	\$ 2,680	2225	\$ 3,042
1226	\$ 2,887	2226	\$ 3,248
1230	\$ 1,921	2230	\$ 2,283
1231	\$ 2,127	2231	\$ 2,489
1232	\$ 2,334	2232	\$ 2,695
1233	\$ 2,540	2233	\$ 2,902
1234	\$ 2,746	2234	\$ 3,108
1235	\$ 2,953	2235	\$ 3,314
1236	\$ 3,159	2236	\$ 3,521
1240	\$ 2,193	2240	\$ 2,555
1241	\$ 2,400	2241	\$ 2,761
1242	\$ 2,606	2242	\$ 2,968
1243	\$ 2,812	2243	\$ 3,174
1244	\$ 3,019	2244	\$ 3,380
1245	\$ 3,225	2245	\$ 3,587
1246	\$ 3,431	2246	\$ 3,793
1250	\$ 2,466	2250	\$ 2,827

Health - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1251	\$ 2,672	2251	\$ 3,034
1252	\$ 2,878	2252	\$ 3,240
1253	\$ 3,085	2253	\$ 3,446
1254	\$ 3,291	2254	\$ 3,653
1255	\$ 3,497	2255	\$ 3,859
1256	\$ 3,704	2256	\$ 4,065
1300	\$ 1,443	2300	\$ 1,804
1301	\$ 1,649	2301	\$ 2,011
1302	\$ 1,855	2302	\$ 2,217
1303	\$ 2,062	2303	\$ 2,423
1304	\$ 2,268	2304	\$ 2,630
1305	\$ 2,474	2305	\$ 2,836
1306	\$ 2,681	2306	\$ 3,043
1310	\$ 1,715	2310	\$ 2,077
1311	\$ 1,921	2311	\$ 2,283
1312	\$ 2,128	2312	\$ 2,489
1313	\$ 2,334	2313	\$ 2,696
1314	\$ 2,540	2314	\$ 2,902
1315	\$ 2,747	2315	\$ 3,109
1316	\$ 2,953	2316	\$ 3,315
1320	\$ 1,987	2320	\$ 2,349
1321	\$ 2,194	2321	\$ 2,555
1322	\$ 2,400	2322	\$ 2,762
1323	\$ 2,606	2323	\$ 2,968
1324	\$ 2,813	2324	\$ 3,175
1325	\$ 3,019	2325	\$ 3,381
1326	\$ 3,225	2326	\$ 3,587
1330	\$ 2,260	2330	\$ 2,621
1331	\$ 2,466	2331	\$ 2,828
1332	\$ 2,672	2332	\$ 3,034
1333	\$ 2,879	2333	\$ 3,241
1334	\$ 3,085	2334	\$ 3,447
1335	\$ 3,291	2335	\$ 3,653
1336	\$ 3,498	2336	\$ 3,860
1340	\$ 2,532	2340	\$ 2,894
1341	\$ 2,738	2341	\$ 3,100
1342	\$ 2,945	2342	\$ 3,307
1343	\$ 3,151	2343	\$ 3,513
1344	\$ 3,357	2344	\$ 3,719
1345	\$ 3,564	2345	\$ 3,926

Health - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1346	\$ 3,770	2346	\$ 4,132
1350	\$ 2,804	2350	\$ 3,166
1351	\$ 3,011	2351	\$ 3,373
1352	\$ 3,217	2352	\$ 3,579
1353	\$ 3,423	2353	\$ 3,785
1354	\$ 3,630	2354	\$ 3,992
1355	\$ 3,836	2355	\$ 4,198
1356	\$ 4,042	2356	\$ 4,404
1400	\$ 1,781	2400	\$ 2,143
1401	\$ 1,988	2401	\$ 2,350
1402	\$ 2,194	2402	\$ 2,556
1403	\$ 2,400	2403	\$ 2,762
1404	\$ 2,607	2404	\$ 2,969
1405	\$ 2,813	2405	\$ 3,175
1406	\$ 3,020	2406	\$ 3,381
1410	\$ 2,054	2410	\$ 2,416
1411	\$ 2,260	2411	\$ 2,622
1412	\$ 2,466	2412	\$ 2,828
1413	\$ 2,673	2413	\$ 3,035
1414	\$ 2,879	2414	\$ 3,241
1415	\$ 3,086	2415	\$ 3,447
1416	\$ 3,292	2416	\$ 3,654
1420	\$ 2,326	2420	\$ 2,688
1421	\$ 2,532	2421	\$ 2,894
1422	\$ 2,739	2422	\$ 3,101
1423	\$ 2,945	2423	\$ 3,307
1424	\$ 3,152	2424	\$ 3,513
1425	\$ 3,358	2425	\$ 3,720
1426	\$ 3,564	2426	\$ 3,926
1430	\$ 2,599	2430	\$ 2,960
1431	\$ 2,805	2431	\$ 3,167
1432	\$ 3,011	2432	\$ 3,373
1433	\$ 3,218	2433	\$ 3,579
1434	\$ 3,424	2434	\$ 3,786
1435	\$ 3,630	2435	\$ 3,992
1436	\$ 3,837	2436	\$ 4,198
1440	\$ 2,871	2440	\$ 3,233
1441	\$ 3,077	2441	\$ 3,439
1442	\$ 3,284	2442	\$ 3,645
1443	\$ 3,490	2443	\$ 3,852

Health - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1444	\$ 3,696	2444	\$ 4,058
1445	\$ 3,903	2445	\$ 4,264
1446	\$ 4,109	2446	\$ 4,471
1450	\$ 3,143	2450	\$ 3,505
1451	\$ 3,350	2451	\$ 3,711
1452	\$ 3,556	2452	\$ 3,918
1453	\$ 3,762	2453	\$ 4,124
1454	\$ 3,969	2454	\$ 4,330
1455	\$ 4,175	2455	\$ 4,537
1456	\$ 4,381	2456	\$ 4,743
1500	\$ 2,120	2500	\$ 2,482
1501	\$ 2,327	2501	\$ 2,688
1502	\$ 2,533	2502	\$ 2,895
1503	\$ 2,739	2503	\$ 3,101
1504	\$ 2,946	2504	\$ 3,307
1505	\$ 3,152	2505	\$ 3,514
1506	\$ 3,358	2506	\$ 3,720
1510	\$ 2,393	2510	\$ 2,754
1511	\$ 2,599	2511	\$ 2,961
1512	\$ 2,805	2512	\$ 3,167
1513	\$ 3,012	2513	\$ 3,373
1514	\$ 3,218	2514	\$ 3,580
1515	\$ 3,424	2515	\$ 3,786
1516	\$ 3,631	2516	\$ 3,993
1520	\$ 2,665	2520	\$ 3,027
1521	\$ 2,871	2521	\$ 3,233
1522	\$ 3,078	2522	\$ 3,439
1523	\$ 3,284	2523	\$ 3,646
1524	\$ 3,490	2524	\$ 3,852
1525	\$ 3,697	2525	\$ 4,059
1526	\$ 3,903	2526	\$ 4,265
1530	\$ 2,937	2530	\$ 3,299
1531	\$ 3,144	2531	\$ 3,505
1532	\$ 3,350	2532	\$ 3,712
1533	\$ 3,556	2533	\$ 3,918
1534	\$ 3,763	2534	\$ 4,125
1535	\$ 3,969	2535	\$ 4,331
1536	\$ 4,175	2536	\$ 4,537
1540	\$ 3,210	2540	\$ 3,572
1541	\$ 3,416	2541	\$ 3,778

Health - Isolated			
Code	Rate	Code	Rate
Single Adult / Family		Two Adult / Family	
1542	\$ 3,622	2542	\$ 3,984
1543	\$ 3,829	2543	\$ 4,191
1544	\$ 4,035	2544	\$ 4,397
1545	\$ 4,241	2545	\$ 4,603
1546	\$ 4,448	2546	\$ 4,810
1550	\$ 3,482	2550	\$ 3,844
1551	\$ 3,688	2551	\$ 4,050
1552	\$ 3,895	2552	\$ 4,257
1553	\$ 4,101	2553	\$ 4,463
1554	\$ 4,307	2554	\$ 4,669
1555	\$ 4,514	2555	\$ 4,876
1556	\$ 4,720	2556	\$ 5,082

Emergency Food Allowance Rate Tables

Appendix F contains current emergency food allowance rate tables by income assistance eligibility categories for southern, northern and isolated communities.

Table	Number
Economic South	F.1
Social / Health South	F.2
Economic North	F.3
Social / Health North	F.4
Economic Isolated	F.5
Social / Health Isolated	F.6

Economic - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1000	\$60.00	\$120.00	2000	\$110.90	\$221.80
1001	\$115.10	\$230.20	2001	\$179.70	\$359.40
1002	\$154.40	\$308.80	2002	\$213.10	\$426.20
1003	\$188.30	\$376.60	2003	\$258.60	\$517.20
1004	\$230.80	\$461.60	2004	\$301.00	\$602.00
1005	\$273.30	\$546.60	2005	\$343.40	\$686.80
1006	\$315.80	\$631.60	2006	\$385.80	\$771.60
1010	\$128.30	\$256.60	2010	\$195.80	\$391.60
1011	\$167.60	\$335.20	2011	\$229.20	\$458.40
1012	\$201.50	\$403.00	2012	\$271.70	\$543.40
1013	\$244.00	\$488.00	2013	\$314.10	\$628.20
1014	\$286.50	\$573.00	2014	\$356.50	\$713.00
1015	\$329.00	\$658.00	2015	\$398.90	\$797.80
1016	\$371.50	\$743.00	2016	\$441.30	\$882.60
1020	\$180.80	\$361.60	2020	\$245.30	\$490.60
1021	\$214.70	\$429.40	2021	\$287.80	\$575.60
1022	\$257.20	\$514.40	2022	\$330.20	\$660.40
1023	\$299.70	\$599.40	2023	\$372.60	\$745.20
1024	\$342.20	\$684.40	2024	\$415.00	\$830.00
1025	\$384.70	\$769.40	2025	\$457.40	\$914.80
1026	\$427.20	\$854.40	2026	\$499.80	\$999.60
1030	\$227.90	\$455.80	2030	\$303.90	\$607.80
1031	\$270.40	\$540.80	2031	\$346.30	\$692.60
1032	\$312.90	\$625.80	2032	\$388.70	\$777.40
1033	\$355.40	\$710.80	2033	\$431.10	\$862.20
1034	\$397.90	\$795.80	2034	\$473.50	\$947.00
1035	\$440.40	\$880.80	2035	\$515.90	\$1,031.80
1036	\$482.90	\$965.80	2036	\$558.30	\$1,116.60
1040	\$283.50	\$567.00	2040	\$362.50	\$725.00
1041	\$326.00	\$652.00	2041	\$404.90	\$809.80
1042	\$368.50	\$737.00	2042	\$447.30	\$894.60
1043	\$411.00	\$822.00	2043	\$489.70	\$979.40
1044	\$453.50	\$907.00	2044	\$532.10	\$1,064.20
1045	\$496.00	\$992.00	2045	\$574.50	\$1,149.00
1046	\$538.50	\$1,077.00	2046	\$616.90	\$1,233.80
1050	\$339.10	\$678.20	2050	\$421.10	\$842.20
1051	\$381.60	\$763.20	2051	\$463.50	\$927.00
1052	\$424.10	\$848.20	2052	\$505.90	\$1,011.80
1053	\$466.60	\$933.20	2053	\$548.30	\$1,096.60
1054	\$509.10	\$1,018.20	2054	\$590.70	\$1,181.40

Economic - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1055	\$551.60	\$1,103.20	2055	\$633.10	\$1,266.20
1056	\$594.10	\$1,188.20	2056	\$675.50	\$1,351.00
1100	\$140.30	\$280.60	2100	\$208.50	\$417.00
1101	\$179.60	\$359.20	2101	\$241.90	\$483.80
1102	\$213.50	\$427.00	2102	\$284.40	\$568.80
1103	\$256.00	\$512.00	2103	\$326.80	\$653.60
1104	\$298.50	\$597.00	2104	\$369.20	\$738.40
1105	\$341.00	\$682.00	2105	\$411.60	\$823.20
1106	\$383.50	\$767.00	2106	\$454.00	\$908.00
1110	\$192.80	\$385.60	2110	\$258.00	\$516.00
1111	\$226.70	\$453.40	2111	\$300.50	\$601.00
1112	\$269.20	\$538.40	2112	\$342.90	\$685.80
1113	\$311.70	\$623.40	2113	\$385.30	\$770.60
1114	\$354.20	\$708.40	2114	\$427.70	\$855.40
1115	\$396.70	\$793.40	2115	\$470.10	\$940.20
1116	\$439.20	\$878.40	2116	\$512.50	\$1,025.00
1120	\$239.90	\$479.80	2120	\$316.60	\$633.20
1121	\$282.40	\$564.80	2121	\$359.00	\$718.00
1122	\$324.90	\$649.80	2122	\$401.40	\$802.80
1123	\$367.40	\$734.80	2123	\$443.80	\$887.60
1124	\$409.90	\$819.80	2124	\$486.20	\$972.40
1125	\$452.40	\$904.80	2125	\$528.60	\$1,057.20
1126	\$494.90	\$989.80	2126	\$571.00	\$1,142.00
1130	\$295.50	\$591.00	2130	\$375.20	\$750.40
1131	\$338.00	\$676.00	2131	\$417.60	\$835.20
1132	\$380.50	\$761.00	2132	\$460.00	\$920.00
1133	\$423.00	\$846.00	2133	\$502.40	\$1,004.80
1134	\$465.50	\$931.00	2134	\$544.80	\$1,089.60
1135	\$508.00	\$1,016.00	2135	\$587.20	\$1,174.40
1136	\$550.50	\$1,101.00	2136	\$629.60	\$1,259.20
1140	\$351.10	\$702.20	2140	\$433.80	\$867.60
1141	\$393.60	\$787.20	2141	\$476.20	\$952.40
1142	\$436.10	\$872.20	2142	\$518.60	\$1,037.20
1143	\$478.60	\$957.20	2143	\$561.00	\$1,122.00
1144	\$521.10	\$1,042.20	2144	\$603.40	\$1,206.80
1145	\$563.60	\$1,127.20	2145	\$645.80	\$1,291.60
1146	\$606.10	\$1,212.20	2146	\$688.20	\$1,376.40
1150	\$406.70	\$813.40	2150	\$492.40	\$984.80
1151	\$449.20	\$898.40	2151	\$534.80	\$1,069.60

Economic - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1152	\$491.70	\$983.40	2152	\$577.20	\$1,154.40
1153	\$534.20	\$1,068.40	2153	\$619.60	\$1,239.20
1154	\$576.70	\$1,153.40	2154	\$662.00	\$1,324.00
1155	\$619.20	\$1,238.40	2155	\$704.40	\$1,408.80
1156	\$661.70	\$1,323.40	2156	\$746.80	\$1,493.60
1200	\$204.90	\$409.80	2200	\$270.70	\$541.40
1201	\$238.80	\$477.60	2201	\$313.20	\$626.40
1202	\$281.30	\$562.60	2202	\$355.60	\$711.20
1203	\$323.80	\$647.60	2203	\$398.00	\$796.00
1204	\$366.30	\$732.60	2204	\$440.40	\$880.80
1205	\$408.80	\$817.60	2205	\$482.80	\$965.60
1206	\$451.30	\$902.60	2206	\$525.20	\$1,050.40
1210	\$252.00	\$504.00	2210	\$329.30	\$658.60
1211	\$294.50	\$589.00	2211	\$371.70	\$743.40
1212	\$337.00	\$674.00	2212	\$414.10	\$828.20
1213	\$379.50	\$759.00	2213	\$456.50	\$913.00
1214	\$422.00	\$844.00	2214	\$498.90	\$997.80
1215	\$464.50	\$929.00	2215	\$541.30	\$1,082.60
1216	\$507.00	\$1,014.00	2216	\$583.70	\$1,167.40
1220	\$307.60	\$615.20	2220	\$387.90	\$775.80
1221	\$350.10	\$700.20	2221	\$430.30	\$860.60
1222	\$392.60	\$785.20	2222	\$472.70	\$945.40
1223	\$435.10	\$870.20	2223	\$515.10	\$1,030.20
1224	\$477.60	\$955.20	2224	\$557.50	\$1,115.00
1225	\$520.10	\$1,040.20	2225	\$599.90	\$1,199.80
1226	\$562.60	\$1,125.20	2226	\$642.30	\$1,284.60
1230	\$363.20	\$726.40	2230	\$446.50	\$893.00
1231	\$405.70	\$811.40	2231	\$488.90	\$977.80
1232	\$448.20	\$896.40	2232	\$531.30	\$1,062.60
1233	\$490.70	\$981.40	2233	\$573.70	\$1,147.40
1234	\$533.20	\$1,066.40	2234	\$616.10	\$1,232.20
1235	\$575.70	\$1,151.40	2235	\$658.50	\$1,317.00
1236	\$618.20	\$1,236.40	2236	\$700.90	\$1,401.80
1240	\$418.80	\$837.60	2240	\$505.10	\$1,010.20
1241	\$461.30	\$922.60	2241	\$547.50	\$1,095.00
1242	\$503.80	\$1,007.60	2242	\$589.90	\$1,179.80
1243	\$546.30	\$1,092.60	2243	\$632.30	\$1,264.60
1244	\$588.80	\$1,177.60	2244	\$674.70	\$1,349.40
1245	\$631.30	\$1,262.60	2245	\$717.10	\$1,434.20
1246	\$673.80	\$1,347.60	2246	\$759.50	\$1,519.00

Economic - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1250	\$474.40	\$948.80	2250	\$563.70	\$1,127.40
1251	\$516.90	\$1,033.80	2251	\$606.10	\$1,212.20
1252	\$559.40	\$1,118.80	2252	\$648.50	\$1,297.00
1253	\$601.90	\$1,203.80	2253	\$690.90	\$1,381.80
1254	\$644.40	\$1,288.80	2254	\$733.30	\$1,466.60
1255	\$686.90	\$1,373.80	2255	\$775.70	\$1,551.40
1256	\$729.40	\$1,458.80	2256	\$818.10	\$1,636.20
1300	\$264.00	\$528.00	2300	\$342.00	\$684.00
1301	\$306.50	\$613.00	2301	\$384.40	\$768.80
1302	\$349.00	\$698.00	2302	\$426.80	\$853.60
1303	\$391.50	\$783.00	2303	\$469.20	\$938.40
1304	\$434.00	\$868.00	2304	\$511.60	\$1,023.20
1305	\$476.50	\$953.00	2305	\$554.00	\$1,108.00
1306	\$519.00	\$1,038.00	2306	\$596.40	\$1,192.80
1310	\$319.60	\$639.20	2310	\$400.60	\$801.20
1311	\$362.10	\$724.20	2311	\$443.00	\$886.00
1312	\$404.60	\$809.20	2312	\$485.40	\$970.80
1313	\$447.10	\$894.20	2313	\$527.80	\$1,055.60
1314	\$489.60	\$979.20	2314	\$570.20	\$1,140.40
1315	\$532.10	\$1,064.20	2315	\$612.60	\$1,225.20
1316	\$574.60	\$1,149.20	2316	\$655.00	\$1,310.00
1320	\$375.20	\$750.40	2320	\$459.20	\$918.40
1321	\$417.70	\$835.40	2321	\$501.60	\$1,003.20
1322	\$460.20	\$920.40	2322	\$544.00	\$1,088.00
1323	\$502.70	\$1,005.40	2323	\$586.40	\$1,172.80
1324	\$545.20	\$1,090.40	2324	\$628.80	\$1,257.60
1325	\$587.70	\$1,175.40	2325	\$671.20	\$1,342.40
1326	\$630.20	\$1,260.40	2326	\$713.60	\$1,427.20
1330	\$430.80	\$861.60	2330	\$517.80	\$1,035.60
1331	\$473.30	\$946.60	2331	\$560.20	\$1,120.40
1332	\$515.80	\$1,031.60	2332	\$602.60	\$1,205.20
1333	\$558.30	\$1,116.60	2333	\$645.00	\$1,290.00
1334	\$600.80	\$1,201.60	2334	\$687.40	\$1,374.80
1335	\$643.30	\$1,286.60	2335	\$729.80	\$1,459.60
1336	\$685.80	\$1,371.60	2336	\$772.20	\$1,544.40
1340	\$486.40	\$972.80	2340	\$576.40	\$1,152.80
1341	\$528.90	\$1,057.80	2341	\$618.80	\$1,237.60
1342	\$571.40	\$1,142.80	2342	\$661.20	\$1,322.40
1343	\$613.90	\$1,227.80	2343	\$703.60	\$1,407.20

Economic - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1344	\$656.40	\$1,312.80	2344	\$746.00	\$1,492.00
1345	\$698.90	\$1,397.80	2345	\$788.40	\$1,576.80
1346	\$741.40	\$1,482.80	2346	\$830.80	\$1,661.60
1350	\$542.00	\$1,084.00	2350	\$635.00	\$1,270.00
1351	\$584.50	\$1,169.00	2351	\$677.40	\$1,354.80
1352	\$627.00	\$1,254.00	2352	\$719.80	\$1,439.60
1353	\$669.50	\$1,339.00	2353	\$762.20	\$1,524.40
1354	\$712.00	\$1,424.00	2354	\$804.60	\$1,609.20
1355	\$754.50	\$1,509.00	2355	\$847.00	\$1,694.00
1356	\$797.00	\$1,594.00	2356	\$889.40	\$1,778.80
1400	\$331.70	\$663.40	2400	\$413.30	\$826.60
1401	\$374.20	\$748.40	2401	\$455.70	\$911.40
1402	\$416.70	\$833.40	2402	\$498.10	\$996.20
1403	\$459.20	\$918.40	2403	\$540.50	\$1,081.00
1404	\$501.70	\$1,003.40	2404	\$582.90	\$1,165.80
1405	\$544.20	\$1,088.40	2405	\$625.30	\$1,250.60
1406	\$586.70	\$1,173.40	2406	\$667.70	\$1,335.40
1410	\$387.30	\$774.60	2410	\$471.90	\$943.80
1411	\$429.80	\$859.60	2411	\$514.30	\$1,028.60
1412	\$472.30	\$944.60	2412	\$556.70	\$1,113.40
1413	\$514.80	\$1,029.60	2413	\$599.10	\$1,198.20
1414	\$557.30	\$1,114.60	2414	\$641.50	\$1,283.00
1415	\$599.80	\$1,199.60	2415	\$683.90	\$1,367.80
1416	\$642.30	\$1,284.60	2416	\$726.30	\$1,452.60
1420	\$442.90	\$885.80	2420	\$530.50	\$1,061.00
1421	\$485.40	\$970.80	2421	\$572.90	\$1,145.80
1422	\$527.90	\$1,055.80	2422	\$615.30	\$1,230.60
1423	\$570.40	\$1,140.80	2423	\$657.70	\$1,315.40
1424	\$612.90	\$1,225.80	2424	\$700.10	\$1,400.20
1425	\$655.40	\$1,310.80	2425	\$742.50	\$1,485.00
1426	\$697.90	\$1,395.80	2426	\$784.90	\$1,569.80
1430	\$498.50	\$997.00	2430	\$589.10	\$1,178.20
1431	\$541.00	\$1,082.00	2431	\$631.50	\$1,263.00
1432	\$583.50	\$1,167.00	2432	\$673.90	\$1,347.80
1433	\$626.00	\$1,252.00	2433	\$716.30	\$1,432.60
1434	\$668.50	\$1,337.00	2434	\$758.70	\$1,517.40
1435	\$711.00	\$1,422.00	2435	\$801.10	\$1,602.20
1436	\$753.50	\$1,507.00	2436	\$843.50	\$1,687.00
1440	\$554.10	\$1,108.20	2440	\$647.70	\$1,295.40
1441	\$596.60	\$1,193.20	2441	\$690.10	\$1,380.20

Economic - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1442	\$639.10	\$1,278.20	2442	\$732.50	\$1,465.00
1443	\$681.60	\$1,363.20	2443	\$774.90	\$1,549.80
1444	\$724.10	\$1,448.20	2444	\$817.30	\$1,634.60
1445	\$766.60	\$1,533.20	2445	\$859.70	\$1,719.40
1446	\$809.10	\$1,618.20	2446	\$902.10	\$1,804.20
1450	\$609.70	\$1,219.40	2450	\$706.30	\$1,412.60
1451	\$652.20	\$1,304.40	2451	\$748.70	\$1,497.40
1452	\$694.70	\$1,389.40	2452	\$791.10	\$1,582.20
1453	\$737.20	\$1,474.40	2453	\$833.50	\$1,667.00
1454	\$779.70	\$1,559.40	2454	\$875.90	\$1,751.80
1455	\$822.20	\$1,644.40	2455	\$918.30	\$1,836.60
1456	\$864.70	\$1,729.40	2456	\$960.70	\$1,921.40
1500	\$399.40	\$798.80	2500	\$484.60	\$969.20
1501	\$441.90	\$883.80	2501	\$527.00	\$1,054.00
1502	\$484.40	\$968.80	2502	\$569.40	\$1,138.80
1503	\$526.90	\$1,053.80	2503	\$611.80	\$1,223.60
1504	\$569.40	\$1,138.80	2504	\$654.20	\$1,308.40
1505	\$611.90	\$1,223.80	2505	\$696.60	\$1,393.20
1506	\$654.40	\$1,308.80	2506	\$739.00	\$1,478.00
1510	\$455.00	\$910.00	2510	\$543.20	\$1,086.40
1511	\$497.50	\$995.00	2511	\$585.60	\$1,171.20
1512	\$540.00	\$1,080.00	2512	\$628.00	\$1,256.00
1513	\$582.50	\$1,165.00	2513	\$670.40	\$1,340.80
1514	\$625.00	\$1,250.00	2514	\$712.80	\$1,425.60
1515	\$667.50	\$1,335.00	2515	\$755.20	\$1,510.40
1516	\$710.00	\$1,420.00	2516	\$797.60	\$1,595.20
1520	\$510.60	\$1,021.20	2520	\$601.80	\$1,203.60
1521	\$553.10	\$1,106.20	2521	\$644.20	\$1,288.40
1522	\$595.60	\$1,191.20	2522	\$686.60	\$1,373.20
1523	\$638.10	\$1,276.20	2523	\$729.00	\$1,458.00
1524	\$680.60	\$1,361.20	2524	\$771.40	\$1,542.80
1525	\$723.10	\$1,446.20	2525	\$813.80	\$1,627.60
1526	\$765.60	\$1,531.20	2526	\$856.20	\$1,712.40
1530	\$566.20	\$1,132.40	2530	\$660.40	\$1,320.80
1531	\$608.70	\$1,217.40	2531	\$702.80	\$1,405.60
1532	\$651.20	\$1,302.40	2532	\$745.20	\$1,490.40
1533	\$693.70	\$1,387.40	2533	\$787.60	\$1,575.20
1534	\$736.20	\$1,472.40	2534	\$830.00	\$1,660.00
1535	\$778.70	\$1,557.40	2535	\$872.40	\$1,744.80

Economic - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1536	\$821.20	\$1,642.40	2536	\$914.80	\$1,829.60
1540	\$621.80	\$1,243.60	2540	\$719.00	\$1,438.00
1541	\$664.30	\$1,328.60	2541	\$761.40	\$1,522.80
1542	\$706.80	\$1,413.60	2542	\$803.80	\$1,607.60
1543	\$749.30	\$1,498.60	2543	\$846.20	\$1,692.40
1544	\$791.80	\$1,583.60	2544	\$888.60	\$1,777.20
1545	\$834.30	\$1,668.60	2545	\$931.00	\$1,862.00
1546	\$876.80	\$1,753.60	2546	\$973.40	\$1,946.80
1550	\$677.40	\$1,354.80	2550	\$777.60	\$1,555.20
1551	\$719.90	\$1,439.80	2551	\$820.00	\$1,640.00
1552	\$762.40	\$1,524.80	2552	\$862.40	\$1,724.80
1553	\$804.90	\$1,609.80	2553	\$904.80	\$1,809.60
1554	\$847.40	\$1,694.80	2554	\$947.20	\$1,894.40
1555	\$889.90	\$1,779.80	2555	\$989.60	\$1,979.20
1556	\$932.40	\$1,864.80	2556	\$1,032.00	\$2,064.00

Social/Health - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1000	\$76.90	\$153.80	2000	\$140.50	\$281.00
1001	\$118.90	\$237.80	2001	\$179.70	\$359.40
1002	\$158.00	\$316.00	2002	\$213.10	\$426.20
1003	\$191.50	\$383.00	2003	\$255.60	\$511.20
1004	\$234.00	\$468.00	2004	\$298.10	\$596.20
1005	\$276.50	\$553.00	2005	\$340.60	\$681.20
1006	\$319.00	\$638.00	2006	\$383.10	\$766.20
1010	\$135.00	\$270.00	2010	\$195.80	\$391.60
1011	\$174.10	\$348.20	2011	\$229.20	\$458.40
1012	\$207.60	\$415.20	2012	\$271.70	\$543.40
1013	\$250.10	\$500.20	2013	\$314.20	\$628.40
1014	\$292.60	\$585.20	2014	\$356.70	\$713.40
1015	\$335.10	\$670.20	2015	\$399.20	\$798.40
1016	\$377.60	\$755.20	2016	\$441.70	\$883.40
1020	\$190.20	\$380.40	2020	\$245.30	\$490.60
1021	\$223.70	\$447.40	2021	\$287.80	\$575.60
1022	\$266.20	\$532.40	2022	\$330.30	\$660.60
1023	\$308.70	\$617.40	2023	\$372.80	\$745.60
1024	\$351.20	\$702.40	2024	\$415.30	\$830.60
1025	\$393.70	\$787.40	2025	\$457.80	\$915.60
1026	\$436.20	\$872.40	2026	\$500.30	\$1,000.60
1030	\$239.80	\$479.60	2030	\$303.90	\$607.80
1031	\$282.30	\$564.60	2031	\$346.40	\$692.80
1032	\$324.80	\$649.60	2032	\$388.90	\$777.80
1033	\$367.30	\$734.60	2033	\$431.40	\$862.80
1034	\$409.80	\$819.60	2034	\$473.90	\$947.80
1035	\$452.30	\$904.60	2035	\$516.40	\$1,032.80
1036	\$494.80	\$989.60	2036	\$558.90	\$1,117.80
1040	\$298.40	\$596.80	2040	\$362.50	\$725.00
1041	\$340.90	\$681.80	2041	\$405.00	\$810.00
1042	\$383.40	\$766.80	2042	\$447.50	\$895.00
1043	\$425.90	\$851.80	2043	\$490.00	\$980.00
1044	\$468.40	\$936.80	2044	\$532.50	\$1,065.00
1045	\$510.90	\$1,021.80	2045	\$575.00	\$1,150.00
1046	\$553.40	\$1,106.80	2046	\$617.50	\$1,235.00
1050	\$357.00	\$714.00	2050	\$421.10	\$842.20
1051	\$399.50	\$799.00	2051	\$463.60	\$927.20
1052	\$442.00	\$884.00	2052	\$506.10	\$1,012.20
1053	\$484.50	\$969.00	2053	\$548.60	\$1,097.20
1054	\$527.00	\$1,054.00	2054	\$591.10	\$1,182.20

Social/Health - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1055	\$569.50	\$1,139.00	2055	\$633.60	\$1,267.20
1056	\$612.00	\$1,224.00	2056	\$676.10	\$1,352.20
1100	\$147.70	\$295.40	2100	\$208.50	\$417.00
1101	\$186.80	\$373.60	2101	\$241.90	\$483.80
1102	\$220.30	\$440.60	2102	\$284.40	\$568.80
1103	\$262.80	\$525.60	2103	\$326.90	\$653.80
1104	\$305.30	\$610.60	2104	\$369.40	\$738.80
1105	\$347.80	\$695.60	2105	\$411.90	\$823.80
1106	\$390.30	\$780.60	2106	\$454.40	\$908.80
1110	\$202.90	\$405.80	2110	\$258.00	\$516.00
1111	\$236.40	\$472.80	2111	\$300.50	\$601.00
1112	\$278.90	\$557.80	2112	\$343.00	\$686.00
1113	\$321.40	\$642.80	2113	\$385.50	\$771.00
1114	\$363.90	\$727.80	2114	\$428.00	\$856.00
1115	\$406.40	\$812.80	2115	\$470.50	\$941.00
1116	\$448.90	\$897.80	2116	\$513.00	\$1,026.00
1120	\$252.50	\$505.00	2120	\$316.60	\$633.20
1121	\$295.00	\$590.00	2121	\$359.10	\$718.20
1122	\$337.50	\$675.00	2122	\$401.60	\$803.20
1123	\$380.00	\$760.00	2123	\$444.10	\$888.20
1124	\$422.50	\$845.00	2124	\$486.60	\$973.20
1125	\$465.00	\$930.00	2125	\$529.10	\$1,058.20
1126	\$507.50	\$1,015.00	2126	\$571.60	\$1,143.20
1130	\$311.10	\$622.20	2130	\$375.20	\$750.40
1131	\$353.60	\$707.20	2131	\$417.70	\$835.40
1132	\$396.10	\$792.20	2132	\$460.20	\$920.40
1133	\$438.60	\$877.20	2133	\$502.70	\$1,005.40
1134	\$481.10	\$962.20	2134	\$545.20	\$1,090.40
1135	\$523.60	\$1,047.20	2135	\$587.70	\$1,175.40
1136	\$566.10	\$1,132.20	2136	\$630.20	\$1,260.40
1140	\$369.70	\$739.40	2140	\$433.80	\$867.60
1141	\$412.20	\$824.40	2141	\$476.30	\$952.60
1142	\$454.70	\$909.40	2142	\$518.80	\$1,037.60
1143	\$497.20	\$994.40	2143	\$561.30	\$1,122.60
1144	\$539.70	\$1,079.40	2144	\$603.80	\$1,207.60
1145	\$582.20	\$1,164.40	2145	\$646.30	\$1,292.60
1146	\$624.70	\$1,249.40	2146	\$688.80	\$1,377.60
1150	\$428.30	\$856.60	2150	\$492.40	\$984.80
1151	\$470.80	\$941.60	2151	\$534.90	\$1,069.80

Social/Health - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1152	\$513.30	\$1,026.60	2152	\$577.40	\$1,154.80
1153	\$555.80	\$1,111.60	2153	\$619.90	\$1,239.80
1154	\$598.30	\$1,196.60	2154	\$662.40	\$1,324.80
1155	\$640.80	\$1,281.60	2155	\$704.90	\$1,409.80
1156	\$683.30	\$1,366.60	2156	\$747.40	\$1,494.80
1200	\$215.60	\$431.20	2200	\$270.70	\$541.40
1201	\$249.10	\$498.20	2201	\$313.20	\$626.40
1202	\$291.60	\$583.20	2202	\$355.70	\$711.40
1203	\$334.10	\$668.20	2203	\$398.20	\$796.40
1204	\$376.60	\$753.20	2204	\$440.70	\$881.40
1205	\$419.10	\$838.20	2205	\$483.20	\$966.40
1206	\$461.60	\$923.20	2206	\$525.70	\$1,051.40
1210	\$265.20	\$530.40	2210	\$329.30	\$658.60
1211	\$307.70	\$615.40	2211	\$371.80	\$743.60
1212	\$350.20	\$700.40	2212	\$414.30	\$828.60
1213	\$392.70	\$785.40	2213	\$456.80	\$913.60
1214	\$435.20	\$870.40	2214	\$499.30	\$998.60
1215	\$477.70	\$955.40	2215	\$541.80	\$1,083.60
1216	\$520.20	\$1,040.40	2216	\$584.30	\$1,168.60
1220	\$323.80	\$647.60	2220	\$387.90	\$775.80
1221	\$366.30	\$732.60	2221	\$430.40	\$860.80
1222	\$408.80	\$817.60	2222	\$472.90	\$945.80
1223	\$451.30	\$902.60	2223	\$515.40	\$1,030.80
1224	\$493.80	\$987.60	2224	\$557.90	\$1,115.80
1225	\$536.30	\$1,072.60	2225	\$600.40	\$1,200.80
1226	\$578.80	\$1,157.60	2226	\$642.90	\$1,285.80
1230	\$382.40	\$764.80	2230	\$446.50	\$893.00
1231	\$424.90	\$849.80	2231	\$489.00	\$978.00
1232	\$467.40	\$934.80	2232	\$531.50	\$1,063.00
1233	\$509.90	\$1,019.80	2233	\$574.00	\$1,148.00
1234	\$552.40	\$1,104.80	2234	\$616.50	\$1,233.00
1235	\$594.90	\$1,189.80	2235	\$659.00	\$1,318.00
1236	\$637.40	\$1,274.80	2236	\$701.50	\$1,403.00
1240	\$441.00	\$882.00	2240	\$505.10	\$1,010.20
1241	\$483.50	\$967.00	2241	\$547.60	\$1,095.20
1242	\$526.00	\$1,052.00	2242	\$590.10	\$1,180.20
1243	\$568.50	\$1,137.00	2243	\$632.60	\$1,265.20
1244	\$611.00	\$1,222.00	2244	\$675.10	\$1,350.20
1245	\$653.50	\$1,307.00	2245	\$717.60	\$1,435.20
1246	\$696.00	\$1,392.00	2246	\$760.10	\$1,520.20

Social/Health - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1250	\$499.60	\$999.20	2250	\$563.70	\$1,127.40
1251	\$542.10	\$1,084.20	2251	\$606.20	\$1,212.40
1252	\$584.60	\$1,169.20	2252	\$648.70	\$1,297.40
1253	\$627.10	\$1,254.20	2253	\$691.20	\$1,382.40
1254	\$669.60	\$1,339.20	2254	\$733.70	\$1,467.40
1255	\$712.10	\$1,424.20	2255	\$776.20	\$1,552.40
1256	\$754.60	\$1,509.20	2256	\$818.70	\$1,637.40
1300	\$277.90	\$555.80	2300	\$342.00	\$684.00
1301	\$320.40	\$640.80	2301	\$384.50	\$769.00
1302	\$362.90	\$725.80	2302	\$427.00	\$854.00
1303	\$405.40	\$810.80	2303	\$469.50	\$939.00
1304	\$447.90	\$895.80	2304	\$512.00	\$1,024.00
1305	\$490.40	\$980.80	2305	\$554.50	\$1,109.00
1306	\$532.90	\$1,065.80	2306	\$597.00	\$1,194.00
1310	\$336.50	\$673.00	2310	\$400.60	\$801.20
1311	\$379.00	\$758.00	2311	\$443.10	\$886.20
1312	\$421.50	\$843.00	2312	\$485.60	\$971.20
1313	\$464.00	\$928.00	2313	\$528.10	\$1,056.20
1314	\$506.50	\$1,013.00	2314	\$570.60	\$1,141.20
1315	\$549.00	\$1,098.00	2315	\$613.10	\$1,226.20
1316	\$591.50	\$1,183.00	2316	\$655.60	\$1,311.20
1320	\$395.10	\$790.20	2320	\$459.20	\$918.40
1321	\$437.60	\$875.20	2321	\$501.70	\$1,003.40
1322	\$480.10	\$960.20	2322	\$544.20	\$1,088.40
1323	\$522.60	\$1,045.20	2323	\$586.70	\$1,173.40
1324	\$565.10	\$1,130.20	2324	\$629.20	\$1,258.40
1325	\$607.60	\$1,215.20	2325	\$671.70	\$1,343.40
1326	\$650.10	\$1,300.20	2326	\$714.20	\$1,428.40
1330	\$453.70	\$907.40	2330	\$517.80	\$1,035.60
1331	\$496.20	\$992.40	2331	\$560.30	\$1,120.60
1332	\$538.70	\$1,077.40	2332	\$602.80	\$1,205.60
1333	\$581.20	\$1,162.40	2333	\$645.30	\$1,290.60
1334	\$623.70	\$1,247.40	2334	\$687.80	\$1,375.60
1335	\$666.20	\$1,332.40	2335	\$730.30	\$1,460.60
1336	\$708.70	\$1,417.40	2336	\$772.80	\$1,545.60
1340	\$512.30	\$1,024.60	2340	\$576.40	\$1,152.80
1341	\$554.80	\$1,109.60	2341	\$618.90	\$1,237.80
1342	\$597.30	\$1,194.60	2342	\$661.40	\$1,322.80
1343	\$639.80	\$1,279.60	2343	\$703.90	\$1,407.80

Social/Health - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1344	\$682.30	\$1,364.60	2344	\$746.40	\$1,492.80
1345	\$724.80	\$1,449.60	2345	\$788.90	\$1,577.80
1346	\$767.30	\$1,534.60	2346	\$831.40	\$1,662.80
1350	\$570.90	\$1,141.80	2350	\$635.00	\$1,270.00
1351	\$613.40	\$1,226.80	2351	\$677.50	\$1,355.00
1352	\$655.90	\$1,311.80	2352	\$720.00	\$1,440.00
1353	\$698.40	\$1,396.80	2353	\$762.50	\$1,525.00
1354	\$740.90	\$1,481.80	2354	\$805.00	\$1,610.00
1355	\$783.40	\$1,566.80	2355	\$847.50	\$1,695.00
1356	\$825.90	\$1,651.80	2356	\$890.00	\$1,780.00
1400	\$349.20	\$698.40	2400	\$413.30	\$826.60
1401	\$391.70	\$783.40	2401	\$455.80	\$911.60
1402	\$434.20	\$868.40	2402	\$498.30	\$996.60
1403	\$476.70	\$953.40	2403	\$540.80	\$1,081.60
1404	\$519.20	\$1,038.40	2404	\$583.30	\$1,166.60
1405	\$561.70	\$1,123.40	2405	\$625.80	\$1,251.60
1406	\$604.20	\$1,208.40	2406	\$668.30	\$1,336.60
1410	\$407.80	\$815.60	2410	\$471.90	\$943.80
1411	\$450.30	\$900.60	2411	\$514.40	\$1,028.80
1412	\$492.80	\$985.60	2412	\$556.90	\$1,113.80
1413	\$535.30	\$1,070.60	2413	\$599.40	\$1,198.80
1414	\$577.80	\$1,155.60	2414	\$641.90	\$1,283.80
1415	\$620.30	\$1,240.60	2415	\$684.40	\$1,368.80
1416	\$662.80	\$1,325.60	2416	\$726.90	\$1,453.80
1420	\$466.40	\$932.80	2420	\$530.50	\$1,061.00
1421	\$508.90	\$1,017.80	2421	\$573.00	\$1,146.00
1422	\$551.40	\$1,102.80	2422	\$615.50	\$1,231.00
1423	\$593.90	\$1,187.80	2423	\$658.00	\$1,316.00
1424	\$636.40	\$1,272.80	2424	\$700.50	\$1,401.00
1425	\$678.90	\$1,357.80	2425	\$743.00	\$1,486.00
1426	\$721.40	\$1,442.80	2426	\$785.50	\$1,571.00
1430	\$525.00	\$1,050.00	2430	\$589.10	\$1,178.20
1431	\$567.50	\$1,135.00	2431	\$631.60	\$1,263.20
1432	\$610.00	\$1,220.00	2432	\$674.10	\$1,348.20
1433	\$652.50	\$1,305.00	2433	\$716.60	\$1,433.20
1434	\$695.00	\$1,390.00	2434	\$759.10	\$1,518.20
1435	\$737.50	\$1,475.00	2435	\$801.60	\$1,603.20
1436	\$780.00	\$1,560.00	2436	\$844.10	\$1,688.20
1440	\$583.60	\$1,167.20	2440	\$647.70	\$1,295.40
1441	\$626.10	\$1,252.20	2441	\$690.20	\$1,380.40

Social/Health - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1442	\$668.60	\$1,337.20	2442	\$732.70	\$1,465.40
1443	\$711.10	\$1,422.20	2443	\$775.20	\$1,550.40
1444	\$753.60	\$1,507.20	2444	\$817.70	\$1,635.40
1445	\$796.10	\$1,592.20	2445	\$860.20	\$1,720.40
1446	\$838.60	\$1,677.20	2446	\$902.70	\$1,805.40
1450	\$642.20	\$1,284.40	2450	\$706.30	\$1,412.60
1451	\$684.70	\$1,369.40	2451	\$748.80	\$1,497.60
1452	\$727.20	\$1,454.40	2452	\$791.30	\$1,582.60
1453	\$769.70	\$1,539.40	2453	\$833.80	\$1,667.60
1454	\$812.20	\$1,624.40	2454	\$876.30	\$1,752.60
1455	\$854.70	\$1,709.40	2455	\$918.80	\$1,837.60
1456	\$897.20	\$1,794.40	2456	\$961.30	\$1,922.60
1500	\$420.50	\$841.00	2500	\$484.60	\$969.20
1501	\$463.00	\$926.00	2501	\$527.10	\$1,054.20
1502	\$505.50	\$1,011.00	2502	\$569.60	\$1,139.20
1503	\$548.00	\$1,096.00	2503	\$612.10	\$1,224.20
1504	\$590.50	\$1,181.00	2504	\$654.60	\$1,309.20
1505	\$633.00	\$1,266.00	2505	\$697.10	\$1,394.20
1506	\$675.50	\$1,351.00	2506	\$739.60	\$1,479.20
1510	\$479.10	\$958.20	2510	\$543.20	\$1,086.40
1511	\$521.60	\$1,043.20	2511	\$585.70	\$1,171.40
1512	\$564.10	\$1,128.20	2512	\$628.20	\$1,256.40
1513	\$606.60	\$1,213.20	2513	\$670.70	\$1,341.40
1514	\$649.10	\$1,298.20	2514	\$713.20	\$1,426.40
1515	\$691.60	\$1,383.20	2515	\$755.70	\$1,511.40
1516	\$734.10	\$1,468.20	2516	\$798.20	\$1,596.40
1520	\$537.70	\$1,075.40	2520	\$601.80	\$1,203.60
1521	\$580.20	\$1,160.40	2521	\$644.30	\$1,288.60
1522	\$622.70	\$1,245.40	2522	\$686.80	\$1,373.60
1523	\$665.20	\$1,330.40	2523	\$729.30	\$1,458.60
1524	\$707.70	\$1,415.40	2524	\$771.80	\$1,543.60
1525	\$750.20	\$1,500.40	2525	\$814.30	\$1,628.60
1526	\$792.70	\$1,585.40	2526	\$856.80	\$1,713.60
1530	\$596.30	\$1,192.60	2530	\$660.40	\$1,320.80
1531	\$638.80	\$1,277.60	2531	\$702.90	\$1,405.80
1532	\$681.30	\$1,362.60	2532	\$745.40	\$1,490.80
1533	\$723.80	\$1,447.60	2533	\$787.90	\$1,575.80
1534	\$766.30	\$1,532.60	2534	\$830.40	\$1,660.80
1535	\$808.80	\$1,617.60	2535	\$872.90	\$1,745.80

Social/Health - South					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1536	\$851.30	\$1,702.60	2536	\$915.40	\$1,830.80
1540	\$654.90	\$1,309.80	2540	\$719.00	\$1,438.00
1541	\$697.40	\$1,394.80	2541	\$761.50	\$1,523.00
1542	\$739.90	\$1,479.80	2542	\$804.00	\$1,608.00
1543	\$782.40	\$1,564.80	2543	\$846.50	\$1,693.00
1544	\$824.90	\$1,649.80	2544	\$889.00	\$1,778.00
1545	\$867.40	\$1,734.80	2545	\$931.50	\$1,863.00
1546	\$909.90	\$1,819.80	2546	\$974.00	\$1,948.00
1550	\$713.50	\$1,427.00	2550	\$777.60	\$1,555.20
1551	\$756.00	\$1,512.00	2551	\$820.10	\$1,640.20
1552	\$798.50	\$1,597.00	2552	\$862.60	\$1,725.20
1553	\$841.00	\$1,682.00	2553	\$905.10	\$1,810.20
1554	\$883.50	\$1,767.00	2554	\$947.60	\$1,895.20
1555	\$926.00	\$1,852.00	2555	\$990.10	\$1,980.20
1556	\$968.50	\$1,937.00	2556	\$1,032.60	\$2,065.20

Economic - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1000	\$90.00	\$180.00	2000	\$166.35	\$332.70
1001	\$172.65	\$345.30	2001	\$269.55	\$539.10
1002	\$231.60	\$463.20	2002	\$319.65	\$639.30
1003	\$282.45	\$564.90	2003	\$387.90	\$775.80
1004	\$346.20	\$692.40	2004	\$451.50	\$903.00
1005	\$409.95	\$819.90	2005	\$515.10	\$1,030.20
1006	\$473.70	\$947.40	2006	\$578.70	\$1,157.40
1010	\$192.45	\$384.90	2010	\$293.70	\$587.40
1011	\$251.40	\$502.80	2011	\$343.80	\$687.60
1012	\$302.25	\$604.50	2012	\$407.55	\$815.10
1013	\$366.00	\$732.00	2013	\$471.15	\$942.30
1014	\$429.75	\$859.50	2014	\$534.75	\$1,069.50
1015	\$493.50	\$987.00	2015	\$598.35	\$1,196.70
1016	\$557.25	\$1,114.50	2016	\$661.95	\$1,323.90
1020	\$271.20	\$542.40	2020	\$367.95	\$735.90
1021	\$322.05	\$644.10	2021	\$431.70	\$863.40
1022	\$385.80	\$771.60	2022	\$495.30	\$990.60
1023	\$449.55	\$899.10	2023	\$558.90	\$1,117.80
1024	\$513.30	\$1,026.60	2024	\$622.50	\$1,245.00
1025	\$577.05	\$1,154.10	2025	\$686.10	\$1,372.20
1026	\$640.80	\$1,281.60	2026	\$749.70	\$1,499.40
1030	\$341.85	\$683.70	2030	\$455.85	\$911.70
1031	\$405.60	\$811.20	2031	\$519.45	\$1,038.90
1032	\$469.35	\$938.70	2032	\$583.05	\$1,166.10
1033	\$533.10	\$1,066.20	2033	\$646.65	\$1,293.30
1034	\$596.85	\$1,193.70	2034	\$710.25	\$1,420.50
1035	\$660.60	\$1,321.20	2035	\$773.85	\$1,547.70
1036	\$724.35	\$1,448.70	2036	\$837.45	\$1,674.90
1040	\$425.25	\$850.50	2040	\$543.75	\$1,087.50
1041	\$489.00	\$978.00	2041	\$607.35	\$1,214.70
1042	\$552.75	\$1,105.50	2042	\$670.95	\$1,341.90
1043	\$616.50	\$1,233.00	2043	\$734.55	\$1,469.10
1044	\$680.25	\$1,360.50	2044	\$798.15	\$1,596.30
1045	\$744.00	\$1,488.00	2045	\$861.75	\$1,723.50
1046	\$807.75	\$1,615.50	2046	\$925.35	\$1,850.70
1050	\$508.65	\$1,017.30	2050	\$631.65	\$1,263.30
1051	\$572.40	\$1,144.80	2051	\$695.25	\$1,390.50
1052	\$636.15	\$1,272.30	2052	\$758.85	\$1,517.70
1053	\$699.90	\$1,399.80	2053	\$822.45	\$1,644.90
1054	\$763.65	\$1,527.30	2054	\$886.05	\$1,772.10

Economic - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1055	\$827.40	\$1,654.80	2055	\$949.65	\$1,899.30
1056	\$891.15	\$1,782.30	2056	\$1,013.25	\$2,026.50
1100	\$210.45	\$420.90	2100	\$312.75	\$625.50
1101	\$269.40	\$538.80	2101	\$362.85	\$725.70
1102	\$320.25	\$640.50	2102	\$426.60	\$853.20
1103	\$384.00	\$768.00	2103	\$490.20	\$980.40
1104	\$447.75	\$895.50	2104	\$553.80	\$1,107.60
1105	\$511.50	\$1,023.00	2105	\$617.40	\$1,234.80
1106	\$575.25	\$1,150.50	2106	\$681.00	\$1,362.00
1110	\$289.20	\$578.40	2110	\$387.00	\$774.00
1111	\$340.05	\$680.10	2111	\$450.75	\$901.50
1112	\$403.80	\$807.60	2112	\$514.35	\$1,028.70
1113	\$467.55	\$935.10	2113	\$577.95	\$1,155.90
1114	\$531.30	\$1,062.60	2114	\$641.55	\$1,283.10
1115	\$595.05	\$1,190.10	2115	\$705.15	\$1,410.30
1116	\$658.80	\$1,317.60	2116	\$768.75	\$1,537.50
1120	\$359.85	\$719.70	2120	\$474.90	\$949.80
1121	\$423.60	\$847.20	2121	\$538.50	\$1,077.00
1122	\$487.35	\$974.70	2122	\$602.10	\$1,204.20
1123	\$551.10	\$1,102.20	2123	\$665.70	\$1,331.40
1124	\$614.85	\$1,229.70	2124	\$729.30	\$1,458.60
1125	\$678.60	\$1,357.20	2125	\$792.90	\$1,585.80
1126	\$742.35	\$1,484.70	2126	\$856.50	\$1,713.00
1130	\$443.25	\$886.50	2130	\$562.80	\$1,125.60
1131	\$507.00	\$1,014.00	2131	\$626.40	\$1,252.80
1132	\$570.75	\$1,141.50	2132	\$690.00	\$1,380.00
1133	\$634.50	\$1,269.00	2133	\$753.60	\$1,507.20
1134	\$698.25	\$1,396.50	2134	\$817.20	\$1,634.40
1135	\$762.00	\$1,524.00	2135	\$880.80	\$1,761.60
1136	\$825.75	\$1,651.50	2136	\$944.40	\$1,888.80
1140	\$526.65	\$1,053.30	2140	\$650.70	\$1,301.40
1141	\$590.40	\$1,180.80	2141	\$714.30	\$1,428.60
1142	\$654.15	\$1,308.30	2142	\$777.90	\$1,555.80
1143	\$717.90	\$1,435.80	2143	\$841.50	\$1,683.00
1144	\$781.65	\$1,563.30	2144	\$905.10	\$1,810.20
1145	\$845.40	\$1,690.80	2145	\$968.70	\$1,937.40
1146	\$909.15	\$1,818.30	2146	\$1,032.30	\$2,064.60
1150	\$610.05	\$1,220.10	2150	\$738.60	\$1,477.20
1151	\$673.80	\$1,347.60	2151	\$802.20	\$1,604.40

Economic - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1152	\$737.55	\$1,475.10	2152	\$865.80	\$1,731.60
1153	\$801.30	\$1,602.60	2153	\$929.40	\$1,858.80
1154	\$865.05	\$1,730.10	2154	\$993.00	\$1,986.00
1155	\$928.80	\$1,857.60	2155	\$1,056.60	\$2,113.20
1156	\$992.55	\$1,985.10	2156	\$1,120.20	\$2,240.40
1200	\$307.35	\$614.70	2200	\$406.05	\$812.10
1201	\$358.20	\$716.40	2201	\$469.80	\$939.60
1202	\$421.95	\$843.90	2202	\$533.40	\$1,066.80
1203	\$485.70	\$971.40	2203	\$597.00	\$1,194.00
1204	\$549.45	\$1,098.90	2204	\$660.60	\$1,321.20
1205	\$613.20	\$1,226.40	2205	\$724.20	\$1,448.40
1206	\$676.95	\$1,353.90	2206	\$787.80	\$1,575.60
1210	\$378.00	\$756.00	2210	\$493.95	\$987.90
1211	\$441.75	\$883.50	2211	\$557.55	\$1,115.10
1212	\$505.50	\$1,011.00	2212	\$621.15	\$1,242.30
1213	\$569.25	\$1,138.50	2213	\$684.75	\$1,369.50
1214	\$633.00	\$1,266.00	2214	\$748.35	\$1,496.70
1215	\$696.75	\$1,393.50	2215	\$811.95	\$1,623.90
1216	\$760.50	\$1,521.00	2216	\$875.55	\$1,751.10
1220	\$461.40	\$922.80	2220	\$581.85	\$1,163.70
1221	\$525.15	\$1,050.30	2221	\$645.45	\$1,290.90
1222	\$588.90	\$1,177.80	2222	\$709.05	\$1,418.10
1223	\$652.65	\$1,305.30	2223	\$772.65	\$1,545.30
1224	\$716.40	\$1,432.80	2224	\$836.25	\$1,672.50
1225	\$780.15	\$1,560.30	2225	\$899.85	\$1,799.70
1226	\$843.90	\$1,687.80	2226	\$963.45	\$1,926.90
1230	\$544.80	\$1,089.60	2230	\$669.75	\$1,339.50
1231	\$608.55	\$1,217.10	2231	\$733.35	\$1,466.70
1232	\$672.30	\$1,344.60	2232	\$796.95	\$1,593.90
1233	\$736.05	\$1,472.10	2233	\$860.55	\$1,721.10
1234	\$799.80	\$1,599.60	2234	\$924.15	\$1,848.30
1235	\$863.55	\$1,727.10	2235	\$987.75	\$1,975.50
1236	\$927.30	\$1,854.60	2236	\$1,051.35	\$2,102.70
1240	\$628.20	\$1,256.40	2240	\$757.65	\$1,515.30
1241	\$691.95	\$1,383.90	2241	\$821.25	\$1,642.50
1242	\$755.70	\$1,511.40	2242	\$884.85	\$1,769.70
1243	\$819.45	\$1,638.90	2243	\$948.45	\$1,896.90
1244	\$883.20	\$1,766.40	2244	\$1,012.05	\$2,024.10
1245	\$946.95	\$1,893.90	2245	\$1,075.65	\$2,151.30
1246	\$1,010.70	\$2,021.40	2246	\$1,139.25	\$2,278.50

Economic - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1250	\$711.60	\$1,423.20	2250	\$845.55	\$1,691.10
1251	\$775.35	\$1,550.70	2251	\$909.15	\$1,818.30
1252	\$839.10	\$1,678.20	2252	\$972.75	\$1,945.50
1253	\$902.85	\$1,805.70	2253	\$1,036.35	\$2,072.70
1254	\$966.60	\$1,933.20	2254	\$1,099.95	\$2,199.90
1255	\$1,030.35	\$2,060.70	2255	\$1,163.55	\$2,327.10
1256	\$1,094.10	\$2,188.20	2256	\$1,227.15	\$2,454.30
1300	\$396.00	\$792.00	2300	\$513.00	\$1,026.00
1301	\$459.75	\$919.50	2301	\$576.60	\$1,153.20
1302	\$523.50	\$1,047.00	2302	\$640.20	\$1,280.40
1303	\$587.25	\$1,174.50	2303	\$703.80	\$1,407.60
1304	\$651.00	\$1,302.00	2304	\$767.40	\$1,534.80
1305	\$714.75	\$1,429.50	2305	\$831.00	\$1,662.00
1306	\$778.50	\$1,557.00	2306	\$894.60	\$1,789.20
1310	\$479.40	\$958.80	2310	\$600.90	\$1,201.80
1311	\$543.15	\$1,086.30	2311	\$664.50	\$1,329.00
1312	\$606.90	\$1,213.80	2312	\$728.10	\$1,456.20
1313	\$670.65	\$1,341.30	2313	\$791.70	\$1,583.40
1314	\$734.40	\$1,468.80	2314	\$855.30	\$1,710.60
1315	\$798.15	\$1,596.30	2315	\$918.90	\$1,837.80
1316	\$861.90	\$1,723.80	2316	\$982.50	\$1,965.00
1320	\$562.80	\$1,125.60	2320	\$688.80	\$1,377.60
1321	\$626.55	\$1,253.10	2321	\$752.40	\$1,504.80
1322	\$690.30	\$1,380.60	2322	\$816.00	\$1,632.00
1323	\$754.05	\$1,508.10	2323	\$879.60	\$1,759.20
1324	\$817.80	\$1,635.60	2324	\$943.20	\$1,886.40
1325	\$881.55	\$1,763.10	2325	\$1,006.80	\$2,013.60
1326	\$945.30	\$1,890.60	2326	\$1,070.40	\$2,140.80
1330	\$646.20	\$1,292.40	2330	\$776.70	\$1,553.40
1331	\$709.95	\$1,419.90	2331	\$840.30	\$1,680.60
1332	\$773.70	\$1,547.40	2332	\$903.90	\$1,807.80
1333	\$837.45	\$1,674.90	2333	\$967.50	\$1,935.00
1334	\$901.20	\$1,802.40	2334	\$1,031.10	\$2,062.20
1335	\$964.95	\$1,929.90	2335	\$1,094.70	\$2,189.40
1336	\$1,028.70	\$2,057.40	2336	\$1,158.30	\$2,316.60
1340	\$729.60	\$1,459.20	2340	\$864.60	\$1,729.20
1341	\$793.35	\$1,586.70	2341	\$928.20	\$1,856.40
1342	\$857.10	\$1,714.20	2342	\$991.80	\$1,983.60
1343	\$920.85	\$1,841.70	2343	\$1,055.40	\$2,110.80

Economic - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1344	\$984.60	\$1,969.20	2344	\$1,119.00	\$2,238.00
1345	\$1,048.35	\$2,096.70	2345	\$1,182.60	\$2,365.20
1346	\$1,112.10	\$2,224.20	2346	\$1,246.20	\$2,492.40
1350	\$813.00	\$1,626.00	2350	\$952.50	\$1,905.00
1351	\$876.75	\$1,753.50	2351	\$1,016.10	\$2,032.20
1352	\$940.50	\$1,881.00	2352	\$1,079.70	\$2,159.40
1353	\$1,004.25	\$2,008.50	2353	\$1,143.30	\$2,286.60
1354	\$1,068.00	\$2,136.00	2354	\$1,206.90	\$2,413.80
1355	\$1,131.75	\$2,263.50	2355	\$1,270.50	\$2,541.00
1356	\$1,195.50	\$2,391.00	2356	\$1,334.10	\$2,668.20
1400	\$497.55	\$995.10	2400	\$619.95	\$1,239.90
1401	\$561.30	\$1,122.60	2401	\$683.55	\$1,367.10
1402	\$625.05	\$1,250.10	2402	\$747.15	\$1,494.30
1403	\$688.80	\$1,377.60	2403	\$810.75	\$1,621.50
1404	\$752.55	\$1,505.10	2404	\$874.35	\$1,748.70
1405	\$816.30	\$1,632.60	2405	\$937.95	\$1,875.90
1406	\$880.05	\$1,760.10	2406	\$1,001.55	\$2,003.10
1410	\$580.95	\$1,161.90	2410	\$707.85	\$1,415.70
1411	\$644.70	\$1,289.40	2411	\$771.45	\$1,542.90
1412	\$708.45	\$1,416.90	2412	\$835.05	\$1,670.10
1413	\$772.20	\$1,544.40	2413	\$898.65	\$1,797.30
1414	\$835.95	\$1,671.90	2414	\$962.25	\$1,924.50
1415	\$899.70	\$1,799.40	2415	\$1,025.85	\$2,051.70
1416	\$963.45	\$1,926.90	2416	\$1,089.45	\$2,178.90
1420	\$664.35	\$1,328.70	2420	\$795.75	\$1,591.50
1421	\$728.10	\$1,456.20	2421	\$859.35	\$1,718.70
1422	\$791.85	\$1,583.70	2422	\$922.95	\$1,845.90
1423	\$855.60	\$1,711.20	2423	\$986.55	\$1,973.10
1424	\$919.35	\$1,838.70	2424	\$1,050.15	\$2,100.30
1425	\$983.10	\$1,966.20	2425	\$1,113.75	\$2,227.50
1426	\$1,046.85	\$2,093.70	2426	\$1,177.35	\$2,354.70
1430	\$747.75	\$1,495.50	2430	\$883.65	\$1,767.30
1431	\$811.50	\$1,623.00	2431	\$947.25	\$1,894.50
1432	\$875.25	\$1,750.50	2432	\$1,010.85	\$2,021.70
1433	\$939.00	\$1,878.00	2433	\$1,074.45	\$2,148.90
1434	\$1,002.75	\$2,005.50	2434	\$1,138.05	\$2,276.10
1435	\$1,066.50	\$2,133.00	2435	\$1,201.65	\$2,403.30
1436	\$1,130.25	\$2,260.50	2436	\$1,265.25	\$2,530.50
1440	\$831.15	\$1,662.30	2440	\$971.55	\$1,943.10
1441	\$894.90	\$1,789.80	2441	\$1,035.15	\$2,070.30

Economic - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1442	\$958.65	\$1,917.30	2442	\$1,098.75	\$2,197.50
1443	\$1,022.40	\$2,044.80	2443	\$1,162.35	\$2,324.70
1444	\$1,086.15	\$2,172.30	2444	\$1,225.95	\$2,451.90
1445	\$1,149.90	\$2,299.80	2445	\$1,289.55	\$2,579.10
1446	\$1,213.65	\$2,427.30	2446	\$1,353.15	\$2,706.30
1450	\$914.55	\$1,829.10	2450	\$1,059.45	\$2,118.90
1451	\$978.30	\$1,956.60	2451	\$1,123.05	\$2,246.10
1452	\$1,042.05	\$2,084.10	2452	\$1,186.65	\$2,373.30
1453	\$1,105.80	\$2,211.60	2453	\$1,250.25	\$2,500.50
1454	\$1,169.55	\$2,339.10	2454	\$1,313.85	\$2,627.70
1455	\$1,233.30	\$2,466.60	2455	\$1,377.45	\$2,754.90
1456	\$1,297.05	\$2,594.10	2456	\$1,441.05	\$2,882.10
1500	\$599.10	\$1,198.20	2500	\$726.90	\$1,453.80
1501	\$662.85	\$1,325.70	2501	\$790.50	\$1,581.00
1502	\$726.60	\$1,453.20	2502	\$854.10	\$1,708.20
1503	\$790.35	\$1,580.70	2503	\$917.70	\$1,835.40
1504	\$854.10	\$1,708.20	2504	\$981.30	\$1,962.60
1505	\$917.85	\$1,835.70	2505	\$1,044.90	\$2,089.80
1506	\$981.60	\$1,963.20	2506	\$1,108.50	\$2,217.00
1510	\$682.50	\$1,365.00	2510	\$814.80	\$1,629.60
1511	\$746.25	\$1,492.50	2511	\$878.40	\$1,756.80
1512	\$810.00	\$1,620.00	2512	\$942.00	\$1,884.00
1513	\$873.75	\$1,747.50	2513	\$1,005.60	\$2,011.20
1514	\$937.50	\$1,875.00	2514	\$1,069.20	\$2,138.40
1515	\$1,001.25	\$2,002.50	2515	\$1,132.80	\$2,265.60
1516	\$1,065.00	\$2,130.00	2516	\$1,196.40	\$2,392.80
1520	\$765.90	\$1,531.80	2520	\$902.70	\$1,805.40
1521	\$829.65	\$1,659.30	2521	\$966.30	\$1,932.60
1522	\$893.40	\$1,786.80	2522	\$1,029.90	\$2,059.80
1523	\$957.15	\$1,914.30	2523	\$1,093.50	\$2,187.00
1524	\$1,020.90	\$2,041.80	2524	\$1,157.10	\$2,314.20
1525	\$1,084.65	\$2,169.30	2525	\$1,220.70	\$2,441.40
1526	\$1,148.40	\$2,296.80	2526	\$1,284.30	\$2,568.60
1530	\$849.30	\$1,698.60	2530	\$990.60	\$1,981.20
1531	\$913.05	\$1,826.10	2531	\$1,054.20	\$2,108.40
1532	\$976.80	\$1,953.60	2532	\$1,117.80	\$2,235.60
1533	\$1,040.55	\$2,081.10	2533	\$1,181.40	\$2,362.80
1534	\$1,104.30	\$2,208.60	2534	\$1,245.00	\$2,490.00
1535	\$1,168.05	\$2,336.10	2535	\$1,308.60	\$2,617.20

Economic - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1536	\$1,231.80	\$2,463.60	2536	\$1,372.20	\$2,744.40
1540	\$932.70	\$1,865.40	2540	\$1,078.50	\$2,157.00
1541	\$996.45	\$1,992.90	2541	\$1,142.10	\$2,284.20
1542	\$1,060.20	\$2,120.40	2542	\$1,205.70	\$2,411.40
1543	\$1,123.95	\$2,247.90	2543	\$1,269.30	\$2,538.60
1544	\$1,187.70	\$2,375.40	2544	\$1,332.90	\$2,665.80
1545	\$1,251.45	\$2,502.90	2545	\$1,396.50	\$2,793.00
1546	\$1,315.20	\$2,630.40	2546	\$1,460.10	\$2,920.20
1550	\$1,016.10	\$2,032.20	2550	\$1,166.40	\$2,332.80
1551	\$1,079.85	\$2,159.70	2551	\$1,230.00	\$2,460.00
1552	\$1,143.60	\$2,287.20	2552	\$1,293.60	\$2,587.20
1553	\$1,207.35	\$2,414.70	2553	\$1,357.20	\$2,714.40
1554	\$1,271.10	\$2,542.20	2554	\$1,420.80	\$2,841.60
1555	\$1,334.85	\$2,669.70	2555	\$1,484.40	\$2,968.80
1556	\$1,398.60	\$2,797.20	2556	\$1,548.00	\$3,096.00

Social/Health - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1000	\$115.35	\$230.70	2000	\$210.75	\$421.50
1001	\$178.35	\$356.70	2001	\$269.55	\$539.10
1002	\$237.00	\$474.00	2002	\$319.65	\$639.30
1003	\$287.25	\$574.50	2003	\$383.40	\$766.80
1004	\$351.00	\$702.00	2004	\$447.15	\$894.30
1005	\$414.75	\$829.50	2005	\$510.90	\$1,021.80
1006	\$478.50	\$957.00	2006	\$574.65	\$1,149.30
1010	\$202.50	\$405.00	2010	\$293.70	\$587.40
1011	\$261.15	\$522.30	2011	\$343.80	\$687.60
1012	\$311.40	\$622.80	2012	\$407.55	\$815.10
1013	\$375.15	\$750.30	2013	\$471.30	\$942.60
1014	\$438.90	\$877.80	2014	\$535.05	\$1,070.10
1015	\$502.65	\$1,005.30	2015	\$598.80	\$1,197.60
1016	\$566.40	\$1,132.80	2016	\$662.55	\$1,325.10
1020	\$285.30	\$570.60	2020	\$367.95	\$735.90
1021	\$335.55	\$671.10	2021	\$431.70	\$863.40
1022	\$399.30	\$798.60	2022	\$495.45	\$990.90
1023	\$463.05	\$926.10	2023	\$559.20	\$1,118.40
1024	\$526.80	\$1,053.60	2024	\$622.95	\$1,245.90
1025	\$590.55	\$1,181.10	2025	\$686.70	\$1,373.40
1026	\$654.30	\$1,308.60	2026	\$750.45	\$1,500.90
1030	\$359.70	\$719.40	2030	\$455.85	\$911.70
1031	\$423.45	\$846.90	2031	\$519.60	\$1,039.20
1032	\$487.20	\$974.40	2032	\$583.35	\$1,166.70
1033	\$550.95	\$1,101.90	2033	\$647.10	\$1,294.20
1034	\$614.70	\$1,229.40	2034	\$710.85	\$1,421.70
1035	\$678.45	\$1,356.90	2035	\$774.60	\$1,549.20
1036	\$742.20	\$1,484.40	2036	\$838.35	\$1,676.70
1040	\$447.60	\$895.20	2040	\$543.75	\$1,087.50
1041	\$511.35	\$1,022.70	2041	\$607.50	\$1,215.00
1042	\$575.10	\$1,150.20	2042	\$671.25	\$1,342.50
1043	\$638.85	\$1,277.70	2043	\$735.00	\$1,470.00
1044	\$702.60	\$1,405.20	2044	\$798.75	\$1,597.50
1045	\$766.35	\$1,532.70	2045	\$862.50	\$1,725.00
1046	\$830.10	\$1,660.20	2046	\$926.25	\$1,852.50
1050	\$535.50	\$1,071.00	2050	\$631.65	\$1,263.30
1051	\$599.25	\$1,198.50	2051	\$695.40	\$1,390.80
1052	\$663.00	\$1,326.00	2052	\$759.15	\$1,518.30
1053	\$726.75	\$1,453.50	2053	\$822.90	\$1,645.80
1054	\$790.50	\$1,581.00	2054	\$886.65	\$1,773.30

Social/Health - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1055	\$854.25	\$1,708.50	2055	\$950.40	\$1,900.80
1056	\$918.00	\$1,836.00	2056	\$1,014.15	\$2,028.30
1100	\$221.55	\$443.10	2100	\$312.75	\$625.50
1101	\$280.20	\$560.40	2101	\$362.85	\$725.70
1102	\$330.45	\$660.90	2102	\$426.60	\$853.20
1103	\$394.20	\$788.40	2103	\$490.35	\$980.70
1104	\$457.95	\$915.90	2104	\$554.10	\$1,108.20
1105	\$521.70	\$1,043.40	2105	\$617.85	\$1,235.70
1106	\$585.45	\$1,170.90	2106	\$681.60	\$1,363.20
1110	\$304.35	\$608.70	2110	\$387.00	\$774.00
1111	\$354.60	\$709.20	2111	\$450.75	\$901.50
1112	\$418.35	\$836.70	2112	\$514.50	\$1,029.00
1113	\$482.10	\$964.20	2113	\$578.25	\$1,156.50
1114	\$545.85	\$1,091.70	2114	\$642.00	\$1,284.00
1115	\$609.60	\$1,219.20	2115	\$705.75	\$1,411.50
1116	\$673.35	\$1,346.70	2116	\$769.50	\$1,539.00
1120	\$378.75	\$757.50	2120	\$474.90	\$949.80
1121	\$442.50	\$885.00	2121	\$538.65	\$1,077.30
1122	\$506.25	\$1,012.50	2122	\$602.40	\$1,204.80
1123	\$570.00	\$1,140.00	2123	\$666.15	\$1,332.30
1124	\$633.75	\$1,267.50	2124	\$729.90	\$1,459.80
1125	\$697.50	\$1,395.00	2125	\$793.65	\$1,587.30
1126	\$761.25	\$1,522.50	2126	\$857.40	\$1,714.80
1130	\$466.65	\$933.30	2130	\$562.80	\$1,125.60
1131	\$530.40	\$1,060.80	2131	\$626.55	\$1,253.10
1132	\$594.15	\$1,188.30	2132	\$690.30	\$1,380.60
1133	\$657.90	\$1,315.80	2133	\$754.05	\$1,508.10
1134	\$721.65	\$1,443.30	2134	\$817.80	\$1,635.60
1135	\$785.40	\$1,570.80	2135	\$881.55	\$1,763.10
1136	\$849.15	\$1,698.30	2136	\$945.30	\$1,890.60
1140	\$554.55	\$1,109.10	2140	\$650.70	\$1,301.40
1141	\$618.30	\$1,236.60	2141	\$714.45	\$1,428.90
1142	\$682.05	\$1,364.10	2142	\$778.20	\$1,556.40
1143	\$745.80	\$1,491.60	2143	\$841.95	\$1,683.90
1144	\$809.55	\$1,619.10	2144	\$905.70	\$1,811.40
1145	\$873.30	\$1,746.60	2145	\$969.45	\$1,938.90
1146	\$937.05	\$1,874.10	2146	\$1,033.20	\$2,066.40
1150	\$642.45	\$1,284.90	2150	\$738.60	\$1,477.20
1151	\$706.20	\$1,412.40	2151	\$802.35	\$1,604.70

Social/Health - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1152	\$769.95	\$1,539.90	2152	\$866.10	\$1,732.20
1153	\$833.70	\$1,667.40	2153	\$929.85	\$1,859.70
1154	\$897.45	\$1,794.90	2154	\$993.60	\$1,987.20
1155	\$961.20	\$1,922.40	2155	\$1,057.35	\$2,114.70
1156	\$1,024.95	\$2,049.90	2156	\$1,121.10	\$2,242.20
1200	\$323.40	\$646.80	2200	\$406.05	\$812.10
1201	\$373.65	\$747.30	2201	\$469.80	\$939.60
1202	\$437.40	\$874.80	2202	\$533.55	\$1,067.10
1203	\$501.15	\$1,002.30	2203	\$597.30	\$1,194.60
1204	\$564.90	\$1,129.80	2204	\$661.05	\$1,322.10
1205	\$628.65	\$1,257.30	2205	\$724.80	\$1,449.60
1206	\$692.40	\$1,384.80	2206	\$788.55	\$1,577.10
1210	\$397.80	\$795.60	2210	\$493.95	\$987.90
1211	\$461.55	\$923.10	2211	\$557.70	\$1,115.40
1212	\$525.30	\$1,050.60	2212	\$621.45	\$1,242.90
1213	\$589.05	\$1,178.10	2213	\$685.20	\$1,370.40
1214	\$652.80	\$1,305.60	2214	\$748.95	\$1,497.90
1215	\$716.55	\$1,433.10	2215	\$812.70	\$1,625.40
1216	\$780.30	\$1,560.60	2216	\$876.45	\$1,752.90
1220	\$485.70	\$971.40	2220	\$581.85	\$1,163.70
1221	\$549.45	\$1,098.90	2221	\$645.60	\$1,291.20
1222	\$613.20	\$1,226.40	2222	\$709.35	\$1,418.70
1223	\$676.95	\$1,353.90	2223	\$773.10	\$1,546.20
1224	\$740.70	\$1,481.40	2224	\$836.85	\$1,673.70
1225	\$804.45	\$1,608.90	2225	\$900.60	\$1,801.20
1226	\$868.20	\$1,736.40	2226	\$964.35	\$1,928.70
1230	\$573.60	\$1,147.20	2230	\$669.75	\$1,339.50
1231	\$637.35	\$1,274.70	2231	\$733.50	\$1,467.00
1232	\$701.10	\$1,402.20	2232	\$797.25	\$1,594.50
1233	\$764.85	\$1,529.70	2233	\$861.00	\$1,722.00
1234	\$828.60	\$1,657.20	2234	\$924.75	\$1,849.50
1235	\$892.35	\$1,784.70	2235	\$988.50	\$1,977.00
1236	\$956.10	\$1,912.20	2236	\$1,052.25	\$2,104.50
1240	\$661.50	\$1,323.00	2240	\$757.65	\$1,515.30
1241	\$725.25	\$1,450.50	2241	\$821.40	\$1,642.80
1242	\$789.00	\$1,578.00	2242	\$885.15	\$1,770.30
1243	\$852.75	\$1,705.50	2243	\$948.90	\$1,897.80
1244	\$916.50	\$1,833.00	2244	\$1,012.65	\$2,025.30
1245	\$980.25	\$1,960.50	2245	\$1,076.40	\$2,152.80
1246	\$1,044.00	\$2,088.00	2246	\$1,140.15	\$2,280.30

Social/Health - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1250	\$749.40	\$1,498.80	2250	\$845.55	\$1,691.10
1251	\$813.15	\$1,626.30	2251	\$909.30	\$1,818.60
1252	\$876.90	\$1,753.80	2252	\$973.05	\$1,946.10
1253	\$940.65	\$1,881.30	2253	\$1,036.80	\$2,073.60
1254	\$1,004.40	\$2,008.80	2254	\$1,100.55	\$2,201.10
1255	\$1,068.15	\$2,136.30	2255	\$1,164.30	\$2,328.60
1256	\$1,131.90	\$2,263.80	2256	\$1,228.05	\$2,456.10
1300	\$416.85	\$833.70	2300	\$513.00	\$1,026.00
1301	\$480.60	\$961.20	2301	\$576.75	\$1,153.50
1302	\$544.35	\$1,088.70	2302	\$640.50	\$1,281.00
1303	\$608.10	\$1,216.20	2303	\$704.25	\$1,408.50
1304	\$671.85	\$1,343.70	2304	\$768.00	\$1,536.00
1305	\$735.60	\$1,471.20	2305	\$831.75	\$1,663.50
1306	\$799.35	\$1,598.70	2306	\$895.50	\$1,791.00
1310	\$504.75	\$1,009.50	2310	\$600.90	\$1,201.80
1311	\$568.50	\$1,137.00	2311	\$664.65	\$1,329.30
1312	\$632.25	\$1,264.50	2312	\$728.40	\$1,456.80
1313	\$696.00	\$1,392.00	2313	\$792.15	\$1,584.30
1314	\$759.75	\$1,519.50	2314	\$855.90	\$1,711.80
1315	\$823.50	\$1,647.00	2315	\$919.65	\$1,839.30
1316	\$887.25	\$1,774.50	2316	\$983.40	\$1,966.80
1320	\$592.65	\$1,185.30	2320	\$688.80	\$1,377.60
1321	\$656.40	\$1,312.80	2321	\$752.55	\$1,505.10
1322	\$720.15	\$1,440.30	2322	\$816.30	\$1,632.60
1323	\$783.90	\$1,567.80	2323	\$880.05	\$1,760.10
1324	\$847.65	\$1,695.30	2324	\$943.80	\$1,887.60
1325	\$911.40	\$1,822.80	2325	\$1,007.55	\$2,015.10
1326	\$975.15	\$1,950.30	2326	\$1,071.30	\$2,142.60
1330	\$680.55	\$1,361.10	2330	\$776.70	\$1,553.40
1331	\$744.30	\$1,488.60	2331	\$840.45	\$1,680.90
1332	\$808.05	\$1,616.10	2332	\$904.20	\$1,808.40
1333	\$871.80	\$1,743.60	2333	\$967.95	\$1,935.90
1334	\$935.55	\$1,871.10	2334	\$1,031.70	\$2,063.40
1335	\$999.30	\$1,998.60	2335	\$1,095.45	\$2,190.90
1336	\$1,063.05	\$2,126.10	2336	\$1,159.20	\$2,318.40
1340	\$768.45	\$1,536.90	2340	\$864.60	\$1,729.20
1341	\$832.20	\$1,664.40	2341	\$928.35	\$1,856.70
1342	\$895.95	\$1,791.90	2342	\$992.10	\$1,984.20
1343	\$959.70	\$1,919.40	2343	\$1,055.85	\$2,111.70

Social/Health - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1344	\$1,023.45	\$2,046.90	2344	\$1,119.60	\$2,239.20
1345	\$1,087.20	\$2,174.40	2345	\$1,183.35	\$2,366.70
1346	\$1,150.95	\$2,301.90	2346	\$1,247.10	\$2,494.20
1350	\$856.35	\$1,712.70	2350	\$952.50	\$1,905.00
1351	\$920.10	\$1,840.20	2351	\$1,016.25	\$2,032.50
1352	\$983.85	\$1,967.70	2352	\$1,080.00	\$2,160.00
1353	\$1,047.60	\$2,095.20	2353	\$1,143.75	\$2,287.50
1354	\$1,111.35	\$2,222.70	2354	\$1,207.50	\$2,415.00
1355	\$1,175.10	\$2,350.20	2355	\$1,271.25	\$2,542.50
1356	\$1,238.85	\$2,477.70	2356	\$1,335.00	\$2,670.00
1400	\$523.80	\$1,047.60	2400	\$619.95	\$1,239.90
1401	\$587.55	\$1,175.10	2401	\$683.70	\$1,367.40
1402	\$651.30	\$1,302.60	2402	\$747.45	\$1,494.90
1403	\$715.05	\$1,430.10	2403	\$811.20	\$1,622.40
1404	\$778.80	\$1,557.60	2404	\$874.95	\$1,749.90
1405	\$842.55	\$1,685.10	2405	\$938.70	\$1,877.40
1406	\$906.30	\$1,812.60	2406	\$1,002.45	\$2,004.90
1410	\$611.70	\$1,223.40	2410	\$707.85	\$1,415.70
1411	\$675.45	\$1,350.90	2411	\$771.60	\$1,543.20
1412	\$739.20	\$1,478.40	2412	\$835.35	\$1,670.70
1413	\$802.95	\$1,605.90	2413	\$899.10	\$1,798.20
1414	\$866.70	\$1,733.40	2414	\$962.85	\$1,925.70
1415	\$930.45	\$1,860.90	2415	\$1,026.60	\$2,053.20
1416	\$994.20	\$1,988.40	2416	\$1,090.35	\$2,180.70
1420	\$699.60	\$1,399.20	2420	\$795.75	\$1,591.50
1421	\$763.35	\$1,526.70	2421	\$859.50	\$1,719.00
1422	\$827.10	\$1,654.20	2422	\$923.25	\$1,846.50
1423	\$890.85	\$1,781.70	2423	\$987.00	\$1,974.00
1424	\$954.60	\$1,909.20	2424	\$1,050.75	\$2,101.50
1425	\$1,018.35	\$2,036.70	2425	\$1,114.50	\$2,229.00
1426	\$1,082.10	\$2,164.20	2426	\$1,178.25	\$2,356.50
1430	\$787.50	\$1,575.00	2430	\$883.65	\$1,767.30
1431	\$851.25	\$1,702.50	2431	\$947.40	\$1,894.80
1432	\$915.00	\$1,830.00	2432	\$1,011.15	\$2,022.30
1433	\$978.75	\$1,957.50	2433	\$1,074.90	\$2,149.80
1434	\$1,042.50	\$2,085.00	2434	\$1,138.65	\$2,277.30
1435	\$1,106.25	\$2,212.50	2435	\$1,202.40	\$2,404.80
1436	\$1,170.00	\$2,340.00	2436	\$1,266.15	\$2,532.30
1440	\$875.40	\$1,750.80	2440	\$971.55	\$1,943.10
1441	\$939.15	\$1,878.30	2441	\$1,035.30	\$2,070.60

Social/Health - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1442	\$1,002.90	\$2,005.80	2442	\$1,099.05	\$2,198.10
1443	\$1,066.65	\$2,133.30	2443	\$1,162.80	\$2,325.60
1444	\$1,130.40	\$2,260.80	2444	\$1,226.55	\$2,453.10
1445	\$1,194.15	\$2,388.30	2445	\$1,290.30	\$2,580.60
1446	\$1,257.90	\$2,515.80	2446	\$1,354.05	\$2,708.10
1450	\$963.30	\$1,926.60	2450	\$1,059.45	\$2,118.90
1451	\$1,027.05	\$2,054.10	2451	\$1,123.20	\$2,246.40
1452	\$1,090.80	\$2,181.60	2452	\$1,186.95	\$2,373.90
1453	\$1,154.55	\$2,309.10	2453	\$1,250.70	\$2,501.40
1454	\$1,218.30	\$2,436.60	2454	\$1,314.45	\$2,628.90
1455	\$1,282.05	\$2,564.10	2455	\$1,378.20	\$2,756.40
1456	\$1,345.80	\$2,691.60	2456	\$1,441.95	\$2,883.90
1500	\$630.75	\$1,261.50	2500	\$726.90	\$1,453.80
1501	\$694.50	\$1,389.00	2501	\$790.65	\$1,581.30
1502	\$758.25	\$1,516.50	2502	\$854.40	\$1,708.80
1503	\$822.00	\$1,644.00	2503	\$918.15	\$1,836.30
1504	\$885.75	\$1,771.50	2504	\$981.90	\$1,963.80
1505	\$949.50	\$1,899.00	2505	\$1,045.65	\$2,091.30
1506	\$1,013.25	\$2,026.50	2506	\$1,109.40	\$2,218.80
1510	\$718.65	\$1,437.30	2510	\$814.80	\$1,629.60
1511	\$782.40	\$1,564.80	2511	\$878.55	\$1,757.10
1512	\$846.15	\$1,692.30	2512	\$942.30	\$1,884.60
1513	\$909.90	\$1,819.80	2513	\$1,006.05	\$2,012.10
1514	\$973.65	\$1,947.30	2514	\$1,069.80	\$2,139.60
1515	\$1,037.40	\$2,074.80	2515	\$1,133.55	\$2,267.10
1516	\$1,101.15	\$2,202.30	2516	\$1,197.30	\$2,394.60
1520	\$806.55	\$1,613.10	2520	\$902.70	\$1,805.40
1521	\$870.30	\$1,740.60	2521	\$966.45	\$1,932.90
1522	\$934.05	\$1,868.10	2522	\$1,030.20	\$2,060.40
1523	\$997.80	\$1,995.60	2523	\$1,093.95	\$2,187.90
1524	\$1,061.55	\$2,123.10	2524	\$1,157.70	\$2,315.40
1525	\$1,125.30	\$2,250.60	2525	\$1,221.45	\$2,442.90
1526	\$1,189.05	\$2,378.10	2526	\$1,285.20	\$2,570.40
1530	\$894.45	\$1,788.90	2530	\$990.60	\$1,981.20
1531	\$958.20	\$1,916.40	2531	\$1,054.35	\$2,108.70
1532	\$1,021.95	\$2,043.90	2532	\$1,118.10	\$2,236.20
1533	\$1,085.70	\$2,171.40	2533	\$1,181.85	\$2,363.70
1534	\$1,149.45	\$2,298.90	2534	\$1,245.60	\$2,491.20
1535	\$1,213.20	\$2,426.40	2535	\$1,309.35	\$2,618.70

Social/Health - North					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1536	\$1,276.95	\$2,553.90	2536	\$1,373.10	\$2,746.20
1540	\$982.35	\$1,964.70	2540	\$1,078.50	\$2,157.00
1541	\$1,046.10	\$2,092.20	2541	\$1,142.25	\$2,284.50
1542	\$1,109.85	\$2,219.70	2542	\$1,206.00	\$2,412.00
1543	\$1,173.60	\$2,347.20	2543	\$1,269.75	\$2,539.50
1544	\$1,237.35	\$2,474.70	2544	\$1,333.50	\$2,667.00
1545	\$1,301.10	\$2,602.20	2545	\$1,397.25	\$2,794.50
1546	\$1,364.85	\$2,729.70	2546	\$1,461.00	\$2,922.00
1550	\$1,070.25	\$2,140.50	2550	\$1,166.40	\$2,332.80
1551	\$1,134.00	\$2,268.00	2551	\$1,230.15	\$2,460.30
1552	\$1,197.75	\$2,395.50	2552	\$1,293.90	\$2,587.80
1553	\$1,261.50	\$2,523.00	2553	\$1,357.65	\$2,715.30
1554	\$1,325.25	\$2,650.50	2554	\$1,421.40	\$2,842.80
1555	\$1,389.00	\$2,778.00	2555	\$1,485.15	\$2,970.30
1556	\$1,452.75	\$2,905.50	2556	\$1,548.90	\$3,097.80

Economic - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1000	\$120.00	\$240.00	2000	\$221.80	\$443.60
1001	\$230.20	\$460.40	2001	\$359.40	\$718.80
1002	\$308.80	\$617.60	2002	\$426.20	\$852.40
1003	\$376.60	\$753.20	2003	\$517.20	\$1,034.40
1004	\$461.60	\$923.20	2004	\$602.00	\$1,204.00
1005	\$546.60	\$1,093.20	2005	\$686.80	\$1,373.60
1006	\$631.60	\$1,263.20	2006	\$771.60	\$1,543.20
1010	\$256.60	\$513.20	2010	\$391.60	\$783.20
1011	\$335.20	\$670.40	2011	\$458.40	\$916.80
1012	\$403.00	\$806.00	2012	\$543.40	\$1,086.80
1013	\$488.00	\$976.00	2013	\$628.20	\$1,256.40
1014	\$573.00	\$1,146.00	2014	\$713.00	\$1,426.00
1015	\$658.00	\$1,316.00	2015	\$797.80	\$1,595.60
1016	\$743.00	\$1,486.00	2016	\$882.60	\$1,765.20
1020	\$361.60	\$723.20	2020	\$490.60	\$981.20
1021	\$429.40	\$858.80	2021	\$575.60	\$1,151.20
1022	\$514.40	\$1,028.80	2022	\$660.40	\$1,320.80
1023	\$599.40	\$1,198.80	2023	\$745.20	\$1,490.40
1024	\$684.40	\$1,368.80	2024	\$830.00	\$1,660.00
1025	\$769.40	\$1,538.80	2025	\$914.80	\$1,829.60
1026	\$854.40	\$1,708.80	2026	\$999.60	\$1,999.20
1030	\$455.80	\$911.60	2030	\$607.80	\$1,215.60
1031	\$540.80	\$1,081.60	2031	\$692.60	\$1,385.20
1032	\$625.80	\$1,251.60	2032	\$777.40	\$1,554.80
1033	\$710.80	\$1,421.60	2033	\$862.20	\$1,724.40
1034	\$795.80	\$1,591.60	2034	\$947.00	\$1,894.00
1035	\$880.80	\$1,761.60	2035	\$1,031.80	\$2,063.60
1036	\$965.80	\$1,931.60	2036	\$1,116.60	\$2,233.20
1040	\$567.00	\$1,134.00	2040	\$725.00	\$1,450.00
1041	\$652.00	\$1,304.00	2041	\$809.80	\$1,619.60
1042	\$737.00	\$1,474.00	2042	\$894.60	\$1,789.20
1043	\$822.00	\$1,644.00	2043	\$979.40	\$1,958.80
1044	\$907.00	\$1,814.00	2044	\$1,064.20	\$2,128.40
1045	\$992.00	\$1,984.00	2045	\$1,149.00	\$2,298.00
1046	\$1,077.00	\$2,154.00	2046	\$1,233.80	\$2,467.60
1050	\$678.20	\$1,356.40	2050	\$842.20	\$1,684.40
1051	\$763.20	\$1,526.40	2051	\$927.00	\$1,854.00
1052	\$848.20	\$1,696.40	2052	\$1,011.80	\$2,023.60
1053	\$933.20	\$1,866.40	2053	\$1,096.60	\$2,193.20
1054	\$1,018.20	\$2,036.40	2054	\$1,181.40	\$2,362.80

<i>Economic - Isolated</i>					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1055	\$1,103.20	\$2,206.40	2055	\$1,266.20	\$2,532.40
1056	\$1,188.20	\$2,376.40	2056	\$1,351.00	\$2,702.00
1100	\$280.60	\$561.20	2100	\$417.00	\$834.00
1101	\$359.20	\$718.40	2101	\$483.80	\$967.60
1102	\$427.00	\$854.00	2102	\$568.80	\$1,137.60
1103	\$512.00	\$1,024.00	2103	\$653.60	\$1,307.20
1104	\$597.00	\$1,194.00	2104	\$738.40	\$1,476.80
1105	\$682.00	\$1,364.00	2105	\$823.20	\$1,646.40
1106	\$767.00	\$1,534.00	2106	\$908.00	\$1,816.00
1110	\$385.60	\$771.20	2110	\$516.00	\$1,032.00
1111	\$453.40	\$906.80	2111	\$601.00	\$1,202.00
1112	\$538.40	\$1,076.80	2112	\$685.80	\$1,371.60
1113	\$623.40	\$1,246.80	2113	\$770.60	\$1,541.20
1114	\$708.40	\$1,416.80	2114	\$855.40	\$1,710.80
1115	\$793.40	\$1,586.80	2115	\$940.20	\$1,880.40
1116	\$878.40	\$1,756.80	2116	\$1,025.00	\$2,050.00
1120	\$479.80	\$959.60	2120	\$633.20	\$1,266.40
1121	\$564.80	\$1,129.60	2121	\$718.00	\$1,436.00
1122	\$649.80	\$1,299.60	2122	\$802.80	\$1,605.60
1123	\$734.80	\$1,469.60	2123	\$887.60	\$1,775.20
1124	\$819.80	\$1,639.60	2124	\$972.40	\$1,944.80
1125	\$904.80	\$1,809.60	2125	\$1,057.20	\$2,114.40
1126	\$989.80	\$1,979.60	2126	\$1,142.00	\$2,284.00
1130	\$591.00	\$1,182.00	2130	\$750.40	\$1,500.80
1131	\$676.00	\$1,352.00	2131	\$835.20	\$1,670.40
1132	\$761.00	\$1,522.00	2132	\$920.00	\$1,840.00
1133	\$846.00	\$1,692.00	2133	\$1,004.80	\$2,009.60
1134	\$931.00	\$1,862.00	2134	\$1,089.60	\$2,179.20
1135	\$1,016.00	\$2,032.00	2135	\$1,174.40	\$2,348.80
1136	\$1,101.00	\$2,202.00	2136	\$1,259.20	\$2,518.40
1140	\$702.20	\$1,404.40	2140	\$867.60	\$1,735.20
1141	\$787.20	\$1,574.40	2141	\$952.40	\$1,904.80
1142	\$872.20	\$1,744.40	2142	\$1,037.20	\$2,074.40
1143	\$957.20	\$1,914.40	2143	\$1,122.00	\$2,244.00
1144	\$1,042.20	\$2,084.40	2144	\$1,206.80	\$2,413.60
1145	\$1,127.20	\$2,254.40	2145	\$1,291.60	\$2,583.20
1146	\$1,212.20	\$2,424.40	2146	\$1,376.40	\$2,752.80
1150	\$813.40	\$1,626.80	2150	\$984.80	\$1,969.60
1151	\$898.40	\$1,796.80	2151	\$1,069.60	\$2,139.20

Economic - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1152	\$983.40	\$1,966.80	2152	\$1,154.40	\$2,308.80
1153	\$1,068.40	\$2,136.80	2153	\$1,239.20	\$2,478.40
1154	\$1,153.40	\$2,306.80	2154	\$1,324.00	\$2,648.00
1155	\$1,238.40	\$2,476.80	2155	\$1,408.80	\$2,817.60
1156	\$1,323.40	\$2,646.80	2156	\$1,493.60	\$2,987.20
1200	\$409.80	\$819.60	2200	\$541.40	\$1,082.80
1201	\$477.60	\$955.20	2201	\$626.40	\$1,252.80
1202	\$562.60	\$1,125.20	2202	\$711.20	\$1,422.40
1203	\$647.60	\$1,295.20	2203	\$796.00	\$1,592.00
1204	\$732.60	\$1,465.20	2204	\$880.80	\$1,761.60
1205	\$817.60	\$1,635.20	2205	\$965.60	\$1,931.20
1206	\$902.60	\$1,805.20	2206	\$1,050.40	\$2,100.80
1210	\$504.00	\$1,008.00	2210	\$658.60	\$1,317.20
1211	\$589.00	\$1,178.00	2211	\$743.40	\$1,486.80
1212	\$674.00	\$1,348.00	2212	\$828.20	\$1,656.40
1213	\$759.00	\$1,518.00	2213	\$913.00	\$1,826.00
1214	\$844.00	\$1,688.00	2214	\$997.80	\$1,995.60
1215	\$929.00	\$1,858.00	2215	\$1,082.60	\$2,165.20
1216	\$1,014.00	\$2,028.00	2216	\$1,167.40	\$2,334.80
1220	\$615.20	\$1,230.40	2220	\$775.80	\$1,551.60
1221	\$700.20	\$1,400.40	2221	\$860.60	\$1,721.20
1222	\$785.20	\$1,570.40	2222	\$945.40	\$1,890.80
1223	\$870.20	\$1,740.40	2223	\$1,030.20	\$2,060.40
1224	\$955.20	\$1,910.40	2224	\$1,115.00	\$2,230.00
1225	\$1,040.20	\$2,080.40	2225	\$1,199.80	\$2,399.60
1226	\$1,125.20	\$2,250.40	2226	\$1,284.60	\$2,569.20
1230	\$726.40	\$1,452.80	2230	\$893.00	\$1,786.00
1231	\$811.40	\$1,622.80	2231	\$977.80	\$1,955.60
1232	\$896.40	\$1,792.80	2232	\$1,062.60	\$2,125.20
1233	\$981.40	\$1,962.80	2233	\$1,147.40	\$2,294.80
1234	\$1,066.40	\$2,132.80	2234	\$1,232.20	\$2,464.40
1235	\$1,151.40	\$2,302.80	2235	\$1,317.00	\$2,634.00
1236	\$1,236.40	\$2,472.80	2236	\$1,401.80	\$2,803.60
1240	\$837.60	\$1,675.20	2240	\$1,010.20	\$2,020.40
1241	\$922.60	\$1,845.20	2241	\$1,095.00	\$2,190.00
1242	\$1,007.60	\$2,015.20	2242	\$1,179.80	\$2,359.60
1243	\$1,092.60	\$2,185.20	2243	\$1,264.60	\$2,529.20
1244	\$1,177.60	\$2,355.20	2244	\$1,349.40	\$2,698.80
1245	\$1,262.60	\$2,525.20	2245	\$1,434.20	\$2,868.40
1246	\$1,347.60	\$2,695.20	2246	\$1,519.00	\$3,038.00

Economic - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1250	\$948.80	\$1,897.60	2250	\$1,127.40	\$2,254.80
1251	\$1,033.80	\$2,067.60	2251	\$1,212.20	\$2,424.40
1252	\$1,118.80	\$2,237.60	2252	\$1,297.00	\$2,594.00
1253	\$1,203.80	\$2,407.60	2253	\$1,381.80	\$2,763.60
1254	\$1,288.80	\$2,577.60	2254	\$1,466.60	\$2,933.20
1255	\$1,373.80	\$2,747.60	2255	\$1,551.40	\$3,102.80
1256	\$1,458.80	\$2,917.60	2256	\$1,636.20	\$3,272.40
1300	\$528.00	\$1,056.00	2300	\$684.00	\$1,368.00
1301	\$613.00	\$1,226.00	2301	\$768.80	\$1,537.60
1302	\$698.00	\$1,396.00	2302	\$853.60	\$1,707.20
1303	\$783.00	\$1,566.00	2303	\$938.40	\$1,876.80
1304	\$868.00	\$1,736.00	2304	\$1,023.20	\$2,046.40
1305	\$953.00	\$1,906.00	2305	\$1,108.00	\$2,216.00
1306	\$1,038.00	\$2,076.00	2306	\$1,192.80	\$2,385.60
1310	\$639.20	\$1,278.40	2310	\$801.20	\$1,602.40
1311	\$724.20	\$1,448.40	2311	\$886.00	\$1,772.00
1312	\$809.20	\$1,618.40	2312	\$970.80	\$1,941.60
1313	\$894.20	\$1,788.40	2313	\$1,055.60	\$2,111.20
1314	\$979.20	\$1,958.40	2314	\$1,140.40	\$2,280.80
1315	\$1,064.20	\$2,128.40	2315	\$1,225.20	\$2,450.40
1316	\$1,149.20	\$2,298.40	2316	\$1,310.00	\$2,620.00
1320	\$750.40	\$1,500.80	2320	\$918.40	\$1,836.80
1321	\$835.40	\$1,670.80	2321	\$1,003.20	\$2,006.40
1322	\$920.40	\$1,840.80	2322	\$1,088.00	\$2,176.00
1323	\$1,005.40	\$2,010.80	2323	\$1,172.80	\$2,345.60
1324	\$1,090.40	\$2,180.80	2324	\$1,257.60	\$2,515.20
1325	\$1,175.40	\$2,350.80	2325	\$1,342.40	\$2,684.80
1326	\$1,260.40	\$2,520.80	2326	\$1,427.20	\$2,854.40
1330	\$861.60	\$1,723.20	2330	\$1,035.60	\$2,071.20
1331	\$946.60	\$1,893.20	2331	\$1,120.40	\$2,240.80
1332	\$1,031.60	\$2,063.20	2332	\$1,205.20	\$2,410.40
1333	\$1,116.60	\$2,233.20	2333	\$1,290.00	\$2,580.00
1334	\$1,201.60	\$2,403.20	2334	\$1,374.80	\$2,749.60
1335	\$1,286.60	\$2,573.20	2335	\$1,459.60	\$2,919.20
1336	\$1,371.60	\$2,743.20	2336	\$1,544.40	\$3,088.80
1340	\$972.80	\$1,945.60	2340	\$1,152.80	\$2,305.60
1341	\$1,057.80	\$2,115.60	2341	\$1,237.60	\$2,475.20
1342	\$1,142.80	\$2,285.60	2342	\$1,322.40	\$2,644.80
1343	\$1,227.80	\$2,455.60	2343	\$1,407.20	\$2,814.40

<i>Economic - Isolated</i>					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1344	\$1,312.80	\$2,625.60	2344	\$1,492.00	\$2,984.00
1345	\$1,397.80	\$2,795.60	2345	\$1,576.80	\$3,153.60
1346	\$1,482.80	\$2,965.60	2346	\$1,661.60	\$3,323.20
1350	\$1,084.00	\$2,168.00	2350	\$1,270.00	\$2,540.00
1351	\$1,169.00	\$2,338.00	2351	\$1,354.80	\$2,709.60
1352	\$1,254.00	\$2,508.00	2352	\$1,439.60	\$2,879.20
1353	\$1,339.00	\$2,678.00	2353	\$1,524.40	\$3,048.80
1354	\$1,424.00	\$2,848.00	2354	\$1,609.20	\$3,218.40
1355	\$1,509.00	\$3,018.00	2355	\$1,694.00	\$3,388.00
1356	\$1,594.00	\$3,188.00	2356	\$1,778.80	\$3,557.60
1400	\$663.40	\$1,326.80	2400	\$826.60	\$1,653.20
1401	\$748.40	\$1,496.80	2401	\$911.40	\$1,822.80
1402	\$833.40	\$1,666.80	2402	\$996.20	\$1,992.40
1403	\$918.40	\$1,836.80	2403	\$1,081.00	\$2,162.00
1404	\$1,003.40	\$2,006.80	2404	\$1,165.80	\$2,331.60
1405	\$1,088.40	\$2,176.80	2405	\$1,250.60	\$2,501.20
1406	\$1,173.40	\$2,346.80	2406	\$1,335.40	\$2,670.80
1410	\$774.60	\$1,549.20	2410	\$943.80	\$1,887.60
1411	\$859.60	\$1,719.20	2411	\$1,028.60	\$2,057.20
1412	\$944.60	\$1,889.20	2412	\$1,113.40	\$2,226.80
1413	\$1,029.60	\$2,059.20	2413	\$1,198.20	\$2,396.40
1414	\$1,114.60	\$2,229.20	2414	\$1,283.00	\$2,566.00
1415	\$1,199.60	\$2,399.20	2415	\$1,367.80	\$2,735.60
1416	\$1,284.60	\$2,569.20	2416	\$1,452.60	\$2,905.20
1420	\$885.80	\$1,771.60	2420	\$1,061.00	\$2,122.00
1421	\$970.80	\$1,941.60	2421	\$1,145.80	\$2,291.60
1422	\$1,055.80	\$2,111.60	2422	\$1,230.60	\$2,461.20
1423	\$1,140.80	\$2,281.60	2423	\$1,315.40	\$2,630.80
1424	\$1,225.80	\$2,451.60	2424	\$1,400.20	\$2,800.40
1425	\$1,310.80	\$2,621.60	2425	\$1,485.00	\$2,970.00
1426	\$1,395.80	\$2,791.60	2426	\$1,569.80	\$3,139.60
1430	\$997.00	\$1,994.00	2430	\$1,178.20	\$2,356.40
1431	\$1,082.00	\$2,164.00	2431	\$1,263.00	\$2,526.00
1432	\$1,167.00	\$2,334.00	2432	\$1,347.80	\$2,695.60
1433	\$1,252.00	\$2,504.00	2433	\$1,432.60	\$2,865.20
1434	\$1,337.00	\$2,674.00	2434	\$1,517.40	\$3,034.80
1435	\$1,422.00	\$2,844.00	2435	\$1,602.20	\$3,204.40
1436	\$1,507.00	\$3,014.00	2436	\$1,687.00	\$3,374.00
1440	\$1,108.20	\$2,216.40	2440	\$1,295.40	\$2,590.80
1441	\$1,193.20	\$2,386.40	2441	\$1,380.20	\$2,760.40

Economic - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1442	\$1,278.20	\$2,556.40	2442	\$1,465.00	\$2,930.00
1443	\$1,363.20	\$2,726.40	2443	\$1,549.80	\$3,099.60
1444	\$1,448.20	\$2,896.40	2444	\$1,634.60	\$3,269.20
1445	\$1,533.20	\$3,066.40	2445	\$1,719.40	\$3,438.80
1446	\$1,618.20	\$3,236.40	2446	\$1,804.20	\$3,608.40
1450	\$1,219.40	\$2,438.80	2450	\$1,412.60	\$2,825.20
1451	\$1,304.40	\$2,608.80	2451	\$1,497.40	\$2,994.80
1452	\$1,389.40	\$2,778.80	2452	\$1,582.20	\$3,164.40
1453	\$1,474.40	\$2,948.80	2453	\$1,667.00	\$3,334.00
1454	\$1,559.40	\$3,118.80	2454	\$1,751.80	\$3,503.60
1455	\$1,644.40	\$3,288.80	2455	\$1,836.60	\$3,673.20
1456	\$1,729.40	\$3,458.80	2456	\$1,921.40	\$3,842.80
1500	\$798.80	\$1,597.60	2500	\$969.20	\$1,938.40
1501	\$883.80	\$1,767.60	2501	\$1,054.00	\$2,108.00
1502	\$968.80	\$1,937.60	2502	\$1,138.80	\$2,277.60
1503	\$1,053.80	\$2,107.60	2503	\$1,223.60	\$2,447.20
1504	\$1,138.80	\$2,277.60	2504	\$1,308.40	\$2,616.80
1505	\$1,223.80	\$2,447.60	2505	\$1,393.20	\$2,786.40
1506	\$1,308.80	\$2,617.60	2506	\$1,478.00	\$2,956.00
1510	\$910.00	\$1,820.00	2510	\$1,086.40	\$2,172.80
1511	\$995.00	\$1,990.00	2511	\$1,171.20	\$2,342.40
1512	\$1,080.00	\$2,160.00	2512	\$1,256.00	\$2,512.00
1513	\$1,165.00	\$2,330.00	2513	\$1,340.80	\$2,681.60
1514	\$1,250.00	\$2,500.00	2514	\$1,425.60	\$2,851.20
1515	\$1,335.00	\$2,670.00	2515	\$1,510.40	\$3,020.80
1516	\$1,420.00	\$2,840.00	2516	\$1,595.20	\$3,190.40
1520	\$1,021.20	\$2,042.40	2520	\$1,203.60	\$2,407.20
1521	\$1,106.20	\$2,212.40	2521	\$1,288.40	\$2,576.80
1522	\$1,191.20	\$2,382.40	2522	\$1,373.20	\$2,746.40
1523	\$1,276.20	\$2,552.40	2523	\$1,458.00	\$2,916.00
1524	\$1,361.20	\$2,722.40	2524	\$1,542.80	\$3,085.60
1525	\$1,446.20	\$2,892.40	2525	\$1,627.60	\$3,255.20
1526	\$1,531.20	\$3,062.40	2526	\$1,712.40	\$3,424.80
1530	\$1,132.40	\$2,264.80	2530	\$1,320.80	\$2,641.60
1531	\$1,217.40	\$2,434.80	2531	\$1,405.60	\$2,811.20
1532	\$1,302.40	\$2,604.80	2532	\$1,490.40	\$2,980.80
1533	\$1,387.40	\$2,774.80	2533	\$1,575.20	\$3,150.40
1534	\$1,472.40	\$2,944.80	2534	\$1,660.00	\$3,320.00
1535	\$1,557.40	\$3,114.80	2535	\$1,744.80	\$3,489.60

<i>Economic - Isolated</i>					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1536	\$1,642.40	\$3,284.80	2536	\$1,829.60	\$3,659.20
1540	\$1,243.60	\$2,487.20	2540	\$1,438.00	\$2,876.00
1541	\$1,328.60	\$2,657.20	2541	\$1,522.80	\$3,045.60
1542	\$1,413.60	\$2,827.20	2542	\$1,607.60	\$3,215.20
1543	\$1,498.60	\$2,997.20	2543	\$1,692.40	\$3,384.80
1544	\$1,583.60	\$3,167.20	2544	\$1,777.20	\$3,554.40
1545	\$1,668.60	\$3,337.20	2545	\$1,862.00	\$3,724.00
1546	\$1,753.60	\$3,507.20	2546	\$1,946.80	\$3,893.60
1550	\$1,354.80	\$2,709.60	2550	\$1,555.20	\$3,110.40
1551	\$1,439.80	\$2,879.60	2551	\$1,640.00	\$3,280.00
1552	\$1,524.80	\$3,049.60	2552	\$1,724.80	\$3,449.60
1553	\$1,609.80	\$3,219.60	2553	\$1,809.60	\$3,619.20
1554	\$1,694.80	\$3,389.60	2554	\$1,894.40	\$3,788.80
1555	\$1,779.80	\$3,559.60	2555	\$1,979.20	\$3,958.40
1556	\$1,864.80	\$3,729.60	2556	\$2,064.00	\$4,128.00

Social/Health - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1000	\$153.80	\$307.60	2000	\$281.00	\$562.00
1001	\$237.80	\$475.60	2001	\$359.40	\$718.80
1002	\$316.00	\$632.00	2002	\$426.20	\$852.40
1003	\$383.00	\$766.00	2003	\$511.20	\$1,022.40
1004	\$468.00	\$936.00	2004	\$596.20	\$1,192.40
1005	\$553.00	\$1,106.00	2005	\$681.20	\$1,362.40
1006	\$638.00	\$1,276.00	2006	\$766.20	\$1,532.40
1010	\$270.00	\$540.00	2010	\$391.60	\$783.20
1011	\$348.20	\$696.40	2011	\$458.40	\$916.80
1012	\$415.20	\$830.40	2012	\$543.40	\$1,086.80
1013	\$500.20	\$1,000.40	2013	\$628.40	\$1,256.80
1014	\$585.20	\$1,170.40	2014	\$713.40	\$1,426.80
1015	\$670.20	\$1,340.40	2015	\$798.40	\$1,596.80
1016	\$755.20	\$1,510.40	2016	\$883.40	\$1,766.80
1020	\$380.40	\$760.80	2020	\$490.60	\$981.20
1021	\$447.40	\$894.80	2021	\$575.60	\$1,151.20
1022	\$532.40	\$1,064.80	2022	\$660.60	\$1,321.20
1023	\$617.40	\$1,234.80	2023	\$745.60	\$1,491.20
1024	\$702.40	\$1,404.80	2024	\$830.60	\$1,661.20
1025	\$787.40	\$1,574.80	2025	\$915.60	\$1,831.20
1026	\$872.40	\$1,744.80	2026	\$1,000.60	\$2,001.20
1030	\$479.60	\$959.20	2030	\$607.80	\$1,215.60
1031	\$564.60	\$1,129.20	2031	\$692.80	\$1,385.60
1032	\$649.60	\$1,299.20	2032	\$777.80	\$1,555.60
1033	\$734.60	\$1,469.20	2033	\$862.80	\$1,725.60
1034	\$819.60	\$1,639.20	2034	\$947.80	\$1,895.60
1035	\$904.60	\$1,809.20	2035	\$1,032.80	\$2,065.60
1036	\$989.60	\$1,979.20	2036	\$1,117.80	\$2,235.60
1040	\$596.80	\$1,193.60	2040	\$725.00	\$1,450.00
1041	\$681.80	\$1,363.60	2041	\$810.00	\$1,620.00
1042	\$766.80	\$1,533.60	2042	\$895.00	\$1,790.00
1043	\$851.80	\$1,703.60	2043	\$980.00	\$1,960.00
1044	\$936.80	\$1,873.60	2044	\$1,065.00	\$2,130.00
1045	\$1,021.80	\$2,043.60	2045	\$1,150.00	\$2,300.00
1046	\$1,106.80	\$2,213.60	2046	\$1,235.00	\$2,470.00
1050	\$714.00	\$1,428.00	2050	\$842.20	\$1,684.40
1051	\$799.00	\$1,598.00	2051	\$927.20	\$1,854.40
1052	\$884.00	\$1,768.00	2052	\$1,012.20	\$2,024.40
1053	\$969.00	\$1,938.00	2053	\$1,097.20	\$2,194.40
1054	\$1,054.00	\$2,108.00	2054	\$1,182.20	\$2,364.40

Social/Health - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1055	\$1,139.00	\$2,278.00	2055	\$1,267.20	\$2,534.40
1056	\$1,224.00	\$2,448.00	2056	\$1,352.20	\$2,704.40
1100	\$295.40	\$590.80	2100	\$417.00	\$834.00
1101	\$373.60	\$747.20	2101	\$483.80	\$967.60
1102	\$440.60	\$881.20	2102	\$568.80	\$1,137.60
1103	\$525.60	\$1,051.20	2103	\$653.80	\$1,307.60
1104	\$610.60	\$1,221.20	2104	\$738.80	\$1,477.60
1105	\$695.60	\$1,391.20	2105	\$823.80	\$1,647.60
1106	\$780.60	\$1,561.20	2106	\$908.80	\$1,817.60
1110	\$405.80	\$811.60	2110	\$516.00	\$1,032.00
1111	\$472.80	\$945.60	2111	\$601.00	\$1,202.00
1112	\$557.80	\$1,115.60	2112	\$686.00	\$1,372.00
1113	\$642.80	\$1,285.60	2113	\$771.00	\$1,542.00
1114	\$727.80	\$1,455.60	2114	\$856.00	\$1,712.00
1115	\$812.80	\$1,625.60	2115	\$941.00	\$1,882.00
1116	\$897.80	\$1,795.60	2116	\$1,026.00	\$2,052.00
1120	\$505.00	\$1,010.00	2120	\$633.20	\$1,266.40
1121	\$590.00	\$1,180.00	2121	\$718.20	\$1,436.40
1122	\$675.00	\$1,350.00	2122	\$803.20	\$1,606.40
1123	\$760.00	\$1,520.00	2123	\$888.20	\$1,776.40
1124	\$845.00	\$1,690.00	2124	\$973.20	\$1,946.40
1125	\$930.00	\$1,860.00	2125	\$1,058.20	\$2,116.40
1126	\$1,015.00	\$2,030.00	2126	\$1,143.20	\$2,286.40
1130	\$622.20	\$1,244.40	2130	\$750.40	\$1,500.80
1131	\$707.20	\$1,414.40	2131	\$835.40	\$1,670.80
1132	\$792.20	\$1,584.40	2132	\$920.40	\$1,840.80
1133	\$877.20	\$1,754.40	2133	\$1,005.40	\$2,010.80
1134	\$962.20	\$1,924.40	2134	\$1,090.40	\$2,180.80
1135	\$1,047.20	\$2,094.40	2135	\$1,175.40	\$2,350.80
1136	\$1,132.20	\$2,264.40	2136	\$1,260.40	\$2,520.80
1140	\$739.40	\$1,478.80	2140	\$867.60	\$1,735.20
1141	\$824.40	\$1,648.80	2141	\$952.60	\$1,905.20
1142	\$909.40	\$1,818.80	2142	\$1,037.60	\$2,075.20
1143	\$994.40	\$1,988.80	2143	\$1,122.60	\$2,245.20
1144	\$1,079.40	\$2,158.80	2144	\$1,207.60	\$2,415.20
1145	\$1,164.40	\$2,328.80	2145	\$1,292.60	\$2,585.20
1146	\$1,249.40	\$2,498.80	2146	\$1,377.60	\$2,755.20
1150	\$856.60	\$1,713.20	2150	\$984.80	\$1,969.60
1151	\$941.60	\$1,883.20	2151	\$1,069.80	\$2,139.60

Social/Health - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1152	\$1,026.60	\$2,053.20	2152	\$1,154.80	\$2,309.60
1153	\$1,111.60	\$2,223.20	2153	\$1,239.80	\$2,479.60
1154	\$1,196.60	\$2,393.20	2154	\$1,324.80	\$2,649.60
1155	\$1,281.60	\$2,563.20	2155	\$1,409.80	\$2,819.60
1156	\$1,366.60	\$2,733.20	2156	\$1,494.80	\$2,989.60
1200	\$431.20	\$862.40	2200	\$541.40	\$1,082.80
1201	\$498.20	\$996.40	2201	\$626.40	\$1,252.80
1202	\$583.20	\$1,166.40	2202	\$711.40	\$1,422.80
1203	\$668.20	\$1,336.40	2203	\$796.40	\$1,592.80
1204	\$753.20	\$1,506.40	2204	\$881.40	\$1,762.80
1205	\$838.20	\$1,676.40	2205	\$966.40	\$1,932.80
1206	\$923.20	\$1,846.40	2206	\$1,051.40	\$2,102.80
1210	\$530.40	\$1,060.80	2210	\$658.60	\$1,317.20
1211	\$615.40	\$1,230.80	2211	\$743.60	\$1,487.20
1212	\$700.40	\$1,400.80	2212	\$828.60	\$1,657.20
1213	\$785.40	\$1,570.80	2213	\$913.60	\$1,827.20
1214	\$870.40	\$1,740.80	2214	\$998.60	\$1,997.20
1215	\$955.40	\$1,910.80	2215	\$1,083.60	\$2,167.20
1216	\$1,040.40	\$2,080.80	2216	\$1,168.60	\$2,337.20
1220	\$647.60	\$1,295.20	2220	\$775.80	\$1,551.60
1221	\$732.60	\$1,465.20	2221	\$860.80	\$1,721.60
1222	\$817.60	\$1,635.20	2222	\$945.80	\$1,891.60
1223	\$902.60	\$1,805.20	2223	\$1,030.80	\$2,061.60
1224	\$987.60	\$1,975.20	2224	\$1,115.80	\$2,231.60
1225	\$1,072.60	\$2,145.20	2225	\$1,200.80	\$2,401.60
1226	\$1,157.60	\$2,315.20	2226	\$1,285.80	\$2,571.60
1230	\$764.80	\$1,529.60	2230	\$893.00	\$1,786.00
1231	\$849.80	\$1,699.60	2231	\$978.00	\$1,956.00
1232	\$934.80	\$1,869.60	2232	\$1,063.00	\$2,126.00
1233	\$1,019.80	\$2,039.60	2233	\$1,148.00	\$2,296.00
1234	\$1,104.80	\$2,209.60	2234	\$1,233.00	\$2,466.00
1235	\$1,189.80	\$2,379.60	2235	\$1,318.00	\$2,636.00
1236	\$1,274.80	\$2,549.60	2236	\$1,403.00	\$2,806.00
1240	\$882.00	\$1,764.00	2240	\$1,010.20	\$2,020.40
1241	\$967.00	\$1,934.00	2241	\$1,095.20	\$2,190.40
1242	\$1,052.00	\$2,104.00	2242	\$1,180.20	\$2,360.40
1243	\$1,137.00	\$2,274.00	2243	\$1,265.20	\$2,530.40
1244	\$1,222.00	\$2,444.00	2244	\$1,350.20	\$2,700.40
1245	\$1,307.00	\$2,614.00	2245	\$1,435.20	\$2,870.40
1246	\$1,392.00	\$2,784.00	2246	\$1,520.20	\$3,040.40

Social/Health - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1250	\$999.20	\$1,998.40	2250	\$1,127.40	\$2,254.80
1251	\$1,084.20	\$2,168.40	2251	\$1,212.40	\$2,424.80
1252	\$1,169.20	\$2,338.40	2252	\$1,297.40	\$2,594.80
1253	\$1,254.20	\$2,508.40	2253	\$1,382.40	\$2,764.80
1254	\$1,339.20	\$2,678.40	2254	\$1,467.40	\$2,934.80
1255	\$1,424.20	\$2,848.40	2255	\$1,552.40	\$3,104.80
1256	\$1,509.20	\$3,018.40	2256	\$1,637.40	\$3,274.80
1300	\$555.80	\$1,111.60	2300	\$684.00	\$1,368.00
1301	\$640.80	\$1,281.60	2301	\$769.00	\$1,538.00
1302	\$725.80	\$1,451.60	2302	\$854.00	\$1,708.00
1303	\$810.80	\$1,621.60	2303	\$939.00	\$1,878.00
1304	\$895.80	\$1,791.60	2304	\$1,024.00	\$2,048.00
1305	\$980.80	\$1,961.60	2305	\$1,109.00	\$2,218.00
1306	\$1,065.80	\$2,131.60	2306	\$1,194.00	\$2,388.00
1310	\$673.00	\$1,346.00	2310	\$801.20	\$1,602.40
1311	\$758.00	\$1,516.00	2311	\$886.20	\$1,772.40
1312	\$843.00	\$1,686.00	2312	\$971.20	\$1,942.40
1313	\$928.00	\$1,856.00	2313	\$1,056.20	\$2,112.40
1314	\$1,013.00	\$2,026.00	2314	\$1,141.20	\$2,282.40
1315	\$1,098.00	\$2,196.00	2315	\$1,226.20	\$2,452.40
1316	\$1,183.00	\$2,366.00	2316	\$1,311.20	\$2,622.40
1320	\$790.20	\$1,580.40	2320	\$918.40	\$1,836.80
1321	\$875.20	\$1,750.40	2321	\$1,003.40	\$2,006.80
1322	\$960.20	\$1,920.40	2322	\$1,088.40	\$2,176.80
1323	\$1,045.20	\$2,090.40	2323	\$1,173.40	\$2,346.80
1324	\$1,130.20	\$2,260.40	2324	\$1,258.40	\$2,516.80
1325	\$1,215.20	\$2,430.40	2325	\$1,343.40	\$2,686.80
1326	\$1,300.20	\$2,600.40	2326	\$1,428.40	\$2,856.80
1330	\$907.40	\$1,814.80	2330	\$1,035.60	\$2,071.20
1331	\$992.40	\$1,984.80	2331	\$1,120.60	\$2,241.20
1332	\$1,077.40	\$2,154.80	2332	\$1,205.60	\$2,411.20
1333	\$1,162.40	\$2,324.80	2333	\$1,290.60	\$2,581.20
1334	\$1,247.40	\$2,494.80	2334	\$1,375.60	\$2,751.20
1335	\$1,332.40	\$2,664.80	2335	\$1,460.60	\$2,921.20
1336	\$1,417.40	\$2,834.80	2336	\$1,545.60	\$3,091.20
1340	\$1,024.60	\$2,049.20	2340	\$1,152.80	\$2,305.60
1341	\$1,109.60	\$2,219.20	2341	\$1,237.80	\$2,475.60
1342	\$1,194.60	\$2,389.20	2342	\$1,322.80	\$2,645.60
1343	\$1,279.60	\$2,559.20	2343	\$1,407.80	\$2,815.60

Social/Health - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1344	\$1,364.60	\$2,729.20	2344	\$1,492.80	\$2,985.60
1345	\$1,449.60	\$2,899.20	2345	\$1,577.80	\$3,155.60
1346	\$1,534.60	\$3,069.20	2346	\$1,662.80	\$3,325.60
1350	\$1,141.80	\$2,283.60	2350	\$1,270.00	\$2,540.00
1351	\$1,226.80	\$2,453.60	2351	\$1,355.00	\$2,710.00
1352	\$1,311.80	\$2,623.60	2352	\$1,440.00	\$2,880.00
1353	\$1,396.80	\$2,793.60	2353	\$1,525.00	\$3,050.00
1354	\$1,481.80	\$2,963.60	2354	\$1,610.00	\$3,220.00
1355	\$1,566.80	\$3,133.60	2355	\$1,695.00	\$3,390.00
1356	\$1,651.80	\$3,303.60	2356	\$1,780.00	\$3,560.00
1400	\$698.40	\$1,396.80	2400	\$826.60	\$1,653.20
1401	\$783.40	\$1,566.80	2401	\$911.60	\$1,823.20
1402	\$868.40	\$1,736.80	2402	\$996.60	\$1,993.20
1403	\$953.40	\$1,906.80	2403	\$1,081.60	\$2,163.20
1404	\$1,038.40	\$2,076.80	2404	\$1,166.60	\$2,333.20
1405	\$1,123.40	\$2,246.80	2405	\$1,251.60	\$2,503.20
1406	\$1,208.40	\$2,416.80	2406	\$1,336.60	\$2,673.20
1410	\$815.60	\$1,631.20	2410	\$943.80	\$1,887.60
1411	\$900.60	\$1,801.20	2411	\$1,028.80	\$2,057.60
1412	\$985.60	\$1,971.20	2412	\$1,113.80	\$2,227.60
1413	\$1,070.60	\$2,141.20	2413	\$1,198.80	\$2,397.60
1414	\$1,155.60	\$2,311.20	2414	\$1,283.80	\$2,567.60
1415	\$1,240.60	\$2,481.20	2415	\$1,368.80	\$2,737.60
1416	\$1,325.60	\$2,651.20	2416	\$1,453.80	\$2,907.60
1420	\$932.80	\$1,865.60	2420	\$1,061.00	\$2,122.00
1421	\$1,017.80	\$2,035.60	2421	\$1,146.00	\$2,292.00
1422	\$1,102.80	\$2,205.60	2422	\$1,231.00	\$2,462.00
1423	\$1,187.80	\$2,375.60	2423	\$1,316.00	\$2,632.00
1424	\$1,272.80	\$2,545.60	2424	\$1,401.00	\$2,802.00
1425	\$1,357.80	\$2,715.60	2425	\$1,486.00	\$2,972.00
1426	\$1,442.80	\$2,885.60	2426	\$1,571.00	\$3,142.00
1430	\$1,050.00	\$2,100.00	2430	\$1,178.20	\$2,356.40
1431	\$1,135.00	\$2,270.00	2431	\$1,263.20	\$2,526.40
1432	\$1,220.00	\$2,440.00	2432	\$1,348.20	\$2,696.40
1433	\$1,305.00	\$2,610.00	2433	\$1,433.20	\$2,866.40
1434	\$1,390.00	\$2,780.00	2434	\$1,518.20	\$3,036.40
1435	\$1,475.00	\$2,950.00	2435	\$1,603.20	\$3,206.40
1436	\$1,560.00	\$3,120.00	2436	\$1,688.20	\$3,376.40
1440	\$1,167.20	\$2,334.40	2440	\$1,295.40	\$2,590.80
1441	\$1,252.20	\$2,504.40	2441	\$1,380.40	\$2,760.80

Social/Health - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1442	\$1,337.20	\$2,674.40	2442	\$1,465.40	\$2,930.80
1443	\$1,422.20	\$2,844.40	2443	\$1,550.40	\$3,100.80
1444	\$1,507.20	\$3,014.40	2444	\$1,635.40	\$3,270.80
1445	\$1,592.20	\$3,184.40	2445	\$1,720.40	\$3,440.80
1446	\$1,677.20	\$3,354.40	2446	\$1,805.40	\$3,610.80
1450	\$1,284.40	\$2,568.80	2450	\$1,412.60	\$2,825.20
1451	\$1,369.40	\$2,738.80	2451	\$1,497.60	\$2,995.20
1452	\$1,454.40	\$2,908.80	2452	\$1,582.60	\$3,165.20
1453	\$1,539.40	\$3,078.80	2453	\$1,667.60	\$3,335.20
1454	\$1,624.40	\$3,248.80	2454	\$1,752.60	\$3,505.20
1455	\$1,709.40	\$3,418.80	2455	\$1,837.60	\$3,675.20
1456	\$1,794.40	\$3,588.80	2456	\$1,922.60	\$3,845.20
1500	\$841.00	\$1,682.00	2500	\$969.20	\$1,938.40
1501	\$926.00	\$1,852.00	2501	\$1,054.20	\$2,108.40
1502	\$1,011.00	\$2,022.00	2502	\$1,139.20	\$2,278.40
1503	\$1,096.00	\$2,192.00	2503	\$1,224.20	\$2,448.40
1504	\$1,181.00	\$2,362.00	2504	\$1,309.20	\$2,618.40
1505	\$1,266.00	\$2,532.00	2505	\$1,394.20	\$2,788.40
1506	\$1,351.00	\$2,702.00	2506	\$1,479.20	\$2,958.40
1510	\$958.20	\$1,916.40	2510	\$1,086.40	\$2,172.80
1511	\$1,043.20	\$2,086.40	2511	\$1,171.40	\$2,342.80
1512	\$1,128.20	\$2,256.40	2512	\$1,256.40	\$2,512.80
1513	\$1,213.20	\$2,426.40	2513	\$1,341.40	\$2,682.80
1514	\$1,298.20	\$2,596.40	2514	\$1,426.40	\$2,852.80
1515	\$1,383.20	\$2,766.40	2515	\$1,511.40	\$3,022.80
1516	\$1,468.20	\$2,936.40	2516	\$1,596.40	\$3,192.80
1520	\$1,075.40	\$2,150.80	2520	\$1,203.60	\$2,407.20
1521	\$1,160.40	\$2,320.80	2521	\$1,288.60	\$2,577.20
1522	\$1,245.40	\$2,490.80	2522	\$1,373.60	\$2,747.20
1523	\$1,330.40	\$2,660.80	2523	\$1,458.60	\$2,917.20
1524	\$1,415.40	\$2,830.80	2524	\$1,543.60	\$3,087.20
1525	\$1,500.40	\$3,000.80	2525	\$1,628.60	\$3,257.20
1526	\$1,585.40	\$3,170.80	2526	\$1,713.60	\$3,427.20
1530	\$1,192.60	\$2,385.20	2530	\$1,320.80	\$2,641.60
1531	\$1,277.60	\$2,555.20	2531	\$1,405.80	\$2,811.60
1532	\$1,362.60	\$2,725.20	2532	\$1,490.80	\$2,981.60
1533	\$1,447.60	\$2,895.20	2533	\$1,575.80	\$3,151.60
1534	\$1,532.60	\$3,065.20	2534	\$1,660.80	\$3,321.60
1535	\$1,617.60	\$3,235.20	2535	\$1,745.80	\$3,491.60

Social/Health - Isolated					
Code	2 week Rate	1 Month Rate	Code	2 week Rate	1 Month Rate
Single Adult / Family			Two Adult / Family		
1536	\$1,702.60	\$3,405.20	2536	\$1,830.80	\$3,661.60
1540	\$1,309.80	\$2,619.60	2540	\$1,438.00	\$2,876.00
1541	\$1,394.80	\$2,789.60	2541	\$1,523.00	\$3,046.00
1542	\$1,479.80	\$2,959.60	2542	\$1,608.00	\$3,216.00
1543	\$1,564.80	\$3,129.60	2543	\$1,693.00	\$3,386.00
1544	\$1,649.80	\$3,299.60	2544	\$1,778.00	\$3,556.00
1545	\$1,734.80	\$3,469.60	2545	\$1,863.00	\$3,726.00
1546	\$1,819.80	\$3,639.60	2546	\$1,948.00	\$3,896.00
1550	\$1,427.00	\$2,854.00	2550	\$1,555.20	\$3,110.40
1551	\$1,512.00	\$3,024.00	2551	\$1,640.20	\$3,280.40
1552	\$1,597.00	\$3,194.00	2552	\$1,725.20	\$3,450.40
1553	\$1,682.00	\$3,364.00	2553	\$1,810.20	\$3,620.40
1554	\$1,767.00	\$3,534.00	2554	\$1,895.20	\$3,790.40
1555	\$1,852.00	\$3,704.00	2555	\$1,980.20	\$3,960.40
1556	\$1,937.00	\$3,874.00	2556	\$2,065.20	\$4,130.40

Children Out of the Parental Home Rate Tables

Appendix G contains current rate tables for children out of the parental home (COPH) in southern, northern and isolated communities.

Table	Number
COPH South	G.1
COPH North	G.2
COPH Isolated	G.3

COPH - South	
Code	Rate
001	\$ 116.90
002	\$ 233.80
003	\$ 350.70
004	\$ 467.60
005	\$ 584.50
006	\$ 701.40
010	\$ 141.90
011	\$ 258.80
012	\$ 375.70
013	\$ 492.60
014	\$ 609.50
015	\$ 726.40
020	\$ 283.80
021	\$ 400.70
022	\$ 517.60
023	\$ 634.50
024	\$ 751.40
025	\$ 868.30
030	\$ 425.70
031	\$ 542.60
032	\$ 659.50
033	\$ 776.40
034	\$ 893.30
035	\$ 1,010.20
040	\$ 567.60
041	\$ 684.50
042	\$ 801.40
043	\$ 918.30
044	\$ 1,035.20
045	\$ 1,152.10
050	\$ 709.50
051	\$ 826.40
052	\$ 943.30
053	\$ 1,060.20
054	\$ 1,177.10
055	\$ 1,294.00
100	\$ 179.70
101	\$ 296.60
102	\$ 413.50
103	\$ 530.40
104	\$ 647.30

COPH - South	
Code	Rate
105	\$ 764.20
110	\$ 321.60
111	\$ 438.50
112	\$ 555.40
113	\$ 672.30
114	\$ 789.20
115	\$ 906.10
120	\$ 463.50
121	\$ 580.40
122	\$ 697.30
123	\$ 814.20
124	\$ 931.10
125	\$ 1,048.00
130	\$ 605.40
131	\$ 722.30
132	\$ 839.20
133	\$ 956.10
134	\$ 1,073.00
135	\$ 1,189.90
140	\$ 747.30
141	\$ 864.20
142	\$ 981.10
143	\$ 1,098.00
144	\$ 1,214.90
145	\$ 1,331.80
150	\$ 889.20
151	\$ 1,006.10
152	\$ 1,123.00
153	\$ 1,239.90
154	\$ 1,356.80
155	\$ 1,473.70
200	\$ 359.40
201	\$ 476.30
202	\$ 593.20
203	\$ 710.10
204	\$ 827.00
205	\$ 943.90
210	\$ 501.30
211	\$ 618.20
212	\$ 735.10
213	\$ 852.00

COPH - South	
Code	Rate
214	\$ 968.90
215	\$ 1,085.80
220	\$ 643.20
221	\$ 760.10
222	\$ 877.00
223	\$ 993.90
224	\$ 1,110.80
225	\$ 1,227.70
230	\$ 785.10
231	\$ 902.00
232	\$ 1,018.90
233	\$ 1,135.80
234	\$ 1,252.70
235	\$ 1,369.60
240	\$ 927.00
241	\$ 1,043.90
242	\$ 1,160.80
243	\$ 1,277.70
244	\$ 1,394.60
245	\$ 1,511.50
250	\$ 1,068.90
251	\$ 1,185.80
252	\$ 1,302.70
253	\$ 1,419.60
254	\$ 1,536.50
255	\$ 1,653.40
300	\$ 539.10
301	\$ 656.00
302	\$ 772.90
303	\$ 889.80
304	\$ 1,006.70
305	\$ 1,123.60
310	\$ 681.00
311	\$ 797.90
312	\$ 914.80
313	\$ 1,031.70
314	\$ 1,148.60
315	\$ 1,265.50
320	\$ 822.90
321	\$ 939.80
322	\$ 1,056.70

COPH - South	
Code	Rate
323	\$ 1,173.60
324	\$ 1,290.50
325	\$ 1,407.40
330	\$ 964.80
331	\$ 1,081.70
332	\$ 1,198.60
333	\$ 1,315.50
334	\$ 1,432.40
335	\$ 1,549.30
340	\$ 1,106.70
341	\$ 1,223.60
342	\$ 1,340.50
343	\$ 1,457.40
344	\$ 1,574.30
345	\$ 1,691.20
350	\$ 1,248.60
351	\$ 1,365.50
352	\$ 1,482.40
353	\$ 1,599.30
354	\$ 1,716.20
355	\$ 1,833.10
400	\$ 718.80
401	\$ 835.70
402	\$ 952.60
403	\$ 1,069.50
404	\$ 1,186.40
405	\$ 1,303.30
410	\$ 860.70
411	\$ 977.60
412	\$ 1,094.50
413	\$ 1,211.40
414	\$ 1,328.30
415	\$ 1,445.20
420	\$ 1,002.60
421	\$ 1,119.50
422	\$ 1,236.40
423	\$ 1,353.30
424	\$ 1,470.20
425	\$ 1,587.10
430	\$ 1,144.50
431	\$ 1,261.40

COPH - South	
Code	Rate
432	\$ 1,378.30
433	\$ 1,495.20
434	\$ 1,612.10
435	\$ 1,729.00
440	\$ 1,286.40
441	\$ 1,403.30
442	\$ 1,520.20
443	\$ 1,637.10
444	\$ 1,754.00
445	\$ 1,870.90
450	\$ 1,428.30
451	\$ 1,545.20
452	\$ 1,662.10
453	\$ 1,779.00
454	\$ 1,895.90
455	\$ 2,012.80
500	\$ 898.50
501	\$ 1,015.40
502	\$ 1,132.30
503	\$ 1,249.20
504	\$ 1,366.10
505	\$ 1,483.00
510	\$ 1,040.40
511	\$ 1,157.30
512	\$ 1,274.20
513	\$ 1,391.10
514	\$ 1,508.00
515	\$ 1,624.90
520	\$ 1,182.30
521	\$ 1,299.20
522	\$ 1,416.10
523	\$ 1,533.00
524	\$ 1,649.90
525	\$ 1,766.80
530	\$ 1,324.20
531	\$ 1,441.10
532	\$ 1,558.00
533	\$ 1,674.90
534	\$ 1,791.80
535	\$ 1,908.70
540	\$ 1,466.10

COPH - South	
Code	Rate
541	\$ 1,583.00
542	\$ 1,699.90
543	\$ 1,816.80
544	\$ 1,933.70
545	\$ 2,050.60
550	\$ 1,608.00
551	\$ 1,724.90
552	\$ 1,841.80
553	\$ 1,958.70
554	\$ 2,075.60
555	\$ 2,192.50

COPH - North	
Code	Rate
001	\$ 188.90
002	\$ 352.80
003	\$ 516.70
004	\$ 680.60
005	\$ 844.50
006	\$ 1,008.40
010	\$ 238.81
011	\$ 402.71
012	\$ 566.61
013	\$ 730.51
014	\$ 894.41
015	\$ 1,058.31
020	\$ 452.62
021	\$ 616.52
022	\$ 780.42
023	\$ 944.32
024	\$ 1,108.22
025	\$ 1,272.12
030	\$ 666.43
031	\$ 830.33
032	\$ 994.23
033	\$ 1,158.13
034	\$ 1,322.03
035	\$ 1,485.93
040	\$ 880.24
041	\$ 1,044.14
042	\$ 1,208.04
043	\$ 1,371.94
044	\$ 1,535.84
045	\$ 1,699.74
050	\$ 1,094.05
051	\$ 1,257.95
052	\$ 1,421.85
053	\$ 1,585.75
054	\$ 1,749.65
055	\$ 1,913.55
100	\$ 292.58
101	\$ 456.48
102	\$ 620.38
103	\$ 784.28
104	\$ 948.18

COPH - North	
Code	Rate
105	\$ 1,112.08
110	\$ 506.39
111	\$ 670.29
112	\$ 834.19
113	\$ 998.09
114	\$ 1,161.99
115	\$ 1,325.89
120	\$ 720.20
121	\$ 884.10
122	\$ 1,048.00
123	\$ 1,211.90
124	\$ 1,375.80
125	\$ 1,539.70
130	\$ 934.01
131	\$ 1,097.91
132	\$ 1,261.81
133	\$ 1,425.71
134	\$ 1,589.61
135	\$ 1,753.51
140	\$ 1,147.82
141	\$ 1,311.72
142	\$ 1,475.62
143	\$ 1,639.52
144	\$ 1,803.42
145	\$ 1,967.32
150	\$ 1,361.63
151	\$ 1,525.53
152	\$ 1,689.43
153	\$ 1,853.33
154	\$ 2,017.23
155	\$ 2,181.13
200	\$ 560.16
201	\$ 724.06
202	\$ 887.96
203	\$ 1,051.86
204	\$ 1,215.76
205	\$ 1,379.66
210	\$ 773.97
211	\$ 937.87
212	\$ 1,101.77
213	\$ 1,265.67

COPH - North	
Code	Rate
214	\$ 1,429.57
215	\$ 1,593.47
220	\$ 987.78
221	\$ 1,151.68
222	\$ 1,315.58
223	\$ 1,479.48
224	\$ 1,643.38
225	\$ 1,807.28
230	\$ 1,201.59
231	\$ 1,365.49
232	\$ 1,529.39
233	\$ 1,693.29
234	\$ 1,857.19
235	\$ 2,021.09
240	\$ 1,415.40
241	\$ 1,579.30
242	\$ 1,743.20
243	\$ 1,907.10
244	\$ 2,071.00
245	\$ 2,234.90
250	\$ 1,629.21
251	\$ 1,793.11
252	\$ 1,957.01
253	\$ 2,120.91
254	\$ 2,284.81
255	\$ 2,448.71
300	\$ 827.74
301	\$ 991.64
302	\$ 1,155.54
303	\$ 1,319.44
304	\$ 1,483.34
305	\$ 1,647.24
310	\$ 1,041.55
311	\$ 1,205.45
312	\$ 1,369.35
313	\$ 1,533.25
314	\$ 1,697.15
315	\$ 1,861.05
320	\$ 1,255.36
321	\$ 1,419.26
322	\$ 1,583.16

COPH - North	
Code	Rate
323	\$ 1,747.06
324	\$ 1,910.96
325	\$ 2,074.86
330	\$ 1,469.17
331	\$ 1,633.07
332	\$ 1,796.97
333	\$ 1,960.87
334	\$ 2,124.77
335	\$ 2,288.67
340	\$ 1,682.98
341	\$ 1,846.88
342	\$ 2,010.78
343	\$ 2,174.68
344	\$ 2,338.58
345	\$ 2,502.48
350	\$ 1,896.79
351	\$ 2,060.69
352	\$ 2,224.59
353	\$ 2,388.49
354	\$ 2,552.39
355	\$ 2,716.29
400	\$ 1,095.32
401	\$ 1,259.22
402	\$ 1,423.12
403	\$ 1,587.02
404	\$ 1,750.92
405	\$ 1,914.82
410	\$ 1,309.13
411	\$ 1,473.03
412	\$ 1,636.93
413	\$ 1,800.83
414	\$ 1,964.73
415	\$ 2,128.63
420	\$ 1,522.94
421	\$ 1,686.84
422	\$ 1,850.74
423	\$ 2,014.64
424	\$ 2,178.54
425	\$ 2,342.44
430	\$ 1,736.75
431	\$ 1,900.65

COPH - North	
Code	Rate
432	\$ 2,064.55
433	\$ 2,228.45
434	\$ 2,392.35
435	\$ 2,556.25
440	\$ 1,950.56
441	\$ 2,114.46
442	\$ 2,278.36
443	\$ 2,442.26
444	\$ 2,606.16
445	\$ 2,770.06
450	\$ 2,164.37
451	\$ 2,328.27
452	\$ 2,492.17
453	\$ 2,656.07
454	\$ 2,819.97
455	\$ 2,983.87
500	\$ 1,362.90
501	\$ 1,526.80
502	\$ 1,690.70
503	\$ 1,854.60
504	\$ 2,018.50
505	\$ 2,182.40
510	\$ 1,576.71
511	\$ 1,740.61
512	\$ 1,904.51
513	\$ 2,068.41
514	\$ 2,232.31
515	\$ 2,396.21
520	\$ 1,790.52
521	\$ 1,954.42
522	\$ 2,118.32
523	\$ 2,282.22
524	\$ 2,446.12
525	\$ 2,610.02
530	\$ 2,004.33
531	\$ 2,168.23
532	\$ 2,332.13
533	\$ 2,496.03
534	\$ 2,659.93
535	\$ 2,823.83
540	\$ 2,218.14

COPH - North	
Code	Rate
541	\$ 2,382.04
542	\$ 2,545.94
543	\$ 2,709.84
544	\$ 2,873.74
545	\$ 3,037.64
550	\$ 2,431.95
551	\$ 2,595.85
552	\$ 2,759.75
553	\$ 2,923.65
554	\$ 3,087.55
555	\$ 3,251.45

COPH - Isolated	
Code	Rate
001	\$ 231.35
002	\$ 437.70
003	\$ 644.05
004	\$ 850.40
005	\$ 1,056.75
006	\$ 1,263.10
010	\$ 297.36
011	\$ 503.71
012	\$ 710.06
013	\$ 916.41
014	\$ 1,122.76
015	\$ 1,329.11
020	\$ 569.72
021	\$ 776.07
022	\$ 982.42
023	\$ 1,188.77
024	\$ 1,395.12
025	\$ 1,601.47
030	\$ 842.08
031	\$ 1,048.43
032	\$ 1,254.78
033	\$ 1,461.13
034	\$ 1,667.48
035	\$ 1,873.83
040	\$ 1,114.44
041	\$ 1,320.79
042	\$ 1,527.14
043	\$ 1,733.49
044	\$ 1,939.84
045	\$ 2,146.19
050	\$ 1,386.80
051	\$ 1,593.15
052	\$ 1,799.50
053	\$ 2,005.85
054	\$ 2,212.20
055	\$ 2,418.55
100	\$ 363.83
101	\$ 570.18
102	\$ 776.53
103	\$ 982.88
104	\$ 1,189.23

COPH - Isolated	
Code	Rate
105	\$ 1,395.58
110	\$ 636.19
111	\$ 842.54
112	\$ 1,048.89
113	\$ 1,255.24
114	\$ 1,461.59
115	\$ 1,667.94
120	\$ 908.55
121	\$ 1,114.90
122	\$ 1,321.25
123	\$ 1,527.60
124	\$ 1,733.95
125	\$ 1,940.30
130	\$ 1,180.91
131	\$ 1,387.26
132	\$ 1,593.61
133	\$ 1,799.96
134	\$ 2,006.31
135	\$ 2,212.66
140	\$ 1,453.27
141	\$ 1,659.62
142	\$ 1,865.97
143	\$ 2,072.32
144	\$ 2,278.67
145	\$ 2,485.02
150	\$ 1,725.63
151	\$ 1,931.98
152	\$ 2,138.33
153	\$ 2,344.68
154	\$ 2,551.03
155	\$ 2,757.38
200	\$ 702.66
201	\$ 909.01
202	\$ 1,115.36
203	\$ 1,321.71
204	\$ 1,528.06
205	\$ 1,734.41
210	\$ 975.02
211	\$ 1,181.37
212	\$ 1,387.72
213	\$ 1,594.07

<i>COPH - Isolated</i>	
<i>Code</i>	<i>Rate</i>
214	\$ 1,800.42
215	\$ 2,006.77
220	\$ 1,247.38
221	\$ 1,453.73
222	\$ 1,660.08
223	\$ 1,866.43
224	\$ 2,072.78
225	\$ 2,279.13
230	\$ 1,519.74
231	\$ 1,726.09
232	\$ 1,932.44
233	\$ 2,138.79
234	\$ 2,345.14
235	\$ 2,551.49
240	\$ 1,792.10
241	\$ 1,998.45
242	\$ 2,204.80
243	\$ 2,411.15
244	\$ 2,617.50
245	\$ 2,823.85
250	\$ 2,064.46
251	\$ 2,270.81
252	\$ 2,477.16
253	\$ 2,683.51
254	\$ 2,889.86
255	\$ 3,096.21
300	\$ 1,041.49
301	\$ 1,247.84
302	\$ 1,454.19
303	\$ 1,660.54
304	\$ 1,866.89
305	\$ 2,073.24
310	\$ 1,313.85
311	\$ 1,520.20
312	\$ 1,726.55
313	\$ 1,932.90
314	\$ 2,139.25
315	\$ 2,345.60
320	\$ 1,586.21
321	\$ 1,792.56
322	\$ 1,998.91

COPH - Isolated	
Code	Rate
323	\$ 2,205.26
324	\$ 2,411.61
325	\$ 2,617.96
330	\$ 1,858.57
331	\$ 2,064.92
332	\$ 2,271.27
333	\$ 2,477.62
334	\$ 2,683.97
335	\$ 2,890.32
340	\$ 2,130.93
341	\$ 2,337.28
342	\$ 2,543.63
343	\$ 2,749.98
344	\$ 2,956.33
345	\$ 3,162.68
350	\$ 2,403.29
351	\$ 2,609.64
352	\$ 2,815.99
353	\$ 3,022.34
354	\$ 3,228.69
355	\$ 3,435.04
400	\$ 1,380.32
401	\$ 1,586.67
402	\$ 1,793.02
403	\$ 1,999.37
404	\$ 2,205.72
405	\$ 2,412.07
410	\$ 1,652.68
411	\$ 1,859.03
412	\$ 2,065.38
413	\$ 2,271.73
414	\$ 2,478.08
415	\$ 2,684.43
420	\$ 1,925.04
421	\$ 2,131.39
422	\$ 2,337.74
423	\$ 2,544.09
424	\$ 2,750.44
425	\$ 2,956.79
430	\$ 2,197.40
431	\$ 2,403.75

COPH - Isolated	
Code	Rate
432	\$ 2,610.10
433	\$ 2,816.45
434	\$ 3,022.80
435	\$ 3,229.15
440	\$ 2,469.76
441	\$ 2,676.11
442	\$ 2,882.46
443	\$ 3,088.81
444	\$ 3,295.16
445	\$ 3,501.51
450	\$ 2,742.12
451	\$ 2,948.47
452	\$ 3,154.82
453	\$ 3,361.17
454	\$ 3,567.52
455	\$ 3,773.87
500	\$ 1,719.15
501	\$ 1,925.50
502	\$ 2,131.85
503	\$ 2,338.20
504	\$ 2,544.55
505	\$ 2,750.90
510	\$ 1,991.51
511	\$ 2,197.86
512	\$ 2,404.21
513	\$ 2,610.56
514	\$ 2,816.91
515	\$ 3,023.26
520	\$ 2,263.87
521	\$ 2,470.22
522	\$ 2,676.57
523	\$ 2,882.92
524	\$ 3,089.27
525	\$ 3,295.62
530	\$ 2,536.23
531	\$ 2,742.58
532	\$ 2,948.93
533	\$ 3,155.28
534	\$ 3,361.63
535	\$ 3,567.98
540	\$ 2,808.59

COPH - Isolated	
Code	Rate
541	\$ 3,014.94
542	\$ 3,221.29
543	\$ 3,427.64
544	\$ 3,633.99
545	\$ 3,840.34
550	\$ 3,080.95
551	\$ 3,287.30
552	\$ 3,493.65
553	\$ 3,700.00
554	\$ 3,906.35
555	\$ 4,112.70

Other Allowances and Rates

Appendix H contains other income assistance rates and rate tables. See Appendix E for basic needs rate tables, Appendix F for emergency food allowance rate tables and Appendix G for children out of the parental home (COPH) rate tables.

Additional Basic Assistance

The basic assistance rates in this appendix pertain to:

- disability allowance
- therapeutic diets
- comfort allowance
- coin-operated laundry allowance

Disability Allowance

Adults medically assessed as disabled (see Medical Assessments in Section 2.3, Granting Assistance) are eligible for additional assistance. A monthly disability allowance of \$105.00 per month is payable for each disabled recipient and for each disabled adult dependent (spouse or partner) of a recipient.

Persons with disabilities residing in a hospital, Eden Mental Health Centre, Selkirk Mental Health Centre, Manitoba Developmental Centre or St. Amant Centre are not eligible for a disability allowance.

Therapeutic Diets

The back of Appendix H contains rate tables for therapeutic diets prepared and updated by Indian and Northern Affairs Canada. The tables apply to specific diets and contain rates for southern, northern and isolated communities. The line references in the table refer to the Budget and Decision Form (SD04).

Comfort Allowance

A comfort allowance for personal and clothing items may be payable to eligible adults in the following situations:

- persons in hospital including Eden Mental Health Centre, Selkirk Mental Health Centre, Manitoba Development Centre and St. Amant Centre
- persons in a personal care home or in hospital awaiting placement in a personal care home

- single adults in receipt of special care room and board
- expectant mothers admitted to a maternity home
- persons admitted to a crisis intervention facility (shelter or safe house)

Table H.1-1, Part A sets out the maximum monthly comfort allowance payable to eligible adults by income assistance category (see Section 3.4, Income Assistance Categories).

Table H.1-1A: Monthly Comfort Allowance Rates for Eligible Adults

Category	Circumstances	Rate
Health	In hospital, special care room and board, maternity home or crisis intervention facility	\$61.90
	In a personal care home or awaiting placement in a personal care home	\$89.90
Social	In hospital or maternity home	\$58.80
	In crisis intervention facility	\$61.90
Economic	In hospital	\$24.60
	In crisis intervention facility	\$61.90

As a general rule, persons over 65 years of age are not eligible for income assistance due to excess income.

Table H.1-1, Part B sets out the maximum monthly comfort allowance payable for children with a parent in a crisis intervention centre.

Table H.1-1B: Monthly Comfort Allowance Rates for Children with Parent in Crisis Intervention Facility

Age of Child	Rate
Birth to 6 years	\$48.60
7 to 11 years	\$28.60
12 years and older	\$43.00

Coin-Operated Laundry Allowance

This allowance is payable to recipients (individuals or families) who are disabled, require special care room and board or are age 55 or older and who do not have a washing machine and have access to a coin-operated laundry facility.

Effective April 1, 2000, recipients who do not meet the above-noted criteria are not eligible for a laundry allowance unless the cost was included in their budget (entitlement) for March 2000. These recipients continue to be eligible for this allowance only if they have been continuously enrolled on assistance, regardless of residence, since March 2000 (see Section 4.2, Basic Assistance). Table H.1-2 sets out the maximum monthly rates payable to eligible households for coin-operated laundry machines.

Table H.1-2: Monthly Coin-operated Laundry Allowance Rates

Number of Persons	Maximum Rate
1 person	\$12.50
2 persons	\$15.90
3 persons	\$18.90
4 persons	\$25.20
5 persons	\$31.50

For the purpose of laundry allowances, a household is considered to consist of all persons living in the home. If three single persons occupy a home, they would not receive \$12.60 each, but rather the three person household rate of \$18.90 divided by three or \$6.30 each.

Shelter and Related Allowances

The following rates pertain to shelter allowances and user fees outlined in Section 4.3, Shelter and Related Allowances.

CMHC Shelter Allowances

The shelter allowance rates in Table H.1-3 apply to homes constructed or renovated through the use of a loan under the Canada Mortgage and Housing Corporation (CMHC) for which a Ministerial Guarantee is provided for the duration of the loan.

Table H.1-3: CMHC Shelter Allowance Rates

Family Size	Maximum Shelter Allowance
One Person	\$243.00
Two Persons	\$285.00
Three Persons	\$310.00
Four Persons	\$351.00
Five Persons	\$371.00
Six or More Persons	\$387.00

User Fees

User fees pertain to community infrastructure and services for water, sewer and garbage. INAC notifies First Nations annually as to what user fee allowances apply to their communities.

Income assistance administrators may cover the cost of user fees for eligible recipients based on community rates up to the allowable maximum rates listed in Table H.1-4, Monthly User Fee Rates.

Table H.1-4: Monthly User Fee Rates

Allowance	Maximum Rate
Water	\$8.75
Sewer ¹	\$6.75
Garbage	\$7.75
Combined Allowance	\$23.25

¹ Sewage fees cannot be claimed with septic pump-out fees

Room and Board Allowances

The following pertains to special care room and board, maternity homes and crisis intervention facilities described in Section 4.5, Room and Board Allowances.

Special Care Room and Board

Table H.1-5 lists the maximum rates in the home of a relative and in private boarding home.

Table H.1-5: Monthly Special Care Room and Board Rates

Eligible Persons and Living Arrangements	Maximum Monthly Rate
Single person	\$583.00

These rates only apply so long as the disabled person requires special care. In exceptional circumstances, INAC may approve the payment of actual costs in excess of the maximums stated in the above table.

Other Room and Board

The province sets per diem rates (including room and board) for maternity homes and crisis intervention facilities.

Travel Costs

Travel costs include transportation, meals and accommodation. They are based on provincial rates for transportation and meals. You can access these rates in section 22 of the provincial manual at www.gov.mb.ca/fs/eiamanual.

The rates listed below for apply as indicated to the following provisions in this manual:

- Employment Expenses in Section 3.9, Earned Income – transportation
- Travel Costs in Section 4.6, Special Needs Assistance – all travel costs
- Travel Costs in Section 4.7, Health Benefits – all travel costs
- Transportation of Relatives in Section 4.8, Funeral Costs – transportation

Transportation

Administrators should use the following methods of transportation in the order listed:

1. Available public transportation (bus, train or airplane) at the lowest rate or a person's own vehicle chargeable at the equivalent of the lowest available public transportation.
2. If method 1 is not available, a person's own vehicle at the following mileage rates:

North of 53rd parallel: 22 cents per km
South of 53rd parallel: 20 cents per km
3. If methods 1 or 2 are not available, a licensed carrier (taxicab) at approved prevailing rates.
4. If methods 1, 2 or 3 are not available, a privately owned vehicle at the rates indicated under option 2.

Note:

- Privately owned vehicles cannot be hired when a licensed carrier is available in the area.
- A recipient or dependent must hire and pay the owner of a privately owned vehicle and submit receipts to the administering authority for reimbursement. At no time should an administrator hire or pay the owner of the privately owned vehicle directly.

Administrators may alter the above priority list of methods of transportation in the following situations:

- when the physical or mental condition of the person makes it impossible to use public transportation
- when related expenses (those other than actual fares) such as meals, hotels, babysitting etc., may result in higher total costs than incurred in another form of transportation
- in emergency situations
- when groups may be able to use taxis, private vehicles etc. more economically than individuals using public transportation
- when rural recipients or dependents are not able to use an urban bus system

Under normal circumstances, administrators should authorize transportation to the nearest centre where appropriate treatment facilities are available.

Administrators may waive this requirement when a recipient has a long-standing contact with or is referred to a doctor located in a more distant centre.

Meal Allowances

For non-status persons requiring medical treatment away from their home communities, administrators may authorize a maximum meal allowance of \$17.20 per person per day in the south and \$18.90 per person per day in the north (north of the 53rd parallel).

When only one or two meals are required, Table H.1-6 lists the allowances per person per meal.

Table H.1-6: Meal Allowance Rates

Meal	South	North
Breakfast	\$3.60	\$4.00
Lunch	\$5.30	\$5.80
Dinner	\$8.30	\$9.10

When a person is away from home and receiving a meal allowance for five days or more a month, administrators should normally decrease the budgeted food allowance accordingly. When a person is away for 30 days or more, administrators should adjust the family budget accordingly. In exceptional circumstances, administrators may obtain approval from the designated person at INAC to vary these requirements.

Accommodation

For private accommodation, administrators may authorize \$15.00 per night. If private accommodation is not available, administrators may authorize public accommodation. It should be the most economical available close to the hospital or clinic. An allowance of \$5.00 per day may be provided for local travel and bus service.

Funeral Expenses Eligible Service Fees

Table H.1-7: Eligible Fees for Funeral Services

Table H.1-7 lists eligible service fees and maximum rates payable by fiscal year:

Regular Funeral Service	\$2237.66
Graveside Funeral Service	\$1897.39
Regular Funeral Service for Children up to 2 years of age	\$1118.84
Regular Cremation Service - Viewing	\$2237.66
Regular Cremation Service - No Viewing	\$1845.10
Graveside Funeral Cremation	\$1371.26
Cremation Only – No Service	\$956.16
Urn (only available for cremation services)	\$150.00
Lowering Device Fee	\$150.00

This part pertains to allowable funeral costs and maximum rates payable for funeral expenses. It covers fees for services and compensation for costs.

All funeral expenses to be claimed through the Income Assistance program must be pre-approved. The IA program will pay for one funeral service only and only if interment of remains is within the Province of Manitoba. Please note that the maximum reimbursement for any individual funeral claim is \$3500. If eligible expenses, upon review for pre-approval are over the maximum reimbursement level, the Income Assistance Administrator must forward all documentation to the designated official at Indian and Northern Affairs for approval under exceptional circumstances. I.e. Transportation of remains may make the individual claim over the maximum allowable reimbursement level of \$ 3500.00.

Services shall include but are not limited to the following:

- Removal of the body from place of death to the funeral home subject to rates for transportation of remains (see Table H.1-9 below).

- Preparation and care of the body including embalming and necessary cosmetics and hairdressing.
- Use of slumber or viewing rooms prior to the funeral service and/or use of chapel for funeral service. The use of slumber or viewing rooms shall be scheduled during regular business hours (9:00 a.m. to 5:00 p.m.) whenever possible. This service does not apply to graveside funeral or graveside funeral cremation (above) services.
- Funeral coach for transportation of remains.
- Provision of one (1) vehicle for transportation of clergy, family or pallbearers on the day of the funeral.

Compensation for Eligible Costs

This part explains allowances and rates for the following eligible costs:

- casket
- burial plot
- cremation
- transportation of remains
- burial clothing
- wake

Casket

Allowable costs for a casket are as follows:

- See Casket/Liners and Plots table.
- In the case of an infant, cost of a children's casket of appropriate size to standard, See Casket/Liners and Plots table.
- A metal-lined or hermetically sealed casket, if required, to comply with health regulations

Caskets/Liners and Plots*	
Adult Caskets (EIA standard)	\$473.88
Oversized Casket (standard)	\$686.40
Oversized Casket (double sized)	\$578.16
18" Covered Casket (infant and child casket)	\$89.76
2' Hipile Casket (infant and child casket)	\$175.56
3' Hipile Casket (infant and child casket)	\$217.80
4' Hipile Casket (infant and child casket)	\$361.68
5' Hipile Casket (infant and child casket)	\$389.40
Plywood Cremation Containers	\$211.14
Cemetery liners, wood (regular)	\$228.36
Cemetery liners, wood (2')	\$93.72
Cemetery liners, wood (3')	\$117.48
Cemetery liners, wood (4')	\$158.40
Cemetery liners, wood (5')	\$171.60
Cemetery liners, concrete	\$930.60
Hermetically Sealed Liners, metal	\$603.24
Cemetery plot (Casket)	Effective May 01, 2012 \$1270.50
Cemetery plot (Cremation)	Effective May 01, 2012 \$704.00
Opening/closing or Interment (Casket)	Effective May 01, 2012 \$757.90
Opening/closing or Interment (Cremation)	Effective May 01, 2012 \$320.25
Frost and Snow Removal (Nov. 1 – Apr 30)	Effective May 01, 2012 \$95.00

Burial Plot

Allowable costs for a burial plot which must not exceed the cost of providing the same service to any other resident of the community in which the deceased is to be buried, are as follows:

Burial Plot – A normal burial plot for a traditional burial or an ash plot for a cremation service may be charged at the actual cost not exceeding an amount authorized by the City of Winnipeg or other municipal government by-law covering fees and charges for municipal cemeteries.

Opening and Closing of Plot – Opening and closing of a burial plot for traditional earth burial or an ash plot for cremation service may be charged at the actual costs not exceeding an amount authorized by the City of Winnipeg or other municipal jurisdiction by-law covering fees and charges for municipal cemeteries.

Cemeteries on Reserve Land – For cemeteries on reserve land costs for a burial plot and opening and closing of the plot should be no more than equivalent to those of a similarly located urban or rural municipality provided these costs do not exceed the cost of providing the same service to any other resident of the community in which the deceased is to be buried.

Casket Lowering Device – If a cemetery outside the City of Winnipeg limits does not provide a casket lowering device as a component of the opening and closing of the burial plot and the funeral home is thereby required to provide its own lowering device or rent a lowering device, the administering authority will reimburse the funeral home for actual cost up to \$150.00 (rental/use and related transportation inclusive)

Cremation

When cremation of the body is requested by the family or executor of the deceased, the actual cost of the cremation to the funeral director may be charged. These costs are not to exceed the amounts in Table H.1-8 providing they do not exceed the cost of providing the same service to any other resident of the community in which the deceased is to be cremated.

Table H.1-8: Cremation Costs

Location	April 2012
Within the City of Winnipeg	Up to max. of \$559.65
Outside the City of Winnipeg limits	Up to max. of \$639.64

Transportation of Remains

The cost of transporting remains may be covered outside a 32 kilometer radius when the funeral home is located in the City of Winnipeg or outside the town limits when the funeral home is located outside the City of Winnipeg. Transportation required for shipping remains outside of the province are not covered.

Table H.1-9 contains rates and maximums payable for the use of a hearse or funeral coach (paid for in the Fees for Service) associated with the removal of the body and/or conducting of the funeral service and/or travel to a cemetery or crematorium.

Table H.1-9: Transportation of Remains

Rates and Maximums	April 1 2012
Per kilometer rate	\$1.60
Maximum	\$530

Burial Clothing

INAC will reimburse for burial clothing up to the maximum amount of \$100.00 (to be paid to the funeral home or to the relatives of the deceased). Receipts/Invoice must be retained on the funeral claim applicant's file.

Wake

INAC will reimburse up to \$300.00 paid to relatives of the deceased for the cost of the wake service. Receipts must be retained on the funeral claim applicant's file.

Therapeutic Diet Rate Tables

The remainder of this appendix contains therapeutic diet rate tables provided and updated by INAC. The tables apply to specific diets and contain rates for southern, northern and isolated communities.

Name of Diet		Allowance per Month		
		South	North	Isolated
Diabetic Diet				
Kilo Joules	Kilo Calories			
4000 KJ	(1000 KCAL)	\$27.27	\$34.09	\$40.91
5000 KJ	(1200 KCAL)	\$31.35	\$39.19	\$47.03
6500 KJ	(1500 KCAL)	\$51.46	\$64.33	\$77.20
7500 KJ	(1800 KCAL)	\$67.49	\$84.36	\$101.23
8500 KJ	(2000 KCAL)	\$81.63	\$102.04	\$122.45
9000 KJ	(2200 KCAL)	\$101.74	\$127.18	\$152.62
9500 KJ	(2300 KCAL)	\$115.84	\$144.80	\$173.76
10,000 KJ	(2400 KCAL)	\$126.38	\$157.98	\$189.58
10,500 KJ	(2500 KCAL)	\$136.93	\$171.16	\$205.39
11,000 KJ	(2600 KCAL)	\$145.07	\$181.34	\$217.61
11,500 KJ	(2700 KCAL)	\$153.84	\$192.30	\$230.76
12,000 KJ	(2800 KCAL)	\$165.52	\$206.90	\$248.28
12,500 KJ	(3000 KCAL)	\$171.49	\$214.36	\$257.23
Combination Diets: Claim only Once regardless of Number of Diets				
Diabetic Diet plus Controlled Sodium = <i>Rate for Diabetic Diet</i>		Use above rates based on number of calories for Diabetic Diet. Only one is applicable. Cannot claim for more than one combination diet in this category.		
Diabetic Diet plus Controlled Sodium plus Low Cholesterol = <i>Modified Fat Diets</i>				
Diabetic Diet plus Low Cholesterol = <i>Rate for Diabetic Diet</i>				
Diabetic Diet plus Controlled Fat = <i>Rate for Diabetic Diet</i>				
Diabetic Diet plus Modified Fat = <i>Rate for Diabetic Diet</i>				
The above allowance rate for diabetic diets only are not to be interpreted for any other diet regardless of caloric level stated on the patient's prescription.				

Name of Diet	Allowance per Month		
	South	North	Isolated
Soybean Based Formula (up to 1 yr)	\$19.63	\$24.54	\$29.45
Kidney Dialysis Diet	\$59.33	\$74.16	88.99
Controlled Fat Diet (1) <i>same as</i> Controlled Fat plus Controlled Sodium <i>same as</i> Low Cholesterol <i>same as</i> Low Cholesterol plus Controlled Sodium <i>same as</i> Modified Fat, Controlled Carbohydrates <i>same as</i> Modified Fat, Controlled Carbohydrates plus Controlled Sodium <i>same as</i> Modified Fat <i>same as</i> Modified Fat plus Controlled Sodium	\$33.40	\$41.75	\$50.10
Controlled Fat Diet (2) <i>same as</i> Low Total Fat <i>same as</i> Gall Bladder <i>same as</i> Restricted Fat	\$32.40	\$40.50	\$48.60
High Protein / High Calorie (exceed 100 gram of Protein Daily)	\$136.93	\$171.16	\$205.39
Controlled Protein / Low Protein (40 grams or less of Protein Daily)	\$153.22	\$191.53	\$229.84
Gluten Free <i>same as</i> Restricted Gluten <i>same as</i> No Wheat Products	\$171.62	\$214.53	\$257.44
Bland Diet <i>same as</i> Ulcer Diets (any type) <i>same as</i> Gastric Diets of Any Type <i>same as</i> Low Residue Bland or Ulcer <i>same as</i> Diets Requiring Pureed Food	\$36.20	\$45.25	\$54.30
Controlled Sodium 130 to 217 MMOL (3 to 5 grams) or 87 MMOL (2 grams)	\$32.80	\$41.00	\$49.20



Income Assistance Program - Quick Reference Sheet

IA Funeral Related Rates Guide		
2012/2013		
<i>(Effective April 1, 2012)</i>		
Service Related Fees		
Regular Funeral Service		\$2237.66
Graveside Funeral Service		\$1897.39
Regular Funeral Service for Children up to 2 years of age		\$1118.84
Cremation (Within Winnipeg)	Up to max. of	\$559.65
Cremation (Outside Winnipeg)	Up to max. of	\$639.64
Regular Cremation Service - Viewing		\$2237.66
Regular Cremation Service - No Viewing		\$1845.10
Graveside Funeral Cremation		\$1371.26
Cremation Only – No Service		\$956.16
Mileage		\$150.00
Lowering Device Fee	\$1.60/ km up to a max. of	\$530.00
Caskets/Liners and Plots*		
Adult Caskets (EIA standard)		\$473.88
Oversized Casket (standard)		\$686.40
Oversized Casket (double sized)		\$578.16
18" Covered Casket (infant and child size)		\$89.76
2' Hipile Casket (infant and child size)		\$175.56
3' Hipile Casket (infant and child size)		\$217.80
4' Hipile Casket (infant and child size)		\$361.68
5' Hipile Casket (infant and child size)		\$389.40
Plywood Cremation Containers		\$211.14
Cemetery liners, wood (regular)		\$228.36
Cemetery liners, wood (2')		\$93.72
Cemetery liners, wood (3')		\$117.48
Cemetery liners, wood (4')		\$158.40
Cemetery liners, wood (5')		\$171.60
Cemetery liners, concrete		\$930.60
Hermetically Sealed Liners, metal		\$603.24
Cemetery plot (Casket)	Effective May 01, 2012	\$1270.50
Cemetery plot (Cremation)	Effective May 01, 2012	\$704.00
Opening/closing or Interment (Casket)	Effective May 01, 2012	\$757.90
Opening/closing or Interment (Cremation)	Effective May 01, 2012	\$320.25
Frost and Snow Removal (Nov. 1 – Apr 30)	Effective May 01, 2012	\$95.00

Federal Government Departments and Agencies

The following is a list of federal government departments and agencies applicable to the administration of the Income Assistance Program. The items listed in the Services/Benefits column are limited to those that are most applicable to the Income Assistance Program. The Contacts/Notes column is for handwritten information.

Name and Address	Services/ Benefits	Contacts/Notes
Government Contacts		
Government Contacts Int: www.canada.gc.ca	<ul style="list-style-type: none"> ▫ Internet Address Directory ▫ Employees Directory ▫ Members of Parliament ▫ Members of the Senate 	
Service Canada Int: www.servicecanada.gc.ca	<ul style="list-style-type: none"> ▫ Jobs ▫ Training and careers ▫ Financial benefits ▫ Health ▫ An Aboriginal person ▫ A person with a disability 	A comprehensive web site with links to a number of federal government programs and services
Canada Mortgage and Housing Corporation (CMHC)		
CMHC Winnipeg Office Box 964, 10 Fort Street R3C 2V2 Winnipeg MB R3C 1C4 Tel: (204) 983-8046 Fax: (204) 983-8046 Int: www.cmhc-schl.gc.ca	<ul style="list-style-type: none"> ▫ Publications ▫ On-reserve loan insurance ▫ Housing programs ▫ Housing research programs 	
Canada Revenue Agency (CRA)		
Tax Centre 325 Broadway Winnipeg MB R3C 3M2 Tel: 1-800-387-1193 Int: www.cra-arc.gc.ca Also see Social Development Canada	<ul style="list-style-type: none"> ▫ Canada Child Tax Benefit ▫ National Child Benefit Supplement ▫ Child Disability Benefit ▫ GST/HST Credit ▫ Children's Special Allowances 	
Health Canada		
First Nations and Inuit Health Branch (FNIHB) 391 York Avenue, Ste. 300 Winnipeg MB R3C 4W1 Tel: (204) 983-4171 Fax: (204) 983-0079 Int: www.hc-sc.gc.ca	<ul style="list-style-type: none"> ▫ Community Programs ▫ Primary Health Care and Public Health ▫ Non-Insured Health Benefits ▫ Office of Nursing Services ▫ Office of Community Medicine 	

Name and Address	Services/ Benefits	Contacts/Notes
Non-Insured Health Benefit (NIHB) Program NIHB Consent Information Centre Tel: 1-888-751-5011 Int: www.healthcanada.ca/nihb	<ul style="list-style-type: none"> ▫ Information ▫ Publications 	
Human Resources and Skills Development Canada (HRSDC)		
Aboriginal Single Window Aboriginal Centre, Ste. 100 181 Higgins Avenue Winnipeg MB R3B 3G1 Tel: (204) 984-1415 Fax: (204) 984-1424 Int: www.hrsdc.gc.ca	<ul style="list-style-type: none"> ▫ Employment Insurance ▫ Jobs ▫ Labour market information ▫ Social Insurance Number applications ▫ Aboriginal HRD Strategy (AHRDS) ▫ Unemployed Persons 	
Human Resource Centres (see Appendix I.4, Local Services and Resources) Tel: 1-800-206-7218 Int: www.hrdc-drhc.gc.ca	<ul style="list-style-type: none"> ▫ Disability Benefits ▫ Employment Insurance Benefits (see below) ▫ Federal Worker's Compensation ▫ CPP, OAS and GIS ▫ Social Insurance Numbers 	
Employment Insurance Benefits (See Human Resource Centres above)	<ul style="list-style-type: none"> ▫ Maternity, Parental and Sick Benefits ▫ Regular Benefits ▫ Fishing Benefits ▫ Compassionate Care Benefits ▫ Forms 	
Indian and Northern Affairs Canada		
Indian and Northern Affairs Canada (Headquarter) Terrasses de la Chaudiere 10 Wellington, North Tower Ottawa ON K1A 0H4 Tel: (819) 997-0380 Fax: (819) 953-3017 Int: www.ainc-inac.gc.ca	<ul style="list-style-type: none"> ▫ Departmental Audit and Evaluation Branch ▫ Economic Development ▫ Education ▫ Infrastructure and Housing ▫ Lands and Trust Services ▫ Social Policy and Programs 	
Manitoba Region Indian and Northern Affairs Canada 365 Hargrave Street Winnipeg MB R3B 3A3 Tel: (204) 983-4928 Fax: (204) 983-7820 Int: www.ainc-inac.gc.ca	<ul style="list-style-type: none"> ▫ Assisted Living ▫ Community Infrastructure and Housing ▫ Education Programs ▫ Family Violence Prevention ▫ Child and Family Services ▫ Social Assistance 	

Name and Address	Services/ Benefits	Contacts/Notes
Justice Canada		
Corrections Services Canada Prairie Region PO Box 9223 Saskatoon SK S7K 3X5 Tel: (306) 975-4850 Fax: (306) 975-5186 Manitoba: (204) 983-2391	<ul style="list-style-type: none"> ▫ Aboriginal Issues ▫ Correctional Programs ▫ Programs for Families of Offenders ▫ Programs for Victims ▫ Restorative Justice ▫ Women Offender Programs and Issues 	
Social Development Canada		
Human Resource Centres (see Appendix I.4, Local Services and Resources) Tel: 1-800-206-7218 Int: www.hrdc-drhc.gc.ca Also see Canada Revenue Agency	<ul style="list-style-type: none"> ▫ Children's Benefits ▫ Disability Benefits ▫ Seniors Benefits ▫ Survivor Benefits 	
Veterans Affairs Canada		
Manitoba Region 610-234 Donald Street Winnipeg MB R3C 4G5 Tel: (204) 983-7040 Tel: 1-800-665-3420 Int: www.vac-acc.gc.ca	<ul style="list-style-type: none"> ▫ Disability Pension ▫ Prisoner of War Compensation ▫ Health Care ▫ Funeral, Burial and Gravemaking Assistance ▫ Income-tested Benefits 	
Royal Canadian Legion Manitoba and Northwestern Ontario Command 536 St Mary's Winnipeg MB R2M 3L2 Tel: (204) 233-3405	<ul style="list-style-type: none"> ▫ Last Post Fund ▫ Inquiries 	Not a government agency.

Provincial Government Departments and Agencies

The following is a list of provincial government departments and agencies applicable to the administration of the Income Assistance Program. The items listed in the Services/Benefits column are limited to those that are most applicable to the Income Assistance Program. The Contacts/Notes column is for handwritten information.

Name and Address	Services/ Benefits	Contacts/Notes
Government Inquiry		
Manitoba Government Inquiry Tel: (204) 945-3744 Fax: (204) 945-4261 Toll Free: 1-866-626-4862 TTY: (204) 945-4796 E-mail: mgf@gov.mb.ca Int: www.gov.mb.ca/contact	<ul style="list-style-type: none"> ▫ Frequently Called Numbers ▫ Contact Information ▫ Cabinet Minister's Offices ▫ Members of the Legislative Assembly ▫ Departmental Executives ▫ Media Relations ▫ Government Phone Book 	
Advanced Education and Training		
Aboriginal Education Directorate 312 – 1181 Portage Avenue Winnipeg MB R3G 0T3 Tel: (204) 945-7886 Toll Free: 1-800-282-8069 ext. 7886 E-mail: aedinfo@gov.mb.ca Int: www.edu.gov.ca	<ul style="list-style-type: none"> ▫ Adult Learning and Literacy ▫ Apprenticeship ▫ Employment and Training Services ▫ Labour Market Information ▫ Manitoba Student Aid ▫ Post-Secondary Education 	
Family Services and Housing		
Child and Family Services	<ul style="list-style-type: none"> ▫ Child and Family Services Authorities 	See Section I.3, First Nations and Non-Government Organizations in Appendix I.
Child Day Care Services 102-114 Garry Street Winnipeg MB R3C 1G1 Child Care Information: Tel: (204) 945-0776 Fax: (204) 948-2625 Subsidy Information: Tel: (204) 945-0286 Fax: (204) 945-2143 Toll Free: 1-888-213-4754 E-mail: cdcinfo@gov.mb.ca Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Child Day Care Facilities ▫ Child Day Care Subsidy ▫ Publications and Information ▫ Regional and District ... Offices ▫ Licensed Child Day Care Facilities 	

Name and Address	Services/ Benefits	Contacts/Notes
Family Services and Housing cont.		
Children's Special Services Manitoba Government Inquiry Tel: (204) 945-3744 Fax: (204) 945-4261 Toll Free: 1-888-626-4862 E-mail: mgi@gov.mb.ca Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Counselling ▫ Respite Care ▫ Child Development ▫ Therapy Service ▫ Supplies and Equipment ▫ Home Modification ▫ Transportation ▫ Training ▫ Regional and District Offices 	
Child Protection Services 201-114 Garry Street Winnipeg MB R3C 4V5 Tel: (204) 945-6964 Child Abuse Registry Fax: (204) 948-2222 Post-Adoption Registry Fax: (204) 948-2949 Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Adoption Services ▫ Adoption Agency Licensing ▫ Child Abuse Registry ▫ Authority Relations ▫ Child Care Facility Licensing ▫ Child Protection ▫ Foster Care ▫ Post-Adoption Registry 	
Employment and Income Assistance Community Service Delivery 119-114 Garry Street Winnipeg MB R3C 4V7 Tel: (204) 945-2177 E-mail: csd@gov.mb.ca Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Employment Counselling and Referral ▫ Income Assistance ▫ Shelter Assistance ▫ Health Needs ▫ Child Related Income Supplement (CRISP) ▫ 55 Plus ▫ Regional and District Municipal Assistance 	
Family Conciliation Services 2 nd Floor, 369 Broadway Winnipeg MB R3C 0T9 Tel: (204) 945-7236 Toll Free: 1-800-282-8069 E-mail: cfsd@gov.mb.ca Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Parent Information ▫ Mediation ▫ Information and Referral ▫ Conciliation Counselling ▫ Support and Education ▫ Brief Consultation ▫ Court Ordered Assessment 	
Family Violence Prevention 4126-300 Carlton Street Winnipeg MB R3B 2K6 Tel: (204) 945-1705 E-mail: cfsd@gov.mb.ca Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Women's Shelters ▫ Residential Second-Stage Housing ▫ Women's Resource Centres ▫ Urban Support Programs ▫ Specialized Programs 	Family Violence Crisis Line – 1-877-977-0007

Name and Address	Services/ Benefits	Contacts/Notes
Family Services and Housing cont.		
Manitoba Housing Authority Central Office and Winnipeg Application Intake Main Floor, 185 Smith Street Winnipeg MB R3C 3G4 Tel: (204) 945-4663 Toll Free: 1-800-282-8069 Fax: 945-2013 Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Public and Private Non-Profit Housing ▫ Rent Subsidy ▫ Rural and Native Housing ▫ Urban Native Non-Profit Housing ▫ Rental Assistance ▫ Home Repair/Renovation Assistance 	
Service for Persons with Disabilities 305-114 Garry Street Winnipeg MB 43C 4V7 Tel: (204) 945-5870 E-mail: spd@gov.mb.ca Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Adult and Children's Programs ▫ Office of the Vulnerable Person's Commissioner ▫ Strategic Initiatives and Program Support 	
Social Service Appeal Board 7 th Floor, 175 Hargrave Street Winnipeg MB R3C 3R8 Tel: (204) 945-3003 or 3005 Toll Free: 1-800-282-8069 TTY: (204) 948-2037 Fax: (204) 945-1736	<ul style="list-style-type: none"> ▫ Adoption Agency Licensing ▫ Child Day Care Subsidies ▫ Child Day Care Licensing ▫ Employment and Income Assistance ▫ 55 Plus ▫ Manitoba Prenatal Benefit ▫ Residential Care Licensing ▫ Vocational Rehabilitation Services ▫ Vulnerable Persons Living with a Mental Disability 	
Finance		
Vital Statistics Agency 254 Portage Avenue Winnipeg MB R3C 0B6 Tel: (204) 945-3701 Toll Free: 1-800-282-8069 ext. 3701 (within Manitoba) Fax: (204) 948-3128 Certificates: (204) 945-7762 E-mail: vitalstats@gov.mb.ca Int: www.gov.mb.ca	<ul style="list-style-type: none"> ▫ Fees and Services ▫ Download Forms ▫ Common-Law Registry ▫ Genealogy ▫ Search the Database ▫ Birth Certificate ▫ Change of Name Certificate ▫ Death Certificate ▫ Marriage Certificate ▫ Marriage Commissioners ▫ Marriage Licence ▫ Common-Law Certificates 	

Name and Address	Services/ Benefits	Contacts/Notes
Health and Healthy Living		
Client Service Centre 300 Carlton Street Winnipeg MB R3B 3M9 Tel: (204) 786-7101 Fax: (204) 783-2171 Toll Free: 1-800-392-1207 TDD/TTY: (204) 774-8618 Rural: 711 or 1-800-855-0511 Int: www.gov.mb.ca/health	<ul style="list-style-type: none"> ▫ Emergency Services ▫ Hospitals and Health Centres ▫ Insured Services ▫ Non-Insured Services ▫ Pharmacare Program and Forms ▫ Winnipeg and Rural Offices ▫ Residential Charge Program 	
Chronic Disease Prevention Int: www.gov.mb.ca/healthyliving	<ul style="list-style-type: none"> ▫ Common Chronic Diseases ▫ Provincial Agencies (Non-Government) ▫ Provincial Government Programs ▫ Federal Government Programs ▫ National Agencies and Programs ▫ International Agencies 	
Mental Health and Addictions 300 Carlton Street Winnipeg MB R3B 3M9 Tel: (204) 786-7101 Int: www.gov.mb.ca/health/mh	<ul style="list-style-type: none"> ▫ Operation and/or funding of mental health services; suicide prevention and crisis services and addiction services ▫ Listing of and links to provincial funded programs and services 	
Provincial Drugs Program 300 Carlton Street Winnipeg MB R3B 3M9 Tel: (204) 786-7318	<ul style="list-style-type: none"> ▫ Drug Benefits and Interchangeability Formulary ▫ Pharmacare Information 	
Justice		
Family Law Int: www.gov.mb.ca/justice Note: Public Information Booklet contains important information and phone numbers.	<ul style="list-style-type: none"> ▫ Public Information Booklet ▫ Common-law Partners' Registry ▫ Child Support Orders ▫ Maintenance Enforcement Program (MEP) ▫ Families in Crisis – List of Agencies 	

Name and Address	Services/ Benefits	Contacts/Notes
Maintenance Enforcement Program 225-405 Broadway Winnipeg MB Tel: (204) 945-7133 Toll Free: 1-866-479-2717 Fax: (204) 945-5449 Int: www.gov.mb.ca/justice	<ul style="list-style-type: none"> ▫ Maintenance Payments ▫ Enforcement Options ▫ Collection Options 	
Labour and Immigration		
Office of the Fire Commissioner 508-401 York Avenue Winnipeg MB R3C 0P8 Tel: (204) 945-3322 Fax: (204) 948-2089 Toll Free: 1-800-282-8069 E-mail: firecomm@gov.mb.ca Int: www.firecomm.gov.mb.ca	<ul style="list-style-type: none"> ▫ Mutual Aid System ▫ Emergency Response ▫ Fire and Life Safety Education ▫ Burning Issues 	
Workers Compensation Board of Manitoba		
Claim Information Centre 333 Broadway Winnipeg MB R3C 4W3 Tel: (204) 954-4100 Toll Free: 1-800-362-3340 Fax: (204) 954-9999 or 1-877-872-3804 Distress Line: (204) 786-8175 or 1-800-719-3809 E-mail: info@wcb.mb.ca Int: www.wcb.mb.ca	<ul style="list-style-type: none"> ▫ Accident Reporting ▫ Forms ▫ Claims ▫ Benefits ▫ Services ▫ Vocational Rehabilitation ▫ Appealing a Decision ▫ 24 Hour Distress Line ▫ Business Register 	
	▫	

First Nation and Non-Government Organizations

The following is a list of First Nation and non-government organizations applicable to the administration of the Income Assistance Program. The items listed in the Services/Benefits column are limited to those that are most applicable to the Income Assistance Program. The Contacts/Notes column is for handwritten information.

Name and Address	Services/ Benefits	Contacts/Notes
First Nation Political Organizations		
Assembly of Manitoba Chiefs Suite 200, 260 St. Mary's Avenue Winnipeg MB R3C 0M6 Tel: (204) 956-0610 Fax: (204) 956-2109 Toll Free: 1-888-324-5483 Int: www.manitobachiefs.com	<ul style="list-style-type: none"> ▫ Political leadership ▫ Advocacy for Manitoba First Nations ▫ Proposal and project development ▫ Program development and co-ordination 	
Manitoba Keewatinowi Okimakanak (MKO) 200-701 Thompson Drive Thompson MB R3N 2A3 Tel: (204) 677-1600 Fax: (204) 667-7655 Int: www.mkonorth.com	<ul style="list-style-type: none"> ▫ Political leadership ▫ Advocacy for northern First Nations ▫ Proposal and project development ▫ Program development and co-ordination 	
MKO Sub-office 6 th Floor, 338 Broadway Winnipeg MB R3C 072 Tel: (204) 927-7500 Fax: (204) 927-7509 Int: www.mkonorth.com	<ul style="list-style-type: none"> ▫ As above 	
Southern Chiefs Organization (SCO) 1090 Dakota Drive Dakota Tipi First Nation MB R1N 3B0 Tel: (204) 857-9715 Fax: (204) 857-9855 Int: www.scoinc.mb.ca	<ul style="list-style-type: none"> ▫ Political leadership ▫ Advocacy for southern First Nations ▫ Proposal and project development ▫ Program development and co-ordination 	
SCO Sub-Office 200-286 Smith Street Winnipeg MB R3C 1K4 Tel: (204) 946-1869 Fax: (204) 946-1871 Int: www.scoinc.mb.ca	<ul style="list-style-type: none"> ▫ As above 	

Name and Address	Services/ Benefits	Contacts/Notes
First Nation Tribal Councils		
Dakota Ojibway Tribal Council (DOTC) PO Box 1148 Brandon MB R7A 6A4 Tel: (204) 729-3682 Fax: (204) 726-5966 Toll Free: E-mail: ceo@dotc.mb.ca	<ul style="list-style-type: none"> ▫ Advocacy for member First Nations ▫ Coordination of programs and services ▫ Income assistance advisors 	
DOTC Winnipeg Sub-Office 300-340 Assiniboine Ave. Winnipeg MB R3C 0Y1 Tel: (204) 988-5370 Fax: (204) 947-5179	▫ As above	
Interlake Reserves Tribal Council (IRTC) General Delivery Fairford MB R0C 0X0 Tel: (204) 659-4465 Fax: (204) 659-2147 Toll Free: E-mail: irtc@mts.net	<ul style="list-style-type: none"> ▫ Advocacy for member First Nations ▫ Coordination of programs and services ▫ Income assistance advisors 	
IRTC Winnipeg Sub-Office 307-286 Smith St. Winnipeg MB R3C 1K4 Tel: (204) 956-7413 Fax: (204) 942-8840	▫ As above	
Island Lake Tribal Council (ILTC) General Delivery St. Theresa Point MB R0B 1J0 Tel: (204) 462-2351 Fax: (204) 462-2538 Toll Free: E-mail: islandlaketribalcouncil@hotmail.com	<ul style="list-style-type: none"> ▫ Advocacy for member First Nations ▫ Coordination of programs and services ▫ Income assistance advisors 	
ILTC Winnipeg Sub-Office 4 th Floor, 338 Broadway Ave. Winnipeg MB R3C 0T2 Tel: (204) 982-3300 Fax: (204) 943-7029	▫ As above	

Name and Address	Services/ Benefits	Contacts/Notes
Keewatin Tribal Council (KTC) 102-83 Churchill Drive Thompson MB R8N 0L6 Tel: (204) 677-2341 Fax: (204) 677-3963 Toll Free: 1-800-665-6212 E-mail: pledrew@ktc.mb.ca	<ul style="list-style-type: none"> ▫ Advocacy for member First Nations ▫ Coordination of programs and services ▫ Income assistance advisors 	
KTC Winnipeg Sub-Office 319-260 St. Mary Avenue Winnipeg MB R3C 0M6 Tel: (204) 949-4014 Fax: (204) 949-4017	<ul style="list-style-type: none"> ▫ As above 	
Southeast Resource Development Council (SERDC) General Delivery Scantebury MB R0E 1W0 Tel: (204) 766-2386 Fax: (204) 766-2714 Toll Free: E-mail: valf@serdc.mb.ca	<ul style="list-style-type: none"> ▫ Advocacy for member First Nations ▫ Coordination of programs and services ▫ Income assistance advisors 	
SERDC Winnipeg Sub-Office 6 th Floor, 360 Broadway Ave. Winnipeg MB R3C 0T6 Tel: (204) 956-7500 Fax: (204) 956-7382	<ul style="list-style-type: none"> ▫ As above 	
Swampy Cree Tribal Council (SCTC) PO Box 150 The Pas MB R9A 1K3 Tel: (204) 623-3423 Fax: (204) 623-2882 Toll Free: 1-800-442-0459 E-mail: fturner@swampycree.com	<ul style="list-style-type: none"> ▫ Advocacy for member First Nations ▫ Coordination of programs and services ▫ Income assistance advisors 	
SCTC Winnipeg Sub-Office 716-294 Portage Ave. Winnipeg MB R3C 0B9 Tel: (204) 989-4800 Fax: (204) 947-5928	<ul style="list-style-type: none"> ▫ As above 	

Name and Address	Services/ Benefits	Contacts/Notes
West Region Tribal Council (WRTC) 21-4 th Ave. NW, Dauphin MB R7N 1H9 Tel: (204) 638-8225 Fax: (204) 638-8062 Toll Free: 1-888-358-7340 Rolling River: (204) 885-3582 E-mail: ceowrtc@mts.net	<ul style="list-style-type: none"> ▫ Advocacy for member First Nations ▫ Coordination of programs and services ▫ Income assistance advisors 	
Mental Health and Addiction Services		
Mental Health and Addictions 300 Carlton Street Winnipeg MB R3B 3M9 Tel: (204) 786-7101 Int: www.gov.mb.ca/health/mh Note: Included here as well as in I-2, Provincial Government Departments and Agencies for list of and links to non-government organizations	Lists of and links to non-government agencies providing mental health services, suicide prevention and crisis services and addiction services	
Addictions Foundation of Manitoba (AFM) E-mail: library@afm.mb.ca Int: www.afm.mb.ca See names and addresses of the three regional offices below. Note: AFM is a provincial government agency that also funds many non-government programs and services.	<ul style="list-style-type: none"> ▫ Intervention, rehabilitation (residential and community-based), prevention, public information and education services for Manitoba citizens relating to addictions ▫ Funding of non-government agencies providing addiction services ▫ Listing of and links to non-government agencies. 	Some of the programs and services are not offered in all AFM office locations.
AFM – Winnipeg Region 1031 Portage Avenue Winnipeg MB R3G 0R8 Tel: (204) 944-6200 Fax: (204) 772-0225 E-mail: wpgreg@afm.mb.ca	<ul style="list-style-type: none"> ▫ Community-based services through local offices in southeastern Manitoba ▫ Residential rehabilitation programs at Winnipeg River House and Winnipeg James Toal. ▫ Methadone Maintenance 	

Name and Address	Services/ Benefits	Contacts/Notes
AFM – Western Region Parkwood Centre 510 Frederick Street Brandon MB R7A 6Z4 Tel: (204) 729-3838 Fax: (204) 729-3844 E-mail: westreg@afm.mb.ca	<ul style="list-style-type: none"> ▫ Community-based services through local offices in southeastern Manitoba ▫ Residential rehabilitation programs 	
AFM – Northern Region Polaris Place Thompson MB R8N 0Y4 Tel: (204) 677-7300 Fax: (204) 677-7328 E-mail: northreg@afm.mb.ca	<ul style="list-style-type: none"> ▫ Community-based services through local offices in southeastern Manitoba ▫ Residential rehabilitation programs 	
National Native Alcohol and Drug Abuse Program (NNADAP) First Nations Inuit and Health Branch Int: www.hc-sc.gc.ca/fnihb-dqspni/fnihb/cp/nnadap Note: NNADAP is a federal government program that also funds many non-government programs and services.	<ul style="list-style-type: none"> ▫ Funding of community-based services controlled by First Nation communities and organizations ▫ Funding of addiction treatment and youth solvent abuse programs ▫ Maintenance of a directory of treatment centres 	
Native Addiction Council of Manitoba 160 Salter Street (Pritchard House) Winnipeg MB R2W 4K1 Tel: (204) 586-8395 Fax: (204) 589-3921 E-mail: nacm@escape.ca	<ul style="list-style-type: none"> ▫ Residential addiction treatment services ▫ 20 NNADAP funded outreach beds ▫ Admits single adults (male or female) and couples ▫ Treatment for broad range of addictions including gambling 	
Nelson House Medicine Lodge Box 458 Nelson House MB R0B 1A0 Tel: (204) 484-2256 Fax: (204) 484-2016 E-mail: nhmltreatment@norcom.com	<ul style="list-style-type: none"> ▫ Residential addiction treatment services ▫ 21 NNADAP funded outpatient beds ▫ Admits single adults (male or female) and couples ▫ Treatment for alcohol, prescription drug and hallucinogen addictions 	

Name and Address	Services/ Benefits	Contacts/Notes
Peguis Al-Care Treatment Centre Box 69 Peguis MB R0C 3J0 Tel: (204) 645-2666 Fax: (204) 645-2216	<ul style="list-style-type: none"> ▫ Residential addiction treatment services ▫ 20 NNADAP funded outpatient beds ▫ Admits single adults (male or female) ▫ Treatment for alcohol, prescriptions drug, hallucinogen and narcotic (minimal) addictions 	
Sagkeeng Mino Pimatiziwin Family Treatment Centre Sagkeeng First Nation Address Tel: (204) 367-2172 Fax: (204)	<ul style="list-style-type: none"> ▫ 10 NNADAP funded family treatment beds ▫ Admits families only. ▫ Treatment for alcohol and drug addictions 	
Whiskey Jack Treatment Centre 336 Thompson Drive Thompson MB R8N.0C4 Tel: (204) 359-8995 Fax: (204) 359-6497 E-mail: whiskeyjack@digistar.mb.ca Int: www.whisyjack.mb.ca	<ul style="list-style-type: none"> ▫ 22 Health Canada funded beds for youth (male or female) – 12 for solvent abuse and 10 for alcohol and drug addictions ▫ Admits young persons under 17 years of age 	
Child and Family Services Authorities		
Child and Family Services Authorities – see names and addresses of the four authorities below. Int: www.aji-cwi.mb.ca	CFS authorities are responsible for the delivery of services under <i>The Child and Family Services Act</i> and <i>The Adoption Act</i> their mandated agencies and agencies designated to provide joint intake and emergency services.	
General Child and Family Services (CFS) Authority 301-180 King Street Winnipeg MB R3B 3G8 Tel: (204) 984-9363 Fax: (204) 984-9366 Note: Responsible for CFS services to persons other than First Nation, Metis and Inuit persons and to all persons residing in designated intake areas	<ul style="list-style-type: none"> ▫ CFS of Central Manitoba ▫ CFS of Western Manitoba ▫ Churchill Regional Health Authority ▫ Jewish CFS ▫ Regional Operations (Eastman, Interlake, Parkland, Northern) ▫ Winnipeg CFS Branch 	

Name and Address	Services/ Benefits	Contacts/Notes
<p>Metis Child and Family Services Authority 1st Floor, 150 Henry Ave. Winnipeg MB R3B 0J7 Tel: (204) 949-0220 Fax: (204) 984-9487</p> <p>Note: Responsible for CFS services to Metis and Inuit persons and intake and to all persons residing in designated intake areas.</p>	<ul style="list-style-type: none"> ▫ Metis Child, Family and Community Services 	
<p>Northern Manitoba Child and Family Services Authority 502-338 Broadway Avenue Winnipeg MB R3C 0T2 Tel: (204) 942-1842 Fax: (204) 942-1858</p> <p>Note: Responsible for CFS services to First Nations persons of Northern Manitoba and to all persons in designated intake areas.</p>	<ul style="list-style-type: none"> ▫ Awasis Agency of Northern Manitoba ▫ Cree Nation Child and Family Caring Agency ▫ Island Lake First Nations Family Services ▫ Kinosao Sipi Minisowin Agency ▫ Nisichawayasihk Cree Nation Family and Community Services ▫ Opaskwayak Cree Nation Child and Family Services 	
<p>Southern Manitoba Child and Family Services (CFS) Authority 100-696 Portage Avenue Winnipeg MB R3G 0M6 Tel: (204) 783-9190 Toll Free: 1-800-665-5762 Fax: (204) 783-7996</p> <p>Note: Responsible for CFS services to First Nation persons of Southern Manitoba and to all persons in designated intake areas.</p>	<ul style="list-style-type: none"> ▫ Anishinaabe CFS ▫ Dakota Ojibway CFS ▫ Intertribal CFS ▫ Peguis CFS ▫ Sagkeeng CFS ▫ Southeast CFS ▫ West Region CFS 	
Family Counselling and Support Services		
<p>Ma Mawi Wi Chi Itata Centre 94 McGregor Street Winnipeg MB R2W 4V5 Tel: (204) 925-3000 Fax: (204) 946-5042 Toll Free: 1-888-926-6294 Int: www.mamawi.com</p>	<ul style="list-style-type: none"> ▫ Short-term emergency services ▫ Individual support services ▫ Community support services ▫ Child development and child care ▫ Foster home development 	

Name and Address	Services/ Benefits	Contacts/Notes
Native Women's Transition Centre E-mail: nwtc@gatewest.net Int: www.angelfire.com/ok/nativewomen	Services include: <ul style="list-style-type: none"> ▫ Safe home for Native women and children in need of long-term support ▫ Memengwaa Place second-stage housing ▫ Community outreach and follow-up services 	This centre embraces the Healing Circle as a natural and meaningful evolution of its programs and practices
The Family Centre 401-393 Portage Avenue (Portage Place) Winnipeg MB R3B 3H6 Tel: (204) 947-1401 Fax: (204) 947-2128 E-mail: staff@familycentre.mb.ca Int: www.familycentre.mb.ca	▫ Family counselling and support services ▫ Homemaker services ▫ Child development and child care	
Villa Rosa 784 Wolseley Avenue Winnipeg MB R3G 1C6 Tel: (204) 786-5741 Fax: (204) 786-1077 E-mail: administration@villarosa.mb.ca Int: www.villarosa.mb.ca	Services include: <ul style="list-style-type: none"> ▫ Assistance in connecting with medical professionals ▫ Pre-natal classes ▫ Labour preparation ▫ Counseling ▫ Child development and parenting program ▫ In-house schooling ▫ Support groups ▫ Post-birth planning ▫ Outreach services 	

Local Services and Resources

The following table is for income assistance administrators to list local services and resources applicable to the administration of the Income Assistance Program.

Service or Resource	
Name and Address	Contacts/Notes

Letters, Directives and Bulletins

Appendix J is for storing letters, directives and interpretation bulletins you receive from Indian and Northern Affairs Canada.

You may wish to use this cover page to keep track of these documents. INAC will also periodically send you updates of this page.

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