

**Government of Carcross/ Tagish First Nation  
Wellness Programs and Services Department**

**TEMPORARY FINANCIAL ASSISTANCE POLICY**

**MAY 1ST, 2006**

# **GOVERNMENT OF CARCROSS/TAGISH FIRST NATION TEMPORARY FINANCIAL ASSISTANCE POLICY**

## **TABLE OF CONTENTS**

### **1.0 INTRODUCTION**

#### **GUIDING PRINCIPLES REFLECTIVE OF C/TFN'S FAMILY ACT VIRTUES AND VALUES**

### **2.0 CONFIDENTIALITY**

### **3.0 TEMPORARY FINANCIAL ASSISTANCE FILES**

### **4.0 GENERAL CONDITIONS FOR ELIGIBILITY**

- 4.1 Release of Information
- 4.2 Self Sufficiency/Case Plan
- 4.3 Budget Deficit System / Financial Resources
  - 4.3.1. Income
  - 4.3.2. Financial Assets
- 4.4 Head of Household
  - 4.4.1. Family Unity
  - 4.4.2. Temporary Guardianship
  - 4.4.3. Emergency Guardianship

### **5.0 Special Conditions for Eligibility**

- 5.1 Applicants who are under 19 years of age
- 5.2 Applicants who are Post-Secondary Students
- 5.3 Applicants who have apparent Substance Abuse Problems
- 5.4 Applicants who are eligible for E.I.
- 5.5 Non-status house-hold members

### **6.0 Basic Temporary Financial Assistance**

- 6.1 Food Allowances
- 6.2 Shelter Allowances
  - 6.2.1. Rental Allowances
  - 6.2.2. Home Owner (without mortgage) Allowance
  - 6.2.3. Home Owner (with mortgage) Allowances
  - 6.2.4. Room and Board Allowances
- 6.3 Fuel and Utilities Allowances
- 6.4 Clothing Allowances
- 6.5 Incidental Allowance

## **7.0 Supplementary Temporary Financial Assistance**

- 7.1 Permanent Labor Force Exclusion Allowances
- 7.2 Education and Training
- 7.3 Special Food Allowances
- 7.4 Child Caregivers
  - 7.4.1. Child Care Allowances
  - 7.4.2. Babysitting/Day Care Allowances
- 7.5 Christmas Allowances
- 7.6 Special Clothing Allowances
- 7.7 Telephone Allowance
- 7.8 Nursing Home and Special Care Home Allowance
- 7.9 Laundry Allowance

## **8.0 Temporary Financial Assistance for Recipients Attending a Treatment Program**

## **9.0 Emergency Temporary Financial Assistance**

## **10.0 Conditions for Maintaining Eligibility**

- 10.1 Process of Termination
- 10.2 Employable Recipients
- 10.3 Care Givers for Young Children and the Disabled

## **11.0 Commencement of Temporary Financial Assistance**

**12.0 Method of Pay**

12.1 Payment of Arrears to Yukon Electrical Company LTD. (YECL)

**13.0 Lost or Stolen Cheques**

**14.0 National Child Tax Benefit**

**15.0 Allegations of Abuse or Fraud or Breach of Policy**

**16.0 Recovery of Benefits**

**17.0 Agreement to Repay**

**18.0 Voluntary Repayment of Benefits**

18.1 Voluntary Work for TFA

**19.0 Appeal Process**

**20.0 Wage Subsidy Program**

**21.0 Exit Interview**

**22.0 Policy Revisions**

**Appendix – Temporary Financial Assistance Forms**

**Reciprocal Agreement**

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006 Revised

Authorized By Executive Council

---

### 1.0 INTRODUCTION

The Government of Carcross/Tagish First Nation (GC/TFN), has been undergoing some significant restructuring towards helping our people recover from the devastating effects of colonialism rooted in our past, and in doing so re-establish ourselves as a self sufficient proud people.

Part of this past has created a dependency on social assistance to the extent that poverty has become a way of life for the past several generations. For many of our people, the oppression of poverty brings forward the other concerns like depression, alcohol and drug abuse, family violence and so forth, all very much rooted in the breakdown of our proud culture and the self sufficient way in which our ancestors lived.

Under self-government, we are moving away from the Department of Indian Affairs (DIA) approach of creating dependency. The overall goal of the GC/TFN is to put in place the supports that are needed to help move our people forward. Guided by the values within our Carcross/Tagish Child & Family Act, we are developing culturally relevant holistic programs that will give the supports our people need at the right time. As our families strengthen, our Act and values call upon our families to take more responsibility, thereby passing this understanding on to **the next generations**.

The GC/TFN's Temporary Family Assistance (TFA) program, has the fundamental purpose of helping our citizens who currently have no other financial means of support. But our people have many gifts, and with our renewed commitment, we will not tolerate the attitude of keeping our people in poverty. With these policies, we are taking steps to ensure all of our citizens who are able to work will get the supports to do so. For example, all eligible citizens will be placed on a family case plan within three months of implementation of these policies. Within this plan, we will consider what our citizens envision for themselves and their families, and help put the supports in place to achieve this vision. To this end, and reflective of our holistic approach, resources within all GC/TFN including Capacity Development, Economic Development, and Heritage will work together to help create realistic and appropriate supports so that our families can move forward.

Ensuring the GC/TFN's self governing vision moves, it is the responsibility of all those making decisions about Temporary Family Assistance to understand the TFA policy and to follow it carefully. Policies will be applied consistently so that all applicants are treated fairly and equally.

## **Guiding Values, Virtues and Beliefs**

- Commitment to the well-being and self sufficiency of Every C/TFN Member, Recognizing Each Citizen's responsibility to Support Themselves and Their dependents where possible to do so.
- Within a non judgmental environment, to work with all those we serve with the highest standard of professionalism towards achieving this end.
- We have a responsibility to ensure the basic needs of our members are secured, maintaining the safety and integrity of the family until such time the family's self sufficiency goals are achieved.
- Practice in a collaborative holistic environment to ensure the needs of those we serve are collectively being met, maximizing the opportunity to successfully achieve the stated goals in the shortest period of time.
- Commitment to a respectful working environment of partnerships, that practices good relations and conciliation essential to achieving our collaborative holistic objectives.
- Commitment to the building capacity , within ourselves and those we serve, maximizing our opportunity to achieve our individual and stated self governing goals.

### **Privacy and Confidentiality:**

Applicants have the right to privacy and confidentiality concerning personal and family affairs.

### **Act of Creator:**

All Citizens have a right to access these benefits when required, **and due to circumstances not of their own, may always require such benefits.**

## **Applicants Right to Consultation and Appeal:**

Applicants for social services have the right and responsibility to be involved in the process of establishing eligibility for benefits and services, and have the right to appeal any decisions concerning their applications.

## **Definitions**

Throughout the policy, there are references made to an applicant recipient, client, case worker and director. For clarity the definition of each is provided here.

Applicant – a person who is requesting TFA and whose eligibility has not yet determined.

Recipient – a person whose eligibility for TFA has already been established.

Client – a person who has either requested or is receiving services from GC/TFN Wellness Programs and Services Department.

Case Worker – the assigned employee of the Department who has responsibility for co-ordinating the client's case plan, Individual Job Training Plan (IJTP), or Individual Education Plan (IEP). Depending upon the situation, this may be the Co-ordinator of Social development, Co-ordinator of Home and After Care Services, Wellness Co-ordinator, Program Manager, or another department's assigned employee.

Immediate family – biological or adoptive parents, grandparents siblings, children and spouses, including common law spouses, of an applicant. This also includes in-law and step relationships of the above.

Care giver – is the person responsible for the daily care of a minor which includes parents, grandparents, legal guardian, foster parent or babysitter.

Case Recording – A record of dates meeting with the client and the purpose of these meetings.

Case Plan – A written agreement between the client and the case worker, outlining client's plan for achieving self sufficiency.

Effective Date July 5<sup>st</sup> , 2012

Revised

Authorized By Executive Council

## 1.1 POLICY DEVELOPMENT PROCESS

All policies will be created with our Constitutionally recognized virtues and values in mind in order to serve all citizens of the Carcross/Tagish First Nation. They are:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

Policies are living documents, they grow and change with the people of this First Nation.

### Amendments to Existing Policy

All existing policy manuals must include a section entitled Policy Amendments. This must outline how the policy can be reviewed and changed on a regular basis.

All policy amendments/revisions will follow the same general process, as outlined below:

- Citizens or staff can propose all policy changes to the Director of the responsible Department or the Policy Analyst, in writing.
- The Director will work with the Department staff to create suggested policy revisions, with the assistance of the Policy Analyst if necessary.
- Consultation that is fair, effective, and allows sufficient dialogue with clans, community, and clients should take place at this point.
- All policy changes will be discussed and approved by consensus of all affected staff members.
- The Director will present the suggested policy changes at the next Management Board meeting. Any suggested changes will be incorporated by the Director, with the assistance of the departmental staff and the Policy Analyst if requested.
- The policy changes, as approved by Management Board, will be presented



to Executive Council for their final review and approval. Any suggested changes will be incorporated by the Director, with the assistance of the departmental staff and the Policy Analyst if requested.

- Executive Council will review the final draft policy. They may suggest changes, approve the policy as presented, request more time for review, or call for wider consultation.
- General Council will review and approve the Constitution, Clan Governance etc. that directly impact the operations or remuneration of Executive Council.
- All amendments will be documented in an Amendment Log attached to the Policy Manual.

## Creation of New Policy

When creating a new policy for a program or procedure, the process of developing policy will be more comprehensive and will involve more research, engagement, and dialogue.

- Create a work-plan outlining the best path for research and consultation. Engage the right people.
- Define the mission, objectives, indicators, and outcomes of the new policy. Consultation with clans, community, and clients should take place at this point, to make sure you are headed in the right direction.
- Create the new policy with all affected staff members and clients involved.
- The draft policy should go to the clans and community for consultation that is fair, effective, and allows sufficient dialogue. Any suggested revisions should be incorporated into the final draft policy, with the approval of the Director.
- The final draft policy will be presented to Management Board by the Director responsible. Any suggested changes will be incorporated by the Director, with the assistance of the departmental staff and the Policy Analyst if requested.
- The final draft policy will be presented to Executive Council for their final review and approval. Any suggested changes will be incorporated by the Director, with the assistance of the departmental staff and the Policy Analyst if requested.
- Executive Council will review the final draft policy. They may suggest changes, approve the policy as presented, request more time for review, or call for wider consultation.

The policy development process should be documented, including who was involved, the feedback they put forward, and lessons learned.

Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council \_\_\_\_\_

---

## **2.0 Confidentiality**

The confidentiality of Temporary Family Assistance clients is protected by the Confidentiality Policy of the Wellness Programs and Services Policy manual. In addition, the following procedures have been put in place for Temporary Family Assistance specifically.

### **Objectives**

To outline how and when client information will be shared.

### **Policy**

In general, the personal information concerning clients shall be treated in strictest confidence.

All GC/TFN finance staff and executive members who process or approve Temporary Family Assistance applications will complete a GC/TFN Oath of Confidentiality form.

A breach of Confidentiality will be handled in accordance with the Disciplinary action outlined in the General C/TFN Personnel Policy in section (1-430).

Wellness Programs and Services staff will comply with this Departments Specific Confidentiality Policy in section (3.1).

Information from a client's file may be shared under the following circumstances and conditions:

### **Confirming Eligibility for Temporary Family Assistance**

When it is necessary to confirm eligibility for benefits, the applicant must sign a Release of Information Consent Form. The Case Worker will make the applicant aware of the procedure for verification of information. Once completed, the Case Worker may contact a landlord, doctor, bank, employer, EI officer or any other person who may verify an applicant's statement. The Case Worker shall not share information other than a brief explanation of the purpose for requesting verification.

### **Temporary Family Assistance payments to a third party.**

Where a decision is made to issue payments to a third party, information may be shared with that third party as necessary. For example, when payments are made to landlords and suppliers certain information, such as name and address of the recipient, may be required.

### **Request for information from Social Services.**

Social Services, such as counseling, medical treatment, training and rehabilitation, may request information from the Case Worker for the purpose of providing its services to a TFA client. If it is not possible for the client to provide the information themselves, the Case Worker may provide the information requested with the written consent of the client.

### **Request for information within the Government of Carcross/Tagish First Nation.**

If a request for information within the Government of Carcross/Tagish First Nation is received regarding the provision of a service or benefit to a client, and the information requested is specific to a case situation and necessary to carry out legal and assigned functions of the Government of Carcross/Tagish First Nation or Department; the Case Worker may share the information requested.

### **Allegations Regarding Eligibility for Services or Benefits.**

Letters or phone calls alleging misuse of benefits (not including those submitted anonymously) must be recorded and retained in the client's file. The Case Worker must ensure that the confidentiality of the client, as well as the informant, is respected.

When an investigation is ordered by the Director of the Wellness Programs and Services Dept., and assigned investigator from the department may be allowed to access the files.

Where fraud appears the right to confidentiality is no longer valid. Information concerning a client may be shared with officials in other Departments who are involved in organizations including police, crown prosecutors, magistrates, and judges. Eg. A member sells their oil, and claims it was stolen; couples break up before TFA claim and then get back together immediately after.

### **Audits.**

Auditors are allowed access to client files. The information obtained may be used only to confirm appropriate administration of benefits or to bring to the Government of Carcross/Tagish First Nation's attention questions concerning policy, eligibility, or procedures used to administer the Program.

## **Share information with Police or other Judicial Staff.**

In general, information concerning a client is not to be shared with the police or other legal personal without permission from the client. In some instances it is necessary to share information with police or officers of the court for example, without the permission of the client. When it is necessary to share information, only the information that is essential for the purpose is to be shared.

Reasons for disclosing information to legal personal without the permission of the client include:

a) A warrant, notice of court hearing or subpoena has been issued and the police or a sheriff required information concerning an address or possible locations of a client.

b) In cases where the Case Worker has knowledge that a client's action may put the safety of themselves or others at risk, the Case Worker is to contact the appropriate RCMP. In the case of a child at risk, the GC/TFN Family Council is to be contacted, or the Child Protection Unity of Family and Children's Services. The Case Worker should tell the client that such action will be taken, if the Case worker believes it will not put the person(s) at risk in further jeopardy.

c) When a Case Worker has definite knowledge that an adult client is involved in criminal behavior, the Case Worker is to share the information with Family or Justice Council, or pursuant to section 23 of the Criminal Code of Canada with the RCMP.

d) Records may be subpoenaed in criminal prosecutions that go to trial and in civil court actions.

## **Requests for information by staff in other programs or jurisdictions.**

Program staff in other GC/TFN Departments, Employment Insurance, Workers Compensation, Canada Pension Plan, Child Maintenance, Old Age Security and Guaranteed Income Supplement. Staff who administer various forms of transfer payments to individuals, who are also in receipt of Temporary Family Assistance, may have access to information about the recipient concerning addresses, benefits received and dates benefits were paid.

## **Sharing information with private parties.**

Information about a client shall not be shared with private parties, such as landlords, loan companies or creditors, without the client's consent.

## **Appeals.**

All information pertinent to an appeal may be shared with members of the Appeal Committee.

**Medical Services Branch, Health and Welfare Canada**

Information may be disclosed to Medical Services Branch, Health and Welfare Canada to assist in establishing eligibility for health services.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **3.0 Temporary Family Assistance Files**

#### **Objectives**

To ensure that Temporary Family Assistance files are coordinated in a way that allows for confidentiality, accountability, effectiveness and efficiency.

#### **Policy**

A file must be opened for every applicant who comes in to request Temporary Family Assistance.

A Temporary Family Assistance file must include:

- a) all required forms, for example, budget and decision form, release of information forms, receipts, I.D., ect;
- b) a case recording ; and,
- c) a case plan. The case plan will be completed and reviewed every month with the Case Worker and other relevant participants ie. alcohol and drug worker, educational/ vocational counselor.

A file is closed in financial services are not issued for three full calendar months.

Files must be kept for five years after being closed. At this time they must be archived in a secure location to protect confidentiality. (When a data base is in place, only the TFA portion of the data will be purged).

The Coordinator of Social Development, in communication with the Case Worker (where applicable), is responsible for documenting all decisions regarding changes in benefits in the client's file.

Monitoring Files:

The Wellness Programs and Services Manager is to review Temporary Family Assistance files quarterly to ensure that all forms required by the auditor are retained in the files.

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

#### 4.0 General Conditions for Eligibility

##### Objectives

To identify the general criteria that must be met by an applicant in order to be eligible to receive Temporary Family Assistance benefits.

##### Policy

To be eligible for Temporary Family Assistance, a person needs to meet all of the following criteria. The applicant must:

- a) be a registered Status person pursuant to the Indian Act and a citizen of GC/TFN; (see 5.5 for treatment of non-status family members of a status head of household) (**Reciprocal Agreement may change this**)
- b) be ordinarily resident in Yukon, outside of the Whitehorse area covered through the DIA regional intake program; (**Reciprocal Agreement may change this**)
- c) be non status resident intermarried with GC/TFN Citizen, eligible for GC/TFN payback through Yukon Territory Health and Social Services Social Assistance (**Reciprocal Agreement may change this**)
- d) apply in person for the Temporary Family Assistance, if capable of doing so;
- e) release the information required under the Release of Information Policy (4.1);
- f) provide evidence that all other resources of self-support are not available, by disclosing all real or potential financial resources available to the family unit;
- g) complete a case plan in accordance with the Case Plan Policy (4.2)
- h) have a budget deficit in accordance with Budget Deficit System Policy (4.3);

i) be the head of the household (who will also include spouse where applicable) to apply on behalf of their family unit in accordance with the Head of Household Policy (4.4).

**Procedure:**

All information provided by the applicant should be verified by the Case Worker to the full extent possible prior to accepting the applicant's eligibility.



Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council \_\_\_\_\_

---

#### **4.1 Release of Information**

##### **Objectives**

To identify the process for releasing necessary information about the applicant used to determine eligibility.

##### **Policy**

The applicant will be required to fill out and sign the consent forms for the sharing and release of information (**Review and Appendix Form**). These forms allow the Case Worker to access information needed to process a Temporary Family Assistance request. It also allows agencies to share information (see TFA Confidentiality policy 2.0)

The applicant will also be required to fill out any other forms that are necessary for processing the applicant's Temporary Family Assistance application – for example : Maintenance Enforcement Application or Medical Report form.

##### **Procedures**

The Case Worker must ensure that the applicant understands the contents of any form that the applicant is being asked to sign.

All forms that consent to the release of information must be signed in the presence of the Case Worker. The Case Worker may act as witness to the applicant's signature.

Both the Case Worker and the applicant who originally signed the B&D form must do another B&D form if any changes or revisions are made to a form.

Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council

---

## **4.2 Self Sufficiency/Case Plan**

### **Objectives**

To outline the requirements for completing a Case Plan.

### **Policy**

Within 5 working days of applying for Temporary Family Assistance, the applicant must make an appointment with the Case Worker. A case plan must be completed within three months.

A recipient must have a complete case plan in order to continue receiving TFA.

The case plan will identify and establish a process for dealing with any barriers the recipient may have which prevent him/her from becoming self sufficient. The CP may refer clients to other agencies, programs or resources such as a substance abuse program, teen parenting program or Vocational Rehabilitation.

The case plan will be the primary tool for setting out the course of action to move the client toward self-sufficiency.

The recipient must report monthly in person, if capable of doing so, on his/her progress toward the commitments set out in the CP.

If, without good reason, a client does not follow the steps outlined in their CP then TFA benefits will be terminated in accordance with Conditions for Maintaining Eligibility (see policy 10.0).

### **Procedure**

Case Plans will include:

- a) assessment of skills, abilities, interests;
- b) educational history;

- c) training history;
- d) employment history:
- e) description of obstacles that are preventing client from finding or maintaining employment;
- f) description of what action(s) will be taken to remove or limit obstacles(s);
- g) action plan for further education, training, job readiness, employment;
- h) detailed time frames, contact persons and organizations, review date;
- i) a schedule of activities that the client is to perform that would enhance his/her work skills; and
- j) a projected estimate of the length of time Temporary Family Assistance will be required until self sufficiency is achieved.

The CP will be developed by the program manager with input from the recipient, the Case Worker, and other GC/TFN resource people working in training and employment, and others as required.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **4.3 Budget Deficit System / Financial Resources**

#### **Objectives**

To set out the method of calculating an applicant's financial resources to determine whether an applicant is eligible for TFA.

#### **Policy**

An applicant must have a budget deficit in order to receive Temporary Family Assistance.

If the applicant does not have a budget deficit and the Case Worker believes that a health or safety risk exists for the applicant, the Case Worker may proceed under the Emergency Temporary Family Assistance policy (9.0).

#### **Procedure**

##### Method of Calculation:

A budget deficit is determined by calculating for the previous month the applicant's expenses and comparing them to the applicant's income. If the income is less than the expenses, then the applicant is considered to have a budget deficit. If the income is greater than the expenses then there is no budget deficit.

Allowable expenses are calculated by using the amount of basic TFA allowances (see policy 6.0) plus supplementary TFA allowances (policy 7.0) that a recipient would receive.

More information on basic TFA allowance is in policy: 6.1 Food Allowance; 6.2 Shelter Allowance; 6.3 Fuel and Utilities Allowance; 6.4 Clothing Allowance; 6.5 Incidental Allowance.

More information on supplementary TFA allowance is in policy: 7.1 Permanent Labour Force Exclusion Allowance; 7.2 Education and Training; 7.3 Special Food Allowance; 7.4 Child Care; 7.5 Christmas Allowance; 7.6 Special Clothing Allowance; 7.7 Telephone Allowance; 7.8 Nursing Home and Special Care Home Allowance; 7.9 Laundry Allowance.

Income is calculated by adding together **all** of the financial resources of the applicant **and** their family unit.

More information on what should be considered as financial resources is in policy 4.3.1 Income and 4.3.2 Financial Assets.

More information on what makes up a family unit is in the Family Unit policy (4.4.1).

If cash flow is unknown for the current month the previous month's actual cash flow shall be used.

If the Case Worker cannot definitely calculate the applicant's income they must use their discretion and use actual dollar amounts where possible.

The Case Worker will document the decision on the Budget and Decision form. The form must be placed on the applicant's file.

Effective Date May 1<sup>st</sup> , 2006

Revised July 5<sup>th</sup> 2012

Authorized By Executive Council

---

### 4.3.1 Income

#### Objectives

To clarify what income should be included as part of an applicant's financial resources. To clarify what income should not be included as part of an applicant's financial resources.

#### Definitions:

involuntary deductions – direct payments made by the Case Worker on behalf of the client.

voluntary deductions – payments made b the Case Worker with the client's consent.

#### Policy

The income of an applicant that is a financial resource is:

a) The net income from **all** the adults within the applicant's family unit including,

Net earnings from employment;

Net revenue from trapping, logging, mining, fishing and small business operations.

Net earnings from providing services under contract.

Net earning from:

pensions;  
death benefits;  
disability or survivors benefits under the Canada Pension Plan;  
Old Age Security;  
Guaranteed Income Supplement;  
Workers Compensation;  
Blind and Disabled Person's Allowance;  
private and company pension plans and benefits for retirement;  
disability or survivors benefits or any other statutory pension or allowance;  
EI benefits

Money received under the terms of:

contributory orders;  
affiliation order or agreements;  
separation agreements;  
court orders;  
maintenance enforcement orders;  
divorce decrees;  
inheritance settlements;  
accident claims;  
income tax returns;  
other types of settlements or agreements;

GC/TFN distribution, lump sum or otherwise.

Loans, grants, beneficiaries, scholarships, or training or education allowances to students(over \$1000 – see 7.2).

Note: In calculating the monthly net income utilizing lump sum loans, grants or training allowances, the amount will be pro-rated over the applicable school term.

Prizes, winnings, and awards, for example money received through wills, lotteries, bingos, capital gains, and stock dividends.

Money received from the voluntary sale of personal property.

Honoraria paid to Chiefs, Councilors, or others as salary or fee for service, exempting 100% earnings on \$500, 25% of earnings up to \$750 and no benefits after \$750. Payment for expenses such as transportation, meals, hotel and incidentals to attend meetings are exempted.

**\*all of the above are deducted a dollar for dollar.**

**b) income received from any other adult living in the applicant's household including:**

Eighty percent (80%) of the gross amount received from roomers or lodgers who are providing their own food.

Forty percent (40%) of gross amount received from boarders who are provided with meals.

Sixty percent (60%) of gross amount received from rental of self-contained apartment or suite within the house.

Note: A recipient of TFA who provides room/board to another recipient of TFA must still declare the amount as income.

**The income of an applicant which is not considered a financial resource:**

Child Tax Benefit (Yukon Portion only);

Involuntary deductions;

Basic Child maintenance payments received on behalf of a child in other government care;

Contributions for other than ordinary maintenance of applicants or their dependents that require special care;

Wage subsidy pursuant to this policy;

Settlement payments to Thalidomide victims, World War II interns and persons infected with HIV blood products, Residential School;

Yukon First Nations Elders Allowance payments;

The monthly income from education training dollars earned by members of the family unit pursuant to policy (4.3.1 and 7.2);

Earnings of a dependent under the age of 19 years living at home and attending school full time; and

Income earned from C/TFN honorariums (clients may receive 2 full days honorarium per month without being deducted against the TFA)



Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council

---

### 4.3.2 Financial Assets

#### Objectives

To clarify the amount of financial assets that is allowable for an applicant for Temporary Family Assistance.

#### Definitions:

Financial assets – the amount of money in the applicant's bank accounts(s)

#### Policy

The financial assets of a family unit:

- 1 person - \$ 500
- 2 persons - \$ 1000
- each additional person - \$ 300

Financially assets less than the above will not affect an applicant's eligibility.

All financial assets in excess of the above will deemed to be income and will be entered on the Budget Deficit form as other income. (For example, one person who has a financial asset balance of \$ 700 will have \$ 200 entered on the Budget Deficit form as other income).

#### Procedure

The Case Worker shall use the Statutory Declaration **(To Be Developed)** form for the applicant to declare his/her financial assets.

The Case Worker, at his/her discretion, shall use the Consent and release of Information form to verify the applicant's declared financial assets.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

#### **4.4 Head of Household**

##### **Objectives**

To identify the head of household and the responsibilities of that person for purposes of applying for Temporary Family Assistance.

##### **Definitions:**

Head of Household – the person within the family unit who made the most money during the previous month.

##### **Policy**

The head of the household must make a request for Temporary Family Assistance with spouse where applicable.

Where the Case Worker is aware that someone other than the head of household is or will be responsible for some or all of the dependents at times throughout the month; the Case Worker will use purchase orders to meet the needs and ensure that the purchases are given to the appropriate persons in accordance with the policy 4.4.3 Emergency Guardianship.

Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council

---

#### 4.4.1 Income

##### Objectives

To identify what makes up a family unit for the purposes of applying for Temporary Family Assistance.

##### Definitions:

statutory declaration – a signed statement that the client may be asked to submit that defines the nature of his/her relationship with other members of the household.

Common law – persons who have been living together as a couple for any length of time. This includes couples who live together on an intermittent basis due to absence for work, hospitalization or incarceration.

Residing together – any number of people living in the same household.

Ordinary resident – means the place where a person normally lives, receives their mail and claims as a residence for tax purposes.

Legal separation agreement – a legal document outlining the terms of a marital separation.

##### Policy

The following makes up a family unit:

- a) persons who are legally married and any biological or legal children they may have who are living with them;
- b) persons who are a common law couple and any biological or legal children they may have who are living with them;
- c) a single parent or guardian and any biological or legal children they may have living with them; and
- d) persons who are ordinarily resident in the same household in accordance with this policy.

## **Procedure**

The applicant is responsible for substantiating the nature of the relationship.

Where there is doubt as to the nature of the relationship as declared by the applicant, the Case Worker may ask the applicant to:

- a)** sign a Statutory Declaration to verify the nature of the relationship;
- b)** provide evidence of the other person's place of residence such as income tax forms, utility bills or telephone bills and bank accounts; and /or,
- c)** provide a legal separation agreement.
- d)** home visits will be conducted on a weekly basis for a period of 3 months following the separation.
- e)** in a case where a couple separates and one is receiving an income we require the applicant who is applying for TFA to wait a two week period before having TFA issued.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006 Revised

Authorized By Executive Council

---

### 4.4.2 Temporary Guardianship

#### Objectives

To assist those caring for children who may or may not be immediate family on a planned temporary or semi-permanent basis.

#### Policy

Where the care giver is eligible for TFA in any given month, the care giver will be able to claim the child(ren) as dependents and receive assistance accordingly if child's parents are also on Temporary Family Assistance.

Where the care giver is not eligible for TFA, a case plan with the program manager will take place.

Where a child is placed with immediate family it is based on the family's net (after payroll deductions) income how much they may receive for the child. If family's net income is:

    between \$500 and \$1000 entitled to \$390

    over \$1000 and under \$1500 entitled to \$390

    over \$1500 and under \$2000 to \$200

    over \$2000 they are not entitled for any allowance and it becomes their responsibility to provide for the child.

#### Procedure

The parent or legal guardian must provide the Social Development Coordinator with a letter that states the name of the child to be cared for, the length of the temporary guardianship and a declaration that they are unable to pay the care giver themselves.

The care giver may then apply for the assistance at the beginning of each month.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **4.4.3 Emergency Guardianship**

#### **Objectives**

To assist care givers in emergency, intermittent guardianship situations; to avoid duplication of assistance.

#### **Policy**

Where the parent or normal guardian is unable to care for their child(ren), assistance may be given to an emergency care giver in the same amounts that would have been paid to the parent.

If the parent or normal guardian has already received TFA for that month, no assistance will be given until the next month. If TFA has not been paid, the Case Worker will provide assistance by purchase orders only.

#### **Procedures**

The Case Worker will distribute the child's portion of the assistance to be given between the normal Head of household and the emergency guardian in proportion to the amount of time the emergency guardian will be caring for the children.

On the third occurrence of this nature with the same parents, the Case Worker will refer the matter to GC/TFN Family Council, or under the direction of the Director, TYG Children and Family Services for assessment on the appropriateness of an apprehension.

Effective Date May 1<sup>st</sup>, 2006 Revised

Authorized By Executive Council \_\_\_\_\_

---

**5.0 Special Conditions for Eligibility**

**5.1 Applicants who are under 19 years of Age**

**Objective**

To provide criteria for determining the eligibility of applicants for Temporary Family Assistance who are under 19 years of age.

**Policy**

An applicant who is under 19 years of age and meets the criteria set out in the General Eligibility policy (4.0), is eligible for assistance if one of the following also applies:

a) the applicant is living apart from their parents due to one of the following reasons:

i) the parents have refused to allow the applicant to live with them and sign a statement confirming this fact.

OR,

ii) the parents are not capable of caring for the applicant, for reasons other than financial;

b) the applicant is living apart from their parents and was self-sufficient prior to applying for Temporary Family Assistance; the applicant must show proof that their current reasons for applying for Temporary Family Assistance were unforeseen at the time of moving away from their parents;

c) the applicant has been discharged from the care of an authorized child welfare agency at the age of 18 years.

In determining eligibility, the Case Worker must ascertain that the applicant's parents are unable to care for or financially support the applicant by doing an in-depth assessment and conducting an interview with the parent(s).

The Case Worker may determine that the applicant's parents are unable to care for the applicant:

- a) the youth would be at risk in returning home; or
- b) the parent(s) would not be able to provide a reasonable living environment for the youth.

The Case Worker **may** refuse to pay assistance to an applicant under 19 years of age if on reasonable grounds the Case Worker believes that the applicant's parents are a practical resource for their support and:

- the parents refuse to accept a bill-back for the assistance given, and;
- the applicant is refusing to take legal action to enforce the parent's obligation to support them.

Recipients of Temporary Family Assistance under the age of 19 must find room and board arrangements rather than apartments or hotel rooms and be under adult supervision.

### **Procedure**

If the Case Worker believes the youth would be at risk if returning home, the Case Worker will refer the file to GC/TFN's Family Council or under the Direction of the Dept. Director, Family and Children Services for investigation.

If the parents refuse to provide support for the applicant, then the Case Worker will advise the parents, family, Clan and applicant that an application will be made to Maintenance Enforcement on behalf of the applicant.



Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

## 5.2 Applicants who are Post-Secondary Students

### Objective

To clarify when a Post-Secondary student is eligible for TFA.

### Definition

Post-secondary Student – a person attending a recognized school or program (other than K to 12) for a minimum of 30 hours per week.

### Policy

An applicant who is a post-secondary student and meets the criteria set out in the General Eligibility policy (4.0), is eligible for TFA if they are not eligible for any other available assistance including training or education allowances, grants or loans.

Applicants must demonstrate that they have applied for and been refused assistance from all other normal sources. If GC/TFN has refused the applicant because of an outstanding debt to GC/TFN and no repayment plan is in place; no assistance will be given.

Temporary Family Assistance will not cover the cost of post secondary courses, correspondence courses or personal interest/recreational courses.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **5.3 Applicants who have Apparent Substance Abuse Problems**

#### **Objective**

To clarify when applicants with apparent substance abuse problems are eligible for Temporary Family Assistance.

#### **Policy**

Any persons intoxicated or under the influence of a mind altering drug will not be provided services. As previously noted all TFA applicant's will be assigned a Case Worker.

Applicant's with apparent substance abuse problems will be required to undergo an assessment or treatment prior to being considered eligible for Temporary Family Assistance.

Once a case plan has been developed the individual may receive a PO only until it is determined by the individual and supports that they are capable of self management.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

**5.4 Applicants who are eligible for employment insurance.**

**Objective**

To establish the criteria and conditions for a person eligible for Employment Insurance to receive Temporary Family Assistance.

**Policy**

Any person who is eligible for Employment Insurance Benefits must prove that they have applied for those benefits prior to making a request for Temporary Family Assistance.

For an applicant who is eligible for Employment Insurance Benefits to receive Temporary Family Assistance they must:

- a) sign an Agreement to Repay form; and
- b) be eligible for Temporary Family Assistance in accordance with the General Conditions for Eligibility policy (4.0).

The Temporary Family Assistance for an applicant eligible for Employment Insurance will be issued during the initial waiting period for the Employment Insurance benefits to arrive. After the Employment Insurance payments have begun, the Temporary Family Assistance must be reimbursed.

If Employment Insurance is refused, no repayment will be required.

If an emergency is determined for the family through the case plan, on a case by case basis the family may not have to pay back the TFA.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **5.5 Non-status House-hold Members**

#### **Objective**

To detail how TFA will be handled for non-status household members.

#### **Policy**

When the head of the household is status, the non-status members of the household may be granted the appropriate level of Temporary Family Assistance by GC/TFN provided that through the **reciprocal agreement** YTG will reimburse our First Nation.

#### **Procedure**

YTG will then be invoiced accordingly.

#### **Policy**

When the head of the household is non-status, he/she should apply directly to YTG who will provide assistance according to their policy; or he/she may apply to GC/TFN for Temporary Family Assistance provided that through the **reciprocal agreement** there is an arrangement with YTG for reimbursement.

#### **Procedure**

YTG will then be invoiced for all non-status household members accordingly.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

## **6.0 Basic Temporary Family Assistance**

All applicants eligible for Temporary Family Assistance will receive the following allowances in accordance with the specific policy for that allowance:

- a) Food Allowance (6.1);
- b) Shelter Allowance: either rental (6.2.1), home owner (6.2.2), home buyer (6.2.3) or room and board (6.2.4;)
- c) Fuel and utilities Allowance (6.3)
- d) Clothing Allowance (6.4); and
- e) Incidental Allowance (6.5).

**GCTFN TEMPORARY FAMILY ASSISTANCE POLICY**

**Section 4**

Effective Date May 1<sup>st</sup>, 2006 Revised  
Authorized By Executive Council \_\_\_\_\_

---

**6.1 Food Allowance**

**Objective**

To calculate the amount of basic food allowance a recipient should receive.

**Policy**

Total food allowances for the number of people in a family unit are as follows:

**CARCROSS/TAGISH**

| # people in family unit | Monthly | Weekly | BI-WEEKLY |
|-------------------------|---------|--------|-----------|
| 1                       | 175     | 40     | 87        |
| 2                       | 350     | 81     | 175       |
| 3                       | 525     | 122    | 262       |
| 4                       | 700     | 163    | 350       |
| 5                       | 875     | 204    | 437       |
| 6                       | 1,049   | 244    | 524       |
| 7                       | 1,224   | 285    | 612       |
| 8                       | 1,399   | 326    | 699       |
| 9                       | 1,574   | 367    | 787       |
| 10                      | 1,749   | 408    | 874       |

For each additional unit over 10, add \$175.00 per month.

Any additional money issued for food must be in accordance with the Special Food Allowance Policy (7.3)

# GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

# Section 4

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

## 6.2 Shelter Allowances

### 6.2.1 Rental Allowances

#### Objective

To determine who receives rental allowance and the amount of rental allowance that should be issued.

#### Policy

To receive a rental allowance the recipient must have the Rental Report of Landlord form completed **(To Be Developed)** and signed by the owner or landlord of the rental property. This also included recipients living in GC/TFN housing and being charged rent.

If the owner of the rental property is unavailable, an allowance may be issued for one month. Verification is required by providing lease agreement or rent receipt.

A rental allowance may be provided to recipients at the actual cost up to a maximum of the following amounts according to the size of the family unit;

| <b># of people in family unit</b> | <b>monthly \$ amount</b> |
|-----------------------------------|--------------------------|
| 1                                 | 390                      |
| 2                                 | 525                      |
| 3                                 | 625                      |
| 4+                                | 640                      |

Where two or more people or family units share a common dwelling but are not sharing their income and household responsibilities as in a marriage, the Case Worker will divide the actual shelter costs by the number of people or family units occupying the common dwelling.

## **Procedure**

In the unfortunate event that the recipient's child(ren) are removed from the home for child safety reasons, by GC/TFN or YTG Child Welfare, the child(ren) may continue to be included in the determination of the family size until a final custody decision is made by Family Council or Territorial court. In the case of permanent custody, the rental allowance will be adjusted accordingly.

Where a family is to be reunited through the return of children under custody by agreement, the increased rental allowance may be provided up to a maximum of 3 months before they return to the parents. A memo of explanation and recommendation is required from the Family Council or in the case of YTG, child(ren)'s social worker.

When fuel and utilities are included in the cost of rent and rent exceeds the rental allowance, then the fuel and utilities allowances and the shelter allowance may be combined as set out in the Fuel and Utilities policy (6.3).

If the rental agreement stipulates the payment of first and last months rent, the last months rent which is not to exceed the rental allowance may be advanced under an Agreement to Repay.

The GC/TFN Temporary Family Assistance Program will not be party to a lease or any rental arrangements between landlord and tenant. GC/TFN Temporary Family Assistance Program will not accept liability for non-payment of rent or for any damage done by an applicant to rented accommodations.

If an application for TFA is received later than the first day of the current month then the rental allowance is to be pro-rated to include only those days remaining in the month.

Direct payment to landlords must be made to avoid any arrears owing to the First Nation.



Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **6.2.2 Home Owner (without mortgage) Allowance**

#### **Objective**

To set out the conditions for receiving a home owner (without mortgage) allowance and the amount of allowance that can be issued.

#### **Policy**

An applicant for this benefit must own their home and reside in the home for which the benefit is being considered.

The allowance will be sufficient to cover current taxes, fire insurance and other assessments, pro-rated on a monthly basis, provided that the total home owner allowance is not in excess of the rental allowance set out in policy 6.2.1 for a family unit of equivalent size.

These expenses will be paid upon receiving invoice and all payments will be made directly to appropriate business or government group.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **6.2.3 Home Owner (mortgage) Allowance**

#### **Objective**

To set out the conditions for receiving a home owner (with mortgage) allowance and the amount of allowance that can be issued.

#### **Policy**

For applicants that own their home with an outstanding mortgage and reside in the home for which the benefit is being considered.

The allowance will be sufficient to cover current taxes, interest on a mortgage, fire insurance and other assessments provided that the total home owner allowance is not in excess of the rental allowance set out in policy 6.2.1 for a family unit of equivalent size.

The recipient may wish to make payments on both interest and principal portions of the mortgage. In this case, an allowance may be provided to cover the costs of the principal portion of a mortgage if the applicant signs an Agreement to Repay. The entire amount covered by the Agreement to Repay must be repaid as quickly as possible; but must be repaid when the mortgage is transferred or renewed, or in the case that the house is transferred or sold.

The recipient must provide a statement from the bank showing the mortgage payment breakdown of principal, interest, and taxes.

An increase to the allowance for a recipient re-mortgaging their home shall be paid only where the re-mortgaging is necessary because of the expiration of the term of the mortgage.

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

**6.2.4 Room and Board Allowance**

**Objective**

To identify who is eligible for a Room and Board allowance and the amount of Room and Board allowance that should be issued.

**Definitions**

immediate family- biological or adoptive parents, grandparents, siblings, children and spouses, including common law spouses, of an applicant. This also includes in-law and step relationships of the above.

**Policy**

To be eligible for the Room and Board Allowance the applicant must not be residing with immediate family members. They would only be entitled to the basics.

To receive a Room and Board Allowance, a Rental Report of Landlord Form must be completed by the person to whom the fee for room and board is paid.

To remain eligible for the Room and Board Allowance, recipients must bring the Worker a receipt each month for the cost of the Board and Room signed by the person to whom the fee for room and board is paid.

The maximum amount for a single person that may be paid for Room and Board is \$390.00 per month.

All Room & Board must be paid directly to who is providing R&B.

The laundry allowance (policy 7.9) is not included in Room and Board payments.

If only board is charged to the recipient, then a maximum of \$175/month will be paid.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **6.3 Fuel and Utilities Allowance**

#### **Objective**

To set out the amount of money to be issued through the Fuel and Utilities Allowance.

To identify what the Fuel and Utilities Allowance must be spent on.

#### **Policy**

The Fuel and utility allowance shall be used by the recipient to cover the expense of the following:

- a) the cost of heating fuel for the recipient's home;
- b) the cost of fuel for cooking meals;
- c) the cost of water delivery required for the recipient's home;
- d) the cost of hydro-electricity required for the recipient's home;
- e) garbage disposal provided by a company on a regular weekly or bi-weekly basis; and;
- f) gas/diesel for generator.

An allowance will be provided for the actual cost of fuel and utilities each month up to the maximum outlined below. The amount of money to be issued shall always be the lesser of the allowable allowance (listed below) or the actual cost.

## **CARCROSS / TAGISH**

| <b>Size of Family Unit</b> | <b>Sept, April, May</b> | <b>Nov-March</b> |
|----------------------------|-------------------------|------------------|
| 1                          | \$375                   | \$425            |
| 2                          | \$400                   | \$450            |
| 3                          | \$425                   | \$475            |
| 4                          | \$450                   | \$500            |
| 5                          | \$475                   | \$525            |
| 6                          | \$500                   | \$550            |
| 7                          | \$525                   | \$575            |
| 8                          | \$550                   | \$600            |
| 9                          | \$575                   | \$625            |
| 10                         | \$600                   | \$650            |

### **Procedures**

When fuel and utilities are included in the cost of rent and rent exceeds the maximum for shelter allowance, the fuel and utilities allowance and the rental allowance may be combined.

If the cost of fuel/utilities exceeds the maximum amount and there is a risk to health or safety of the recipient, the recipient may be eligible for additional assistance under Emergency Temporary Family Assistance policy (9.0).

**GCTFN TEMPORARY FAMILY ASSISTANCE POLICY**

**Section 4**

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

**6.4 Clothing Allowance**

**Objective**

To determine the amount of Clothing Allowance a recipient of Temporary Family Assistance should receive.

**Policy**

The monthly clothing allowance provided is:

- a) ages 0 to 13;                 \$ 29
- b) ages 14 and over;           \$ 56

**GCTFN TEMPORARY FAMILY ASSISTANCE POLICY**

**Section 4**

Effective Date May 1<sup>st</sup> , 2006 Revised  
Authorized By Executive Council \_\_\_\_\_

---

**6.5 Incidental Allowance**

**Objective**

To determine the amount of Incidental Allowance that should be issued.

**Policy**

The Incidental Allowance for the cost of personal care and maintaining a household will be paid on a monthly basis.

The amounts are as follows:

| <b>AREA</b>     | <b>Size of Family Unit</b> | <b>MONTHLY AMOUNT</b> |
|-----------------|----------------------------|-----------------------|
| CARCROSS/TAGISH | 1                          | \$ 50                 |
|                 | 2+                         | \$ 135                |

Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council \_\_\_\_\_

---

## **7.0 Supplementary Temporary Family Assistance**

### **Objective**

To determine a recipients eligibility for Supplementary Temporary Family Assistance benefits.

To outline the supplementary benefits that are available through Temporary Family Assistance.

### **Policy**

Recipients who have been receiving Basic Temporary Family Assistance benefits for a minimum of **six** consecutive months are eligible for Supplementary benefits.

To be eligible for Supplementary benefits over \$ 125 there must be an approval in advance by the Social Development Coordinator.

Recipients eligible for Supplementary Temporary Family Assistance under this policy may be eligible for the following allowances in accordances with the corresponding policies 7.1 through the 7.9:

- a) Permanent Labour Force Exclusion Allowance (7.1);
- b) Education and Training Allowance (7.2);
- c) Special Food Allowance (7.3);
- d) Child Care Allowance (7.4);
- e) Christmas Allowance (7.5);
- f) Special Clothing Allowance (7.6);
- g) Telephone Allowance (7.7);
- h) Nursing Home and Special Care Home Allowance (7.8); and
- i) Laundry Allowance (7.9).



## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised May 12, 2015

Authorized By Executive Council

---

### 7.1 Permanent Labour Force Exclusion Allowance

#### Objective

To determine the criteria for a recipient to be eligible for the Permanent Labour Force Exclusion Allowance.

To set out the amount of money that is issued through the Permanent Labour Force Allowance.

#### Policy

To be eligible for the Permanent Labour Force Exclusion Allowance a recipient must be:

- a) between the ages of 19 and 65 years and unemployable as verified in writing by a doctor; or
- b) 65 years or older.

A recipient who is 60 years or older does not need to apply for Permanent Labour Force Exclusion Labour Force Allowance. The Case Worker will automatically add the Allowance to the benefit amount.

Where couples in a family unit are both in receipt of the guaranteed income supplement, only one person will be eligible for the Permanent Labour Force Allowance.

Where a recipient has a disability to the extent that they are permanently unable to seek employment, the recipient must present the Medical Form complete by their family doctor prior to receiving the Permanent Labour Force Exclusion Allowance.

The rate for the Permanent Labour Force Exclusion Allowance is \$ 250 per person per month. This is in addition to regular assistance.

Effective Date May 1<sup>st</sup> , 2006

Revised July 5<sup>th</sup>, 2012

Authorized By Executive Council

---

## **7.2 Education and Training Allowance**

### **Objective**

Within the required case management training plan, to encourage TFA recipients to access training that will lead to full time employment of their interest.

### **Policy**

Through the case management process, in conjunction with our Capacity Development Department, all TFA recipients will be encouraged to access training that will lead to employment opportunity.

Recipients who access educational training funding, scholarships, or bursaries will be eligible to retain:

100% of their training benefits up to a maximum of \$1000 per month for Post-Secondary and College Preparation for upgrading.

For further clarity, the client must declare all income to the TFA Worker, but when calculating how much TFA they are eligible to receive, 100% of training benefits they receive will not be counted as eligible income up to a maximum of \$1000.

In order to continue receiving TFA:

- a) the individual must have a training plan in place focusing on their plan to move from education to employment towards independence;
- b) the individual must maintain consistent attendance in their training; and
- c) the individual must maintain academic standing in their training program.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **7.3 Special Food Allowance**

#### **Objective**

To identify who is eligible for a special food allowance and to set out the process for calculating the amount that should be issued.

#### **Policy**

Recipients may receive a special food allowance if a doctor, or a public health nurse, provides written confirmation of the recipient's need for a special diet.

The physician or public health nurse providing this confirmation must specify the nature and duration of the recipient's special diet.

Special dietary needs for a new mother and child may be a reason for receiving a special food allowance.

The special food allowance may cover the cost of special baby formula if this cost cannot be covered through Medical Services Branch (Non-Insured Health Benefits), and the need has been confirmed by a public health nurse or a physician.

The Case Worker may provide up to \$50 a month special food allowance for a period of a maximum of 12 months at which time a mandatory review is required. If an amount over \$50 is required, the Social Development Coordinator must approve the amount.

The allowance for a new mother and child will only be for a period up to one year commencing at the birth of the child.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### **7.4 Child Care**

#### **7.4.1 Child Care Allowance**

##### **Objective**

To set out the conditions to be eligible to receive a child care allowance.

To determine the amount of money that will be issued through child care allowance.

##### **Policy**

A recipient is eligible to receive child care allowance if the expense of child care provided by a licensed child care facility is not payable under the Child Care Subsidy Program (YTG).

The child care allowance that may be provided is full-time and half-time child care rates that are established and paid by the Child Care Subsidy program (YTG).

A recipient that is eligible for the Child Care Subsidy Program, (YTG) may receive a child care allowance if the Child Care Subsidy Program does not cover the entire rate charged by the facility. The child care allowance will cover the additional costs charged by the facility upon the recipient providing a receipt to the Case Worker.

This section does not apply where it is covered by any other program.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **7.4.2 Babysitting/Day Care Allowance**

#### **Objective**

To provide short term support services for childcare to assist recipients with an employment opportunity and medial emergencies. To identify who is eligible to receive a babysitting allowance, and the amount of the allowance.

#### **Policy**

A recipient whose children are not in a licensed child care facility is eligible for a baby sitting allowance if they:

- a) have interviews for employment
- b) in emergency short term situations to be approved by the Case Worker.

The babysitting allowance that may be provided is at the same rate as the Early Childhood Education Centre of Carcross/Tagish First Nation. At discretion of the Case Worker this may be subject to change.

#### **Procedure:**

The parent must first check to see if there is available room at the Early Childhood Education Centre.

**All of the above must be approved by the Case Worker.**

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **7.5 Christmas Allowance**

#### **Objective**

To identify who is eligible for a Christmas Allowance.

To identify the amount that is issued through the Christmas Allowance.

#### **Policy**

To be eligible for the Christmas Allowance, a recipient must meet the Temporary Family Assistance requirements (7.0).

The Christmas Allowance shall be up to \$50 per person within the family unit for the month of December.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

## **7.6 Special Clothing Allowance**

### **Objective**

To describe the special clothing allowance.

### **Policy**

An allowance for special clothing may be paid if required to a maximum of \$125 per adult (15 years and older) per year and \$100 per child (birth to 14 years) per year.

Special clothing required for job readiness such as steel-toed boots or sleeping bags may be discussed with the Capacity Development Department.

### **Procedure:**

To receive this benefit, recipients must have been on TFA for 6 consecutive months.

**Purchase orders only can be used for this section.**

Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council \_\_\_\_\_

---

**7.7 Telephone Allowance**

**Objective**

To outline the criteria to be eligible for the telephone allowance.

**Policy**

An allowance for a telephone may be provided to recipient if a telephone is needed in case of emergency medical care and is recommended in writing by a health care practitioner.

The telephone allowance will cover basic local service charges only. Under no circumstances will it cover long distance charges or optional features such as call waiting.

If a recipient is approved for a telephone allowance and the phone company requires a security deposit, an allowance may be provided to cover this expense. The applicant must sign a repayment form for when it deposit is returned to them.

After the first telephone allowance is paid, the Case Worker will ensure that the recipient has a receipt for payment from the telephone company prior to issuing the next telephone allowance.



**GCTFN TEMPORARY FAMILY ASSISTANCE POLICY**

**Section 4**

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

**7.8 Nursing Home and Special Care Home Allowance**

**Objective**

To outline the temporary benefits available for recipients residing in nursing homes or special care homes up to a three month period.

**Policy**

A recipient that resides in an approved Nursing Home or Special Care Home **may** receive a comfort allowance of \$125 per month as a supplementary temporary benefit.

Temporary stays may be covered at the daily rates for respite or similar purposes if this is not covered by any other program.

The applicant must first exhaust all sources of family assistance.

Facilities must be approved in advance by the Social Development Coordinator.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

## **7.9 Laundry Allowance**

### **Objective**

To determine the criteria for receiving the laundry allowance.

To establish the amount provided through the laundry allowance.

### **Policy**

A maximum of \$15 per month per person may be paid where an applicant is required to pay for washing machines in a commercial facility or as part of their rental or lease agreement.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

Section 4

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **8.0 Temporary Family Assistance for recipient's attending a Treatment Program.**

#### **Objective**

To identify when a recipient is eligible to receive Temporary Family Assistance while attending a treatment program.

To identify the benefits that recipients attending a treatment program may receive.

#### **Policy**

A recipient who is attending a treatment program may receive TFA if:

- a) the treatment program is recognized, approved program which will enhance the recipients opportunity to become self-sufficient, in accordance with the recipients case plan; and
- b) the recipient requests approval of these benefits allowance prior to entering the treatment program.
- c) the Case Worker receives confirmation of satisfactory attendance in the program.

The recipient shall receive clothing and incidental allowance in accordance with the Clothing Allowance (6.4) and Incidental Allowance (6.5) policies.

A rental allowance to cover their Yukon residence, in accordance with the Rental Allowance policy (6.2.1), may be provided for up to a maximum of three months for recipients attending a residential treatment program.

A portion of the recipients TFA may be provided to a care giver or babysitter for the recipients children during the time that the recipient is attending the treatment program. The portion will be equal to normal amounts paid to the recipient on behalf of the children.

Any costs covered by the Treatment Centre is not eligible.

Effective Date May 1<sup>st</sup> , 2006 Revised

Authorized By Executive Council

---

**9.0 Emergency Temporary Family Assistance**

**Objective**

To identify the circumstances under which emergency Temporary Family Assistance may be provided.

**Policy**

The purpose of emergency Temporary Family Assistance is to alleviate risk to an applicant or their family's health or well-being by providing immediate financial assistance.

Examples of circumstances in which emergency Temporary Family Assistance may be provided include:

- a) an imminent power disconnection in the middle of winter;
- b) an imminent eviction for failure to pay rent;
- c) a fire or other natural disaster; or
- d) lack of food in the house.

Only the minimal amount of financial assistance will be provided through emergency financial assistance in order to alleviate the risk of the emergency situation. In no case will the assistance provided exceed the amounts normally provided under this policy.

Emergency Temporary Family Assistance may be provided to persons who are not eligible for regular TFA. The Case Worker must first be assured that the applicant has no other visible means of supporting themselves.

All emergency TFA provided will be regarded as advance to be recovered. An Agreement to Repay form must be completed. Elders may be exempt from the requirement to repay emergency financial assistance upon the determination of the Case Worker.

All regular file documentation must be completed for a person who receives emergency Temporary Family Assistance.

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

## 10.0 Conditions for Maintaining Eligibility

### Objective

To set out criteria for a recipient to continue to receive Temporary Family Assistance.

### Policy

General eligibility for Temporary Family Assistance benefits must be reassessed, in accordance with the General Conditions for Eligibility policy (4.0), on a monthly basis.

It is the responsibility of the Case Worker, to make a home visit at least once a month to verify information and provide other casework services.

To continue to receive Temporary Family Assistance it is the responsibility of the recipient to:

- a) prove that the allowances are being used for the purposes intended by providing receipts, invoices, pay stubs, ect;
- b) provide information to the Case Work showing their efforts in carrying out their case plan;
- c) be available for a personal interview with the Case Worker; and
- d) advise the Case Worker immediately of any change in circumstances that would affect their continuing eligibility. For example an increase in financial resources;

Additional responsibilities for an employable recipient are as follows (see Employable Recipient policy 10.2 to determine if the recipient is employable):

- a) demonstrate (through documentation – i.e. records of job applications) honest efforts to seek work; **(see job search form)**
- b) have demonstrated an honest effort to implement their case plan i.e. seek

appropriate employment services, education and training which will assist them in obtaining employment;

c) accept any reasonable job offer; and

d) follow through on job referrals.

A recipient may be excused from their responsibilities under this policy for the following reasons:

a) health (Doctor's confirmation required);

b) safety (required to perform unsafe duties or subject to sexual or other forms of harassment);

c) immediate family crisis (death or illness); or

d) emergency when leave from the job has not been granted.

If a recipient is not meeting the responsibilities as set out in this policy, the Case Worker may:

a) terminate the recipients benefits in accordance with the Process for Terminating Temporary Family Assistance policy 10.1; or

b) alter the method of pay in accordance with the Method of Pay policy 12.0

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

### **10.1 Process for Terminating Temporary Family Assistance**

#### **Objective**

To outline the process for terminating a recipient's Temporary Family Assistance.

#### **Policy**

To terminate a recipient's Temporary Family Assistance, the Case Worker must:

- a) show cause for termination or suspension (e.g. refusal of employment, unjustified termination of employment, fraud, misuse of TFA funds, refusal to follow case plan).
- b) notify the recipient in writing of the decision to terminate their Temporary Family Assistance;
- c) if possible, meet with the recipient to discuss the reasons for termination; and
- d) provide the recipient with information about the process to appeal a decision for termination (Appeal Process policy 19.0).

Termination of Temporary Family Assistance Shall entail suspension periods for the following length of time:

- 1<sup>st</sup> time – suspension for one month;
- 2<sup>nd</sup> time – suspension for three months;
- 3<sup>rd</sup> time – suspension for six months.

After each suspension period ends, the client can re-apply for Temporary Family Assistance.

**Procedure:**

Upon re-applying for TFA a client must complete a Case Plan within the first month. They will only be able to receive benefits by purchase orders until a Case Plan is developed.

If the client refuses to complete a Case Plan by the end of the first month, TFA will be terminated.



Effective Date May 1<sup>st</sup>, 2006

Revised May 12<sup>th</sup>, 2015

Authorized By Executive Council

---

## **10.2 Employable Recipients**

### **Objective**

To identify which recipients qualify as employable for the purpose of clarifying the recipients responsibilities under Conditions of Maintaining Eligibility policy 10.0

### **Policy**

A recipient is employable if they:

- a) are unemployed due to lack of employment opportunities;
- b) are between the ages of 19 and 60; and
- c) have no illness, injury or disability that prevents employment,
- d) do not qualify as a primary caregiver with young(under6) or disabled children in accordance with policy 10.3.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised May 12, 2015

Authorized By Executive Council

---

### 10.3 Caregivers for Young Children or Disabled Persons

#### Objective

To identify when a recipient qualifies as a caregiver for young children or the disabled for the purpose of clarifying their responsibilities under the Conditions for Maintaining Eligibility policy (10.0.)

#### Policy

A recipient who qualifies as the caregiver for younger children (under 6 years of age) or a disabled persons shall not be considered employable and are exempt from seeking employment.

- Applicants who will be exempt under this policy may still choose to seek employment, training, or otherwise help themselves to become self-sufficient and should be encouraged and supported to the full extent possible.

A recipient who is taking care of one or more of their own children (under 6 years of age), including children under his/her guardianship with a severe disability qualifies as a caregiver.

Any recipient who is taking care of a severely disabled person will be required to provide an assessment completed by a qualified professional to determine the need for a care giver.

Only one adult within a family unit may qualify as a caregiver for young children or a disabled persons.

During the period when it is being determined whether the recipient qualifies as a care giver for disabled persons, the recipient shall not be considered employable.

(Continued)

(Continued)

Case Plan:

To maintain eligibility within this policy, recipients are required to follow a case plan which may include training as it is made available in topics such as:

- parenting skills
- prenatal education
- budgeting for the home
- adult caregivers
- job readiness
- early childhood development
- nutrition

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### 11.0 Commencement of Temporary Family Assistance

#### Objective

The purpose of this policy is to clarify when payments of Temporary Family Assistance should begin.

#### Policy

Temporary Family Assistance payments shall be:

- a) the first work day of the month in which the application is made (the one exception is January due to Christmas holidays); or
- b) in an emergency, **only purchase orders may be used**

It is up to the discretion of the Social Development Coordinator to choose one of these options for commencement of Temporary Family Assistance payments.

Retroactive payments shall not be made for any reason.

Persons moving to Carcross/Tagish from another jurisdiction will not be eligible for Temporary Family Assistance until the following month.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### 12.0 Method of Pay

#### Objective

To clarify whether the method of paying a recipient Temporary Family Assistance should be done directly by cheque, through a third party or by purchase order.

#### Policy

Under no circumstances will the Case Worker use cash payment to provide assistance.

#### Payments by cheque directly to the recipient:

Initially, all recipients must be given the opportunity to manage their own financial affairs by having their TFA paid directly to them through a cheque.

The Case Worker will follow the time lines of the GC/TFN Finance department for requisition submission in order to have a cheque issued.

In those situations where following the GC/TFN Finance department time line would produce a health or safety risk to the recipient, a purchase order may be issued.

Where Temporary Family Assistance is provided for a period of less than one month, benefits will be provided by cheque or purchase order on a day other than the first of the month.

#### Payments by Purchase Order to a Third Party:

Reasons for paying a recipient by Purchase Order or through a third party include:

- a) the recipient did not use TFA money for its intended purpose;

- b) apparent substance abuse problems by the recipient;
- c) the recipient's apparent involvement in gambling;
- d) other personal problems that affects the recipients ability to manage month; or
- e) a pattern of lost or stolen cheques.

When purchase orders are used, the purchase order should clearly state a specific time period in which the applicant can make the purchases. It must also state the place of business or vendor and the amount, (as outlined in the GC/TFN Purchase Order Policy).

A third party payment will be made to:

- a) Yukon Electrical Company to pay for recipients electrical bill; North of 60 Petro, ect.
- b) the recipient's partner or another responsible adult.

All third party payments will be paid directly by GC/TFN at the discretion of the Case Worker where it is deemed a benefit to client then paying bills may be implemented as part of the case plan.

To issue a cheque to a third party, an agreement with the third party must be made.

**Procedure:**

Payments to a third party are to be reviewed at least annually by the Case Worker.

Where a third party payment is made to the recipient's partner or another responsible adult, the third party will provide a list of expenditures along with receipts and records to the Case Worker.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### 12.1 Payment of Arrears to the Yukon Electrical Company Limited(YECL)

#### Objective

To determine when a recipient is eligible to have Temporary Family Assistance pay for arrears to the YECL.

To outline the process for making these payments.

#### Policy

Temporary Family Assistance will pay a recipient's arrears to YECL if:

- a) the health and safety of the recipient or family are threatened; and
- b) if the debt was incurred due to the recipient's lack of resources at which time there will be a repayment plan.

As previously stated all payments will now be paid directly to YECL. If an applicant is not eligible for TFA but the payment of the arrears is essential to their health and safety, then payment under the emergency Temporary Family Assistance policy (8.0) may occur.

Temporary Family Assistance shall only pay the minimum amount of arrears to YECL to ensure continuation of service for the recipient.

Repayment to GC/TFN will be established on a pro-rated basis by the Case Worker through an agreed upon payment schedule. Any arrears in the amounts of less than \$100.00 will be paid in full by authorization of the Case Worker. This amount will be repaid by the recipient through an agreed upon repayment schedule.

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### **13.0 Lost or Stolen Cheques**

#### **Objective**

To clarify when a lost or stolen Temporary Family Assistance cheque should be replaced.

#### **Policy**

A lost or stolen cheque shall be replaced if:

- a) the recipient reports the incident to the RCMP;
- b) the recipient presents an RCMP card with an investigation number to the Case Worker; and
- c) the recipient completes a Statutory Declaration form indication that they have either lost or had their cheque stolen.

Once a TFA cheque that has been cashed it can no longer be replaced by GC/TFN if it is lost or stolen. The Case Worker must ask Finance to determine if the cheque has been cashed and by whom.

Once a cheque is reported stolen there is a waiting period of 7 working days. If eligible the Case Worker shall re-issue the same benefits that were provided on the original cheque on or before the next GC/TFN cheque run occurs.

Before re-issuing another cheque, the Case Worker, or GC/TFN Finance Officer, must confirm that the cheque has not been cashed and must place a "stop payment" on the lost or stolen cheque. If the cheque has been cashed by someone other than the payee, the RCMP are to be advised immediately.



Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

#### 14.0 National Child Tax Benefit

##### Objective

To define how the National Child Tax Benefit monies deducted from TFA will be used.

##### Policy

The monies received from the National Child Tax Benefit deductions will be allocated by the Wellness Team, in ways that positively benefit GC/TFN children.

##### Procedures

The committee will allocate Child Tax Benefit Resources to the GC/TFN Early Childhood Education Centre at their regular scheduled budget meeting to a maximum of **thirty five thousand dollars (\$35,000.00)**.

To be approved by General Council on an annual basis.

Review this policy on a yearly bases to assess the ECE initiative and to ensure funds are meeting their objectives.

Effective Date May 1<sup>st</sup> , 2006

Revised May 12, 2015

Authorized By Executive Council

---

**15.0 Allegations of Abuse or Fraud or Breach of Policy.**

**Objective**

To clarify how to proceed with allegations of abuse or fraud or breach of policy.

**Policy**

All allegations of abuse or fraud or breach of policy will be brought to the attention of the Director and investigated immediately.

The Case Worker, or other issuing authorities, are not authorized to forgive or ignore any allegations of abuse or fraud or breaches.

If the Director determines that there is reasonable grounds to believe that abuse or fraud has occurred, the Case Worker will proceed to recover benefits in accordance with the Recovery of Benefits policy (16.0).

If the Director determines through investigation that a breach of policy has occurred, the following steps will occur;

- a written warning will be provided to the client for the first offence,
- any additional breaches following a written warning will result in suspension from TFA for 30 days.

If the Director determines that there is reasonable grounds to believe that abuse or fraud occurred via illegal activity then the Case Worker will prepare a report for the C/TFN Executive Council or Justice Council (when established) and or RCMP and notify the recipient in writing.

Any person convicted of fraud or related charges of Temporary Family Assistance within the last 12 months may be suspended or terminated in accordance with Process for Terminating Policy (10.1).

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### 16.0 Recovery of Benefits

#### Objective

To clarify when and how Temporary Family Assistance benefits should be recovered.

#### Policy

Benefits will be recovered from a recipient or a former recipient when:

- a) a Temporary Family Assistance payment was made to recipient that exceeded the amount authorized; or
- b) a Temporary Family assistance payment was made to a recipient based on misinformation (including concealment or failure to disclose information) provided by recipient.

#### Procedure:

The Case Worker will notify the individual by letter that an overpayment has been made, the amount of the overpayment, and reason for the overpayment. The letter will also outline the expected repayment schedule.

The repayment schedule should not create a situation of undue hardship for the recipient.

Any recovery of benefits will be noted on the recipient's file.

**Consent for such recoveries will be given by applicants when they sign the Budget and Decision Form.**

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### 17.0 Agreement to Repay

#### Objective

To summarize when an Agreement to Repay form be completed.

#### Policy

An Agreement to Repay form must be completed when Temporary Family Assistance is issued for:

- a) deposits that will be returned to the recipient;
- b) a payment on the principle of a mortgage, in accordance with the Home Buyer policy (6.2.3);
- c) arrears to the Yukon Electrical company, in accordance with Payment of Arrears to the Yukon Electrical Company Limited policy (12.1);
- d) emergency Temporary Family Assistance, in accordance with the Emergency Temporary Family Assistance policy (9.0);

#### Procedure

The Agreement to Repay must include a repayment schedule developed by the recipient and the Case Worker.

An Agreement to Repay form is to be completed by the Case Worker and submitted to the Social Development Coordinator for approval.

**GCTFN TEMPORARY FAMILY ASSISTANCE POLICY**

**Section 4**

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

**18.0 Voluntarily Repayment of Benefits**

**Objective**

To outline the process for accepting a voluntary repayment of Temporary Family Assistance.

**Policy**

Any person who has received Temporary Family Assistance benefits may voluntary repay such assistance.

**Procedure**

Repayment will be accepted immediately and an official receipt will be issued.

Voluntary repayment of benefits will be noted on the individual's file.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### 18.1 Voluntary Work for TFA

#### Objective

To provide the guidelines for working for TFA on a voluntary basis.

#### Policy

TFA recipients may volunteer to work for their TFA in situations where:

- the work to be done benefits the community or GC/TFN.
- there is no loss of employment opportunity for others.
- non performance of the agreed upon duties will not interfere with normal operations.
- no employer/employee relationship obligations are created.
- the recipient continues to meet all other conditions for maintaining eligibility for TFA such as looking for work.

#### Procedure

Recipients must meet with the Social Development Coordinator and agree on the timing and duties to be performed.

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

## **19.0 Appeal Process**

### **Objective**

To set out the guidelines for the appeal process.

To identify the Appeal Committee and outline the authority of this committee process.

### **Policy**

**Applicants are to be advised of the appeal process as part of their intake.**

The Appeal Process outlined below is to be used in the event that a client chooses to file a formal appeal of a decision made by the Social Development Coordinator, Case Worker and Director.

### **Procedure**

The client has five working days to appeal a concern in writing regarding their benefits.

Copies of decisions made at an appeal shall be placed in the client's file and in the Appeals File.

#### **Step 1: Administrative Review Process**

The appeal process will begin when a letter is received by the Director from the client which outlines the grounds for the appeal.

Within 7 working days of receiving the letter the Director will:

- a) hold a meeting with the applicant, Coordinator and Case Worker to go over the decision and the reason for the appeal to ensure that all parties understand the appeal process and the reasons for the appeal;

b) call together the Appeals Committee (terms of reference to be developed) to review the case, and jointly make a decision within existing policy regarding the appeal;

c) write a letter to the client outlining the results of the decision regarding the appeal and actions taken (if any). The letter must be received within 10 days of when the decision being appealed was made.

If the client accepts this decision, any necessary action will be taken and the appeal process will be closed. The client must sign a form confirming their acceptance of the decision.

If the client does not accept this decision, then the client may continue the appeal by resubmitting his/her original letter to the Director with more information if needed. The appeal will now go to step 2.

## **Step 2: Appeal to Circle Mediation**

**Wellness Team will mediate until the Justice Council is established, who will then assume the responsibility and develop the Terms of Reference for Circle Mediation Appeals.** Director's will co-ordinate the appeal to the Circle Mediation process for the Wellness Team and then Justice Family Council by ensuring that the item is on the agenda for their next meeting.

### **Procedure:**

The Social Development Coordinator will send a letter to the client stating the time, date and place of the Circle Mediation session.

The Circle Mediation will review the appeal in private (no observers).

The client must be present, or be represented by someone at the meeting. If the client has a representative, then a statement to this effect must be signed by the client and placed on the meeting file. If the client or a representative is not present at the meeting, the appeal is dismissed. A representative may attend the meeting with or on behalf of the client.

The Circle Mediation has the authority to over-rule the decision of the first level of appeal, over-rule existing policy, balance the situation, and approve any necessary retroactive payment (not exceeding 60 days).

If the Circle Mediation over rules existing policy, the policy in question will be



immediately be rewritten by the Wellness Team, and presented to Executive Council for approval. The rewritten policy must be consistent with the decision of the Circle Mediation process session and applicable laws. Rewritten policy that is approved by the Executive Council replaces old policy.

GC/TFN will not cover the travel or other expenses of the client or their representative to attend the Circle Mediation session.

The Circle Mediation may hear any information about the case, written or otherwise. For example, they may:

- a) view any documents relating to the Temporary Family Assistance request;
- b) view any statements of policy and procedures relating to the Temporary Family Assistance program;
- c) call upon the Case Worker, Social Development Coordinator and Director to identify and explain any documents or decisions;
- d) question any person present at the meeting; and
- e) seek information from any individual who can assist in the matter.

The client or representative has the right to:

- a) explain fully their position with respect to the decision being appealed;
- b) produce witnesses who can provide relevant information;
- c) question any witnesses who appear at the hearing; and
- d) question the Case Worker.

Once a final decision is reached, the Director shall submit a final written report to the Social Development Coordinator, Case Worker and the client which includes:

- a) the date, time and place of the Circle Meditation sessions;
- b) the names of all persons attending the session;
- c) the decision being appealed; and
- d) the findings of the Circle Meditation Process.

## GCTFN TEMPORARY FAMILY ASSISTANCE POLICY

## Section 4

Effective Date May 1<sup>st</sup>, 2006

Revised

Authorized By Executive Council

---

### **20.0 Wage Subsidy Program**

#### **Objective**

To describe the Wage Subsidy Program, identify who is eligible for the Program and outline the client's responsibilities when participating in the program.

#### **Wage Subsidy Program Description**

The purpose of the Wage Subsidy Program is to assist the GC/TFN citizens who are status and non status persons, to participate in work opportunities or on-the-job training programs that will promote healthy independence and self sufficiency. The Wage Subsidy Program utilizes funds that would be paid out as Temporary Family Assistance to subsidize wages paid by employers. The Wage Subsidy Program helps create temporary employment so that an individual who would otherwise have been on Temporary Family Assistance is employed and working towards permanent self-sufficiency.

#### **Policy**

The GC/TFN Department of Wellness Programs and Services will work with other GC/TFN departments and corporations to encourage work opportunities for TFA clients.

To be eligible to participate in the Wage Subsidy Program, clients must have been on Temporary Family Assistance for at least one month.

The Wage Subsidy opportunity should offer employment that is related to the interest and skills of the client.

The placement of a client into a wage subsidized job will be determined jointly by the Social Development Coordinator, Case Worker, the client and Capacity Development Officer, and Wellness Program Manager.

While participating in the Wage Subsidy Program, clients must continue to follow their Case Plan as set out in the Case Plan Policy (4.2), or the Wage Subsidy Program funding will be revoked. The client may then re-apply for Temporary Family Assistance.

The Coordinator of Social Development will attempt to rotate Wage Subsidy placements among clients so all may be eligible for Employment Insurance.

Participation and attendance in Wage Subsidy project must be closely monitored by the Case Worker and project co-ordinator.

### **Procedure**

#### **A. Employer Initiated:**

Employers who would like to participate in the Wage Subsidy Program must submit a proposal in writing to the Director that includes the following information:

- a) description of work expected;
- b) hours employee will work;
- c) rates of pay;
- d) weeks of employment offered;
- e) number of employees requested;
- f) qualifications or skills required by the employees;
- g) training that will be provided; and
- h) future opportunities for related non-subsidized employment.

If the proposal is accepted then a Letter of Agreement will be signed with the Director. The employer may request to employ a particular Temporary Family Assistance recipient. The social development staff, as well as Temporary Family Assistance recipients may approach prospective employers and request that they submit a proposal for the Wage Subsidy program. Due to limitations within the Temporary Family Assistance program budget, placements will be limited.

The Wage Subsidy provided to the employer to employ a client shall not exceed the amount that the client was receiving through Temporary Family Assistance.

Wage Subsidy projects may run for up to 30 working weeks. Wage subsidy projects will be structured so that participants earn EI credits.

**B. Government of Carcross/Tagish First Nation Initiated:**

Any other department or corporation of GC/TFN may create a project that is wholly or partially structured to utilize the Wage Subsidy Program.

Each project must have a lead department and project manager identified in the project plan. The project initiator must have funds to pay for managing the project.

The project co-ordinator must submit the project plan to the Director for approval and a project agreement must be prepared and signed by the Director and a senior official from the initiating body.

**C. Terminating Participation:**

If a client is no longer able to continue working for the employer due to:

- a) health problems (with doctor's confirmation);
- b) being fired without just cause;
- c) having their personal safety in jeopardy by continuing to work; or
- d) an immediate family crisis such as death or extreme illness of a family member,

then the client may re-apply for Temporary Family Assistance without repercussions. If the client loses their wage Subsidy employment position for reasons other than those stated above, the client may re apply for Temporary Family Assistance through the Termination Policy (10.1) may apply.

**GCTFN TEMPORARY FAMILY ASSISTANCE POLICY**

**Section 4**

Effective Date May 1<sup>st</sup> , 2006

Revised

Authorized By Executive Council

---

**21.0 Exit Interviews**

**Objective**

To document the reasons for persons no longer requiring TFA.

**Policy**

Upon being made aware that a former recipient of TFA will no longer require assistance, the last Case Worker on the file will attempt to conduct an Exit Interview to determine what assisted the person in becoming self sufficient.

**Procedure**

The completed Exit Interviews are to be kept in a file in the Social Development Coordinator office for referral during strategy sessions on program design.



**APPROVAL PAGE FOR CARCROSS/TAGISH FIRST NATION TEMPORARY FAMILY ASSISTANCE POLICY.**

This is to certify that the Executive Council at a duly called meeting approved the above policy dated March 24<sup>th</sup>, 2002.

\_\_\_\_\_  
Chief Justice

\_\_\_\_\_  
Executive

\_\_\_\_\_  
Executive

\_\_\_\_\_  
Executive

Date approved: \_\_\_\_\_, 2006

## **APPENDIX: Temporary Family Assistance Forms**

### **Client Intake/Assessment & Action Plan (IAA Form)**

This form covers all the information required for intake and assessment. It also provides the self-sufficiency case plan details.

### **Agreement to Repay & Repayment Schedule.**

This form is completed by the Case Worker and forwarded to the Director in accordance with the Agreement to Repay policy (17.0)

### **Budget and Decision**

This form is utilized to manually calculate whether an applicant has a budget deficit in accordance with the Budget Deficit/Financial Resources Policy (4.3).

### **Consent to Release and Share Information for Temporary Family Assistance.**

These forms are completed by the Coordinator of Social Programs, signed by the Case Worker, and applicant and witnessed during the intake appointment, in accordance with the Release of Information Policy (4.1). It provides the Case Worker with written permission to obtain the necessary information to determine eligibility. A copy is to be kept on file.

### **Rental Report of Landlord**

This form is used to provide information on rental accommodation. The effective date of occupancy, other occupants, address and type of accommodation must be filled out. If last month's rent is required, a rental agreement must be provided.

Move to Rental Allowance:

The applicant must provide proof of accommodation signed by the registered owner of the property before rental allowance is issued.

### **Statutory Declaration**

This general purpose form can be used to clarify the living arrangements between two or more adults sharing the same household, to replace a lost, mislaid or never received Temporary Family Assistance cheque, or to make other statements that cannot be verified by another person (for example when a landlord is not available to verify accommodation costs).



### **Wage Subsidy Agreements**

This Form sets out the format for the agreement between an employer and the Director with regard to a Wage Subsidy Program placement.

### **Job Search Form**

Provides for clear record of job search efforts

### **Exit Interview Form**

This is used to record reasons for clients being able to get off of TFA to assist in helping others do the same and in program design.

### **Medical Report Form**

Used to verify agreement of doctor with statements given by applicant.

### **Assistance Agreements**

This form is used on intake to ensure that applicant or client will cooperate on the release and sharing of information, on repayment of assistance if required and that they understand the terms which assistance is provided or terminated.

## AMENDMENT LOG SHEET TEMPORARY FINANCIAL ASSISTANCE POLICY

Any amendment to this Policy Manual shall be recorded and authorized on this Amendment Log Sheet.

| Date                           | Policy  | Change  | Explanation   |
|--------------------------------|---|---------|---|
| May 6 <sup>th</sup><br>2006    | TFA Policy  | Passed  | Entire Policy Manual Passed   |
| July 5 <sup>th</sup><br>2012   | 7.2 Education<br>Training<br>Allowance                              | Amended | Training benefits up to \$1000 will not be counted as eligible income.  |
| July 5 <sup>th</sup> ,<br>2012 | 4.3.1 Income  | Amended | Training benefits up to 1000 will be not counted as eligible income.  |
| July 5 <sup>th</sup> ,<br>2012 | 1.1<br>Development<br>Process                                       | Amended | Added into the TFA Policy from Personnel Policy.  |
| May 12 <sup>th</sup> ,<br>2015 | 4.3.1 Income  | Amended | Clients may receive 2 full days honorarium per month without being deducted against the TFA.                          |
| May 12 <sup>th</sup> ,<br>2015 | 7.1 Permanent<br>Labour Force<br>Exclusion                          | Amended | Allowance rate adjusted to 250.   |
| May 12 <sup>th</sup> ,<br>2015 | 10.3 Caregivers<br>for Young<br>Children or<br>Disabled<br>Children | Amended | Caregivers with children under 6 years(5years and under) no job search requirements. Also see 10.2.                   |
| May 12 <sup>th</sup> ,<br>2015 | 10.2 Employable<br>Recipients                                       | Amended | Not required to qualify as employable once reach age of 60yrs.  |
| May 12 <sup>th</sup> ,<br>2015 | 15.0 Allegations<br>of Abuse, Fraud,<br>Breach of Policy            | Amended | Breach of Policy added, with warning system(written warning and 30 day suspensions following for additional breaches) |