

# How to Apply for Employment and Income Assistance in Manitoba

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Manitoba Families



## **WHAT IS EMPLOYMENT AND INCOME ASSISTANCE (EIA)?**

- The Employment and Income Assistance Program (EIA) provides financial help to Manitobans who have no other way to support themselves or their families.
- For people who are able to work, EIA will help them go back to work by providing supports to employment.

## WHAT IS EMPLOYMENT AND INCOME ASSISTANCE (EIA)?

- If you can pay for your basic living costs, but can't pay for your health costs (ex. medicine, medical supplies) you may be eligible for benefits just to cover your health costs.

## WHO CAN APPLY FOR EIA?

- All Manitobans have the opportunity to apply for EIA.
- People who are **married** or live as common-law couples must apply for EIA together.

## WHO CAN APPLY FOR EIA?

You are a common-law couple if you:

- live with someone and have lived together for at least 3 months
- share money and living costs
- share a family
- share a social life as a couple

## FINANCIAL NEED

- You may be eligible for assistance if the total cost of your (or your family's) monthly basic needs is more than your total financial resources.

## FINANCIAL NEED

For EIA, the cost of basic needs is based on:

- the EIA basic allowance amount for your family size, the number of people in the family, their ages and relationships to each other.

## FINANCIAL NEED

- the cost of some of your ongoing medical needs
- the cost of your shelter, utilities and fuel (based on your family size)
- Other costs that are specific to your personal/family circumstances (and which EIA may cover).



## SOURCES OF INCOME

Your income may come from the money you get from:

- working
- self-employment
- business or farm profits
- child or spousal support payments

## SOURCES OF INCOME

- rent or room and board amounts paid to you
- pensions, insurance benefits
- financial settlements from an injury or lawsuit

## SOURCES OF INCOME

- sponsorship payments, inheritances,
- windfalls (winnings)
- income in kind

The income of both adults is used to calculate benefits.

## SOURCES OF INCOME

**EIA does not count some income as part of your financial resources. Some examples are:**

- a portion of your wages from a job
- part of room and board paid to you
- tax credit refunds

## YOUR INCOME

- occasional gifts, up to \$100 per person in the family
- gifts of up to \$500 a month from friends/family if you have a disability
- foster home maintenance payments from a child welfare agency
- Canada Child Tax Benefit
- Universal Child Care Benefit

## YOUR INCOME

- Manitoba Prenatal Benefits Program benefits
- earnings of children (under 18) who are in school or are part of a full time EIA-approved program (ex: technical training)

## YOUR FINANCIAL ASSETS

Your financial assets include the value of:

- cash and money in bank accounts
- investments, bonds, stocks, insurance policies
- property (real estate) or vehicles you own
- trust funds
- collections or valuables

## YOUR FINANCIAL ASSETS

**EIA does not count** these as assets:

- any money (called “liquid assets”) up to \$4,000 per person and up to \$16,000 per family
- your main home (called a “primary residence”), vehicles and other essential property (ex: equipment you need to do a home business)



## YOUR FINANCIAL ASSETS

- children's trust funds up to \$25,000
- Registered Education Savings Plans
- approved Individual Development Accounts (matched savings accounts to save for a home, education, etc.)

These are only some examples. Staff can tell you what income and assets affect you.

## YOUR INTAKE APPOINTMENT

- Once you have completed this orientation, EIA staff will provide you information on how to set up an intake appointment to complete an EIA application.
- If you are married or have a common-law partner, both of you must go to the intake appointment together.

## YOUR INTAKE APPOINTMENT

There are some basic topics EIA staff will ask you about at your intake appointment:

- your family and yourself
- your current situation
- any legal problems you have
- your housing

## YOUR INTAKE APPOINTMENT

- your income (money you earn or get from another source)
- your assets (savings, investments, items of value)
- your education, work status and history
- your plans to find work
- any medical conditions and health needs

## WHAT DO I BRING TO MY INTAKE APPOINTMENT?

- Bring all the information and papers that are on the checklist that apply to you.
- **Personal information** - You must bring **two** pieces of identification (ID) with you. Your spouse or common-law partner must also bring **two** pieces of ID. If you have children, you must bring **one** piece of ID for each child.

## IDENTIFICATION REQUIRED

Identification (ID) can be:

- birth certificate
- passport
- Social Insurance Number (SIN) card
- First Nations status card (treaty card)
- driver's licence

## IDENTIFICATION REQUIRED

- immigration documents (Record of Landing, Acknowledgement of Convention Refugee Claim, Minister's Permit, Employment Authorization)
- Manitoba enhanced identification card
- Manitoba enhanced driver's licence
- any other photo ID

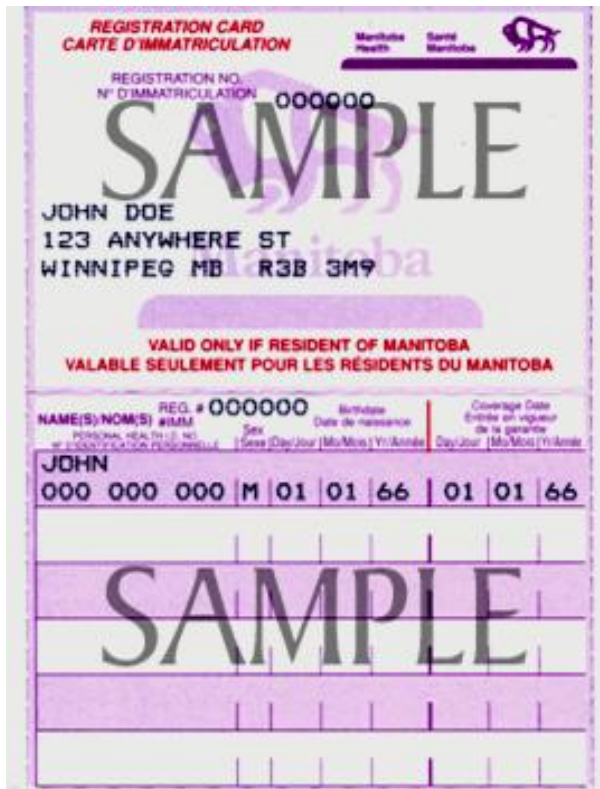
# HEALTH INFORMATION

To get health coverage, you need to bring your:

- Manitoba Health Card (Registration Certificate)
- Personal Health Identification Number (PHIN)



# MHC and S.I.N. card



Required to process health related costs



Required for tax purposes

## HOUSING INFORMATION

If you rent, bring these documents:

- copy of lease, rental agreement
- latest utility bills (gas, water, hydro, etc.)

## **IF YOU OWN A HOUSE, BRING THESE DOCUMENTS:**

- mortgage papers
- house insurance papers
- property tax statement
- lot rental receipts
- condominium fee receipts
- latest utility bills (gas, water, hydro, etc.)
- land title form

## **BANKING INFORMATION**

- You must bring copies of your bank statements for every bank account you have in your name.
- This applies to both partners if you are married or live common-law.
- You must bring statements for the past two months (60 days).

## DIRECT DEPOSIT

- The EIA program now **uses direct deposit only** to pay out EIA benefits.
- Direct deposit means money will be put directly into your bank account.
- Direct deposit is a safer and faster way to pay your EIA benefits.

## DIRECT DEPOSIT

- If you are eligible to apply for EIA benefits, you will have to fill out a form to have payments paid directly into your bank account.
- If you do not have a bank account, talk to EIA staff at your appointment.

## PROOF OF YOUR INCOME AND ASSETS

- To get EIA benefits, you must show all your income and assets. You must bring proof of these to your appointment.
- **Proof of your income** includes cheque stubs or notice of payment for:
  - wages or salary from a job, if you are working or worked recently

## **PROOF OF YOUR INCOME**

- pensions, Employment Insurance (EI) payments
- Manitoba Public Insurance (MPI), Workers Compensation Board (WCB) or other insurance benefits
- inheritances, winnings
- child or spousal support payments
- rent or room and board paid to you



## PROOF OF YOUR ASSETS

**Proof of your assets** includes ownership documents or deposit information for:

- cars, trucks, SUVs, motorcycles, ski doos, sea doos, boats, any other vehicles
- a house, land, trailer, cottage
- inventory or equipment for your own business, farm or fishing operation

## PROOF OF YOUR ASSETS

- funeral plan, trust fund
- Registered Retirement Savings Plan (RRSP)
- cash, money in the bank
- investments, bonds
- insurance policies

## IF YOU OWN YOUR OWN BUSINESS

**If you own a business**, you must bring proof of:

- money in your business bank accounts
- ownership and company assets

## HOW DOES EIA DECIDE IF I CAN GET BENEFITS

- All the information and paperwork you put together is used to help EIA decide if you can receive money for basic needs.
- EIA uses all of this information to do a test of need.

## TEST OF NEED

- Your test of need adds up all of your income and assets.
- It also adds up all your costs and expenses for basic needs, the amounts for which are set by The *Employment and Income Assistance Act* and Regulation.

## TEST OF NEED

- Your test of need will tell EIA if your total basic costs are more than your total income and assets.
- The amount of EIA you will receive is the difference between your needs that EIA will fund and your resources.

## OUTSTANDING WARRANTS

- EIA encourages you to deal with any outstanding warrants as soon as possible.
- If you are a single person and have an outstanding warrant for a serious offence, you may not be eligible for benefits. If you have multiple people in your household, your benefits may be reduced.
- Staff can provide you with a fact sheet with more information on outstanding warrants.

## TO RECEIVE EIA

### **To receive EIA you must:**

- Complete the Application, Employment History and Personal Action Plan forms.
- Provide identification and/or documents to show the information on the forms is accurate.



## WHAT YOU CAN EXPECT FROM EIA

- You can expect courteous and respectful service from EIA staff.
- In return, we appreciate your cooperation in treating our employees with courtesy and respect.

## **YOUR RESPONSIBILITIES UNDER EIA**

**Once you start receiving EIA benefits you must:**

- Complete an Annual Review once a year to show you are still eligible for EIA.
- Meet the terms of any work expectations that apply to you.

## YOUR RESPONSIBILITIES UNDER EIA

- Do interviews with staff, from time to time, to show you are still eligible for EIA and to discuss your action plan.
- Make reasonable efforts to get and use all other financial resources available to you and your family (ex: federal benefits, child or spousal support, pensions, insurance, WCB).

## **YOUR RESPONSIBILITIES UNDER EIA**

- Immediately report to staff all changes in your family, living arrangements, address, income or assets.
- Repay all overpayments you may have, even after you leave EIA.

## YOUR RESPONSIBILITIES UNDER EIA

- An overpayment occurs when you receive more than what you should have received.
- If you are responsible for an overpayment, EIA may recover it from you through reduced EIA payments, Canada Revenue Agency's Refund Set-Off Program or placing a lien against property you own.

## YOUR RESPONSIBILITIES UNDER EIA

- Repay what EIA pays for the principal of your mortgage, back taxes on property or major house repairs.
- A lien can be put on your property that allows EIA to collect the repayment when you sell your property or if you refinance your house.

## WHAT HAPPENS IF I DO GET EIA BENEFITS?

If you are eligible for EIA you will get:

- the name of your EIA case worker
- a copy of your EIA application form
- your benefit payments deposited to your bank account
- a copy of your action plan to start working on

## HOW EIA WILL HELP YOU PREPARE FOR AND GET A JOB

- While most people who receive income assistance are expected to prepare for and get a job, programs and services are available if you are not ready to look for work.
- For some, this may mean supports to get and keep a job, for others it could involve training.



## HOW EIA WILL HELP YOU PREPARE FOR AND GET A JOB

- A training and employment assessment will be completed to help you plan for financial independence.
- Staff will ask about your employment goals, work and educational history, skills and interests and personal factors such as your family situation, housing, childcare needs, medical issues etc.

## HOW EIA WILL HELP YOU PREPARE FOR AND GET A JOB

- Planning begins after your areas of strength and need have been identified.
- Using the information, staff will be able to discuss your current level of job readiness and identify any barriers that may need to be addressed.

## HOW EIA WILL HELP YOU PREPARE FOR AND GET A JOB

- You and staff will develop a mutually agreed upon **Action Plan** that matches your needs and abilities. The Action Plan will list the things you and the department will need to do to:
  - help you prepare for work, or
  - connect you to programs or services that are available if you are not ready to look for a job or take training.

# HOW EIA WILL HELP YOU PREPARE FOR AND GET A JOB

- EIA can connect you to services that will help you prepare for work or training such as:
  - Employment Manitoba for resume preparation, job readiness support, career exploration, education and training support.
  - Essential Skills Manitoba to help you identify your current skills, learn about how they match your chosen career goal and identify a plan to address any gaps.

## HOW EIA WILL HELP YOU PREPARE FOR AND GET A JOB

- EIA can also refer you to community agencies that will help you address personal or family issues when significant barriers have been identified that prevent you from job searching or securing employment.

## WHAT HAPPENS IF I DON'T GET EIA BENEFITS?

- If you are not eligible for EIA benefits:
- you will be told why the decision was made
  - you will receive a copy of your application form

## WHAT HAPPENS IF I DON'T GET EIA BENEFITS?

EIA staff will also:

- tell you that you can appeal the decision to the Social Services Appeal Board
- give you a letter explaining your right to appeal and how to do it

## **SOCIAL SERVICES APPEAL BOARD**

If you think the decision was unfair, you can appeal for these reasons.

- EIA staff would not allow you to apply or re-apply for EIA.
- EIA staff took too long to decide if you could get benefits.



## **SOCIAL SERVICES APPEAL BOARD**

- You were told you could not get benefits, even though you think you are eligible.
- Your benefits were cancelled, suspended, changed or withheld.
- The benefits you were given are not enough to cover your basic needs.

## **SOCIAL SERVICES APPEAL BOARD**

- Appeals are made to the Social Services Appeal Board. The Board provides a fair, informal hearing to let you give your reasons for the appeal.
- Send your request in writing to the Social Services Appeal Board.

## **SOCIAL SERVICES APPEAL BOARD**

- If anything has changed since your application, it is important to tell EIA staff and the appeal board (ex: changes in your family size, home address, income and work).
- This information could affect the decision about getting benefits.

# **SOCIAL SERVICES APPEAL BOARD**

Social Services Appeal Board  
7<sup>th</sup> floor – 175 Hargrave Street  
Winnipeg, Manitoba R3C 3R8  
Phone: 945-3003 in Winnipeg  
Toll free: 1-800-282-8069

## PROTECTING YOUR PRIVACY

- As a government program, EIA has the legal right to collect, use and share the information you provide.
- The information you give will only be used to find out if you need EIA and to provide the programs and services for you and your family.

## PROTECTING YOUR PRIVACY

- If EIA needs to share information about you and your health, EIA staff follow the rules of *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA).

## **FOR MORE INFORMATION ABOUT THE EIA PROGRAM:**

- 948-4000 if you are in Winnipeg
- 1-877-812-0014 (toll free) if you are outside of Winnipeg
- 204-945-0183 (emergency only) if you are in Winnipeg after hours
- 1-866-559-6778 (emergency only) if you are in rural or Northern after hours
- 1-800-855-0511 if you are deaf, hard of hearing, or have difficulty speaking

## FOR MORE INFORMATION ABOUT THE EIA PROGRAM

**Go to:**

[www.gov.mb.ca/jec/eia/index.html](http://www.gov.mb.ca/jec/eia/index.html)

and click on one of the following brochures:

- EIA for single parents
- EIA for persons with a disability
- EIA for the general assistance category