

**CIRCULAR**

**Date:** July 16, 2012

**CIRCULAR NUMBER:** EIA #2012-42

**Alternate Program(s):**

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**To:** Community Social Service Supervisors/Program Managers

**Subject:** **Participants 65 years of age and older**

**Reference:** Section 6.7.9 Persons Turning 65 Years of Age; Section 12.1.1 Aged;  
Section 15.6.3 & 4 – Assignment of Benefits

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**Type:**  Policy Replaces # \_\_\_\_\_  
 Procedure  
 Rate  
 Information Only

**Effective Date:** Immediately

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A recent Quality Assurance review identified that some participants over 65 may not have accessed all of the financial resources available to them (as required).

The purpose of this circular is to request staff to ensure that they review their list of cases of participants over the age of 65 to determine whether another resource is available to them. A listing of all cases with participants over 65 will be forwarded to each office to review in order to confirm eligibility and ensure participants are accessing all available resources and that an assignment of benefit forms is completed (where applicable). A reference sheet to assist staff on the available federal benefits programs is attached.

Staff must ensure that:

- the participants have applied and are pursuing all of the appropriate federal benefits (CPP-R, OAS, GIS, and/or the Allowance for spouse or widow)
- the Consent to Deduction and Payment form(s) have been completed for CPP-R, OAS and/or GIS when temporary assistance is required
- where the participant is already receiving the federal benefits that the amounts are accurate and have been adjusted with each quarterly increase

**Background:**

There are several federal benefit programs available to participants: Canada Pension Plan-Retirement (CPP-R), Old Age Security (OAS), Guaranteed Income Supplement (GIS) and Allowance for spouse or widow (Allowance). In general, when participants receive the combined federal retirement benefits, they are typically higher than the EIA entitlement resulting in their files being closed. There are situations where some cases may still have eligibility for EIA benefits, for example: if they have a large family, high health needs or they have not lived in Canada for a combined 10 years since age 18.

It is important that staff review eligibility at age 65 and ensure the participant is receiving or has applied for all of the appropriate federal benefit programs available to them and that the

assignment forms are completed if temporary assistance is required pending receipt of these benefits. When possible, staff should work with participants in advance to apply for the federal benefits so it will be available the month after their 65th birthday.