

CIRCULAR

Date: July 11, 2013

CIRCULAR NUMBER: EIA #2013-30

Alternate Program(s):

To: Community Social Service Supervisors/Program Managers

Subject: EI – Assignment of Benefits

Reference: Circular #96-25 & #99-15 and Section 15 Unearned Income (15.6.1 Assignment of Earned Income Legislative Authority)

Type: Policy Replaces # _____
 Procedure
 Rate
 Information Only

Effective Date: Immediately

The EIA Regulation requires EIA applicants or recipients to apply for benefits that may be available to them through another government program, such as Employment Insurance (EI). When EIA is provided pending receipt of EI, the recipient must assign sufficient funds to the Department to recover EIA benefits that would not have been paid if EI benefits had been available.

The purpose of this circular is to provide staff with standardized guidelines for completing the form required to assign EI benefits to the Department (Human Resources and Skills Development HRSDC Assignment of Benefits Form (**INS 3113**)).

An individual who is applying for EIA while waiting for their EI benefits must sign an INS 3113 form **at intake** unless the EI amount is known and staff determine the participant will require EIA as an ongoing supplement. The purpose of the form is to minimize the incidence of participants receiving both EIA and EI benefits for the same weeks and the need for a recoverable overpayment.

The INS 3113 requires EIA staff to enter an amount called the “Minimum Living Allowance” (MLA). EIA will not recover anything that would take the participant’s weekly EI benefits below the MLA. The intent is to leave the participant with enough of their EI benefits so they do not require further EIA benefits. Consequently, EIA staff should not fill the MLA in on the form until approximately six weeks after the case effective date to ensure an accurate estimate of actual needs are considered in the calculation of the MLA.

To calculate the MLA, use the monthly needs on the INNE screen multiply by 12 divide by 52 for the weekly amount.

The effective date for the MLA is the first Sunday after the date of application to EIA. A listing of the Social Services Office Codes required on the form is also included for staff reference.

Once completed, make a copy for the hard-copy file and send the original INS3113 form to:

Service Canada – W-T IPOC
400 - 555 Hastings St. West
Vancouver, British Columbia V6B 1M1
Attn: AOBs

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