



Memorandum

Date: May 16, 2007

To: Community Social Services
Supervisors – EIA and
EIA Rural Program Managers

From: Louis Leclerc, Acting Executive Director
Employment and Income Assistance

Telephone:

Subject: **Memorandum of Understanding between Employment and Income Assistance and Compensation for Victims of Crimes for Assignment of Benefits Effective June 1, 2007.**

Employment and Income Assistance (EIA) has signed a Memorandum of Understanding (MOU) with Manitoba Justice's Compensation for Victims of Crime (CVC) program, for an Assignment of Benefits (AOB) Authority effective June 1, 2007.

The MOU will facilitate a process for EIA participants to assign future CVC program benefits to EIA, for EIA to recover EIA benefits from the CVC program, and for EIA to be notified by the CVC program on the amount of a sum payment and the ongoing CVC program benefits to the EIA participant.

Process for Establishing an AOB with the CVC Program

EIA Staff:

- If it is brought to the attention of EIA staff that a participant may be applying for benefits through CVC program it is requested that the participant complete the attached Schedule A to the MOU and forward the original copy of the completed form to:

EIA Assignment Administrator (Kim Bright)
Family Services and Housing,
Disability Programs and Employment & Income Assistance,
305-114 Garry Street, Winnipeg, Manitoba R3C 4V7

- File a copy of the form on the case file and provide a copy to the participant if requested.
- Update case notes regarding CVC assignment (date of crime, date participant applied to CVC, date AOB form completed and whether CVC accepted or rejected their application).
 - Place participant on automated monthly Income Declaration Forms in SAMIN to monitor receipt of income and consider whether FLEX or Semi-monthly benefits is appropriate to monitor income.
 - Update SAMIN to monitor/enter ongoing CVC benefit payments made to the participant including the creation of an overpayment.

- If accepted:
 - Enter any ongoing CVC benefits on the Maintain Unearned Income (MUIIN) screen using SAMIN code CVCR.
 - Send an updated budget change letter to the participant if applicable.
 - Close the case if the CVC income exceeds the participant's budget needs
- If advised by the EIA Assignment Administrator that a lump sum payment will be issued directly to the participant, establish a B.F. to follow up at a later date.
- EIA Assignment Administrator:
 - Forward AOB to CVC Administrator
 - Liaise with CVC
 - Communicate with EIA staff on the approved/rejected assignments via SAMIN case notes
 - Calculate the dollar value of the assignment and track all funds recovered
 - Follow up on any outstanding assignments
 - Advise EIA staff if CVC program had distributed funds to participant prior to completion of AOB form
 - Provide management with information related to AOB agreement

Please see Section 15.6.1 to 15.6.6 of the EIA Administrative Manual for further information on the Assignment of Benefits of unearned income.

Original signed by Louis Leclerc

Louis Leclerc
Acting Executive Director
Employment and Income Assistance Programs

cc: Gerry Schmidt FSH Area Directors
Debbie Besant Regional Directors
Janet Wikstrom Distribution List
Community Area Directors

Attachment