

**CIRCULAR**

**Date:** October 27, 2014

**CIRCULAR NUMBER:** EIA #2014-09b R

**Alternate Program(s):**

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

**Subject:** **Exception Reporting replaces Attendance & Progress Reports**

**Reference:** Circular EIA # 2014-09, 2007-38  
Section 6.11.8

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**Type:**

- Policy
- Procedure
- Rate
- Information Only
- Internal Only

Replaces # \_\_\_\_\_

**Effective Date:** July 2014

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**Purpose:**

On February 4, 2014 Circular 2014-09 provided notification that commencing July 1, 2014 Exception Reporting of attendance and progress would be in effect and Attendance and Progress Report (A & P) Forms will no longer be used.

SAMIN will not print A&P forms from the REFO screen or in the Month 7 cycle effective the July benefit month. Therefore, making a request from REFO will no longer result in a report being printed.

EIA staff need to communicate with their participants, schools/agencies and Career Development Consultants (CDC) where Exception Reporting applies.

**Detail:**

The new Exception Reporting requirement is being communicated to education institutions and service providers.

## **Communication about Exception Reporting as a Part of EIA Plan Approval**

EIA staff will continue to approve participation in programs listed in the EIA attachment to Circular 2014-33 (pre-employment, life skills etc) for participants with barriers that preclude their referral to Training and Employment Services (TES, formerly Employment Manitoba).

Staff are required to inform their participant of Exception Reporting using the appropriate letter.

Additionally, staff are required to use the appropriate letter to notify the service provider of approval of the plan and to request that they comply with Exception Reporting and notify the case coordinator of any issues with attendance or progress.

## **Communication about Exception Reporting when plan developed with TES**

In the case of plans developed with TES, EIA staff are required to request the CDC notify the case coordinator of any issues with attendance or progress, using the appropriate letter.

## **Additional Updates**

The EIA program recognizes the expertise of Career Development Consultants and service providers in determining a suitable plan as well as defining for both the program and participant, attendance and performance expectations. When exception reporting has been requested, additional updates can also be requested by EIA staff as needed, either from the CDC or the EIA program liaison where one is assigned.

As well, EIA participants involved in an approved education or training plan are independently obligated to report any absences or progress issues that could jeopardize their successful completion of the training / education. This obligation should be reflected in the Client Action Plan.

Participants who are NOT engaged with TES in the implementation of their plan can also be required to provide their CCO with report cards or other documentation routinely provided to all students by the educational agency / institution.

## **WHAT HAPPENS WHEN A NOTIFICATION UNDER EXCEPTION REPORTING IS MADE**

When an educational agency reports to EIA a concern about attendance and progress, EIA will support the participant in meeting his/her goals. If necessary, revision of their client action plan may be required. Participants unable to complete education / training for personal and family reasons should create an updated client action plan with appropriate referrals to community agencies or programs (including Job Connections) or new employment goals for those capable of seeking employment.