

Social Assistance Policy and Procedures

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I would like to clarify a portion of the Indian and Northern Affairs Canada Policy and Procedures Manual that I am required to follow. This will address the issue of the requirement to seek work by the Social Assistant Recipient. The Policy states the following:

Definition of Employable Person

Employable person means a person who is not:

- A dependent child
- A person with level one disability
- Sixty-five or more years of age

Requirement to Seek Work

Employable applicants and spouses must be available for, and actively seeking work at all times. This *does not* apply to:

- Family members where one members is a “person with level two disability”
- An adult dependant who does not meet the residency requirements
- An applicant who is a single parent with at least one dependent child who:
 - is under three years of age
 - has a physical or mental condition precluding the single parent from leaving home for the purpose of employment

Persons who fail to demonstrate participation in employment-related activities, including employment search, may be found ineligible for social assistance.

Single parents who indicate lack of child care as an impediment to an employment search must demonstrate that all reasonable efforts have been made and no form of child care is available in their community.

Applicants are not required to accept employment that pays below minimum wage.

Temporarily Excused

A recipient who is employable, but unable to look for work for a short period of time due to illness or personal circumstances may be temporarily excused from job search activities.

The recipient is still considered employable, and receives assistance at employable rates.

There is no requirement for a “person with a level one disability” to seek work or participate in employment-related activities during the period of Disability Benefits Level 1 designation.

Verification of illness, DBL 1, or other circumstances must be documented on the recipient’s file with a date when they are able to resume seeking work.

Proof of Effort

The Administering Authority may request employable applicants and spouses to prove they are available for, and are actively seeking work.