



Memorandum

Date: April 29, 2002

To: Directors
Employment and Income
Assistance

From: Pam Goulet and John Petersen
Directors, Field Services
Employment and Income
Assistance
305 – 114 Garry Street
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Telephone:

Subject: **Sponsored Immigrants – Notification of Sponsors – Revised**

Further to the information and instructions identified in Directive 2002-14 “Sponsored Immigrants – Notification”, Employment and Income Assistance (EIA) has received additional instructions from Civil Legal Services Crown Counsel. The following instructions pertain to the manner in which EIA notifies sponsors who have breached the terms of their immigration sponsorship and the information/verification that must accompany the sponsor’s notification by EIA.

In cases where EIA decides to pursue legal action against a sponsor to recover assistance that has been provided to an EIA participant whose sponsorship has failed, please be advised that EIA will be required to provide written verification that the sponsor was notified of the immigrant’s application with EIA. As per the previous directive, the notification must be sent via registered mail. The EIA staff sending the notification must ensure that the letter clearly indicates;

- the date sent,
- the person to whom it was sent;
- the address to which it was sent;
- the district office address and telephone number of the EIA staff forwarding the letter
- and that the EIA staff personally witnesses the letter being placed in the envelope.

To confirm that the sponsor has received the letter, the EIA staff must obtain the actual Acknowledgement of Receipt card from Canada Post and attach this card to the EIA participant’s hard-copy file. The courts will not consider a verbal confirmation from Canada Post staff. Should it be found that someone other than the sponsor has signed the Acknowledgement of Receipt card, then efforts must be made to contact the sponsor to confirm that s/he received the letter and understands the contents. If the sponsor denies having received the letter, the EIA staff must advise the sponsor of the purpose and general contents of the letter and make arrangements to ensure that an additional copy is received by the sponsor. Information regarding the date of contact with the sponsor and any outcomes are to be entered on the EIA participant’s SAMIN case notes.

***Original signed by John Petersen
for Pam Goulet***

Director, Field Services, Winnipeg

Original signed by John Petersen

Director, Field Services,
Rural and Northern

cc: Distribution List