



Memorandum

Date: June 1, 2005

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

From: Pam Goulet, Executive Director
Adult and Children's Programs, and

John Petersen, Executive Director
Employment and Income
Assistance Programs

Telephone:

Subject: **Moving Expenses for an Employment and Income Assistance Participant**

The Employment and Income Assistance (EIA) Program has been advised by legal counsel that we are at risk of being viewed as one of the "contracted parties" in situations where we pay for participant products/services directly, including participant moves. In order to minimize this risk for the program, a new process for facilitating and authorizing participant moves has been developed.

EIA policy Section 21.1.3 (5) provides authority for EIA program staff to cover the cost of participant moves at an amount up to the actual costs of moving by the most economical means. The participant move must have a reasonable justification as approved by EIA Community Social Service Supervisors or EIA Program Managers.

In order to ensure that EIA covers the costs of approved moves by the most economical means, EIA staff are to advise participants that they must obtain a quote from three different moving companies. Once the quotes have been received, EIA staff will:

- Determine which company is authorized to complete the move;
- Acquire the participant's agreement that we can contact the successful moving company; and
- Communicate payment authorization for the move to the moving company.

EIA staff should select the most economical quote for a move, document the participant's agreement to contact the moving company in case notes, complete the "Moving Expenses for an Employment & Income Assistance (EIA) Participant" and forward it to the moving company.

In accordance with legal counsel advice, EIA staff are directed not to sign forms forwarded to them by moving companies when authorizing a move. Alternatively, EIA staff must use the EIA form when providing written authorization to moving companies for all participant moves.

Original signed by John Petersen for
Pam Goulet
Executive Director
Adult and Children's Programs

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John Petersen
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Employment and Income Assistance
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