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To: Directors
Employment and Income
Assistance

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Subject: **GA Couples With/Without Children - Clarification**

The following is intended to provide clarification re:

1. How to handle a GA couple **without** children where the second adult is not complying with work expectations.
2. How to handle deferring work expectations for the second adult of a GA family **with children under 6**.

The following indicates the way in which a case may be managed for a GA couple **without** children where the second adult is not complying with work expectations.

At the discretion of the Director:

1. The case remains a two adult GA case.
2. Both adults in the case are made manual
3. The Health Card field should be "N" to ensure that the adult who is not complying with work expectations does not receive any Health Services Benefits.
4. Reduce the rent to the single person guideline rate of up to \$271.00 or \$285.00.
5. Add the basic needs for a single GA as a manual amount at the bottom. **GA's enrolled prior to April 1996 would also receive an additional benefit of \$48.80.**
6. A letter must be sent to the couple advising of the decision and giving them the right to appeal.

Setting up the case in this manner will continue to acknowledge the two adults as a couple and the Case Coordinator may continue to work with the second adult to develop an Action Plan that is agreeable to both.

The following indicates the process for deferring the work expectations of the second adult in a **GA family with children under six**. Directive 2000-41 states that “the second parent in a general assistance family with children under the age of six will not be subject to financial sanctions”.

If staff have GA families with children under six where the second adult is staying home to look after the children the work expectations should be deferred as follows:

1. Access the Work Expectations screen.
2. Enter “EX” (Exempt) in the “Deferred Code” field. Staff should not be deferring work expectations by entering the “EX” code in the “Work Expectations” field.
3. Enter a “**Deferred Review Date**” to review the circumstances with the participant. When the review date is reached the BF will appear on the Work Expectations BF Report (produced on Month 7).

Staff may want to review their Work Expectations Report and change those cases that have the “EX” code in the “Work Expectations Code” field to the “Deferred Code” field as appropriate.