

FAMILY SERVICES AND CONSUMER AFFAIRS CIRCULAR

Date: November 16, 2011

CIRCULAR NUMBER: EIA #2011-48 (Revised) **Alternate Program(s):**

To: Community Social Service Supervisors/Program Managers

Subject: **Revisions to Process for Enrolling Newborns**

Reference: Section 6.4.10 Verifying Identity of Household Members
Section 6.7.10 Changes in Family Size
Section 21.1.3 Allowable Items

Type: Policy
 Procedure
 Rate
 Information Only

Effective Date: Immediately

Note: This circular has been revised to allow benefits to be issued for a maximum of two benefit months before receiving confirmation of identification (normally the Manitoba Health Card). Manitoba Health has advised that it takes, on average, five weeks after the birth of a child for a family to be issued a new Health Card.

Effective July 1, 2011, the Vital Statistics Agency implemented a new birth registration form that includes an option for parents to automatically apply to Canada Revenue Agency for a Social Insurance Number and the Child Tax Benefit for the newborn child. New parents will no longer receive a copy of the form so it will not be available to EIA as verification of the identity, birth date, discharge date and parentage of an infant for enrollment.

When contacted by a participant advising of the birth of a newborn dependent, staff may enroll the newborn as of the hospital release date using information provided verbally by the parent. It is important to ensure accuracy in spelling and dates; they should match what was submitted on the birth registration form as it is the basis for the infant's official identification.

Benefits can be issued from the hospital release date for a maximum of two benefit months. The budget should not be automated until identification for the infant is verified. In the event the participant does not provide confirmation of identity after two benefit months, staff should discuss these exceptions with their Supervisor/Program Manager before issuing additional benefits.

A Manitoba Health Card is required as identification to confirm enrollment of an infant. When the completed Registration of Birth forms are received and confirmed by the Vital Statistics Agency, the information is shared with the Manitoba Health Insured Benefits Program. The

Insured Benefits Branch will issue a Manitoba Health Card to the participant; this card is used by EIA to verify the identity of the infant. The issuance of the Manitoba Health Card is an automated process which under normal circumstances should take no longer than 5 weeks from the birth of the child.

Applicants should also be encouraged to apply for a birth certificate for the newborn as soon as possible; a birth certificate will take approximately 3-4 weeks to receive. The fee for a birth certificate is \$25.00, which can be issued as a special need. If a participant has used their own funds to order the birth certificate, the fees may be reimbursed if a receipt is presented.

Once received, the accuracy of the name and birth date for the infant entered in SAMIN should be verified against the identification, the PHIN entered and the budget may then be automated. Please be reminded that EIA uses a variety of data matching processes, including one with DPIN, so any errors in names and birth dates will reduce the accuracy of the matching process.

The changes outlined in this circular are a short-term solution. EIA Programs, Service Delivery Support, the Vital Statistics Agency and the Regional Health Authorities will be collaborating to develop a long-term solution for confirming the identity of infants.