



Memorandum

Date: January 9, 2006

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: **Splitting a Child's Budget or Determining Partial Assistance for a Child**

Section 18.3.6 of the EIA Policy Manual states that

“When a member of the household is away from home for part of the time on a regular basis (e.g., when the parent has joint custody of a child or a child is away from home during the week for educational purposes), the basic assistance for that member should be prorated according to the number of days of the month that the member resides with the household. The basic assistance for this person will be the difference between the basic assistance for the household, with the member included, and the basic assistance for the household with the member excluded.

This Directive is intended to provide additional clarity for staff when these situations arise.

Some examples of the above-mentioned situations include:

- The child of an EIA participant has been removed to the care of another agency but returns part time as part of a trial reunification plan; or
- The child resides part time on a regular basis with their other parent who is also on EIA (e.g. parent provides care on alternate weekends).

Note: EIA's preference is to leave this type of fund transfer to the parties involved. However, in the case where a request is made by an EIA participant or agency representative, staff may adjust the participant's budget as outlined below.

EIA has established daily basic needs per diem rates for partial assistance or when splitting a budget. These are based on the age of the child and the geographical region in which they reside.

The following process should be followed when a request for additional assistance is made:

Determine whether adjustments should be made to EIA budgets:

- EIA Program only adds additional funds to a participants budget if:
 - there is documentation to support the timeframes they are caring for the child; and
 - the EIA participant caring for the children part time (physical care & control only) is unable to make an informal financial arrangement with the primary care and control parent .

Note: EIA participants should be encouraged to arrange an informal agreement where the primary care and control parent provides the part-time parent with the daily basic needs rate provided for the child.

Any funds added to a participant's budget for a child's basic needs must be removed at an equivalent rate from the primary care and control parent's budget if they are also an EIA participant.

Process for Adding/Removing the Funds on EIA Budgets:

- If a child(ren) resides with an EIA participant for less than 50% of the time, they may be provided with EIA basic needs benefits but the child(ren) is not to be added to the EIA case as a dependant.
- If there is documentation to support that the child(ren) is residing with an EIA participant 50% or more of the time the child(ren) should be added to the EIA case.
- Providing basic needs for a child(ren) to a part time parent (less than 50%) does not alter their categorical eligibility nor does it include the provision of health services to the child(ren).
- Child(ren) should never be added to two EIA cases unless they are residing 50% of the time in both households.

- To remove funds from an EIA budget due to a child(ren)'s absence on a regular basis:
 - Calculate the funds to be removed using the rate table.

Note: The funds removed from one budget will be equal to that which has been added to another, if the child resides part time with another participant.

The daily rates for children included in this directive are effective for all new situations where a participant or agency representative have requested that EIA provide funds. Any existing arrangements established at alternative rates should remain at the established rate unless the new rate is higher. In these cases staff should update budgets to reflect the new rates.

Regardless of whether a change in the budget is necessary to reflect the new rates, staff should address existing arrangements on their caseloads by:

- a) Identifying the cases where children have been added to an EIA budget when the adult participant on the case is not the primary care and control parent/guardian and
- b) Removing the children on the case and adding or removing the funds using the newly established method of providing funds for part-time children at the new rates if higher.