

CIRCULAR

Date: June 28, 2018

CIRCULAR NUMBER: EIA #2018-18 **Alternate Programs:**

To: Community Social Service Supervisors/Program Managers

Subject: **Automated School Supplies Benefits**

Reference: N/A

Replaces: Circular 2017-28

Type: Policy For Internal Reference Only
 Procedure
 Rate
 Information Only

Effective Date Immediately

School supplies benefits are automated for all school aged children younger than 16 years of age. This allows all eligible children to receive funding for school supplies and reduces workload pressures associated with the administration of this benefit. All eligible cases receive the school supply payment in the form of a separate cheque. This includes cases that are set up as direct deposit for their regular EIA benefits.

The funding varies by age. Children born:

January 1, 2007 to December 31, 2013	\$60.00
January 1, 2005 to December 31, 2006	\$80.00
January 1, 2001 to December 31, 2004	\$100.00

A letter will be sent out in early July to all cases that have school age children (including 16 years and older) letting them know that money for school supplies will be provided in a separate benefit cheque in August. For children ages five to 15 years, the letter will let clients know that benefits will be provided automatically. If children are within the automated age range (five to 15) and will not be attending school in the fall, the letter instructs clients to contact EIA staff to opt their children out of the automated benefits.

Clients who have children 16 or 17 years old (including those 15 year olds who are turning 16 in the calendar year once school has begun) who are going to school must contact staff to receive a manually produced school supplies cheque. Staff will produce a cheque for the case's school

supplies accompanied by a case note, as in previous years. No school supplies cheques should be generated manually in the office (including for 16 to 17 year olds) until August 7, 2018.

Please note that school supplies can be provided for students who are receiving home schooling, if the criteria for home schooling accreditation, as established by the Department of Education, is met. If staff are requested to provide school supply funding in a home schooling situation, they should contact the Department of Education liaison officer responsible for compliance, at 1-866-550-4818, to ensure the family requesting the funding has met Education's criteria.

ROLE TESTCASE
123 FOURTH AVE
FLIN FLON MB

JUL 02 18

CASE: 53779

R0J 3K9

FF

DEAR: MRS. TESTCASE

I am writing to tell you that you will be getting a payment in August for your children's school supplies. This benefit can only be provided once per year.

The benefit amount is based on when your children were born:

January 1, 2007 to December 31, 2013	\$60.00
January 1, 2005 to December 31, 2006	\$80.00
January 1, 2001 to December 31, 2004	\$100.00

If your children are between 5-15 years old and are going to school in September, you will automatically get the school supplies benefit.

If you have children 16 or 17 years old and they are going to school, please call me at the number below and leave a message with their name(s), age, grade and school they will be attending in September. You will need to do this if your children are turning or have turned 16 anytime this year.

If your children are not attending school this September, please call me to cancel their school supplies benefit. If you do not do this, an overpayment may be applied.

If you have any questions, please phone me at the number below.

Yours Truly

CAS TYPE
123 4^E AVENUE
FLIN FLON (MANITOBA)
R0J 3K9

Le 2 JUILLET 2018

DOSSIER : 53779

MADAME,
OR
MONSIEUR,

Je vous écris pour vous dire que vous recevrez un paiement en août pour les fournitures scolaires de vos enfants. Cette allocation peut seulement être versée une fois par année.

Le montant de l'allocation dépend de l'année de naissance de votre enfant :

du 1 ^{er} janvier 2007 au 31 décembre 2013	60,00 \$
du 1 ^{er} janvier 2005 au 31 décembre 2006	80,00 \$
du 1 ^{er} janvier 2001 au 31 décembre 2004	100,00 \$

Si vos enfants ont entre 5 et 15 ans et iront à l'école en septembre, vous recevrez automatiquement l'allocation pour les fournitures scolaires.

Si vous avez des enfants de 16 ou de 17 ans qui vont à l'école, veuillez m'appeler au numéro ci-dessous et laisser un message indiquant le nom et l'âge de vos enfants, leur année d'études en septembre et le nom de l'école qu'ils fréquenteront. Vous devez suivre cette procédure si votre enfant aura 16 ans ou a eu 16 ans cette année.

Si vos enfants n'iront pas à l'école en septembre, veuillez m'appeler pour annuler leur allocation pour fournitures scolaires. Si vous ne l'annulez pas, un paiement en trop pourrait être appliqué.

Si vous avez des questions, veuillez me téléphoner au numéro indiqué ci-après.

LE COORDONNATEUR DES DOSSIERS,