

FAMILY SERVICES AND HOUSING CIRCULAR

Date: May 1, 2009

CIRCULAR NUMBER: EIA #2009-24

Alternate Program(s): N/A

To: Community Social Service Supervisors/Program Managers

Subject: Employment Special Needs: Child Care

Reference: Employment and Income Assistance Manual: Section 21.2.1 (Employment Special Needs: Child Care)
Directive # 2007-37 (Rewarding Work Allowance)

Type: Policy Replaces # _____
 Procedure
 Rate
 Information Only

Effective Date: Immediately

This Circular is intended to clarify Section 21.2.1 of the *Employment and Income Assistance (EIA)* Manual as it pertains to reimbursing child care costs as a work expense.

Recent EIA initiatives have increased the number of participants who may require child care services in order to access employment opportunities. Participants are expected to utilize subsidized child care when available. In some instances however, the participant may be approved by the Director to utilize non-subsidized child care. It is possible in this situation that reimbursing the actual cost for child care can result in the assistance they receive exceeding their budget.

Staff are advised that in these situations they are to reimburse the participant their actual child care costs providing the following criteria are met:

- 1) The amount being reimbursed should not exceed rates established by the Manitoba Child Care Program (MCCP). If the participant has agreed to pay over the MCCP rates they are responsible for the excess. If staff have any questions regarding subsidized child care including the current rates they can email cdcinfo@gov.mb.ca for the information.
- 2) The participant must be on a waiting list for a subsidized child care spot or demonstrate that no alternative exists.
- 3) The employment should be consistent with the participant's approved employment plan.

Directive #2007-37 Rewarding Work Allowance details the employment stipend which provides for assistance with work-related expenses. Child care costs are not to be considered an employment expense under this initiative as the initiative does not include all categories of

participants. All participants are eligible to have child care costs reimbursed in the same manner.