

CIRCULAR

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Alternate Program(s): N/A

To: Community Social Service Supervisors/Program Managers

Subject: **EIA Support for Required Identification (ID) and New SAMIN Code - SNID**

Reference:

Replaces:

Type:

- Policy For Internal Reference Only
- Procedure
- Rate
- Information Only

Effective Date: Immediately

The purpose of this circular is to outline options for EIA participants to get the identification (ID) they need to have access to services and benefits that will enhance their full participation in society and lead to greater self-sufficiency. There is also information on how to determine if an individual requires a referral to one of the community resources listed, or is able to apply to Vital Statistics Agency (VSA) independently. The background below provides information on why people need ID.

Participants born in Manitoba will receive their ID within 6 to 12 weeks of application. The process can be longer if they are referred to a community agency (SEED Winnipeg or Citizen's Bridge) due to demand for their services. Manitoba birth certificates cost \$30 for a first and a replacement birth certificate. Costs for out-of-province birth certificates vary.

Schedule A, Division 3(9) of The Assistance Regulation allows for the provision of special needs, which may include the costs for required identification as further indicated in section 21.1.3(1) of the EIA Administrative Manual. Allowable items under special needs includes the funds for the least expensive form(s) of identification required for a participant to access health and social services, financial services, or gain and maintain employment. Participants are eligible for replacement birth certificates if there is a need, but they should be advised to keep it in a safe place to prevent loss or identity theft/fraud. Replacement birth certificates should be recovered as an overpayment for duplicate benefits if EIA has already paid for one birth certificate for the individual. If there is a copy of the birth certificate in the EIA file, this will assist in completing the

application for the replacement. Judgment is required when a second replacement birth certificate is requested within a year.

Although EIA has provisions to cover the cost of an application for a required birth certificate for each member of the family, there are numerous challenges associated with the application process. Therefore, if participants have difficulty completing the VSA application form on their own, community organizations can accept referrals. Community organizations do not have the capacity to deal with all EIA participants requiring birth certificates and they require reimbursement from EIA for the cost of the birth certificate.

Completion of Vital Statistics Agency application forms by the Participant (VSA invoices EIA)

If participants are capable of completing the invoice application form for themselves and/or their child(ren), then this is the quickest option. The participant fills out the "Manitoba Invoice Application Form / Demande de facture". The application form should be completed and returned to EIA for mailing. The application(s) should be reviewed for completeness/accuracy and must only include members of the EIA household.

When the invoice and birth certificates come in to the EIA office, photocopies of the identification should be filed, and the participant should be contacted to pick up the ID.

EIA community offices can request the invoice application form from VSA to have on hand for participants.

Participant Completes Application(s) and Submits Receipt to EIA

There has always been the option for participants to pay Vital Statistics Agency directly at the time of birth certificate application. If participants choose this option, they may bring the receipt to EIA for reimbursement, if eligible. If a copy of a birth certificate is required for EIA records, arrangements must be made to ensure the copies are placed in the EIA file.

Determining if Individuals Need Assistance Completing Vital Statistics Applications

Vital Statistics Agency will match the information written on the application form to the information that was filled out on the birth registration at the time of the birth. If anything is missing or does not match the birth record the application will be returned to the designated EIA office. Participants can be asked to identify any complicating factors that might require some support through a referral to a community agency, such as forgetting a mother's maiden name. There is the option for the participant to take the application(s) to VSA themselves, and VSA staff will look over the application and let the applicant know if there is anything that does not match up. However, if it is an invoice application, it must be brought back to EIA to have the EIA account number added and the EIA information provided under Section A, as outlined above.

BACKGROUND

In addition to EIA's requirements for identification (ID) at application, the need for proper ID is increasingly important to access many benefits and services, such as:

- A birth certificate or certificate of Canadian Citizenship is required to get a social insurance number (SIN) for filing income tax and employment purposes.

- Registered First Nations individuals need both a birth certificate and a Certificate of Indian Status in order to obtain a SIN.
- Banks now require two pieces of identification to set up an account.
- Parents need birth certificates for themselves and their children in order to set up a Registered Education Savings Plan (RESP) and to access the Canada Learning Bond (\$500) and annual grants. VSA suggests requesting birth certificates with parents' names for all young children.
- Some property companies are requiring photo identification to lease a rental unit. All types of photo ID require a birth certificate at application.

NOTE: If possible, remind expectant mothers to check the box on the birth registration form in the hospital that indicates 'YES' for a social insurance number for the newborn. This way the newborn already has ID, and it eases the process for acquiring an RESP and the Canada Learning Bond.