

<b>Act/Regulations</b> <b>Reg 13(3),</b> <b>13(5)(m)</b>	<b>Section</b>	<b>Social Programs</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instructions</b>	<b>POST SECONDARY EDUCATION OR SKILLS DEVELOPMENT PROGRAM</b>	<b>3-9</b>
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### **PURPOSE**

1. To limit dependence on social assistance through supporting adult applicants to obtain post-secondary education and skills training.
2. To establish guidelines for approval of post-secondary educational and skills training support to applicants.

### **PRINCIPLE**

3. Applicants should be encouraged to improve employability through appropriate educational/training opportunities.
4. A comprehensive, well documented, case plan should clearly articulate the advantages of a course of study to both the individual and the Department. The case plan must be approved and completed prior to beginning training if applicable.
5. Applicants are expected to use all available financial resources in pursuit of their educational goals.

### **POLICY**

6. To qualify for support under this policy and exemption from full time work requirements, the applicant shall:-
  - (a) Be otherwise eligible for continuing social assistance benefits;
  - (b) Have a likelihood of long term dependence on full or supplementary assistance; and
  - (c) Be able to demonstrate that:
    - the appropriate research has been done
    - personal suitability to the occupation
    - the post secondary training plan is a realistic career goal with the support of the appropriate community based Employment Counseling Service and the Social Assistance Case Worker prior to the beginning of post secondary plan.

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- (d) Actively, seeking employment between school terms; and
- (e) Be eligible for Skills Development funding available through Services Canada.
- (F) Must have obtained Grade 12 or equivalent education level.
7. Persons currently attending a post-secondary program who encounter unanticipated circumstances (illness, disability, loss of income etc.), may be assisted for the remainder of the current educational year through the Canada Student Loan Program. After an individual has obtained the maximum available amount of support from the Canada Student Loan Program, an application for assistance under the Social Assistance Program, may be considered within program guidelines for the remainder of the current educational year. Further assistance to complete their post-secondary education will depend on meeting the criteria set out in paragraph 6.

## **PROCEDURE**

8. Clients are expected to advise their Social Assistance Case Worker of their intentions to explore Post Secondary Training/educational opportunities. The Social Assistance Case Worker will make a referral in consultation with the client to Career Development Services for an employability and educational suitability assessment. This is the beginning of the clients Post Secondary Training/Education Plan.
9. The Post Secondary Training/Educational Plan should include the following:-
- educational and employment history
  - evidence of academic performance
  - occupational goals and their suitability to the individual
  - potential for future employability
  - information on how potential barriers such as child care, transportation, housing and disabilities will be addressed
  - reasons for any exceptions to taking a full course load.
  - it is expected, where applicable, that this plan will be provided to the Social Assistance Case Worker 45 days in advance of anticipated training start date.
10. Applicants are required to raise their own funds to meet as much of their educational and living costs as possible. These funds may be obtained from student loans, bursaries, scholarships, Employment and Vocational funds through the Disability Support Program, Skills Development Program, Opportunities Fund etc.

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11. Applicants who arrange funding through the Skills Development Program for training may be eligible for their basic living costs if the Department supports their educational case plan. Basic living costs do not extend to costs associated with involvement in a training program such as child care, transportation, or tuition, etc. The intent of this policy is to help applicants maintain the same level of support for someone in a skills training program as would be provided if he/she were simply on the caseload and not involved in any type of training.  
Training exemption, policy 4-4(6) applies.
12. Applicants who are pursuing post secondary education, who are not eligible for Skills Development Program, are expected to apply for the maximum amount of student aid for the Canada Student Loan Program for which they are eligible.
13. Student funding in excess of what is required for the basic educational costs shall be calculated as a financial resource and shown as monthly income over the course of study for that school year. Basic educational costs include tuition, books, supplies, mandatory fees, child care and transportation, etc.
14. Income from employment shall be shown as income in the calculation of benefits, subject to any available exemptions.
15. Clients attending Post Secondary Training will have their eligibility for Social Assistance reviewed every four months by the Social Assistance Case Worker. Eligibility will be based on Social Assistance Regulation and Policies as well as compliance with approved Post Secondary Education Plan.
16. Progress of the Post Secondary Training Plan will be measured by confirmation of grades, attendance records, and other appropriate indicators etc. in collaboration with Services Canada if appropriate.
17. Year end progress reports are to be prepared annually upon completion of the academic year. These reports should be used to support a recommendation to continue, or to discontinue to support the educational plan for the following year and should be submitted to the Social Assistance Case Worker with approval from designated authority.

### **CROSS REFERENCE**

- |     |                               |
|-----|-------------------------------|
| 4-4 | Income Exemptions             |
| 4-5 | Income - dependants at school |