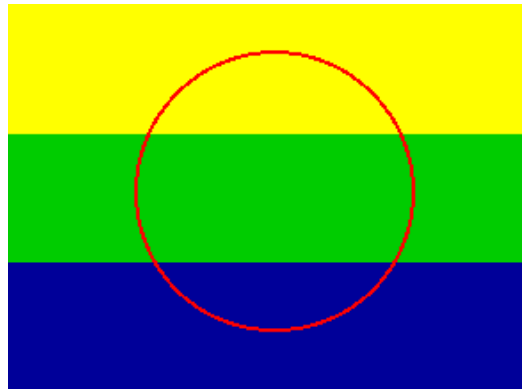


Social Assistance Plan

PEGUIS FIRST NATION



Adopted: August 24, 2009

PEGUIS FIRST NATION

Social Development Plan

INTRODUCTION

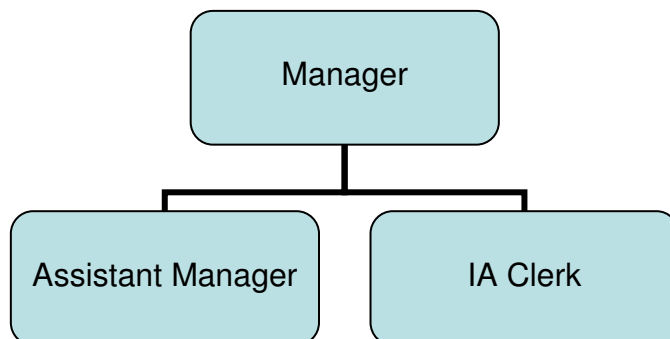
- 1 The following plan in combination with the Peguis First Nation Social Development Policy is designed to address and correct the findings of the Income Assistance Compliance Review Letter of August 5, 2009.

PRINCIPALS

- 2 The role of Peguis First Nation Council is policy. Council oversees and is responsible for the program and the Social Development Policy and Plan, but is not involved at the administrative level.
- 3 Council must refer all requests for assistance to the Manager of Social Development.
- 4 The Manager of Social Development cannot approve expenditures outside the parameters of the Peguis Social Development Policy and/or the INAC Guide.
- 5 Any issue addressed in the Peguis Social Development Policy shall take precedence over the equivalent issue in the INAC Guide.
- 6 The role of Social Development includes home visits budgeting and counselling of clients.

STAFFING

- 7 Current staffing level is two F/T. At least one F/T position will be added.



Social Development Program Organization Chart

- 8 The additional stall will allow the Manager time to oversee work, provide quality checks to improve record keeping and counsel clients.
- 9 Job descriptions shall be filed with the Human Resource Manager for each position in the organization chart.
- 10 Bank reconciliation will be completed in a timely manner.
- 11 The Work Opportunities Program (WOP) shall be used more effectively than in the past. Positions such as bus drivers, E/A's and convenience store staff are opportunities for WOP to provide training, job opportunity and self-worth to clients.

OPERATIONS

- 12 The front counter and waiting area of the Social Development Office shall have the following information posted and/or easily available:
 - (a) A copy of the Peguis First Nation Social Development Policy.
 - (b) A copy of the INAC Manitoba Region, First Nations Income Assistance Program, Policy and Procedures Guide.
 - (c) Posters which explain the main policies of Income Allowance in simple understandable language.
 - (d) A list of commonly applied policies.
- 13 Hydro, Burials, Rent, Special Needs, CMHC, User Fees, Wood, Infant Formula and any other programs or enhancements within Social Development will be accounted for, and reported through CRW.
- 14 Peguis has one terminal running CRW. This is inefficient as only one person can use the program at a time. Arrange to have multiple users concurrently.
- 15 Training will be provided on CRW by MNP LLP to make better use of the software's capabilities.
- 16 The failure to include the costs of the programs listed in Paragraph 13 results in a significant under-reporting of Social Development expenditures.

RECORD KEEPING

- 17 All records shall be kept to the required standard. Problems identified in the Compliance Review must be corrected by:
 - (a) obtaining all necessary signatures;
 - (b) confirming that the client is signing and not a another member of the family;

- (c) assuring that all files are complete and contain all required information;
 - (d) assuring medical documents are on file;
 - (e) assuring COPH applications are complete;
 - (f) assuring SD03's are on file;
 - (g) completing tenancy profiles;
 - (h) assuring CMHC rental agreements are on file; and
 - (i) completing the Housing Occupancy Data (HOD) Analysis/Tenancy Profile.
- 18 Houses are to be identified by the Hydro Meter Number in addition to any numbering scheme developed by the Band.
- 19 A reconciliation process for all Social Development programs will be implemented.

EXCEPTIONS

- 20 The INAC Guide prohibits providing Post Secondary students with a two week allowance during the Christmas break.
- 21 Additional staff time will be allocated to hydro which will result in a lowering of the number of service disconnections.
- 22 All income must be declared by the client and will be recorded on the client's file including income from employment during emergencies.
- 23 Income shall be recorded for the previous 30 day period.

CONSULTATION AND COMMUNITY AWARENESS

- 24 It is imperative that the Social Development Policy be implemented in a timely manner. The community must be made aware of the changes in policy and operation, and be given the opportunity of providing input and asking questions.
- 25 INAC will be given a copy of the SD Policy and Plan prior by August 31, 2009.
- 26 Changes to Social Development will be publicized through the community radio station, posters and a hand-out attached to the issuance of the September 15th Social Assistance.

PAYROLL INFORMATION

- 27 Based on the declaration, Social Development has the right to verify payroll records with the employer. This must be done in a manner consistent with the relevant privacy legislation.

TIMELINE

- 28 Staff positions filled by September 15, 2009.

- 29 Hydro, Burials, Rent, Special Needs and User Fees to be implemented through CRW by November 1, 2009.
- 30 This plan to be fully implemented by January 1, 2010.