



Memorandum

Date: June 24, 2002

To: Directors
Employment and Income
Assistance

From: Pam Goulet and John Petersen
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Employment and Income
Assistance
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Subject: **Enhanced Employment and Income Assistance (EIA) Education Policy**

The Employment and Income Assistance Program has revised the eligibility criteria for the Enhanced EIA Education Policy. Single parents and the spouse of a person with a disability are the only categories that will be allowed to pursue employment focused post-secondary programs up to two years in duration, with the approval of the Director.

When recommending an action plan for post-secondary education, the following criteria must be considered:

- Approval will be limited to participants who have been enrolled on EIA for six months, have no previous student loan defaults, have not previously completed post-secondary training, maintain satisfactory attendance and progress and have not previously received training supported by EIA.
- Completion of the program will lead to self-sufficiency or substantially reduced dependency on income assistance and will allow for reasonable access to available employment opportunities.
- Consideration will be given only to participants enrolled in a full-time course of study (which is at least 60% of a course-load as determined by the educational institution the participant attends).
 - Exceptions to full-time study may be made, at the Director's discretion, for participants who: cannot manage a full course-load for personal or familial reasons; require a partial course-load to complete their program of study; or, require courses that are available only on a part-time basis.
- Participants will complete and return the Education and Training form (except when the participant is identified as an ACCESS student) to ensure that their educational goal is consistent with their action plan. Workers will then complete the Request for Approval form and forward it to the Director for final consideration.
- Participants will be required to apply for Student Aid and/or any other approved financial resource for tuition, books and related educational costs such as child care, transportation and miscellaneous.

- A list of eligible institutions that will be approved for consideration by Student Aid is available by visiting the Manitoba Education, Training and Youth and Advanced Education's web site, www.edu.gov.mb.ca.
- As stated in Directive #2002-03 (revised), if funding for educational costs are being sought through Student Aid, case coordinators must complete the Post-Secondary Notification Letter to Student Aid and forward it to Student Aid. The letter should be forwarded to Student Aid for all ACCESS students as well.

Upon Director approval to support the requested post-secondary education plan, the following SAMIN screens must be updated: