



Memorandum

Date: April 9, 1998

To: Directors
Employment and Income Assistance

From: Gerry Schmidt
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Telephone:

Subject: **Work Expectation Report (GWEC) – Revised**

A new version of the Work Expectation Report has been produced to assist staff in identifying clients who have work expectations. A copy of the report is attached.

The new Work Expectation Report replaces the Work Experience BF Report. The Counsellor's BF report will be adjusted to delete any reference to Work Expectation BF's. The report will be run in conjunction with all other monthly statistical reports on the first Friday following the monthly cheque run and will be mailed to each District Office.

Since the introduction of the Employment First Initiative, the Home Visit field was frequently used to track clients who were Work Expectation or Work Deferred. This tracking is no longer necessary because of revisions to the Work Expectation Report. Effective immediately, staff are to return to using the Home Visit field to alert staff that some form of client contact is required and to record that client contact. Staff are to review their Home Visit Listings monthly and make the appropriate adjustments.

The new Work Expectation Report is separated into two parts. The first part shows the following:

- clients with children 6 years of age or older;
- all General Assistance clients;
- children on the above cases who are 16 or 17 years old, no longer attending school and have had work expectations placed on them.

The second part of the report shows the following:

- clients with children under 6 years of age, who have been educated or trained and have had a work experience placed on them;
- children on these cases who are 16 or 17 years old no longer attending school and have had work expectations placed on them.

The report is sorted by District Office by Counsellor and by work expectation/deferral code i.e. all those without a code are first, all those employed full-time (EF) are next, etc. This enables staff to see at a glance who is available for referral, who is employed and declaring earnings, who is participating in a program and when the program will be completed.

Clients are identified by name, case number and case category. The following headings appear on the Work Expectations report:

1. Work Expectations
2. Education
3. Earnings
4. Summary Totals

1. **WORK EXPECTATIONS**

The following fields appear under the Work Expectations heading:

- WE CD** Work Expectation Code – indicates the following:
- level of the client 1, 2 or 3);
 - whether or not a client is employed (full-time or part-time);
 - sanctions, if any (voluntary or involuntarily);
 - whether this is an exempt client who has asked for help to find a job.
- RVW DT** Review date – the date the Counsellor wants to review the work expectation.
- DFRD CD** Deferred Code – indicates that the client is deferred from work expectations for one of the following reasons:
- health (H)
 - special needs (SN)
 - family violence (FV)
 - enrolled in a training program (ST)
 - no support (NS)

NOTE: If a client is deferred “ST” there should be a corresponding entry in the institution field under the Education heading.

- DFRD RVW** Deferred Review Date – the date the Counsellor wants to review the current situation.
- CNSLR** Counsellor – other Employment and Income Assistance staff actively involved with assisting the client in employment-related activities (if any is involved).
- JSAR RCVD** Job Search Activity Report Received – shows the last date the job search activity report was received in a District Office.

2. **EDUCATION**

The following fields appear under the Education heading:

- EDCN** Education – indicates the type education or training in which the client is **currently** participating.
- INSTN** Institution – indicates the institution/training program/ or partner providing the training.
- END DT** End Date – Indicates the date the training or education will be completed.
- RFRL** Referral Code – indicates the training program to which the client has been

referred. For example, Job Readiness, Taking Charge, Employment Connections, etc.

NOTE: If a code appears in this section, the client has not yet been accepted or rejected.

RFRL DT Referral Date – indicates the date the client was referred to the training program. If the date in this field is two months prior to date the report was run, the Counsellor would review the referral with the referral agency.

ABORGNL Aboriginal – if a client voluntarily declares themselves as Aboriginal on the Employment History and Personal Job Plan, that information is entered and appears in this section of the Work Expectation report.

3. **EARNINGS**

The following fields appear under the Earnings heading:

AMT Amount – indicates the regular and/or self-employment monthly earnings the client has declared.

HRS Hours – indicates the total hours the client worked for the month.

LMBDT Last Monthly Budget – Indicates the last month the budget was activated.

COMMENTS SECTION displays the word processing from the Work Expectations screen.

4. **SUMMARY TOTALS**

At the end of each Counsellor's report is a cumulative total of clients by category and work expectation/deferral code.

At the end of each District Office report is a cumulative total of clients by category and work expectation/deferral code for the office as a whole.

At the end of the report is a count of the number of clients by category and work expectation/deferral code for the province as a whole.

These counts may assist staff in monitoring employment activity at all levels.

The new Work Expectation Report is expected to replace some of the manual statistics that are now being kept in each district office. Further information will follow identifying which manual statistics are no longer required.