

**Manitoulin-Sudbury District Services Board  
POLICY & PROCEDURES MANUAL**

Section: H. Ontario Works	Effective Date: July 2009
Topic: 5. Income and Exemptions	Replaces: November 2004
Subject: 5.11. Employment Insurance Benefit Assignment	
Policy No. H.5.11.	Page 1 of 3

**POLICY**

**Authority**                    **OW Act: Sec. 7(1), 7(2), 7(3), 13, 16(1) and 19(2)**  
**OW Directives: Dir. 5.2**

The following procedure is in place to ensure that payment of assistance made by Manitoulin-Sudbury DSB to persons who have claimed, but not yet received, Employment Insurance Benefits may be reimbursed by Service Canada and paid to the Manitoulin-Sudbury DSB.

**Note:** Reimbursement is made directly to Manitoulin-Sudbury DSB by the HRDC

**PROCEDURE**

The assignment of benefits is accomplished through the completion and submission to Human Resources Development Canada, on Form 3113 - Assignment of Benefit.

The Case Manager must also record the amount of one week of basic allowance in the Minimum Living Allowance (MLA) section.

**Note:** If participant is boarding, one week of the boarding and lodging allowance is recorded.

**COMPLETION OF FORM 3113**

1. The upper section of the form should be completed by the Case Manager and signed by the applicant/participant. This part of the form is self-explanatory. Copy to be given to applicant/participant.
2. Parts A and B should be completed noting the following points. When only one payment of Ontario Works is made, this should be indicated in Part A by giving the amount and the date on which the assistance was paid, otherwise, the amounts should be prorated on a weekly basis relating to periods beginning with each Sunday.

**Note:** In the latter cases, it may not be possible to determine the exact amount of assistance issued as the weekly prorated figures should be rounded down to an even dollar.

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Policy No. H.5.11.	Page 2 of 3

The assignment form does not necessarily have to be at the Service Canada office before the E.I.B. cheque for the relevant period is mailed. If the assignment is late, Service Canada will collect a justified assignment from the subsequent week or weeks. Manitoulin-Sudbury DSB has up to eight weeks to submit an assignment, **but this concession should not be abused**. The assignment form should always be submitted after the payment of assistance is made.

Total amounts paid should be indicated in the three spaces provided above "Part A" of the "Social Service Office Use Only" section.

A copy of the completed form must be forwarded to Espanola for tracking.

### **3. SERVICE CANADA**

The bottom portion of the form informs the Administrator if the assignment is not accepted and gives the reason for non-acceptance. The following notes refer to the codes listed in this section.

#### **REQUEST FOR ASSIGNMENT NOT ACCEPTED**

Reason 01	no record of claim
Reason 02	earnings declared
Reason 03	benefit period not established
Reason 04	prior to benefit period commencement
Reason 05	beyond eight week limitation
Reason 06	disqualified
Reason 07	disentitled
Reason 08	EI week not processed
Reason 09	waiting period
Reason 10	found work
Reason 11	transferred out of the MS-DSB region

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Policy No. H.5.11.	Page 3 of 3

Reason 12	BF'd until first assignment cleared
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**Only one** copy of the assignment form will be returned to Manitoulin-Sudbury DSB. The other will be kept in the Service Canada office for three weeks in case the status of the applicant changes.