INCOME ASSISTANCE REPORT

DCI Number/Fiscal Year:
455897 (2023-2024)

Purpose:
This report is required to provide statistics on the Income Assistance (IA) program expenditures, clients and their dependants. Indigenous Services Canada (ISC) uses the report for program planning and policy analysis, to determine statistical trends, to measure program performance and to ensure continuity of services in First Nation communities.

The purpose of the Income Assistance program is to provide financial assistance to eligible on-reserve residents who demonstrated a need for food, shelter, or other goods and services that are essential to the resident's well-being. The program is of last resort and provides funding when no other source of funding is available (from federal, provincial or other sources) to meet basic special needs and pre-employment supports of residents on-reserve as stated in the delivery requirements referenced in your funding agreement.

Reporting Period:
Quarterly:

- April, May, June for quarter one (Q1)
- July, August, September for quarter two (Q2)
- October, November, December for quarter three (Q3)
- January, February, March for quarter four (Q4)

Due Date:
The report is due quarterly, on the 30th of each month following the quarter:

- July 30th for Q1
- October 30th for Q2
- January 30th for Q3
- April 30th for Q4

Field Definitions:

Field	Definition
Section 1 Identification	
Recipient Name	First Nation or Organization name stated in the Financial Agreement with ISC.
Recipient Number	First Nation or Organization number stated in the Financial Agreement with ISC.
Reporting Period	Report on financial events that took place during the quarter. Three-month quarters as follows: - Q1 (April, May, June) - Q2 (July, August, September) - Q3 (October, November, December) - Q4 (January, February, March)
Region	The Region that manages the recipient funding agreement: - Atlantic

<table>
<tr><th>Field</th><th>Definition</th></tr>
<tr><td></td><td>- Quebec
- Ontario
- Manitoba
- Saskatchewan
- Alberta
- British Columbia
- Yukon</td></tr>
<tr><td colspan="2">Section 2 Clients and Dependents</td></tr>
<tr><td colspan="2">All data fields identified under this category are to be completed for the Client as well as each of their Dependents, with the exception of one question regarding Family Composition which is to be completed by the Client only.</td></tr>
<tr><td>Status Number</td><td>Enter a Status number, or Social Insurance Number in the absence of a Status Number. Should a client have neither, provide a Unique Identifier number, such as a Health Card Number.</td></tr>
<tr><td>Family Name</td><td>The legal last name of the Client or Dependent(s)</td></tr>
<tr><td>Given Name</td><td>The legal first name of the Client or Dependent(s)</td></tr>
<tr><td>Year of Birth (YYYY)</td><td>The year of birth of the Client or Dependent(s)</td></tr>
<tr><td>Income Assistance Start Date (YYYYMMDD)</td><td>The start date when the Client or Dependent(s) began receiving the current service being provided, in the format ‘Year Month Day’</td></tr>
<tr><td>Gender</td><td>Identify the gender of the Client or Dependents(s):
- Male
- Female</td></tr>
<tr><td>Education</td><td>Educational attainment is a term commonly used by statisticians to refer to the highest degree of education an individual has completed.
Select by the highest attainment per client and/or dependents:
- Did not complete secondary (high) school diploma
- Secondary (high) school diploma or equivalent
• Examples of secondary (high) school equivalency certificates are General Educational Development (GED) and Adult Basic Education (ABE).
- Post-secondary: Apprenticeship or trades certificate; Diploma or degree from a college/CEGEP or university
• Registered apprenticeship or trades certificate examples include (but not limited to) hairstyling, cooking, electrician, carpentry, etc.
• College, CEGEP or other non-university certificate or diploma examples include (but not limited to) accounting technology, real estate agent, industrial engineering technology, dental hygiene, legal assistant, etc.
• University certificate or diploma includes certificate or diploma below or above bachelor level, bachelor's degree (including LL.B.), master's degree, degree in medicine, dentistry, veterinary medicine or optometry, earned doctorate
Note: Educational attainment for the age group 0-5, 6-15 and 65+ is not required in this section.</td></tr>
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<table>
<tr><th>Field</th><th>Definition</th></tr>
<tr><td>Employable (16+)</td><td>Enter the current employability status of the Client or Dependent(s) (16 and older) as applicable:
- ETW-CAW: Expected to work - Currently Available to Work/Attend Employment Training
• Client is capable of sustaining employable; however, is unemployed.
- NEWS-TWS: Not expected to work in the short- term - Temporary Work Situation
• Client is working full-time or part-time but is unable to meet the basic needs of their household.
- NEWS-TUW: Temporarily Unavailable to Work
• Client is unable to work in the short-term due to particular circumstances (i.e. pregnancy, short-term illness, escaping abuse, enrolled in employment training, etc.).
- NEWS-MB: Multiple Barriers
• Client is faced with more than one barrier, which limits their ability to obtain and sustain competitive employment. Potential barriers include addiction, low education, social factors, history of unsuccessful interventions, etc. Clients must have more than one barrier.
- NEWL-D: Not expected to work in the long-term - Disability
• Client has an ongoing disability, which is substantiated with a medical report.
- NEWL-MI: Not expected to work in the long-term - Medical Issue
• Client has an ongoing medical issue, which is substantiated with a medical report.
Note: This section applies to individuals that have persistent conditions that make the likelihood of any future employment very low. Clients who are employed but not capable of sustaining long-term employment due to their disability, medical or mental health issue should be captured in this section.
Note: This section is not applicable to dependent children (under 16 years old).</td></tr>
<tr><td>Participation Pre-employment Supports (16+)</td><td>Income Assistance clients and their dependents who participated in some form of job readiness training from any source and pre-employment supports during the quarter:
- Yes
- No
All Income Assistance providers are to answer this question.
Active measures and pre-employment supports are defined as the supports designed to help individuals increase their employability so they can join and stay attached to the labour market. Examples of these supports include (but are not limited to):
- Employment/Pre-employment (e.g. job shadowing, internship)
- Skills training
- Basic literacy and essential skills training
- Adult education
- Voluntary work opportunity
- Career and job seeking skills counselling</td></tr>
</table>

Field	Definition
	- Case management - Employment/Pre-employment supports (e.g. Child Care, Employment Experience/Work Opportunity Program (WOP), Wage Subsidy) The examples listed above and other items identified need to be aligned with the reference provincial/territorial legislation.

Exits (16+)	Select whether a client or dependent exited Income Assistance for the following reasons:
	- Exited to employment
	  • Left Income Assistance during the reporting period for reasons of employment because their income was in excess of the eligibility threshold
	- Exited to education
	  • Left Income Assistance during the reporting period to go to school or attend a recognized training program as defined by provincial/territorial eligibility criteria
	- Other reasons
	  • Left Income Assistance during the reporting period for reasons other than employment or education (e.g., health issues, moved off-reserve, unable to track, etc.)
	For example:
	1 client in April + 5 clients in May + 2 clients in June = a total of 8 clients to be reported in the first quarter (Q1).

Number of Dependents	Select the number of dependents under your care that are living in the same household. Includes: - the client's spouse/partner - the client's child or his/her spouse/partner's child The determination of state of dependence for an adult, a child and/or a spouse/partner is based on the reference provincial or territorial regulations.
Number of Children Out of Parental Home	Select the number of children out of parental home* per client. Children out of parental home* refers to the Expenditures ($) paid for children out of parental home (COPH) include the total amount of eligible expenditures, over the course of the reporting period (i.e. month one expenditures + month two expenditures + month three expenditures = total amount of expenditures for the quarter) pertaining to children out of the parental homes, for purposes of Income Assistance, in accordance with the provincial/territorial guidelines and not including a child taken into care under the Child and Family Services Program. **Children out of Parental Home (COPH) expenditures and expenditures for similar or related programs that are funded through the Income Assistance budget are to be included in this field **only**. They should **not** be included within the 'Basic Needs' expenditures field or elsewhere.*
Family Composition	Family composition discusses the role of the Income Assistance family structure and includes the following: - Single • the client has no spouse/partner, nor any dependent

Field	Definition
	child(ren) or dependent adults - Single with child(ren) • the client has no spouse/partner, but has one or more dependent child(ren) or dependent adults - Couple • The client has a spouse/partner; but neither the client nor their spouse/partner has any dependent child(ren) - Couple with child(ren) • The client has a spouse/partner, and they and/or their spouse/partner have one or more dependent child(ren) and/or dependent adults
Housing Type	Select the type of housing unit occupied by Income Assistance client on the last day of the reporting period: - CMHC (Canadian Mortgage and Housing Corporation) - Non-CMCH (Non-Canadian Mortgage and Housing Corporation) - Privately Owned - Shared Dwelling - Room and Board - Other Include CMHC, non-CMHC, privately owned and others types of housing arrangements such as band owned or community owned for which rent was paid; sharing dwellings, room and board and other. For CMHC units where a mortgage still exists, rent could represent payments towards mortgage, occupied by Income Assistance client on the last day of the reporting period. - June 30 for the first quarter (Q1) - September 30 for the second quarter (Q2) - December 31 for the third quarter (Q3) - March 31 for the fourth quarter (Q4)
Income Received	Check box will open Section 2a - Income Assistance Expenditures. Identify the monthly expenses for all Income Assistance activities on a quarterly basis: - Q1 (April, May, June) - Q2 (July, August, September) - Q3 (October, November, December) - Q4 (January, February, March)
2a. Income Assistance Expenditures	
Monthly Expenditures for Basic Needs per client	Individual monthly amounts for Basic Needs should include expenditures that are aligned with eligible expenditures in the reference province or territory of residence, as well as program requirements. Basic Needs expenditures can include: - food (including special diets) - clothing (including children's winter and school clothing) - shelter - fuel/utilities

Field	Definition
	- other costs potentially applicable Expenditures in this category may be revised from time to time by the reference province or territory.
Expenditures for Utilities Costs per client	List the fuel/utilities expenditures for housing units occupied by Income Assistance clients for which fuel/utilities costs were paid separately (including CMHC, Non-CMHC, privately owned and other units occupied by Income Assistance clients) over the course of the reporting period (i.e. month one expenditures + month two expenditures + month three expenditures = total amount of expenditures for the quarter).
Expenditures for Rent, Room and Board, Mortgage per client	List the cost of rent (including CMHC, non-CMHC, privately owned and others types of housing arrangements for which rent was paid such as sharing dwellings, room and board. For CMHC units, rent could represent payments towards mortgage) occupied by Income Assistance client on the last day of the reporting period. - June 30 for the first quarter (Q1) - September 30 for the second quarter (Q2) - December 31 for the third quarter (Q3) - March 31 for the fourth quarter (Q4)
Monthly Expenditures for Special (Other) Needs per client	The applicable eligible expenditures are in alignment with the reference province or territory of residence and program requirements. Some examples of special needs expenditures are: - food (special diets) - essential household items - guide dogs - special transportation and moving costs - funerals and burials (including the costs or repatriation of a body, if required, by rail, air and/or vehicle transport) Expenditures in this category may be revised from time to time by the reference province or territory, and such changes should be communicated between Regions and HQ.
Monthly Expenditures for Pre- Employment and Training per client	Funding for eligible items in the reference province or territory including employment and training includes costs for active measures activities that are not funded under the case management capacity and should relate to direct costs to the client or dependent, to be able to participate in employment and training: - child care and accommodation, transportation and equipment, employment-related relocation costs, training, and career and job-seeking skills counselling - training allowances - wage subsidy associated with work experience - transfers to employers, other institutions and governments for training and employment services (e.g., Employment Experience/Work Opportunity Program, Aboriginal Social Assistance Recipient Employment Training Initiative, Job Corps, Social Assistance Transfer)
Section 3 Community Based Expenditures	
Total Expenditures for	Funding for service delivery and administrative costs directly attributable

Field	Definition
Service Delivery (excluding case management capacity) Costs	to program and service delivery including: - salaries, wages and benefits; travel, transportation, accommodation (to attend training, professional development opportunities, workshops, stakeholder meetings); training and professional development, office supplies; instructional and information materials; office equipment; telecommunications; computer systems; printing and professional services - data collection and management activities required for program monitoring, planning, reporting and evaluation; maintenance and upgrading of systems - development and implementation of case management systems including structured client assessment, referral, job placement, re-assessment and counselling, training and professional support for administrators and case managers; and, development of operational policy implementation projects and delivery options to encourage local integration or aggregation of services (e.g. management control framework, aggregation models, income support and labour market programs) for more effective delivery and administration of the programs. All Income Assistance related funding must be reported on the DCI. As such, both Income Assistance Service delivery expenditures and pre-employment supports funding are to be reported in this line. **Note:** Case Management salaries and training should **not** be included in this section, but under case management capacity funding in the line below
Total Expenditures for Case Management Costs	Case Management Capacity costs support the selection or retention of case workers who can assess clients' needs and work with them on a plan to increase employability and pursue employment. Expenditures under this category include: - training for existing and additional case workers, including traveling related to training - salaries or salary top ups for new and existing case workers - other related expenditure necessary to support the implementation of the case management (for example, supplies) **Note:** A case worker is defined as an Income Assistance employee who delivers pre-employment supports to Income Assistance clients and their dependents. The case workers ensures mandatory participation of Income Assistance clients and provides mandatory assessments, individual action plans and incentives and disincentives to ensure clients' participation in training necessary for them to gain employment or exit to post-secondary schooling. These case workers provide Client Supports and refer clients to other organizations for training or other services such as health services. The case worker will actively manage the journey of a client through these supports until they exit Income Assistance.
Total Number of Case Workers Positions	Include the total number of full-time equivalent (FTE) case worker positions that were added during the reporting period on the last day of the quarter. - June 30th for the first quarter (Q1) - September 30th for the second quarter (Q2)

Field	Definition
	- December 31st for the third quarter (Q3) - March 31st for the fourth quarter (Q4). For case workers funded only part time, include the appropriate fulltime equivalent numeric value. For example: Two 0.5 FTE part-time workers would equal one FTE.
Section 4 Declaration	
Given Name Family Name Title Date (YYYYMMDD)	The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format of ‘Year Month Day’.