

HR. MGR  
COPY



**PAUL FIRST NATION  
EMERGENCY SUBSIDY PROGRAM**

**June 16, 2009**

## **1. BACKGROUND**

Paul Band First Nation (Paul Band) has been providing emergency assistance to membership for many years. These costs have been growing significantly over the years with thousands of dollars being spent on emergency assistance annually.

The Emergency Subsidy Program (ESP) is funded by the Paul Band and affects the ability of the Paul Band to fund other programs within the Nation.

The Paul Band may provide emergency subsidy funding to members depending on their eligibility and the nature of the emergency. In some instances the emergency assistance funding may be repayable to the Paul Band by the member, in other instances it will be a grant.

In all instances the amount of the emergency subsidy funding will be restricted to the basic amount necessary to assist the member in dealing with the emergency and to ensure the ability of the Paul Band to assist as many members and fund as many programs as possible.

In all instances emergency assistance funding is discretionary and may take in to consideration but not be limited to the following criteria:

- a. Availability of funds to the Paul Band;
- b. Nature of the request;
- c. Prior requests by the same recipient;
- d. Seriousness of the emergency;
- e. Whether the recipient is a member of the Paul Band;

## **2. DECISIONS**

The Paul Band Financial Controller or such person as may be appointed by Chief and Council will make the decision as to who should receive the funds in consultation with the recipient and any other affected parties. The onus will then be on the recipient who receives the funds to use them properly however in the instance of any payments in excess of \$100.00 the Paul Band shall make payment direct to a third party provider.

Chief and Council shall also be required to approve any amounts in excess of \$500.00.

## **3. PROGRAM OBJECTIVES**

Paul Band has an obligation to its membership by helping in times of crisis. But that obligation also extends to the securing and maintaining of current and existing financial obligations which include the curbing of unnecessary spending.

The Paul Band has and will continue to provide emergency financial assistance to those who may need it and whose situation or emergency meets the criteria contained within this policy.

This policy is designed to help those who are not in a position to help themselves with respect to their personal lives and family situations, while respecting that generally the paying of personal bills and the cost of living expenditures is not the responsibility of the Paul Band.

It is the purpose and intent that any funding shall only be a subsidy and that recipients shall also contribute to meeting their needs.

Except in exceptional circumstances personal bills and the cost of living expenditures should not be subsidized by the Paul Band.

Subsidy priorities shall be funding for funerals, elders and assisting those with immediate family that are hospitalized.

#### **4. WHAT IS AN EMERGENCY AND WHAT IS REPAYABLE AND NOT REPAYABLE?**

An emergency is a sudden crisis requiring action and a number of examples are provided in the subsequent paragraph. It is an unexpected or sudden event that must be dealt with urgently. Sometimes the person(s) faced with an emergency is not currently working and therefore requires help from the Paul Band for themselves or their immediate family.

Immediate family shall mean: child, step child, spouse (legal or common law), parent, step parent, sibling, half sibling,

A working person may also be faced with similar situations and be unable to help their immediate family during these difficult times.

**Such personal crises may include but are not limited to:**

**HOSPITALIZATION:** - Not repayable. Any subsidy shall be limited to a maximum annual aggregate amount of \$350.00 and shall require written confirmation of hospitalization of an immediate family member.

**RENT AND DAMAGE DEPOSIT:** - Shall not be subsidized by the Paul Band.

**DENTAL, MEDICAL PRESCRIPTIONS AND SUPPLIES:** - Repayable - items not covered by FNIB, Health Canada, including but not limited to eye glasses, dentures, eye exams, walking canes, joint, knee, or limb braces, special prescriptions, braces, hearing aids to a maximum of \$500.00 per annum.

In the event that the recipient is age 55 years or on AISH or greater at the time of the payment, the subsidy shall not be repayable.

There shall be no subsidy for narcotics or barbiturates in any instance.

**DENTAL WORK FOR CHILDREN AND TEENS:** - Not Repayable - to a maximum of twice per year



to a maximum aggregate annual amount of \$500.00 for requests to cover costs relating to dental work not covered by FNIB, braces (brace coverage shall not be for cosmetic work and should be only for emergency dental care), fillings, etc. Child being those 16 years or younger, Teens being those 17 or 18 years residing with a parent or legal guardian

**GAS SUPPORT:** - Repayable - to a maximum of twice per year to a maximum aggregate annual amount of \$100.00 provided it is incurred to transport individuals for medical reasons and only to those persons that are unemployed due to medical conditions or not employable.

**TRANSPORTATION COSTS:** - Repayable - to a maximum of twice per year to a maximum aggregate annual amount of \$200.00 - to provide Greyhound bus tickets and transportation allowances for individuals leaving and returning to Edmonton from various places across Canada.

**TRADITIONAL AND CULTURAL HEALERS:** -Not Repayable - to a maximum of twice per year to a maximum aggregate amount of \$200.00 for individuals that are unemployed due to medical conditions or not employable requiring assistance for traditional healing for unknown illnesses, incurable illnesses, terminal illnesses, spiritual healing and providing offerings to healers.

**SCHOOL FEES AND BOOKS:** -Not Repayable - for children attending schools off reserve where INAC will not cover costs, such as book fees, school supplies, ancillary costs, recreation costs, and bus passes to an annual maximum per child of \$100.00 depending upon individual family need.

**ETS BUS PASSES:** -Not Repayable - to a maximum of twice per year to a maximum aggregate amount of \$100.00 for individuals residing in Edmonton, requiring ETS bus passes for mode of transportation to employment, medical appointments, educational and other transportation needs.

**EMPLOYMENT AND TRAINING ASSISTANCE:** -Repayable - to provide financial help to cover costs relating to training, updating safety tickets, providing transportation, gas support, personal protective equipment, union fees, union dues, lunch, bus tickets, technical training fees, and costs for professional development, and internet connection, and resume writing, includes post secondary students, technical training, academic upgrading, skill development students. Maximum annual subsidy shall be \$500.00 and must be also approved by the Band Employment Counselor

**ASSISTANCE FOR FOOD AND OTHER NEEDS:** -Such requests shall be subsidized and persons shall be referred to appropriate agencies such as Social Services.

**UTILITIES (POWER, GAS, PROPANE):** -Not Repayable or Repayable on the discretion of the Band Crisis Worker or other person designated by Chief and Council to a maximum of twice per year to a maximum aggregate annual amount of \$500.00 to provide assistance to reconnect power and gas services, purchase propane, payment for arrears in utilities, for both on and off reserve.

**DRUG REHABILITATION AND TREATMENT CENTERS:** -Not Repayable - to a maximum of twice per year to a maximum aggregate annual amount of \$250.00 to provide payment to purchase space for cliental, clothing and personal care items. All subsidies shall also require the approval of an addictions Counselor and all payments shall be direct paid to third parties.

**ELDERS/AISH RECIPIENTS UTILITY ALLOWANCE:** -Not Repayable - provide a power and heating subsidy paid for elders (age 65 years or older) and AISH recipients on and off reserve. Subsidy shall be \$300.00 for elders off reserve, all amounts for elders on reserve, \$150.00 for AISH recipients on reserve and \$300.00 for AISH recipients off reserve with their own home.

**ROUND DANCES, MEMORIAL ROUND DANCE SPONSORSHIP AND POWWOWS:** -Not Repayable - to a maximum of twice per year to a maximum aggregate annual amount of \$500.00 to covers costs for celebrations held various times throughout the year. The assistance may be provided only for individuals 65 years or older and the annual Paul Band Princess, limited to one trip per year to attend round dances in other communities, including traditional giveaways, and travel

allowances.

**TRADITIONAL FEASTS:** -Not Repayable - to a maximum of twice per year to a maximum aggregate annual amount of \$250.00 to requests to cover costs for food, and other items pertaining to the feast.

**SPONSORSHIPS FOR RECREATION ACTIVITIES:** -No subsidy shall be provided.

**FUNERALS :** -Not Repayable - to provide funds to cover costs for funeral expenses, feast, travel, cultural healing. Subsidy shall be only for immediate family members. All subsidies and amounts shall be approved by Chief and Council

**EMERGENCY LODGING:** -Not Repayable - to a maximum of twice per year to a maximum aggregate annual amount of \$500.00 to due to power outages, home under renovation, frozen sewer and water lines, family violence, home destroyed due to fire or vandalism. Payment shall be made direct to 3<sup>rd</sup> party suppliers

**DISASTER ASSISTANCE:** - Not Repayable – to provide emergency assistance in the event of a fire, flood or other natural disaster in such amount and circumstances as Chief and Council may approve.

**VEHICLE REPAIRS:** -Not Repayable - to a maximum of twice per year to a maximum aggregate annual amount of \$500.00 to cover costs for mechanical repairs to vehicles owned by elders 60 years or older or on AISH. Members under 60 years of age or not on AISH to not qualify for subsidy.

**LEGAL COSTS, BAIL AND FINES:** - no subsidy shall be provided

**ELDERS AND AISH RECIPIENTS BASICS OF LIFE:** - no subsidy shall be provided as coverage is available through other Paul Band programs.

## **5. REPAYMENT:**

In the instance of a subsidy that is repayable to the Paul Band, the recipient shall sign a repayment agreement that may provide:

1. Repayment of the subsidy amount from any future wages, per capita distributions or other monies of any nature payable from the Paul Band to the recipient;
2. Repayment of the subsidy amount by the individual by providing work services for the Paul Band on a part time or temporary basis. Any work services to be provided shall be contingent upon work availability, budget availability, and approval.

## **6. APPLICATION STEPS FOR EMERGENCY SUBSIDY**

**Step 1:** A Paul Band member requiring emergency subsidy assistance will complete the standardized ESP form. This will be issued at the community level, the recipient will fill out the forms and return them to the Band Office to the authorized person from the accounting department.



**8. SIGNATURES**

The Paul Band First Nation Emergency Subsidy Policy was reviewed and is approved by BCR by a quorum of Chief & Council the \_\_\_\_\_ day of the month of **June, 2009**.

\_\_\_\_\_  
**Chief Daniel Paul**

\_\_\_\_\_  
**Councillor Darren Rain**

\_\_\_\_\_  
**Councillor Dennis Bird**

\_\_\_\_\_  
**Councillor Jason Rain**

\_\_\_\_\_  
**Councillor Simon House**

\_\_\_\_\_  
**Councillor Myrna Rabbit**

**FORMS**

**1. Form 1 – Wage/Distribution Assignment**

***Assignment of Wages or Per Capita Distribution***

*I, the undersigned, in consideration of advances by the Paul Band First Nation (the receipt of which is acknowledged), assign to the Paul Band First Nation \$\_\_\_\_\_ of wages owing to me, or that may become owing to me, as well as any entitlement pursuant to any per capita distribution from the Paul Band First Nation*

*I authorize the Paul Band First Nation or any of its companies to pay the above named amount on presentation of this assignment.*

*I acknowledge that this is an absolute and unconditional assignment and sale of the above amount of my wages or entitlement to a per capita distribution.*

*This day of \_\_\_\_\_, 200\_.*

**SIGNED, SEALED AND DELIVERED  
in the presence of:**

\_\_\_\_\_  
Witness

X \_\_\_\_\_

## 2. Form 2 - Application for Emergency Subsidy

### A. APPLICANT INFORMATION

#### I. Personal Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month Day Year

Are you a registered band member of Paul Band First Nation: Yes No

If Yes, please provide treaty number: \_\_\_\_\_

Are you: Single Married Common Law (circle one)

If you selected Married or Common Law, please provide the following information:

Name of Spouse: \_\_\_\_\_  
(please print)

#### 2. Employment Information

Are you currently employed? Yes No

If Yes, please provide name of employer: \_\_\_\_\_

If No, are you currently receiving social assistance from Paul Band First Nation? Yes No

#### 3. Contact Information

Phone Number: \_\_\_\_\_

Mailing Address/Residence Address: \_\_\_\_\_



#### 4. Prior Applications

Is this the first time you have applied for financial assistance under the ESP Program?

Yes      No

If Yes, please proceed to Section B. If No, please provide the following information:

Date of prior application: \_\_\_\_\_

Prior application approved?      Yes      No

\$ Amount provided (if approved): \_\_\_\_\_

Please describe the nature of the previous emergency that required you to previously apply for ESP funding:

\_\_\_\_\_

#### NATURE OF CURRENT EMERGENCY:

Describe the nature of the current emergency:

\_\_\_\_\_  
\_\_\_\_\_

#### APPLICANT SIGNATURE

By signing this application, I swear that the information I have provided herein is true and complete. Should my application be approved, I will use these funds as intended and for the emergency as described above. If information provided by me is determined to be false or inaccurate, this may adversely affect my future applications for assistance under the ESP Program. I understand that in some instances monies may be repayable to the Paul Band First Nation from wages or per capita distributions.

I hereby authorize the disclosure of any information herein by the Paul Band to other agencies or departments including Social Services and the Finance Department.

Applicant signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**B. ESP REVIEW OF APPLICATION**

Based on a review of this application, does this application meet the criteria of Paul Band First Nation Policy'?    **Yes**       **No**

If **No**, please provide reasoning: (i.e., lack of funds. prior approval. can not be justified. etc)

\_\_\_\_\_

If **Yes**, please indicate the following: Amount approved: \$ \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Paid By Cash/Cheque \_\_\_\_\_ to:    **Individual**    **Third Party**    (circle one)

Purchase Order to: \_\_\_\_\_

**Repayable**    **Non Repayable** (circle one)

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_