



## Memorandum

---

Date: May 17, 2004

To: EIA Assistant Directors  
Rural EIA Program Managers

From: John Petersen, Executive Director,  
Employment and Income Assistance  
Programs

Pam Goulet, Executive Director,  
Adult and Children's Programs

Telephone:

Subject: **Reminder – Annual Reviews**

---

As follow up to a recent audit by Internal Audit and Consulting Services, some concerns were raised in reference to annual reviews either not being completed or returned in a timely manner, and that additional follow up information was incomplete on the form.

This memo is to serve as a reminder to staff that policy Directive 95-30 (amended version) dated July 5<sup>th</sup>, 1995 provides the procedures to be followed with reference to annual reviews.

Said Directive states that "If the AR form has not been received before the month 7 cycle run, 3 months after the AR form had initially been sent to the recipient, and after consultation with the Income Security Counsellor, Financial Workers may send out the AROU (Outstanding AR – Suspend Benefits) letter....this letter advises recipients that their benefits are suspended until the annual review requirement has been satisfactorily met".

In cases where staff are required to return an incomplete AR to the participant, the AR form is to be returned to the district office within 30 days. Participant failure to comply with this request may result in the Counsellor sending out an AROU.

The EIA Administrative Manual Section 6.7.2 provides further direction:

"Where a participant knowingly refuses to complete and return an annual review form, the director and designate have the discretion to maintain, suspend or cancel assistance. Cancellation should be instituted only after all other avenues to ensure compliance have been exhausted".