

**Sandy Bay Ojibway First Nation
Indigenous Skills Employment Training Strategy (ISETS)
Client Support Policy Handbook**

“To ensure the community members of Sandy Bay Ojibway First Nation are educated, trained gainfully employed and are contributing to the community as a whole.”

INTRODUCTION

The Sandy Bay ISETS Client Support Program provides financial assistance to eligible Treaty/Status members for the Sandy Bay Ojibway First Nation band membership towards the cost of their employment, training and employment maintenance.

This policy outlines the criteria to be met by applicants in order to qualify for financial assistance. It also describes the types and maximum levels of assistance and support offered by the ISETS Program.

The Sandy Bay ISETS Program is located at the Sandy Bay Crane Building. The program is administered by the Director of Education and Sandy Bay ISETS staff; this includes Program Administration, clerical and Program Director.

The SBOFN ISETS staff are available to assist clients in applying for employment, training, financial support and other areas such as budgeting, employment search, resume creation/ update and mental health counselling.

The role of the SBOFN ISETS Employment Counselor is to act as a liaison between the instructors, employer(s), and students with which facilities/programs/organizations our students are enrolled in. The SBOFN Employment Counselor is also there to ensure there is a solid line of communication between the students and the SBOFN.

OBJECTIVE

The objective of the Sandy Bay Ojibway First Nation ISETS Client Support Program is:

1. To assist the SBOFN members to gain access to employment, training and maintain employment in order for the clients to be trained and employed with the necessary qualifications and skills required for employment and employment maintenance.
2. To provide financial support to eligible Sandy Bay Ojibway First Nation band members towards the cost of training and maintaining employment.
3. To contribute to the achievement of First Nation self-government and economic self-reliance.
4. To provide this document to all applicants to ensure they understand the ***limits*** of client supports within the SBOFN ISETS Program.

BAND MEMBERSHIP ELIGIBILITY

1. Firstly, to be considered eligible for full-time or part-time sponsorship from the Sandy Bay Ojibway First Nation ISETS Program, the applicant must:
 - a. Be a treaty member of the Sandy Bay Ojibway First Nation. A valid copy of Treaty Card is required or confirmation from the Sandy Bay Ojibway First Nation Community Based Administer,
 - b. Must be a member of more than two (2) years.

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- c. Consideration will be made by Chief and Council for any newly transferred band member and who has resided on SBOFN for more than two (2) years.
2. Secondly, for educational training:
 - a. All applicants must complete a waiver from SBOFN ISETS Program, a student sponsorship application, and a Participant Information Form. Also, provide written request of any sponsorship and/or training requiring sponsorship and/or financial assistance.
 - b. Must provide an acceptance letter from chosen post-secondary institute.
 - c. Must provide a most recent transcript from the last education institution attended, if applying for training or sponsorship for a post-secondary institute based on criteria from post-secondary institute of the students choosing.
 - d. Must provide details of the post-secondary program or training facility for accounting purposes:
 - i. Contact Person Name of Registrar
 - ii. Address
 - iii. Phone Number
 - iv. Fax Number (if applicable)
 - v. Email
 - vi. Accounting offices (if separate from Registrar)
 - vii. Program content, length and all costs associated with the program such as books, tuition, supplies, equipment, etc.
 - e. Previous applicants who have had their SBOFN ISETS Sponsorship discontinued or terminated must wait for a period of up to two (2) years before applying for continued sponsorship. Once this period has passed the applicant must submit an education plan.
 - f. Must sign a transcript release form for the institute they are attending or applying to.
 - g. All Post-Secondary Sponsorship must be under 6 months in duration; all other applicants will be referred to SBOFN Post-Secondary Education Program.

DISCLAIMER: Not all applicants will be sponsored, based strictly on funding availability

3. Thirdly, for employment support the client must provide details of hire:
 - a. Request in writing to the Employment Counselor for pre-employment assistance
 - b. Contact person Name of employer/company
 - c. Address of company
 - d. Phone number to confirm employment
 - e. Fax Number (if applicable)
 - f. Email (if applicable)
 - g. Any other information relevant to client request.

****All the above documentation and information is required upon request for funding or financial assistance.****

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PLEASE NOTE THE FOLLOWING

1. High-cost private post-secondary institutes will not be considered for funding, when the same of similar programs are offered by public post-secondary institutes.
2. Applicants must attend chosen program that is offered to their area of residence, i.e., students will not be relocated out of province if the same program is offered in a Manitoba educational institute. This will be an out-of-pocket cost for the applicant.
3. Any student who enters into training without prior approval for sponsorship from SBOFN ISETS will be solely responsible for any and all commitments made, along with any costs incurred by said commitment.

ALL STUDENTS ARE REQUIRED TO COMPLETE AN APPLICATION FOR FUNDING EACH YEAR

1. Fall Enrollment: Deadline date is **May 15**
2. Winter Enrollment: Deadline is **September 30**
3. Spring/Summer Enrollment: Deadline is **March 31**

DISCLAIMER: Not all applicants will be sponsored, based strictly on funding availability

STUDENT CONFIDENTIALITY

1. Please note that only the student who is being given the funding allowance for educational purposes or training purposes can inquire about their student file, finances, and any other information pertinent to their program.
2. The Sandy Bay ISETS Client Support Program is here for the student's benefit and to provide them with any necessary help. A student's family and friends are considered third party and by rights do not have the authority to inquire on any student/client.

COSTS NOT COVERED BY SBOFN ISETS CLIENT SUPPORT PROGRAM

Any student, who receives a student loan, is responsible for the payment of the student loan. The SBOFN ISETS Client Support Program will not reimburse the student or pay the student loan.

Any commitments made ***by any student*** to any organization without prior approval and/or application and/or sponsorship from the SBOFN ISETS CSP will be the student's own responsibility.

There are no advances or loans from the SBOFN ISETS CSP. It will not assume responsibility for any loans or any other costs than those specifically identified in the initial funding approval. SBOFN ISETS CSP will not pay for the client/student's hydro, gas, telephone, driver licenses fines, rent or any other utility bills.

Students who are continually cause problems through negligent payment of bills and cause damage to rented apartments/housing will be counselled and may be terminated from funding/support.

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LEVELS OF ISETS CLIENT SUPPORT PROGRAM'S ASSISTANCE

Pre-employment Assistance-	<ul style="list-style-type: none"> Financial assistance for clients who have entered into a workplace. Requirements are listed in beginning of handbook. All applicants are eligible for up to \$400.00 (max), intended to help clients who are starting out new in the workplace for work attire. Seasonal Employment is for those working as farmhands, seasonal workers, berry pickers, etc. and are deemed eligible for up to \$150.00 annually (not eligible for the above). This is to cover the cost of fuel and meals when beginning your new employment.
Employment Maintenance	<ul style="list-style-type: none"> For clients to maintain their employment. Financial assistance will be provided in terms of Driver's Licensing Abstract fees, Child Abuse Registry Checks, Vulnerable Person's Check, Criminal Records Check, and training required to maintain employment can be reimbursed or paid directly to training facility. The checks required will only be reimbursed at client cost. Travel expense will be reimbursed for training as well
School Supplies	<ul style="list-style-type: none"> For Adult Education Students and Trades Training Students. An amount of \$150.00 (max) per person annually for those students off-reserve. Must be taking course out of community to be eligible.
Adult Education *Disclaimer- based on available funding*	<ul style="list-style-type: none"> Adult education fees will be paid directly to facility or to student upon letter from facility, this fee can be reimbursed to students upon submission of receipts. A daily student incentive is offered to those taking training and Adult Education in community, this amount is \$25.00 per day (based strictly on attendance).
Relocation allowance	<ul style="list-style-type: none"> Relocation allowance is for clients to move to a place of their employment. There is a relocation allowance based on confirmation of employment by employer and copy of lease or receipts provided in client's name, amount of assistance is up to \$500.00 (max).
Trades Training Allowance	<ul style="list-style-type: none"> Please see Student Allowance Scale *when applicable* Students taking training within community, daily student incentive in the amount of \$25.00 daily to cover transportation and meals.
Tuition for Trades	<ul style="list-style-type: none"> Tuition for trades is for students training for up to 6 months (based on funding availability). Trainees must be deemed eligible under eligible criteria listed.
Job Creation Projects	<ul style="list-style-type: none"> Based on current salary schedule and job classification
Training Allowance	<ul style="list-style-type: none"> Please see student allowance scale.
Apprenticeship Start-up	<ul style="list-style-type: none"> For clients seeking financial assistance for start-up with their apprenticeship assistance is available up to \$500.00 (max)
Completion Bonus <i>(for trades training or educational sponsorship)</i>	<ul style="list-style-type: none"> Sponsored students completing any trades training or sponsored education programs with SBOFN ISETS. Once students are completed, they are eligible for a completion bonus in the amount of \$200.00 (proof to be provided, such as transcripts, letter from educational/training institution, etc.).

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Student Training and Trades Training Allowance Scale

CODE	ASSISTANCE CATEGORY	MONTHLY
S2	Single Student	\$1200.00
S3-1	Single Parent with 1 dependent	\$1345.00
S3-2	Single Parent with 2 dependents	\$1445.00
S3-3	Single Parent with 3 dependents	\$1500.00
S3-4	Single Parent with 4 dependents	\$1600.00
S3-5	Single Parent with 5 dependents	\$1650.00
S3-6	Single Parent with 6 dependents	\$1700.00
	Each additional dependent after 6	\$50.00
M1-0	Married student with employed spouse	\$1200.00
M1-1	Married student with employed spouse/ 1 dependent	\$1300.00
M1-2	Married student with employed spouse 2 dependent	\$1350.00
M1-3	Married student with employed spouse/ 3 dependent	\$1375.00
M1-4	Married student with employed spouse/ 4 dependent	\$1400.00
M1-5	Married student with employed spouse/ 5 dependent	\$1450.00
M1-6	Married student with employed spouse/ 6 dependent	\$1500.00
	Each Additional Dependent after 6	\$50.00
M2-1	Married student with dependent spouse	\$1345.00
M2-2	Married student with dependent spouse/ 1 dependent	\$1445.00
M2-3	Married student with dependent spouse/ 2 dependents	\$1500.00
M2-4	Married student with dependent spouse/ 3 dependents	\$1600.00
M2-5	Married student with dependent spouse/ 4 dependents	\$1650.00
M2-6	Married student with dependent spouse/ 5 dependents	\$1700.00
M2-7	Married student with dependent spouse/ 6 dependents	\$1750.00
	Each Additional Dependent after 6	\$50.00

DEFINITIONS (As per Revenue Canada definition on internet site 2006)

- **Employed** – includes receipt of Employment Insurance Compensation (EI) OR in receipt of Income Assistance.
- **Dependent** – means a person who is dependent upon the student as defined by Revenue Canada's Income Tax Regulations and who does not receive income in excess of the level of income allowed.
- **Spouse** – Is a person to whom you are legally married.
- **Common-law partner** – A person with whom you are living in a conjugal relationship, and to whom at least one of the following situations applies: a) has been living with you in a conjugal relationship for at least 12 consecutive months; b) is the parent of your child by birth or adoption; or c) has custody and control of your child (or had custody or control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support. NOTE: "12 consecutive months" includes any period that you were separated for less than 90 days because of the breakdown in relationship.

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AMENDMENTS OF THIS POLICY

1. No Chief or Council member shall have the right to change, alter, or rescind any part of this policy unless authorized by a majority vote of the Band Council, at a duly convened Chief and Council Meeting.
2. The sole power to amend or repeal any part of this Policy rests with the Band Council and no amendments shall be in effect unless it is approved by a majority of the Band Council at a duly convened Chief and Council meeting.
3. This policy shall be in force and in effect on the date of adoption, at a duly convened Chief and Council meeting.
4. Any further amendments shall be in force and in effect on the date of adoption.
5. This client handbook shall be reviewed, revised and amended as the Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy Program deems it necessary.

At a duly convened meeting of the Sandy Bay Ojibway First Nation Council, this 2nd day of February, 2024, the Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS) Client Support Policy Handbook was reviewed and will be used as a guideline for the administration and delivery of the ISETS Program for the Sandy Bay Ojibway First Nation.

Chief and Council have passed the following motion:

Motion 2024.01.30.01: Motion to accept and adopt the Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS) Client Support Policy Handbook as developed and reviewed today.

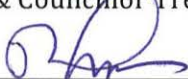
Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS) Client Support Policy Handbook will be in use and distributed dated January 30th, 2024 and effective January 30th, 2024.

Moved by Chief Trevor Prince
Seconded by Councillor Michael Dumas
All in favor: Yes
Carried.


Signed this 30th day of January at the Sandy Bay Ojibway First Nation, Manitoba.



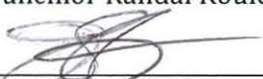
Chief & Councillor Trevor Prince



Councillor Micheal Dumas



Councillor Randal Roulette



Councillor Jason Starr