

## Fast Facts

### WORK OPPORTUNITY PROGRAM (WOP)

#### **OBJECTIVE**

To enhance the independence and employability of persons in receipt of social assistance by participating in a WOP project for up to 12 months.

The program seeks to achieve this by utilizing social assistance funds together with funds from another source to create an on-reserve employment experience for an individual who would otherwise be unemployed. Another secondary objective of the program is to provide needed community services, development of community facilities or the improvement of the community environment.

#### **SOCIAL ASSISTANCE TRANSFER**

When funds are transferred to wage subsidy under WOP in an amount equal to the monthly basic (support and shelter) entitlement of the social assistance recipient/participant is considered a SA transfer. The project must pay at least the provincial minimum wage to participants and meet other requirements such as Employment Insurance and Worker's Compensation.

#### **DOCUMENTATION REQUIRED**

Each of the recipient/participant files are to include the regular social assistance documentation and details of the WOP project.

#### **WOP PROJECTS REQUIRE APPROVAL**

All projects require approval by Chief and Council with documentation requirements detailing the WOP project prior to implementation that consist of the following:

- ♦ Initiated by the Band Council or a committee/group approved by the Band Council;
- ♦ Operated by the Band Council or endorsed committee/group;
- ♦ Hires eligible participants (ie – Sa recipients);
- ♦ Enhances the independence and employability of each recipient/participant by providing a work experience suitable to the participants needs;
- ♦ Satisfies the criteria of providing either a community service, facility, or improving, developing the community environment;
- ♦ Incorporates a clearly defined time frame which does not exceed one year;
- ♦ Has reasonable and realistic cost estimates;
- ♦ Has secured all necessary sources of funds; and
- ♦ Has appropriate monitoring and review mechanisms in place.

Notification is then given to the Funding Services Officer (FSO) as to the details of the WOP program in order to facilitate the monthly reporting requirements for reimbursement.

#### **ADMINISTERING AUTHORITY REPORTING REQUIREMENTS**

Reimbursement for WOP transfers are submitted on the monthly reporting *Social Development Financial Statistical Report (SDFSR)* form. Substantiating documentation must be on file.