

The Province of British Columbia and the Government of Canada provide financial assistance to eligible registered British Columbia apprentices during the technical training portion of an apprenticeship program through access to:

- ✓ **Employment Insurance (EI) Benefits** - payable to apprentices who have worked enough hours to establish a claim through Service Canada.
- ✓ **Personal Support Payments** - to assist with the additional costs associated with attending an apprenticeship program through the Employment and Labour Market Services Division (ELMSD) of the Ministry of Housing and Social Development.

APPLYING FOR FINANCIAL ASSISTANCE: 3 STEPS

Contact YOUR ELMSD OFFICE **BEFORE** attending class if...

- ❖ you are not registered as an apprentice with the Industry Training Authority (ITA),
 - ❖ you plan to attend training outside of British Columbia, OR
 - ❖ you plan to quit your job to attend the program.

Failure to do so may result in the denial of benefits

Step 1 – File an Application for EI benefits

Information that you will need to File a EI Claim

- ✓ Your Social Insurance Number and your base salary before deductions.
- ✓ Your apprentice REFERENCE CODE.
 - *This is a 16-digit reference code that is provided to each ITA-registered apprentice by either the school/institution delivering the apprenticeship program or by Employment and Labour Market Services. This reference code is required in order for the apprentice to access a specialized apprenticeship application when applying for EI Benefits.*

Reference Code:

Warning!!! Anyone filing with a code that s/he has not been authorized to use may be required to pay back all benefits received

Filing Your EI Claim (if applicable)

- ✓ On or after your last day of work, file an **on-line application** for EI benefits by logging on to: www.servicecanada.gc.ca/en/sc/ei/index.shtml OR at your local Service Canada Centre (SCC) during business hours.
- ✓ If you will be residing away from home while attending apprentice training, enter your temporary address on the form when asked for your mailing address and your permanent address when asked for the residential address

STEP 2 – Complete the “Financial Assistance & Referral Request” Form

- ✓ Completion of Sections A and C of the form is required in order for Employment and Labour Market Services to approve the payment of EI benefits while you are attending technical training.
- ✓ Completion of Section B of the form is required in order to be considered for Personal Support Payments

You must complete the “Apprentice - Financial Assistance & Referral Request” form and return it, by mail in the return envelope that has been provided or to your nearest ELMSD Office.

STEP 3 – Submit your Record(s) of Employment (ROE)

Obtain a ROE for **each** employer you have worked for in the past 52 weeks, or since the start of your last EI claim (whichever the shorter).

Submit the ROE(s) in person or by mail to your local Service Canada Centre.

Note: ROEs with a serial number (top, left hand corner of the ROE) starting with W or S have been electronically submitted by your employer and you do not have to submit them again. Keep these ROEs in a safe place for future reference.

Already have an Active EI Claim? If you currently have an active EI claim and will be submitting claimant's reports in the 2 weeks prior to attending school, you have a *continuing* claim. Do not re-apply for EI benefits. Simply **complete and return** the "Financial Assistance & Referral Request" form two to three weeks before the course start date.

EI BENEFITS – PAYMENT INFORMATION

- ✓ **Two-Week Waiting Period** - You must serve a 2 week non-paid waiting period on the 1st claim you establish for your apprentice program. If you need to file another claim while in the same apprentice program, your waiting period **MAY** be waived.
- ✓ **Separation Monies** - If you receive vacation pay or other monies because you stopped working the start of your EI benefit payments may be delayed.
- ✓ **Bi-Weekly Claimant's Reports** –Payments are normally made based on information you submit on bi-weekly claimant's reports. However, if you will not be working while attending your Apprenticeship Program, you may be exempt from completing these reports. You will be asked on the application if you would like to be considered for this option.

Note: If you are requesting the payment of regular EI benefits for any weeks before your apprentice program begins or after it ends, you will be required to complete a report for that period.

- ✓ **Secure Payments** - Direct deposit is the fastest, most secure method of getting paid. You will be asked to provide your account information on your application. If you do not have it when you make your application you may add it later by calling 1-800-206-7218.
- ✓ **Date Payments are Made**– Payments are made at the end of each reporting period for which benefits are being paid.

Additional EI Questions? Call, Click or Visit.

Your questions may be answered via the telephone at 1-800-206-7218, on the internet at www.servicecanada.gc.ca or in-person at your local Service Canada Centre. Once you have filed your claim and received your Access Code by mail, you may also access your personal claim information through the Service Canada website by logging on to [My EI Information On-line](#)

PERSONAL SUPPORT PAYMENTS

Financial Assistance may be available for expenses related to:

- ✓ **Childcare** - to assist with the cost of supervised care not already being paid for.
- ✓ **Commuting** - rates are calculated based on the mode of travel and on the distance you commute daily to and from school.
- ✓ **Travel** - to help cover the transportation costs between your home and the place of training at the beginning and end of training.
- ✓ **Living Away from Home** - for apprentices who maintain a permanent residence as well as a temporary residence while attending training.
- ✓ **Disability** – for apprentices who are disabled and need special arrangements or a device (that you are not already paying for) to participate in the course. “Disabled” is having any persistent physical, mental, sensory or learning impairment.

Direct Deposit - Personal Support Payments are made separately from EI benefit payments. If you would like your payment made by direct deposit, please answer the direct deposit question on the “Apprentice – Financial Assistance and Referral Request” accordingly. If you wish to change or cancel your direct deposit account, you must immediately notify Employment and Labour Market Services.

Additional Personal Supports Questions? Call, Click or Visit

Your questions maybe answered via the telephone at ENQUIRY BC Victoria (250) 387-6121, Vancouver (604) 660-2421, Rest of B.C. 1-800-663-7867 or in-person at your local Employment and Labour Market Services Office.

Are you eligible for the Apprentice Incentive Grant (AIG) or Completion Grant? Further details can be found at: www.servicecanada.gc.ca/en/goc/apprenticehsip.shtml