
Memorandum

Subject: EI Verification Business Process

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Issuer: David Schneider
Executive Director
Employment and Financial Program Policy

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Human Services Common Service Access Division:
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Student Aid Alberta

MESSAGE:

Employment Insurance (EI) benefits are a financial resource that is considered in the eligibility determination for Alberta Works funding. Individuals who have worked in insurable employment in the 52 week period, prior to being authorized to attend training, are expected to access EI benefits.

It is an applicant's responsibility to accurately complete and submit their Learner Income Support Application. To ensure a request for funding is processed in a timely manner, individuals are advised to submit an application for assistance to attend full-time training, six to eight weeks in advance of their training start date.

It is imperative that individuals be encouraged to provide Service Canada with information required to finalize their EI claim as quickly as possible. This may effectively expedite the determination of their eligibility for Alberta Works.

Individuals who are awaiting finalization of their EI claim, who have been accepted and enrolled to attend full-time training, may submit their Learner Income Support application immediately upon completion. These applications will be held at the Learner Income Support Office. Upon receipt of notification that their EI claim has been finalized, processing to determine eligibility for Alberta Works funding will commence.

The following business processes have been revised to support program requirements:

I.01 – [Preliminary Identification](#)

I.02 – [Potential EI Status Verification](#)

I.03 – [EI Status Screen – Review Results](#)

I.04 – [Exchange of Information – Training Program Information Cluster](#)