

Subject: Red Tape Reduction – Obsolete Forms

Number: IS-ETW/BFE-2023-006

Date Issued: August 29, 2023

Effective Date: Immediately

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Distribution: **Seniors, Community and Social Services**
Employment and Financial Services
Alberta Works Update Subscribers

BACKGROUND:

As part of the Red Tape Reduction initiative, the department identified forms that were no longer required for use under the Income Support (IS) program.

The forms listed below are no longer in use and have been removed from the Government of Alberta Forms Repository. The IS Policy Manual has been updated to reflect these changes and associated procedures.

EMP1886 Client Reporting Card

Use of this form has been replaced by the Automated Reporting for Clients (ARC) system. Clients are required to report their circumstances monthly by phone or online using the ARC system unless approved for an exemption.

Note:

A hard copy version of the Client Reporting Card continues to be automatically printed on the Direct Deposit Statement and mailed to clients each month due to system limitations.

EMP3223 Statutory Declaration of an Interpreter

Reference to the **EMP3223 Statutory Declaration of an Interpreter** form has been removed from the IS Policy Manual. Applicable procedures have been updated to include recording the interpreter's full name and contact information in Compass Comments.

Where appropriate, references to outdated forms used internally for administrative purposes have also been removed from the policy sections listed below.

INTENT:

To ensure staff are aware of updated procedures resulting from the removal of the forms above.

POLICY:

The following policies referencing the **EMP1886 Client Reporting Card** have been updated:

[18 and 19 Year Old Dependents](#)

[Core Shelter - General Policy](#)

[Income - Substantiation and Verification](#)

[Application Process - Career and Employment Consultant \(CEC\)](#)

[Reporting of Circumstances - Staff Responsibilities](#)

[Reporting of Circumstances - Client Responsibilities](#)

[File Creation and Structure](#)

[Substantiation and Verification - Introduction](#)

[Investigation](#)

The following policy referencing the **EMP3223 Statutory Declaration of an Interpreter** has been updated:

[File Creation and Structure](#)

Procedures related to language interpreters have been added to the following policy section:

[Application Process - Career and Employment Consultant \(CEC\)](#)