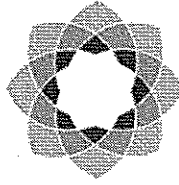


Community Social Services Labour Adjustment and Education Fund

The Community Social Services Labour Adjustment & Education Fund (L.A.E.F.) is designed to encourage professional development and continued employment within the Social Service Sector.

The L.A.E.F. covers retraining to aid and assist those individuals who have lost their job due to layoff, bumping, contracting out, retendering, or have had their hours significantly reduced; and who are taking courses or upgrading to continue in a unionized Social Services position within B.C.

We are calling for new applications.



Joint Community Social Services
Labour Adjustment & Education Fund (L.A.E.F)

Please use ink and print clearly.

Section A. Information

Name: _____
Address: _____
City: _____ Postal code: _____
Home telephone number: _____
Mobile telephone number: _____
Email: _____

1. I am a member of (union): _____

2. My employer is: _____
Address: _____
City: _____ Postal Code: _____
Work telephone: _____

3. I am a regular full-time regular part-time casual employee awaiting recall

4. I have successfully completed my probation period. Yes No

Reason for application. Check applicable boxes.

5. I have been laid off from my job.
 - a. Date of layoff: _____
 - b. Reason for layoff: _____
 - c. Name of employer at time of layoff: _____

6. I am accepting a voluntary layoff to prevent someone else from being laid off.

7. My work hours have been significantly reduced.
a. My weekly average work hours have been reduced from ____ to ____ hours.

8. Other, Please explain: _____

Section B. My education proposal

1. Name of course(s): _____

2. Name of educational institution: _____

3. Course start date: _____

4. Course end date: _____

5. Budget:

<i>Expenses</i>	<i>Amount</i>
Tuition	
Books	
Other fees*	
Other expenses*	
Total	

* Please explain other fees and other expenses: _____

6. Why do you want to take this course?

Section C. Privacy declaration and signature

I understand that: The purpose of the Joint Community Social Services Labour Adjustment and Education Fund is workforce development which will benefit the employer.

I declare that: The information that I have provided in this application form is, to the best of my knowledge, correct and complete.

I agree that: I may be asked to repay some or all of the monies if I fail to complete a course or courses without justification.

I recognize that: If I receive money from the Joint Community Social Services Labour Adjustment and Education Fund, and I have received Employment Insurance (EI) as a result of a layoff, EI may attempt to recover the monies paid to me. (Please contact your local EI office for further details.)

I understand that: The information I have provided will be used to determine my eligibility for funding from the Joint Community Social Services Labour Adjustment and Education Fund.

I agree that: By signing below I give permission for the exchange of information between The Fund, my employer, educational institutions, and other funding sources for the sole purpose of verifying and/or investigating information in this application and related documents.

I agree that: I will participate in a follow-up survey to help the Joint Community Social Services Labour Adjustment and Education Fund Committee determine the success of the program.

Signature: _____ **Date:** _____

Section D. Application Checklist

Have you:

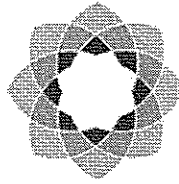
- Filled out this application in full and signed it?
- Attached your confirmation of course completion or acceptance?
- Attached receipts where applicable?
- Made a copy of this application for your records?
- Statement of Expense – signed with receipts attached

Section E. Submitting your application

Joint Community Social Services Education Fund
c/o L.A.E.F
4911 Canada Way
Burnaby BC V5G 3W3

laef@bcgeu.ca

Facsimile: 604-294- 5092 / 1-800-946-0244



COMMUNITY SOCIAL SERVICES
LABOUR ADJUSTMENT & EDUCATION FUND (L.A.E.F)

Frequently Asked Questions

1. Who can apply?

Union members covered by the Community Social Services Sector General Services, Community Living Services, and Aboriginal Services Collective Agreements.

2. What does "layoff" mean?

If you lost your job as a result of a layoff or you accepted a voluntary layoff to prevent another layoff at your organization you may apply.

3. What if I am on the recall list?

If you are on recall you may apply.

4. What if my hours were reduced?

If your hours have been significantly reduced you may apply.

5. What is the maximum amount of money I can receive?

There is a lifetime maximum of \$5000.

6. What courses are eligible?

Social Service related courses, preferably at a public education institution in British Columbia.

7. What are eligible expenses for training funds?

You may access training funds for tuition and course-related expenses.

8. Can I apply for funding if I have not been laid off?

You may apply if you are seeking to upgrade your skills to remain in the labour market. Priority will be given to individuals who have been laid off or who have had a significant reduction in their hours.

9. Can I receive funding for a part-time training program?

Yes.

10. My retraining program has a prerequisite course. Can I apply for funding for the prerequisite?

Yes. All applicants are limited to a lifetime maximum of \$5000. You must successfully complete the prerequisites before additional funding will be approved.

11. There is a long waitlist for my retraining. Can I apply for funding now?

You may apply. The Joint L.A.E.F. Committee will consider your application subject to available funding.

12. Can I apply for L.A.E.F. if I am receiving EI, LTD, CPP Disability Pension or other financial support?

Yes, however your EI, LTD, CPP funds may be reduced by the amount of the retraining funds you receive.

13. Can I go to a private post-secondary institution?

No, except in unique circumstances or when the course is not offered at a public institution. All final decisions are to be made by the Joint L.A.E.F. Committee.

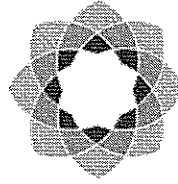
154. Are casual employees eligible for funding?

Yes, providing the applicant has completed the probationary period.

156. Can I apply a second time?

You may apply; however, priority will be given to first-time applicants. There is a lifetime maximum of \$5000.

167. Applications will be processed as received based on a member lifetime maximum of \$5,000 and the availability of funds.



Overview

Joint Community Social Services Labour Adjustment & Education Fund (L.A.E.F)

Who may apply for funding?

Applicants must be:

- A union member covered by a Community Social Services Collective Agreement
- Employees must have successfully completed their probation period
- Laid off as of April 1, 2011 or later
- Employees whose hours of work have been significantly reduced; and
- A current employee covered by a Community Social Services Collective Agreement who is interested in skill development.

What types of training will L.A.E.F. cover?

The Joint Community Social Services Labour Adjustment & Education Fund (L.A.E.F.) is designed to encourage professional development and continued employment within the Social Service Sector.

L.A.E.F. covers retraining to aid and assist those individuals who have lost their job due to layoff, bumping, contracting out, retendering, or have had their hours significantly reduced; and who are taking courses or upgrading to continue in a unionized Social Services position within B.C.

L.A.E.F. is designed to provide applicants with opportunities to upgrade skills in their current job, a related job or other job classification. Priority will be given to training related to a job in the Community Social Services Sector.

The course/program should be taken at a British Columbia public post-secondary college or institute, or a B.C. school district Continuing Adult Education program. Correspondence courses or courses at other institutions may be given consideration in exceptional circumstances. The Joint L.A.E.F. Committee will make the final determination.

What types of training will **NOT** be covered by L.A.E.F.?

- Conference and professional association meetings.
- Self-help, personal interest and leisure courses.
- Courses leading to jobs outside the unionized Community Social Services Sector.
- Courses outside of B.C.
- Normal employer paid training such as: First Aid, FoodSafe, NVCI, etc., are not generally eligible.

Will L.A.E.F. reimburse members for the total cost of training?

- The fund will reimburse course fees and course-related expenses to a lifetime maximum of \$5000.
- The actual amount you receive may not equal the total costs as it will depend in part on the number of applications received.

What documents should I include with my application?

To apply for funding, you must complete an application form and include the following:

- a. If you have already completed your training:
 - Proof of registration in the training program
 - Proof of payment for the training program and course materials
 - Proof of successful completion of the training program
 - Statement of Expense – signed with receipts attached
- b. If you are currently in a retraining program or applying for courses that have not started:
 - Proof of acceptance or registration for the training program
 - Proof of any payment already made for the training program or course materials

What are the timelines?

- All of the information regarding the fund will be available on your union's website.
- The fund is currently considering applications from applicants who were laid off as of April 1, 2011 or later, have had a significant reduction in their hours, or who are looking to upgrade skills to remain in the sector.
- Applications will be processed as received based on member lifetime maximum of \$5,000 and the availability of remaining funds

How do I apply?

- Download the application form or check your union's website.

- If you want a copy of the printed application form, contact your local union office.

How is the decision made?

- The Joint L.A.E.F. Committee will review each application and make a decision on the funding.

Is there an appeal process?

- Yes. The Joint L.A.E.F. Committee will consider appeals and make a final decision.
- Appeals must be clearly articulated in writing, within 10 days of receipt of refusal, along with any supporting documents. Appeal letters are to be sent to the Joint L.A.E.F. Committee at: laef@bcgeu.ca or via fax to 604-294-5092 or 1-800-946-0244.

Freedom of Information and Protection of Privacy

Freedom of information and protection of privacy legislation protects applicants from unauthorized use of their personal information. You will be asked to sign the funding application giving the Joint Community Social Services Labour Adjustment & Education Fund Committee permission to: use, collect and disclose personal information for the purpose of processing your application including verifying information that you provide with unions, employers, former employers, educational institutions and/or other funding sources and using your information in statistical reports on the Joint Community Social Services Labour Adjustment & Education Fund.