

BCEP

BULLETS . . .

Bullet # 4

February 05, 2007

Reporting BCEP Employment to the Ministry

To: BCEP Contractors / MEIA Regional Services

Purpose: To clarify contractor reporting requirements for BCEP Employment

Background:

Contractors are required to report that a client has met the standard of BCEP employment (\$560 gross earnings per month or 70 hours per month) at the time of the event. For example, where a client notifies a contractor that BCEP employment is expected to begin on February 1, 2007, contractors are to report the event on this date.

Issue

Currently contractors delay reporting BCEP employment in order to confirm that a client has begun work and that it has been sustained beyond the first week. Contractors are then backdating the report to the time employment either began or was expected to begin. However, the reporting delay impacts the ministry's ability to work with the client and determine continued eligibility for income assistance. As well, this delay impacts the reconciliation process for program invoices.

Modified Reporting Requirement:

In an effort to balance the ministry's responsibilities pertaining to the client, income verification and invoice reconciliation requirements, with the contractors' needs for reporting flexibility and confirmation that work has begun, contractors have up to 7 calendar days to report BCEP employment following the event, instead of having to report on the date the event actually occurs.

For example, if employment began or was scheduled to begin on February 1, 2007, the contractor has until February 8, 2007 to report that employment began on February 1, 2007. This modification does not require an amendment to the contract; however, service levels may be impacted if BCEP employment is not reported within the 7 day reporting timeframe. Contractors are therefore still encouraged to report BCEP employment on the day it actually occurs, if it has been verified.

BCEP
BULLETS . . .

Bullet # 4

February 05, 2007

Reporting BCEP Employment to the Ministry

Reference:

Schedule A, BCEP contract, pages 106-108 (business events C, D & F).