

- If you have been farming or have been self-employed for less than 12 months, you must report your previous month's gross income from farming or business until you complete your next Income Tax Return.
- If you are an owner/operator of an incorporated business, your eligibility will be based on the gross earnings of the business.

Mandatory Reports:

Mandatory reports must be completed four times per year: your birth month and then every three months after that. For example, if you were born in February, you must complete a report in February, May, August, and November. The Client Service Centre will send you an information sheet at the start of each month in which you need to report. However, it is your responsibility to contact the Client Service Centre. You must report before the 18th of that month.

Confirmation of Eligibility:

A Confirmation of Eligibility (COE) form will be mailed to you. This form must be completed, signed and returned. The Client Service Centre must receive the COE before the end of the month following your application for SES. For example, if you applied on March 20, the Client Service Centre must receive your COE by April 30. If you do not return your COE on time, you must reapply.

How SES benefits are paid:

SES benefits are deposited directly into your bank account on the last working day of each month. Therefore, you must:

- Have a bank account in your name or a joint account with your spouse; and,
- fill out a Direct Deposit form.

Direct Deposit Form:

The information needed for direct deposit of your SES benefits is contained on the back of your Confirmation of Eligibility form. Before you can

receive benefits, the Client Service Centre must receive the information signed by you or completed, signed and stamped by your bank. If, at any time, you change your banking arrangements, you must telephone the Client Service Centre immediately to get a new Direct Deposit form.

Your Right to Appeal:

You have 30 days in which to appeal a decision you feel is unfair. Your appeal must be in writing and addressed to the Ministry of Social Services, Client Service Centre Program Manager at:

P.O. Box 2405
Station Main
Regina, SK S4P 4L7

Your letter should clearly state the reasons for your appeal and should include your account number. The Program Manager will review your case and get back to you with a decision within 20 days.

If you are still not satisfied, you have 30 days in which to appeal in writing to an independent adjudicator who will make a decision within 20 days. The decision of the adjudicator is final.

Family Health Benefits:

If you receive SES, you and your family may receive Family Health Benefits. Anyone registered with Saskatchewan Health as part of your family unit is included in this coverage.

If there are any changes to your address or family unit, you must contact Saskatchewan Health (see number below). Once you have notified Saskatchewan Health, contact the Client Service Centre to confirm the change.

If you have any questions regarding specific coverage available through Family Health Benefits (e.g., dental services, eye exams, prescription drugs), contact the Saskatchewan Ministry of Health, Toll-free, at 1-800-266-0695.

A Guide



to the Saskatchewan Employment Supplement

The **Saskatchewan Employment Supplement (SES)** is a monthly payment that adds to income from a job, farming, self-employment, or child or spousal support. It is intended to help lower-income working families with the cost of raising children.

Is SES taxable? No. SES benefits are tax free.

Eligibility: to be eligible for SES, you must:

- reside in Saskatchewan;
- hold a valid Saskatchewan Health Services card;
- receive income from employment, self-employment, and/or child or spousal support;
- have children under the age of 13 years; and,
- have a gross monthly family income less than the maximum allowed, which ranges from \$3,070 to \$4,070 depending on the number of children.

Telephoning the Client Service Centre:

You can contact SES by calling 1-888-488-6385. Call the Client Service Centre if you want to:

- apply or reapply for SES; or
- report changes to your income.

Client Service Representatives are available to speak with you Monday to Friday. You will need:

- your account number; or
- your health services number (the number on your health card); and,
- your password.

Your Account Number:

The Client Service Centre will assign an account number to your file. You will find this number on the upper, right-hand corner of your Confirmation of Eligibility form.

This is a very important number because you need to use it to access your SES account.

Random Audits:

Each month, a number of active SES client files are randomly selected to be reviewed. It is important that you keep your:

- paystubs;
- an accurate record of child or spousal support; and,
- Income Tax Return or an accurate record of your income from farming or other self-employment.

If your file is selected for review, you will be required to verify your income, your family unit and address.

How SES benefits are calculated:

Benefits are calculated based on:

- The total gross income (total income before deductions) your family received in the previous month; and,
- The number of children in your family under age 13.

Reporting your income:

If your income changes from month-to-month, you must report before the 18th of **every** month. If your income remains the same each month, you need to report only when you are required to complete a **Mandatory Report**. There are several methods available to report your income. A Client Service Representative will advise you of these options.

Income that must be reported:

You need to report all gross income (before deductions) received from the following sources: employment, farming, self-employment, child or spousal support.

Other Income:

The following incomes are not eligible for a SES benefit; however, they must be reported to the Client Service Centre each month as they are included in your total family income when the amount of your SES benefit payments are calculated:

- Old Age Security (OAS), Guaranteed Income Supplement (GIS) and Seniors Income Plan (SIP) benefits;
- personal retirement income such as superannuation earnings, RRSPs, annuities, etc.;
- Quebec Pension Plan (QPP) income;
- Worker's Compensation benefits from other provinces or paid directly by your employer; and,
- other types of taxable income such as dividends from bonds, disability benefits, scholarships, bursaries, etc.

You are to report only money you actually received during the month. If the amount of your gross monthly income changes, the amount of your SES benefit may also change.

Income you do not need to report:

- Canada Pension Plan (CPP) income;
- Employment Insurance (EI) benefits; and,
- Worker's Compensation (WCB) benefits.

CPP, EI and WCB are not eligible for a SES benefit; however, they are included in your total family income when the amount of your SES benefit payments are calculated. These amounts are automatically obtained from the applicable agency.

Income from self-employment and farming:

- If you have been a farmer or have been self-employed for more than 12 months, you must report the farm's or the business's gross income from your previous year's Income Tax Return.

IMPORTANT

Immediately complete and return to the Client Service Centre:

- your confirmation of Eligibility form; and
- your Direct Deposit form.