



## **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 prerequisite 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.

**14. I completed my training prior to April 1 2011, am I eligible for funding?**

No.

**15. Are casual employees eligible for funding?**

Yes, providing the applicant has completed the probationary period.

**16. 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.

**17. What is the deadline to apply?**

August 29, 2012 at 4pm.