

## **Obtaining Eligibility Information for Employment Benefits Process for Individuals**

To participate in an Employment Programs delivered by Employment Nova Scotia (ENS) the client must be an “insured participant”. An “insured participant” is a defined term in the Employment Insurance Act. It means a person who, when they apply for assistance under an ENS employment program is:

- 1) unemployed and
    - a) has established an Employment Insurance (EI) claimor,
  - b) has had an EI claim that ended in the past three years,
- or
- c) has received maternity or parental benefits under an EI claim that started in the past five years and left the labour force to care for one or more newborn or adopted children, and are now seeking to re-enter the work force.

Individuals working with an Employment Assistance Service (EAS) provider may need to know if they are eligible for Employment Benefits through EI Part II funding. If eligibility is an issue, the client can obtain information on their EI “Reachback Period” through a variety of channels.

- 1) In the majority of cases, as an EAS provider you will not require the client to obtain this information.

### **Clients with a Current Active EI Claim or a recent dormant (past) EI Claim**

Clients with an active EI claim or clients whose EI claim ended two years ago or less, meet the “insured participant” eligibility requirement to be considered for Employment Benefits. These clients do not require information on their “EI Reachback Period”. Individuals who established a claim for EI benefits are generally eligible for Employment Benefits up to 36 months after the end of their EI benefit period.

If a client wants this information, they can obtain it on-line through **My Service Canada Account (MSCA)**. MSCA provides a single point of access to view and update information with Employment Insurance (EI), Canada Pension Plan (CPP) and Old Age Security (OAS). Once logged on to the My Service Canada Account, you will be able to view and update your EI information. ([www.servicecanada.gc.ca/eng/online/mysca.shtml](http://www.servicecanada.gc.ca/eng/online/mysca.shtml))

**Please note: If claimants are currently collecting special benefits (sickness, maternity or parental) they must contact the Employment Insurance Telecentre (EIT) to request a change be made to regular benefits prior to approval for an Employment Benefit Program.**

- 2) There are a few remaining cases when a client may require information on their “EI Reachback Period”.

- 1) **Clients established an EI claim but it ended over 2 years ago**
- 2) **Clients received Maternity/Parental benefits 3 or more years ago**  
(and who left the labour force to care for their child)

In these cases the Reachback end date is important to the client when they develop their Return to Work Action Plan (RTWAP) and, if applicable, to ensure they submit an application for an Employment Benefit to Employment Nova Scotia in a timely manner.

In the few cases when a client requires information on their “EI Reachback Period” it can be obtained in the following ways:

**EI Telecentre (1-800-206-7218):** The client can contact the EIT and ask for their EI Reachback eligibility end date. Advise the client to write this information down and return it to their EAS case manager.

**In person at a Service Canada Centre:** if a client goes to a SCC, the Citizen Service Officer will fill out the form provided to the client indicating their Reachback eligibility end date, for the client to return to their EAS case manager.

**Upon receipt of an Employment Benefit application, ENS will recheck LMDA Access and print a copy of the client's information to confirm eligibility (or ineligibility).**

**Clients applying for Labour Market Agreement (LMA) programs do not require proof of eligibility and should not be asked to provide LMDA Access prints or information.**

.

=====  
Eligibility Information for Employment Benefits  
with Employment Nova Scotia

The purpose of this form is to assist determining your period of eligibility for Employment Nova Scotia programs. It is intended for people with an Employment Insurance regular or sickness claim that ended over two years ago OR a maternity / parental claim that ended over three years ago. You can get the information to complete the form from the Employment Insurance Tele-centre (**1-800-206-7218**) – **ask for your Reach Back eligibility end date**); or in-person at a Service Canada Centre.

Name \_\_\_\_\_ SIN \_\_\_\_\_

Claim Type- Regular or Sickness Benefits

Employment Insurance Benefit Period Commencement date (BPC) (date EI claim started)  
\_\_\_\_\_ + 51 weeks \_\_\_\_\_ + number of weeks of extension \_\_\_\_\_ + 156  
weeks = \_\_\_\_\_ Reachback Cut off date  
(day / month / year)

Maternity or Parental Benefits

Employment Insurance Benefit Period Commencement date (BPC) (date EI claim started)  
\_\_\_\_\_ + 260 Weeks \_\_\_\_\_ = Reachback cut off date  
(day/ month / year)

Completed By

Date