



**Department of Justice and Public Safety**  
**Adult Custody Services**

Policy: **Employment Insurance C9**  
Effective: March 2001  
Revised: December 2022

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**MISSION STATEMENT**

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Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

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**PURPOSE**

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To establish procedural standards for administration of clients' Employment Insurance.

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**LEGISLATIVE AUTHORITY**

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Policy directive [.Corrections Act NB Regulation 35\(a\)](#)

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**SCOPE**

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This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

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**POLICY GUIDELINES**

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A Notification of Suspended Claimant Form will be completed for all clients upon admission, except for those serving intermittent sentences.

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**PROCEDURE**

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**Notification Form**

Notification forms will be completed, and Part 1 mailed to:

Regional Manager Investigation and Control  
Fredericton Service Canada Centre and Passport Services  
1133, rue Regent, bureau 200  
Fredericton, Nouveau-Brunswick  
E3B 3Z2

**Forms Obtained**

Notifications forms can be obtained from Central Office.



**Department of Justice and Public Safety**  
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**Cheques Received**

Contact with the Canada Employment Insurance Commission is to be made upon receipt of an unemployment cheque, to verify, if it may be deposited in the client's trust account.

**Information Change**

Any change of information shall be updated on an amended form and forwarded to the Regional Manager Investigation and Control.

**Release**

The client will be provided with Part II of the form, upon release.

**Client File**

Part III will remain on the client's file.

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**RELATED POLICY**

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A3 Central Office Reports  
C1 Adult Client Files  
E1 Admissions Procedures  
F9 Discharge Planning and Transitional Supports  
Adult Institutional Policy Manual NB