

Making a Group Request Through Jordan's Principle

BC Region



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To submit a request under Jordan’s Principle in British Columbia, or for more information please contact:
Indigenous Services Canada- Jordan’s Principle BC Region at
Tel: 778 951-0716 / Fax: 604-775-7149

OR

Completed requests can be submitted to:
principedejordancb-bcijordansprinciple@sac-isc.gc.ca

For help with group requests please contact a Jordan’s Principle Service Coordinator in your region.

For a regional contact list please visit:

<https://www.jordansprinciplehubbc.ca>

Last Updated December 2022

What is Jordan's Principle?

Jordan's Principle

[Jordan's Principle](#) ensures all First Nations children living in Canada have access to the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs of First Nations Two-Spirit and LGBTQQIA children.

Jordan's Principle is named in memory of [Jordan River Anderson](#), a young boy from Norway House Cree Nation in Manitoba.

A child under the age of majority (19 in BC) in their province or territory of residence can access Jordan's Principle, if they permanently reside in Canada and if the child meets **one of the following criteria**:

- is registered or eligible to be registered under the Indian Act
- has one parent or guardian who is registered or eligible to be registered under the Indian Act
- is recognized by their nation for the purposes of Jordan's Principle
- is ordinarily resident on reserve

Jordan's Principle provides funding to address gaps and delays in health, social and education programs, services and supports for First Nations children. All requests are reviewed on a case-by-case basis based on the following:

- [substantive equality](#)
- providing culturally appropriate services
- [safeguarding the best interests of the child](#)

Back to Basics Approach

Since January 2022, British Columbia region has been implementing "Back to Basics" approach to Jordan's Principle in BC. The objective of the Back to Basics Approach is to implement Jordan's Principle in a manner that puts needs of the child at the center, is simple and timely to access, and minimizes the administrative burden on First Nations children, youth and families.

Why We've Created This Package

We have created this package to support communities, Service Coordinators and First Nations authorized service providers to identify when a group request may be required, and how to submit a group or community managed request on behalf of a group of First Nations children.

*Please note: this document is subject to change in response to feedback from our partners, relevant Canadian Human Rights Tribunal Orders, and changes to operational policy.

What is a Group Request

A Jordan’s Principle Group or community managed request is made on behalf of a group of children from multiple families or guardians and can be submitted by:

- a parent or guardian of First Nations or Indigenous children who ordinarily reside on reserve
- a community or Tribal Council
- a community organization or institution
- a service coordinator, navigator or case manager

There are two types of Group Requests:

- **Specific Group Requests:** Where all First Nations children and youth have been identified, and individual consent and eligibility documentation is provided to Jordan’s Principle as part of the Group Request submission.
- **Non-Specific Group Requests:** Where some but not all First Nations children have been identified, and individual consent and eligibility information is obtained by the First Nation community, Service Coordinator or service provider prior to delivering the product, service or support at a later date. *Note: Non-Specific group requests are available to First Nations communities only. Consent and eligibility information must be kept on file and provided to Indigenous Services Canada upon request.*

TABLE 1: Jordan’s Principle Group Requests Examples
<ul style="list-style-type: none"> • Non-Specific Group Request: On the land and cultural programming with an Elder to address the need for culturally appropriate mental wellness supports for children and youth
<ul style="list-style-type: none"> • Specific Group Request: After school tutoring for an identified group of children who required extra support to meet academic requirements
<ul style="list-style-type: none"> • Non-Specific Group Request: Occupational therapy (OT) services for a group of First Nations children and youth to be delivered on-reserve in a community
<ul style="list-style-type: none"> • Specific Group Request: Funding for the purchase of sensory equipment in the learning support room, addressing the needs of a group of children with Autism Spectrum Disorders (ASD).
<p><i>*Note: Jordan’s Principle is not intended as a source of sustainable program and administration funding. Requests funding is specific to the child specific needs and may not be approved as long term programs and services.</i></p>

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What products, services and supports are eligible for group request funding

Products, services and supports identified as part of a Group or community managed request may range from health, social, cultural, and educational needs. Requests must demonstrate how the requested health, social or educational product, service or support will meet the needs of children and youth. For some examples of products, services and supports that may be requested under Jordan's Principle group requests, please see table on page 4.

For more information on services covered by Jordan's Principle, we encourage you to reach out to your local ***Jordan's Principle Service Coordinator*** or visit the Jordan's principle website:

www.canada.ca/jordansprinciple

Requests for capital needs

Minor capital related costs may be eligible for funding as a Jordan's Principle Group request. For example, a community may request funding to install a fence to keep a group of children safe, or renovations to a playground to make them accessible to children with disabilities.

First Nation communities and service providers seeking funding for major capital assets (e.g., purchase, renovation or construction of a building) to support the delivery of services funded through Jordan's Principle and/or Child and Family services activities on-reserve may request Capital funding under Canadian Human Rights Tribunal order number 41.

NOTE: To be eligible for capital funding under Jordan's Principle, capital needs assessments and feasibility studies must show how the capital asset is needed to delivery services funded through Jordan's Principle contribution agreements.

The Capital team will review current and prior Jordan's Principle group and individual requests as part of the eligible activities assessment.

For more information on major capital funding please see Annex D of this package or visit the Indigenous Services Canada capital funding website:

<https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364>

Capital Funding Guide: <https://www.sac-isc.gc.ca/eng/1654879958408/1654880046931>

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To Submit a Group/Community-Managed Request

To submit a Group or Community Managed request, complete a BC Region Group Request application form (See Annex A) and provide the following supporting documentation.

Jordan's Principle Group/Community- Managed Request Required Supporting Documentation		
<input type="checkbox"/>	Summary of Group Request	<p>Summary of the group request including:</p> <ul style="list-style-type: none"> • a description of the requested products, services or supports, including frequency and duration of the requested support • how supports will be delivered to First Nations children and youth the gap, delay or unmet need on behalf of the group of children that the group request is intended to address
<input type="checkbox"/>	Recommendation	<p>Letter of recommendation describing the unmet need for the group of children from:</p> <ul style="list-style-type: none"> • a licensed/registered professional involved in the circle of care for the group of children making a recommendation related to their scope of practice, OR • a community-authorized Elder or knowledge holder who has knowledge of children and in the case of culture, language, or wellness supports <p>Note: A recommendation may speak to the needs of the group as a whole. Individual letters for each of the children included are not required.</p>
<input type="checkbox"/>	Consent	<ul style="list-style-type: none"> • Signed consent forms from the parents/guardians of each of the children identified in the group request OR • For non-specific group request, an attestation indicating that consent from the parent/guardian or youth over the age of 16, has or will be obtained prior to products/services/supports being provided. <p>Note: Requestors are responsible for maintaining individual record of consent for each applicable child or youth and to may be asked to produce these records at any time.</p>
<input type="checkbox"/>	Eligibility	<ul style="list-style-type: none"> • Eligibility information regarding each of the children identified in the group request (See Annex B): <ul style="list-style-type: none"> ○ Child(ren) Name or identifier, Date of Birth, Status Number (if registered/or parent's number) ○ If applicable, Confirmation of Recognized Membership by a First Nation or Consent to Communicate with a First Nation to confirm membership. ○ Whether the child lives on- or off-reserve (if applicable, please provide documentation indicating that the child(ren) is ordinarily resident on reserve)

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		<ul style="list-style-type: none"> For non-specific group requests, an attestation indicating that eligibility information for each individual child or youth has or will be obtained prior to products/services/supports being provided. <p>Note: Requestors are responsible for maintaining individual record of consent for each applicable child or youth and to may be asked to produce these records at any time.</p>
<input type="checkbox"/>	Detailed Budget	<p>To support your request, please include a budget that:</p> <ul style="list-style-type: none"> Estimates costs for each service/product/ support being requested (i.e. travel, accommodation, fees for professional per visit, etc.) the expected timeline and frequency of service delivery (please also include an explanation as to how this model of service delivery benefits the child/children) invoices and receipts for previously incurred expenses if seeking reimbursement <p>For an example of a detailed budget please see Annex C.</p>
If Applicable		
<input type="checkbox"/>		<ul style="list-style-type: none"> Letter of support from an official First Nation Representative or Band Council Resolution indicating support from the Nation IF the product, service or support will be delivered on-reserve

Recommendations from Professionals

Some examples of professionals who may provide a Referral or Letter of Recommendation

- Indigenous Disability Case Manager
- Assistive Technologist
- Audiologist
- Behavioural Consultant/Analysts
- Chiropractor
- Community Health Nurse
- Community Health Representative
- Counselling Services
- Dentist
- Early Childhood Interventionist
- Educational Professional
- Mental Health Nurse
- Mental Health Therapist
- Midwife
- Neuropsychologist
- Nurse/ Nurse Practitioner
- Elder/Cultural Teacher
- Occupational Therapist
- Ophthalmologist
- Optometrist
- Orthodontist
- Otolaryngologist
- Pediatrician
- Physical Therapist
- Physician/Doctor
- Physiotherapist
- Psychiatrist
- Psychological Associate
- Psychologist (Clinical/Social/Educational)
- Psychotherapist
- Recreational Therapist
- Speech-Language Pathologist
- Registered Social Worker
- Elder or knowledge keeper

**Note: This is not an exhaustive list of professionals who can provide a Letter of Recommendation. Under*

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Back to Basics, Jordan's Principle BC will take into account the availability of professionals and other factors related to obtaining letters of recommendation from licensed or registered professionals when assessing Jordan's Principle requests.

Recommendations from Elders

Jordan's Principle respects the unique knowledge held by community authorized elders and knowledge keepers as well as the child or children's circle of care. Jordan's Principle BC will accept letters of recommendation from a community authorized Elder or Knowledge Keeper who is within the circle of care and in the case of culture, language, or wellness supports

For help with to prepare or submit a group request please contact a Jordan's Principle Service Coordinator in your region.

For a regional contact list please visit:

<https://www.jordansprinciplehubbc.ca>

Group Request Funding and Payments Process

Under Back to Basics, BC Region is simplifying approaches to group request payments to streamline existing processes, reduce delays and minimize administrative burden on requestors.

Funding for group requests will be flowed to recipients via a Contribution Agreement with Indigenous Services Canada (ISC). Invoices and receipts are not required to initiate payment however, recipients are required to submit an annual program activity report for each fiscal year of group request funding, in addition to an audited financial statement showing expenditures related to Group and Community Managed Requests.

Payment Process

Following approval of a Group Request, the Jordan's Principle Payments Team will follow up with the requestor or payee to initiate an amendment to the existing funding arrangement (in the case of First Nations requestors) or to initiate a new Funding Agreement for the purpose of Jordan's Principle Group Requests.

For more information on Reporting Requirements please see Annex E.

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BC Region Key Contacts

Jordan's Principle and Inuit Child First Initiative BC Region Contacts		
National Jordan's Principle Call Centre	<i>Available 24 hours, 7 days a week</i>	Tel: 1-855-JP-CHILD (1-855-572-4453) teletypewriter: 1-866-553-0554
BC Region Jordan's Principle <i>*Please use the following regional contacts for request specific inquiries</i>		
BC Region Duty Phone	<i>Monitored during business hours, 8:00am - 4:00pm PST</i>	Tel: (778) 951-0716
Jordan's Principle Inbox	<i>Monitored during business hours, Monday to Friday 8:00am - 4:00pm PST</i>	principedejordancb-bcjordansprinciple@sac-isc.gc.ca
Jordan's Principle Payments Inbox	<i>Monitored during business hours, Monday to Friday 8:00am - 4:00pm PST</i>	paiementsprincipedejordancb-bcjordansprinciplepayments@sac-isc.gc.ca
Jordan's Principle BC Capital Inbox	<i>Monitored during business hours, Monday to Friday 8:00am - 4:00pm PST</i>	chrt41-tcdp41@sac-isc.gc.ca

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Appendix A: Group Request Form

Group Request Form Jordan's Principle and the Inuit Child-First Initiative BC REGION

- ❖ *Group requests should demonstrate an unmet need for health, social, education, and cultural services and supports on behalf of a group of First Nations children and youth.*
- ❖

Date:	Click or tap to enter a date.
Organization/Community:	Click or tap here to enter text.
Key Contact:	Click or tap here to enter text.
Organization Address:	Click or tap here to enter text.
Phone Number and Email:	Click or tap here to enter text.
Request Submitted by:	Click or tap here to enter text.
Affiliated Jordan's Principle Service Coordinator: <i>if different than above</i>	Click or tap here to enter text.
Request Summary	
Summary of Group Request	<ul style="list-style-type: none"> • a general overview of the specific needs of the group of children and how the request meets these needs; • the context of the request (ie: (why is the requested support necessary; when, where and how will it be provided, etc.) • details of the items being requested including cost, duration, and frequency.
Included Children and Eligibility	<ul style="list-style-type: none"> • Child(ren) Name or identifier, Date of Birth, Indian Status Number (if registered/or parent's number) • If applicable, Confirmation of Recognized Membership by a First Nation or Consent to Communicate with a First Nation to confirm membership.¹ • Whether the child lives on- or off-reserve (if applicable, please provide

¹ Parents or guardians can confirm (or provide consent to ISC or Service Coordinator to seek confirmation) eligibility through membership recognition from a Nation for the purposes of Jordan's Principle. If applicable, please contact the Jordan's Principle and Inuit Child First Initiative to request the applicable forms at Tel: 778-951-0716/ Fax: 604-775-7149 or principedejordanbc-bcjordansprinciple@sac-isc.gc.ca

	<p>documentation indicating that the child(ren) is ordinarily resident on reserve)</p> <p>Note: Jordan's Principle Service Coordinators may provide an attestation that they have been provided with sufficient information to determine eligibility , and are responsible for maintaining and making these records available to ISC upon request.</p>
<p>Parent/guardian consent</p>	<p>Written and informed consent <u>must be obtained</u> to make a request on behalf of the child(ren), unless the child is over 16 years of age, in which case consent should be obtained from the youth directly.</p> <p>Note: Jordan's Principle Service Coordinators may provide an attestation that they have been obtained consent for each individual child included in the Group Request , and are responsible for maintaining and making these records available to ISC upon request.</p>
<p>Supporting Documentation</p>	
<p>Assessments and/or Recommendations</p>	<ul style="list-style-type: none"> • Letter of recommendation from the person who has identified the unmet needs of the children and the existing service gaps • <u>At least one letter</u> of support from the provided by a health/social/ education professional which summarizes and clearly identifies the following: <ul style="list-style-type: none"> • the identified need for a group of children; • the link between the requested intervention proposed by the Group Request and the identified needs of the children included in the Group Request; assessments or recommendations previously completed for specific children which clearly identify needs for which the requested group product, service or support will meet; and • includes an attestation that assessments, referrals, prescriptions, and/or letters for the specific children included in the request are available for provision, if applicable and/or necessary.

	<ul style="list-style-type: none"> If the requested service/support is to take place on reserve, a letter of support or email from an official representing the Band Council or Nation.
Detailed Funding Information	<ul style="list-style-type: none"> Provide the cost, frequency and duration of items/services/supports requested. If applicable please provide proposed budgets, costs, invoices or estimates for service.
History of the Request	<p>Please indicate if:</p> <ul style="list-style-type: none"> the request has previously been submitted to another program/service; the product, service or support requested is <i>comparable to those available to other children living in the same jurisdiction</i>; funding has been accessed for the request previously. If so, was the funding insufficient? How?
Band council Resolution or Nation support letter	<ul style="list-style-type: none"> Only applicable if the requested services are to be delivered on reserve
<p>Record Keeping Requirements</p> <p>*Please note that the recipient of funding is responsible for record keeping requirements and must produce relevant documents if requested to by Indigenous Services Canada.</p> <p>The Recipient shall maintain the following information on file and make it available to Indigenous Services Canada upon request for review and audit:</p> <ul style="list-style-type: none"> Client information and details of eligibility (name; date of birth; name of community; place of residence (on reserve or ordinarily resident on reserve); Indian Registration Number (if available) or proof of eligibility as set out in the requirements. Assessments of needs (confirmation of assessment by professional/paraprofessional; date of assessment; required services/supports) Services/supports provided (by child; date of services; type of service/support; name of service provider; number of hours provided; number of visits) Detailed expenditures (by child; cost of service/support by type of service/support) 	

Appendix B: Consent and Eligibility Chart

Jordan's Principle BC Region Group requests – chart for eligibility, recommendation and consent

Child Identifier

- Can be the child's name, initials or another identifier such as a student number

Child's date of birth or age

- Jordan's principle is available for children under the age of 19

Confirmation of eligibility

Children must meet one of the following criteria:

- is registered or eligible to be registered under the Indian Act
- has one parent or guardian who is registered or eligible to be registered under the Indian Act
- is recognized by their nation for the purposes of Jordan's Principle
- is ordinarily resident on reserve

Program/service/product child will be accessing

- list each program or service the child will be accessing

Recommender of program/service

- Name and position of the professional in child's circle of care who is recommending the service (should correspond with support letter)

Consent received from parent or legal guardian

- Attestation that consent has been obtained and is on file and can be provided to ISC is requested

	Child identifier	Child's date of birth or age	Confirmation of eligibility	Program/service child will be accessing	Recommender of program/service	Consent received from parent or legal guardian
<i>Example:</i>	1052	June 1, 2010	registered #123456	Occupational therapy, Speech Language therapy	Sarah Smith – School counsellor	Consent obtained

Annex C: Example of a Detailed Budget

Example of an Incomplete Budget	Example of a Complete Budget									
<p>[Requestor name] is requesting funding in the amount of \$X to provide Occupational Therapy and Speech Language Therapy services.</p>	<p>[Requestor name] is requesting funding in the amount of \$X to provide Occupational Therapy (OT), and Speech Language Therapy (SLP) services from [Date to Date] for [#] of children. This funding includes the following:</p> <table border="1" data-bbox="768 552 1393 653"> <thead> <tr> <th data-bbox="768 552 829 581">Item</th> <th data-bbox="995 552 1133 581">Description</th> <th data-bbox="1252 552 1377 581">Total Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="768 581 829 611">OT</td> <td data-bbox="906 581 1214 611">1 day/week at \$X per visit</td> <td data-bbox="1284 581 1320 611">\$X</td> </tr> <tr> <td data-bbox="768 611 829 640">SLT</td> <td data-bbox="906 611 1214 640">1 day/week at \$X per visit</td> <td data-bbox="1284 611 1320 640">\$X</td> </tr> </tbody> </table>	Item	Description	Total Cost	OT	1 day/week at \$X per visit	\$X	SLT	1 day/week at \$X per visit	\$X
Item	Description	Total Cost								
OT	1 day/week at \$X per visit	\$X								
SLT	1 day/week at \$X per visit	\$X								

Annex D: CHRT 41 funding for capital assets

Major Capital and the CHRT 41 Capital Order

On November 16, 2021, the CHRT issued [a decision](#) on major capital for the purposes of delivering First Nations Child and Family Services and services funded under Jordan’s Principle on-reserve. *al. v. Attorney General of Canada* (representing the Minister of Indigenous and Northern Affairs Canada).

This decision contains orders Canada to fund the purchase, construction and renovation of capital assets needed to support the delivery of:

- First Nations child and family services
- services under Jordan's Principle

For more information regarding funding for capital assets and Jordan's Principle please visit the Indigenous Services Canada website: <https://www.sac-isc.gc.ca/eng/1644603745673/1644603776364>

CHRT 41: Who can apply

CHRT 41 funding requests for capital assets needed to support the delivery of services funded through Jordan's principle can be submitted by:

- First Nations agencies that deliver child and family services to First Nations children, youth and families ordinarily resident on reserve or in Yukon
- First Nations communities that deliver prevention services to children and families on reserve or in Yukon
- First Nations or First Nations-authorized service providers that deliver Jordan's Principle services to First Nations children who live:
 - On-reserve in BC
 - Anywhere in the Northwest Territories
 - Anywhere in the Yukon
- In addition, funding **to carry out a capital needs assessment or a feasibility study** is available for First Nations or First Nations-authorized service providers that deliver Jordan's Principle services to First Nations children who live on- or off-reserve, anywhere in Canada.

If you are considering submitting a request for capital assets to support Jordan's Principle service delivery, please contact the BC Region Capital Team:

bcjpchrt41-cbjtcdp41@sac-isc.gc.ca

To submit a request complete the capital request form and submit to the National Capital Intake Team:

chrt41-tcdp41@sac-isc.gc.ca

Annex E: Reporting Requirements

To meet reporting requirements, recipients of Group Request funding are required to submit the following at the end of each fiscal year for which funding has been provided to meet reporting requirements:

1. Audited financial statements showing expenditures for program activities funded through Jordan's

Principle

2. Annual program activity report **due on July 29 or after the end of the project** (See template below)

DCI HC-P111-5 - Group Request – Jordan’s Principle Annual Report Template

Jordan’s Principle, Service Delivery, Annual Report

- 1) ***Within 120 days after March 31st (July 29), or after the end of the project whichever occurs first, a report that includes:***
 - a) **The number of children by type of services/supports provided _____**
 - b) **The total cost by type of service(s)/support(s) provided _____**
 - c) **Qualitative information on achievement of objectives and activities, including as appropriate, successes, barriers, challenges, future needs, etc. including any success stories of families served**