

EI benefits application quick reference guide.

Disclaimer: this is only a guide and not a determination for whether you will get a claim approved or not.

A second Emergency Benefits and EI guide compiled by Dr. Jennifer Robinson, can be found here:

<https://docs.google.com/document/d/13kkn2TbUP2-Xavhs-Mf4XLPO0edYSzO7CBOQSM8iQH0/mobilebasic>

*NEW UPDATE EFFECTIVE MARCH 24, 2020

<https://www.cbc.ca/news/politics/parliament-covid19-emergency-funds-legislation-1.5507797>

This is the Government aid package that is currently being proposed.

Here is a tweet from Wednesday March 25, 2020 breaking down the latest emergency care package from the government.

<https://twitter.com/armineyalnizyan/status/1242836169261568000?s=21>

How to apply for EI and COVID-19 emergency benefits

<https://www.cbc.ca/news/canada/apply-emergency-benefits-1.5501977>

Article detailing information from today's federal assistance announcements (March 18, 2020)

<https://www.ctvnews.ca/health/coronavirus/how-to-apply-for-ei-sickness-benefits-and-the-new-emergency-worker-fund-1.4858089>

GOC Economic response plan

https://www.canada.ca/en/department-finance/economic-response-plan.html?fbclid=IwAR1uiMNfdvQGQ94VGYviD2X_AGO8dUvvcNHLn_u6G3hJnR97YQjufa3Cwc4

To apply for EI benefits, you can visit the website. **Afterwards, you can apply to have the one-week waiting period waived** by calling the government's toll-free number at 1-833-381-2725, or teletypewriter at 1-800-529-3742.

<https://www.cbc.ca/news/canada/apply-emergency-benefits-1.5501977>

Link to application

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/apply.html>

To fill out the forms you will need:

- Full name
- DOB
- Mother's maiden name (her original last name before she was married, if that is the case)
- Current address for where you live
- Your SIN #
- Current or most recent employer, their address, phone number, and the dates you started and finished working there from 52 weeks of work
- Banking info
- Account number, transit number, institution number,
- If you do not have an ROE (record of employment) than your work needs to submit online to you ASAP. Get in touch with your manager or HR person. Do not wait for your ROE to finish the application. Email and number to reach you at.
- Also the hourly rate you earned. Easier to apply online, and then they will send you everything else you will need to continue for everything else.

This image provides some supplemental info for food industry workers:

If the employee is affected by the virus, the reason on the ROE should be D – Illness or Injury.

If the employee is sent home due to the company closing, the reason on the ROE should be A – Shortage of work / End of contract or Season.

Very important – in Box 18, the following comment “Company is temporarily closed due to the COVID-19 Virus” is necessary.

Employees who are NOT affected by the virus but are put on leave due to the COVID-19 virus, can contact the government at 1-833-381-2725 should they have any questions.

(Credit North & Navy)

Access codes

If you are asked for an access code and you don't have one, it takes about a week for the access code to be mailed to you. There is no workaround for that at the moment.

Additional notes

To qualify for EI, you need 650 insurable hours over the past 12 months, which comes to 12.5 hours/week.

Scenario 1 – You are under isolation or quarantine: Apply to EI NOW as SICK BENEFITS.

Scenario 2 – You are laid off from work due to shortage of work due to Covid – 19 – Apply for EI NOW under Regular EI benefits – Shortage of Work

Scenario 3 – You are laid off from work due to your place of business closing due to Covid -19 – Apply for EI NOW under Regular EI Benefits – Involuntary Leave

Scenario 4 - You are NOT ELIGIBLE for EI benefits but want to apply for the new Package announced for those not eligible for EI – you must wait until this passes the House of Commons – which should be by April and applications and money will flow by May. You will be given application instructions once the applications are approved for production.

Employers: Please Issue your ROE's NOW so that EI applications can move swiftly.

ROE CODES IN CANADA

Code A – Shortage of Work (Layoff) This is the most commonly used code. ...

Code B – Strike or Lockout. ...

Code C – Return to School. ...

Code D – Illness or Injury. ...

Code E – Quit. ...

Code F – Maternity. ...

Code G – Retirement (mandatory / approved under the Work Force Reduction program) ...

Code H – Work Sharing.

Regarding tips:

<https://www.canada.ca/en/revenue-agency/services/tax/canada-pension-plan-cpp-employment-insurance-ei-rulings/cpp-ei-explained/tips-gratuities.html#tips>

Tips and gratuities that employees receive are considered income earned in respect of employment for purposes of the Income Tax Act. However, you must determine whether tips received during employment are considered pensionable earnings under the CPP, or whether they are insurable earnings under the Employment Insurance Act, or both. The answer depends on whether the tips are considered to have been paid by the employer (controlled tips), whether they are considered to have been paid by the client (direct tips), or whether they are declared tips in the province of Quebec.

Ottawa residents: Service Canada Centre locations if you want to process your claim in person and you have an access code:

885 Meadowlands Dr,
Unit 105
Ottawa, ON
(Less wait times at this location)

Ottawa City Hall
110 Laurier Ave W
Ottawa, ON

Some other useful links

<https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>

<https://www.cleo.on.ca/en/publications/emplns/can-i-earn-money-while-i-am-getting-ei>

To get the latest information, follow developments and/or learn about new measures and directives concerning COVID-19, we invite you to consult these links:

Government of Canada : [Canada.ca/coronavirus](https://www.canada.ca/coronavirus)

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Government of Ontario : [ontario.ca/coronavirus](https://www.ontario.ca/coronavirus)

<https://www.ontario.ca/page/2019-novel-coronavirus>

Ottawa Public Health : <https://www.ottawapublichealth.ca/en/index.aspx>

World Health Organisation : <https://www.who.int/en/home>

Canadians requiring emergency consular assistance can call the 24/7 Emergency Watch and Response Centre in Ottawa at +1 613-996-8885 (collect calls are accepted where available) or email sos@international.gc.ca<mailto:sos@international.gc.ca>

Questions about Covid EI?

Call 1 833 381 2725

For all general questions you must call

1 800 206 7218

There is typically a 2 – 4 hour wait time to speak to an agent. Please exercise patience and compassion for the operator on the phone who likely has not taken a break all day trying to help as many people as they can.