

COVID-19 Employee Updates

Updated April 15, 2020

For the latest information on how the federal government is assisting employees (individuals) visit, [https://www.canada.ca/en/department-finance/economic-response-plan.html - individuals](https://www.canada.ca/en/department-finance/economic-response-plan.html-individuals)

CERB (Canadian Emergency Response Benefit) Eligibility Update

Updated April 15th

The [Canadian Emergency Response Benefit](#) (CERB) is being made available to even more people so they can receive \$2,000 per month in emergency assistance.

Prime Minister Trudeau announced earlier today that even more Canadians are eligible for financial assistance. The expanded assistance now applies to:

- People making \$1000 or less per month
- Seasonal workers
- People whose EI has run out since January 1, 2020.

CANADA EMERGENCY RESPONSE BENEFIT

If you were born in the month of	January February March	April May June	July August September	October November December	Any month
Apply for CERB on	Mondays	Tuesdays	Wednesdays	Thursdays	Friday Saturday Sundays
Your best day to apply	April 6	April 7	April 8	April 9	

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Federal Benefits Access Tool for Employees

Updated April 3rd, 2020

Program	Who is Eligible?	How Much \$?	Start Date	How to Apply?	More Information
Canadian Emergency Response Benefit (CERB)	<p>Requirements:</p> <ol style="list-style-type: none"> 1. Reside in Canada; 2. Stop work because of COVID-19 and have not voluntarily quit their job. 3. Who are or expect to be without employment or self-employment income for at least 14 consecutive days in the initial four-week period. For subsequent benefit periods, they expect to have no employment income. 4. Total income of at least \$5,000 in 2019 or preceding 12 months 5. Minimum 15 years old; 6. Not available for individuals currently receiving EI or CEWS 	<p>\$2,000 per benefit period (4 weeks)</p> <p>Maximum 4 benefit periods (16 weeks)</p>	<p>March 15 2020 – October 3 2020</p>	<p>Applications open April 6 until December 2, 2020:</p> <ul style="list-style-type: none"> • Online: CRA MyAccount • Phone: 1-800-959-2019 <p>*Applicants must reapply every four weeks if situation continues</p> <p>*Applicants for EI before March 15 continue to receive EI benefits (can apply for CERB when EI benefits end);</p> <p>*Applicants for EI on/after March 15 automatically processed through CERB</p>	<p>Canada Emergency Response Benefit – CRA</p> <p>Canada Emergency Response Benefit – Service Canada</p>

Federal Benefits Access Tool for Employees

Program	Who is Eligible?	How Much \$?	Start Date	How to Apply?	More Information
<p>Employment Insurance (Sickness benefits) - expanded access to existing program</p>	<p>Employees who are:</p> <ul style="list-style-type: none"> • Sick • Quarantined • Your regular weekly earnings from work have decreased by more than 40% for at least one week • You accumulated 600 insured hours of work in the 52 weeks before the start of your claim or since the start of your last claim, whichever is shorter. 	<p>55% of average insurable weekly earnings, up to \$573/week for up to 15 weeks</p>	<p>March <u>15</u> 2020</p>	<ol style="list-style-type: none"> 1. Apply online. 2. Call 1-833-381-2725 to waive one week waiting period. <p>*You are not required to provide a medical certificate</p>	<p>EI Sickness Benefits</p>
<p>Employment Insurance (Regular benefits)</p>	<ul style="list-style-type: none"> • Were employed in insurable employment; • Lost your job through no fault of your own; • Have been without work and without pay for at least seven consecutive days in the last 52 weeks; • Have worked for the required number of insurable employment hours 	<p>55% of average insurable earnings, up to \$573/week for 14-45 weeks</p>	<p>Immediately, but must be without work and pay for 7 consecutive days before eligible</p>	<p>Apply online.</p>	<p>EI Regular Benefits</p>

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How to Open a Canadian Revenue Account (CRA)

March 30th 2020

My Account is the online service available via the Canada Revenue Agency's website where you can access your personal (individual) or business income tax (example – small business owners or business owners) information securely.

You will need the following information:

- Your social insurance number [SIN number]
- Your date of birth is required
- Your postal code
- Your last two tax returns – for the current year and the previous one. You will be required to enter an amount from one of these returns.

1. To begin visit the CRA [website](#).

2. Select the service you would like to log in / register for: Individual / Business Account (for small businesses)

3. There are 3 ways to access your Account:

- Log in or register with the same sign-in information you use for other online services (for example, online banking). **This is the easiest way to see if you've already registered in the past.**
- Log in with your CRA user ID and password, or register.
- Log in with your BC Services Card (BC residents only).

4. Register for your CRA Account

5. Next, you'll need to "Validate your Identity" by completing all the required fields – Postal Code, Date Of Birth, Tax Information from previous year tax return (if you have). If you haven't filed your taxes yet, you need to enter "0" in the Tax information field.

After filling out all these details correctly click on the Next button.

6. On the next page, Create a "CRA User ID" and "Password"

7. After entering the CRA user ID and password, you are required to create a couple of security questions and answers on the next screen.

Your CRA My Account is now registered and created. It's now ready to log in and access the page. However, note that you can access only a limited and certain tax information on your CRA My Account at this moment.

For full and complete access to your CRA My Account, CRA will be mailing you via [Canada Post a security code which you will need to enter online](#) when prompted after log-in. The mail might take anywhere from 1-2 weeks to arrive depending on your region.

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Once you have completed this step, you will only need your CRA user ID and password to access your complete account features.

How to Open a Service Canada Account

You will need:

1. Your Social Insurance Number (SIN)
2. Your parent's family name at birth.
3. Your postal code if you are a **Canadian** resident or your country of residence if you are a foreign resident.
4. A valid (not expired) acceptable proof of identity, such as: **Canadian** passport or certification of **Canadian** citizenship.

1. Request access code

An access code is your key to accessing secure online services. You need to have an access code before you can register for My Service Canada Account (MSCA) with Government Canada Key (GCKey).

You can request an access code:

Online, at www.servicecanada.gc.ca or by the phone.

2. Receive access code

Service Canada will provide you with an access code. You need this code to register for a MSCA.

Online: you will receive your access code by mail **within 5 to 10 business days**.

By phone: the Service Canada phone representative will let you know when you could receive your access code.

3. Sign up for GCKey (if you don't have it)

Use your GCKey to access multiple Government of Canada online [Services](#).

[Sign up for a GCKey](#) user ID and password if you do not have one. If you have forgotten an existing GCKey user ID you will need to create a new one

4. Register for MSCA with your GCKey

Are you ready to register? You will need:

- Your access code
- Your Social Insurance Number (SIN)

[Register Now](#)