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April 28, 2011

MEMORANDUM TO: Donna Moroso  
Director of Integrated Social Services  
Manitoulin-Sudbury DSB

FROM: Erin Hannah  
Director, Ontario Works

RE: Director

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Thank you for your letter, dated April 20, 2011, outlining Manitoulin-Sudbury DSB's proposed implementation of an electronic file management system for Ontario Works client files.

I have reviewed your request, and I am satisfied that the proposed system will meet the following key criteria:

- observes the requirements of MFIPPA;
- secures the system from unauthorized access;
- information is readily accessible for audit purposes;
- file retention and destruction meets requirements as outlined in Directive 11.1 Delivery Standards; and
- maintains all original mandatory documents with client signatures in hard copy form. Please note, the Administrator has the discretion to determine whether hard copies of other forms with recipients' signatures are to be maintained in order to support the integrity of program eligibility.

Pursuant to Section 42 of the Ontario Works Act, 1997, I am pleased to approve Manitoulin-Sudbury DSB's request to implement an electronic file management system, effective immediately.

*Original Signed By*

Erin Hannah

- c. Anna Cain, Manager, Ontario Works Branch  
David Zuccato, A/Regional Director, Northern Region  
Laura Pitura, Program Supervisor, Northern Region