



PROFESSIONAL CONSTRUCTORS

# MEMO

**To:** All Staff  
**From:** Hayley Dean, HR Advisor  
**Date:** April 6, 2020  
**Re:** Canada Emergency Response Benefit (CERB)

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Acres Family,

If you have had to stop working because of COVID-19, you should apply for the Canada Emergency Response Benefit (CERB).

Starting today April 6, 2020, there will be a single portal to assist you with the application process. From this portal, you will then be guided through your responses to a few simple questions to complete the application best suited to you (i.e. eligibility for Employment Insurance benefits or not).

If you became eligible for EI regular or sickness benefits on **March 15, 2020 or later**, your claim will be **automatically processed through the Canada Emergency Response Benefit**.

The CERB will provide a taxable benefit of \$2,000 a month for up to 4 months to [eligible workers](#) who have lost their income due to COVID-19.

## Who Is Eligible:

The benefit will be available to workers:

- Residing in Canada, who are at least 15 years old;
- Who have stopped working because of COVID-19 and have not voluntarily quit their job or are eligible for EI regular or sickness benefits;
- Who had income of at least \$5,000 in 2019 or in the 12 months prior to the date of their application; and
- 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 or self-employment income.

## Eligibility Periods:

Eligibility periods are fixed in 4-week periods.

If your situation continues, you can re-apply for CERB for multiple 4-week periods, to a maximum of 16 weeks (4 periods).

## How To Apply:

1. [Online](#) (similar information will be required as if you are applying for E.I.)
2. Over the phone

Find answers to common questions with this automated help line:

**1-833-966-2099**

To speak with an agent about CERB, or CRA My Account:

**1-800-959-8281**

Both of these services are available 21 hours a day, 7 days a week. Both services are closed from 3:00 a.m. to 6:00 a.m. (Eastern time) for maintenance.

Whether you apply online or by phone, to help manage the amount of applications, they have set up specific days for you to apply. Please use the following guidelines:

- If you were born in **January, February or March you can apply April 6, 2020**
- If you were born in **April, May or June you can apply April 7, 2020**
- If you were born in **July, August or September you can apply April 8, 2020**
- If you were born in **October, November or December you can apply April 9, 2020**
- **As of April 10<sup>th</sup> you can apply at anytime.**

After you apply, you should get your payment in 3 business days if you signed up for direct deposit. If you haven't, you should get it in about 10 business days.

If you have been employed with Acres for a year or more, please ensure you provide verification that you have applied for Employment Insurance/ Canada Emergency Response Benefit (CERB) to Acres as you may be eligible for the Acres COVID-19 Assistance Plan. To provide verification, please send an acceptance notice from your Service Canada account to [payroll@acresenterprises.com](mailto:payroll@acresenterprises.com).