

# Memo

**To:** All Staff

**From:** Gail Anderson, Director of Services

**CC:** Service Managers  
Karla Stanley, Director of Services  
Bill Kuzemczak, Director of Services  
Amy Hardy, Director of Services  
Rachel Tinney, Associate Executive Director  
Clara Young, Director of Finance and Administration  
Thelma Morris, Executive Director

**Date:** December 20, 2022

**Re:** Relief Services Request Form

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Through our Mamow Obiki-ahwashsoowin Service Model, Tikinagan has been working on supporting children, youth, families and communities with the use of case aides and casual relief workers. For better outcomes, we have revised the Relief Services Request Form to ensure everyone receiving services has been fully informed to ensure safety of the child, youth and others and that safety measures are put in place.

The Relief Services Request Form has been revised effective December 19, 2022.

Please review the attached Relief Services Form.

If you have any questions, please speak with your Service Manager.