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**From:**  
**Sent:** September-05-18 9:39 AM  
**To:**  
  
**Cc:**  
  
**Subject:** RE: Updated September 2018: JR - Redetermination SOP

Please note that this document has been saved and linked to on the SOP Index under Other Tasks > Litigation.

Thanks

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**From:**  
**Sent:** September-04-18 5:01 PM  
**To:**  
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,  
**Subject:** Updated September 2018: JR - Redetermination SOP

please forward to any affected members of the Registry team, if there are any other than the ones I have CC'd above.

will need to be provided with this email, once they have ABDBI accounts.

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Hi ABDBI Team,

Following the receipt of a Notice of Discontinuance/Decision, please note the below internal procedures and redetermination rosters. These refer only to files processed in ABDBI office. The below replaces the previous instructions that were sent in January 2018 and has been updated to reflect our current team members and office procedures.

**Internal Procedures:**

Litigation Coordinator will:

- Re-open the file for App Status reason of "Judicial Review". Findec will be blanked out, but the Eligibility will remain as "Failed" (to avoid these files being picked up in various queries for unrelated tasks).
- Assign the application to the next person on the roster who is not the original decision maker. If this individual is unavailable, file will be re-assigned to the next available person on the roster.

- Update the litigation log on the Idrive.
- Forward the Notice of Discontinuance (NoD) email to the assigned officer – this will include the background section, indicating the issues related to the previous decision/process. Please keep this email for your records until completion of the file. This email may also indicate a time frame within which the redetermination should be made – please make note of this.
- For VAC files only: email Registry to pull the file for officer's review, indicating the new officer assigned to this file.
- For VAC files only: file will be brought to the assigned officer.

Officer to:

- Review the application **within 15 days of assignment from Litigation Coordinator (as an internal service standard)**. If redetermination is based on Eligibility, the two week time frame excludes any VIT or meds that may be required. Any redeterminations on Security or Meds typically do not have a specified time frame, but they should be processed on a priority basis and finalized as soon as possible.
- If the Officer is satisfied based on the information already on the file, please proceed with approval without requesting additional documents.
- If additional documents are required **OR** the decision is leaning towards a refusal, **please send a PFL**.

**NOTE:** When an application is undergoing the redetermination process, extra care and due diligence should be taken to ensure that:

- communications with applicant and actions taken on a file are well-documented in GCMS notes;
- procedural fairness is given whenever appropriate and recorded in GCMS; and,
- refusal notes are clear, reasonable, accurate and complete. **Template refusals are not to be used on files undergoing judicial review.**
- please do not hesitate to consult with your supervisor or Litigation Coordinator if you have any questions on how to proceed with a case

**Temporary residence roster** (visitor VAC files, online and VAC study and work permits):

**Permanent residence roster** (Refugees, Family Class, Economic class):