

# **Employment Ontario Information System (EOIS) Case Management System Service Provider User Guide**



## **Canada-Ontario Job Grant: Resolutions to Common Errors**

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## Document History

Version #	Date	Description
1.0	November 2017	Initial version of guide
1.1	October 2018	Ministry Name Change
1.2	December 2018	Updates screenshot for Curam V7 Upgrade

## 1.1 Introduction

Service providers may receive error messages when entering participant estimated costs, actual costs or closing Canada-Ontario Job Grant (COJG) employer service plans. This is due to a rounding issue when the funds are being distributed amongst the participants. This guide is to help service providers resolve common error messages.

## 1.2 Understanding the Participant Service Plan Calculations

Actual Employer Cash Contribution **(1)** + Actual Ministry Cash Contribution **(2)** = Total Cost of Training



Actual Ministry Total Contribution does not equal the Total Cost of Training

Participant Service Plans

Case Reference	Clone Group	Start Date	Closure Date	Status	Estimated Employer Cash Contribution	Estimated Ministry Contribution	Actual Employer Cash Contribution	Actual Ministry Total Contribution
5970214		25/10/2018	25/10/2018	Closed	913.00	2,565.00	913.00	2,565.00
<b>Total</b>					913.00	2,565.00	913.00	2,565.00

## 1.3 Scenario 1

### Error message

**E5290:** The sum of Estimated/Actual Ministry Contribution for all "Skills Training Course" plan items cannot exceed the ratio within the linked COJG Employer case applied to the sum of Total Cost amounts for the same plan items.

### What does this error message mean?

The Estimated Ministry Contribution under each participant exceeds the employer service plan ministry contribution divided by the number of participants.

### When does this error occur?

This error usually occurs when entering the Estimated Employer Cash Contribution, and Estimated Total Cost in the participant plan item.

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## Add Plan Item

\* required field

**E5290:** The sum of Estimated/Actual Ministry Contribution for all "Skills Training Course" plan items cannot exceed the ratio within the linked COJG Employer case applied to the sum of Total Cost amounts for the same plan items.

### Details

Sub-Goal	COJG Training (Participant)	Name	COJG Participant Skills Training Course
Primary Client			
Expected Start Date	10/12/2018	Expected End Date	10/12/2018
Expected Outcome			

### Training Details

Course Detail *	Training Name	Training Location *	Training Location
Description *	Description of Training	Attendance *	Full-Time
Training For *	A new position/job	Training Duration *	5 hours
Training Start Date *	10/12/2018	Training End Date *	10/12/2018

### Training Provider

Training Provider Name *	Training Provider Name	Training Provider Type *	University
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### Cost Contribution

Estimated Employer Cash Contribution *	400	Estimated Total Cost *	6000
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### Comments

[Save & Exit](#) [Cancel](#)

## Why did this error occur?

Based on the error message, the Total Ministry Contribution exceeds 2/3 of the total cost of training.

### Contribution for Employers with 99 or fewer Employees or a Consortium

Total Cost of Training	Employer Contribution (minimum 1/6 of Total Training Cost)	MTCU Contribution (maximum 5/6 of Total Training Cost or \$10,000 per trainee, whichever is less)
12,000.00	2,000.00	10,000.00

## How do I solve it?

Always round up the Estimated Employer Cash when the amount has more than 2 decimals (e.g. 86.833333 should be rounded up to 86.84). This will avoid exceeding the Ministry Contribution which is a maximum 2/3 of Total Training Cost or \$10,000 per trainee, whichever is less.

### ➔ Step 1: Client Summary Page

Go to the employer client summary page and take a look at the employer and ministry contributions.

- Employer Cash Contribution = 2,000.00
- Ministry Contribution = 10,000.00

The screenshot shows the 'Trainees and Cost' page in the EOIS-CaMS system. The page includes a navigation menu at the top with 'Client Summary' selected. The main content area displays a table of training costs and a summary table for employer and ministry contributions. A red box highlights the summary table.

Training Cost	Number of Trainees (A)	Training Cost(\$).(B)	Total\$(A*B)=C
Tuition or other training provider fees	2	6,000.00	12,000.00
Textbooks, software and other required materials	0	0.00	0.00
Mandatory student fees	0	0.00	0.00
Examination Fees	0	0.00	0.00
<b>Total</b>			<b>12,000.00</b>

  

Total Cost of Training	Employer Contribution (minimum 1/6 of Total Training Cost)	MTCU Contribution (maximum 5/6 of Total Training Cost or \$10,000 per trainee, whichever is less)
12,000.00	2,000.00	10,000.00

### ➔ Step 2: Modify Plan Item Page

Go to the participant plan item and re-calculate the **Estimated Employer Cash Contribution**, and **Estimated Total Cost** using the following calculations:

- employer cash contribution / number of participants = estimated employer cash contribution  
 $2,000 / 2 = 1,000$
- total cost of training / number of participants = Estimated Total cost  
 $12,000 / 2 = 6,000$

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Reminder: the system will only allow 2 decimals. If the calculations produce a number with more than 2 decimals, the remainder will be dropped off. For example, if the Estimated Employer Cash Contribution was 86.833333, round up to 86.84.

## Add Plan Item

\* required field

### Details

Sub-Goal	COJG Training (Participant)	Name	COJG Participant Skills Training Course
Primary Client			
Expected Start Date	10/12/2018	Expected End Date	10/12/2018
Expected Outcome	Completed		

### Training Details

Course Detail *	Training Name	Training Location *	Training Location
Description *	Description of Training	Attendance *	Full-Time
Training For *	A new position/job	Training Duration *	5 hours
Training Start Date *	10/12/2018	Training End Date *	10/12/2018

### Training Provider

Training Provider Name *	Training Provider Name	Training Provider Type *	University
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### Cost Contribution

Estimated Employer Cash Contribution *	1,000	Estimated Total Cost *	6,000
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### Comments

Save & Exit Cancel