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<tr>
<td>1.0</td>
<td>September 2014</td>
<td>Initial version of chapter released with the launch of EOIS-CaMS Release 4.1.</td>
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<tr>
<td>2.0</td>
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<td>2.1</td>
<td>December 2015</td>
<td>Updates to reflect Release 5.2</td>
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<td>2.7</td>
<td>September 2018</td>
<td>Update screenshots re Curam v7 Upgrade</td>
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12.1 Introduction

This chapter explains functionality related to Canada-Ontario Job Grant (COJG) applications in EOIS-CaMS.

The Canada-Ontario Job Grant provides an opportunity for employers to invest in their workforce, with help from government. Through the Job Grant, employers can choose the training that meets their workforce needs and identify who they would like to have trained. The Job Grant is a shared investment between employers and the government, where government will provide 2/3 of total eligible training costs, up to $10,000 per grant.

Service providers participating in COJG delivery are able to receive and process online applications through EOIS-CaMS. When an employer applies, the online application is intended to direct clients to a service provider in their area who can assist them.

12.2 COJG Applications

As of December 2017, employers will no longer be able to download the PDF application form from the website. For PDF applications previously started, a 30 day grace period will take effect. During this time, employers will continue to upload their applications using the Upload PDF Application functionality.

For more information about the web-based application’s new features and functionality, please refer to the “COJG Web Application User Guide” located on the EOPG.
Employers and consortia of employers submit COJG applications through a web-based application. Employers will begin the application process by clicking APPLY NOW. Applications previously saved in draft can be accessed when RETRIEVE APPLICATION is selected.

To retrieve a saved draft application, the Application Reference Number and password must be completed.

**Canada-Ontario Job Grant Employer/Consortium Application Form**

**Employer Eligibility**
For your application to be eligible for funding, all of the following eligibility requirements must be met:
- You are licensed to operate your business in Ontario;
- You are applying to train an Ontario resident you employ or will employ;
- You are applying for training that will be delivered in Ontario and is related to a job that is also located in Ontario;
- You are in compliance with the Occupational Health and Safety Act and the Employment Standards Act;
- You are in compliance with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards;
- You have adequate third-party liability insurance as advised by your insurance broker;
- You have Workplace Safety Insurance coverage;
- You are not a federal, provincial, or municipal government or agency;
- You are not a designated broader public sector organization, as defined by the Broader Public Sector Accountability Act;
- You are not a distinct social services administration board established under the Social Services Administration Boards Act, notwithstanding any inclusion under the Broader Public Sector Accountability Act;
- You are not an Employment Service or a Canada-Ontario Job Grant service provider;
- You are in receipt of other government funds related to the same skills training for the same individual(s); and
- You must not use training participants to replace existing staff or replace staff currently on layoff.

**Funding**
To explore potential funding commitments against hypothetical training costs, refer to the Canada-Ontario Job Grant Funding Calculator. Note that the values used in the funding calculator are for illustrative purposes only.

**Apply**
- [Apply Now]
- [Retrieve Draft Application]
The web application contains a number of validations to ensure that all required information is collected.

⚠ Please note that incomplete applications will not be accepted. Once an application has been submitted, no further changes can be made to it.

To protect your information, your application session will be ended if you pass the 30 minutes set for security. Any data entered but not saved before the time-out will be lost and cannot be retrieved.

Training Request
This training request is for:*  
- 25 or fewer training participants
- Over 25 training participants
- Consortium

Eligibility
For your application to be eligible for funding, all of the following eligibility requirements must be met:

- I am licensed to operate my business in Ontario; *
- I am in compliance with the Occupational Health and Safety Act and the Employment Standards Act; *
- I am in compliance with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards; *
- I am not a federal, provincial or municipal government or agency; *
- I am not an Employment Service or a Canada-Ontario Job Grant service provider; *
- I am not in receipt of other government funds related to the same skills training for the same individual(s); *
- I have adequate third-party liability insurance as advised by my insurance broker; *
- I have Workplace Safety Insurance coverage; *
Employers have the option to save a draft copy of the application to be completed at a later date.

Once all required information has been entered, it can then be reviewed to ensure the information is correct before it is submitted.
If the application is for 25 or fewer training participants, the employer then selects a service delivery site in its vicinity. Note that the language the service is being offered in is displayed.

6. Service Provider Lookup

Select a Service Provider for your application by clicking the corresponding pin on the map or button to the right of the map.

To change the search criteria, click the “Clear” button to remove the default postal code.

Refine the search by providing additional details, i.e., Bilingual.

If the application is for more than 25 training participants or is for a consortium of employers, the application will be directed to the nearest ministry regional office. If approved by ministry, the application will be forwarded to the appropriate service provider as per the program delivery network.
12.3 Search for an Application

Once an application has been submitted to a service delivery site, any user from the service provider can find and manage it. Any service provider user can also find and view applications sent to any other service providers or ministry, but they cannot manage the applications.

System Steps

➡ Step 1: Workspace Page

Click SEARCH FOR A COJG APPLICATION from the My Shortcuts list.
Step 2: Application Search Page

By default, the **Search Results** panel will display all applications that were sent to any service delivery site within the user’s service provider. There are a number of search criteria that can be used to find applications for a specific service delivery site, applications with a specific status, or other specified characteristics.

Click the APPLICATION NUMBER next to the appropriate application.

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Step 3: Application Home Page

The COJG Application Home page is displayed.

When an application is opened by a user, its **Status** changes from “Submitted” to “In Progress.”
12.4 COJG Application Home Page

Consistent with other EOIS-CaMS functionality, applications have an Application Number and a home page.

12.4.1 COJG Application Home Page Functions

The functions available from the Application Home page Action Button are as follows:

1 – Forward: This allows the application to be forwarded to a service delivery site within the same organization, a different organization or a ministry regional office. For more information about forwarding procedures, refer to section 12.5.6.

2 – Print: The Web form of the employer or consortium’s original application can be printed and saved to a user’s desktop.
Managing Applications

Service delivery sites are notified of incoming COJG applications through notification emails sent to the specified COJG email address.

Incoming applications can be either those submitted by employers directly to a service delivery site or those forwarded from the ministry or another service provider.

12.4.2 Tracking Changes to Applications and the Approval Tab

Through discussions with the employer, edits to the application may be required. When data is edited in the application, an asterisk will be added to the relevant tab. This includes data that was edited by the ministry prior to application approval and forwarding for applications for over 25 training participants or consortia. In these cases, the edited data should reflect the values approved by the ministry.

All changes that have been made to the application can be viewed in the Approval tab. Revised information will appear in the Current Values column, and the Submitted Values column contains the values that were originally submitted by the employer. This includes changes that were made to an application approved by the ministry prior to forwarding (if an application is forwarded with a status other than Approved, the application will reset to the values originally submitted by the employer). These changes should be assessed prior to approving the application.
12.4.3 Approve Application and Assign Tier

The functions available from the Approval page **Action Button** are as follows:

1. **Approve**: Once the assessment is complete and ready to proceed to the case management portion of the program, a user can change the status of the application to Approved.

2. **Approve – On Hold**: This indicates that the application is approved but will not proceed until a later date, where its status can be changed to Approved as per the above. Approve – On Hold should only be used in a situation where budget will be available at a later date (i.e., year-end).

3. **Declined**: This will change the status of the application to Declined and no further action can be taken on this application. If an application is declined, it cannot be re-opened or approved. If this is done in error, the employer would need to resubmit the application.

4. **Withdrawal/Cancel**: This will change the status of the application to Withdrawn/Cancelled and no further action can be taken on this application. If an application is withdrawn/cancelled, it cannot be re-opened or approved. If this is done in error, the employer would need to resubmit the application.
Prerequisite

The COJG application has been assessed, and the **Status** is In Progress, Approved – On Hold or Approved.

System Steps

- Step 1: Approval Page
  
  From the **Action Button**, click **APPROVE**.

- Step 2: Approve COJG Application Page
  
  Click **YES**.

- Step 3: Please select the appropriate COJG tier Page
  
  Select a **COJG Tier**, and click **SAVE** to approve.
The COJG Tier can be changed at any point by using the Approve (or Approve on Hold) action in the COJG Application, even if the status is already “Approved.”

12.4.4 Approve – On Hold Application and Assign Tier

Prerequisite

The COJG application has been assessed, and the Status is In Progress or Approved.

System Steps

крыл Step 1: Approval Page

From the Action Button, click Approve – On Hold.

крыл Step 2: Approve COJG Application (On Hold) Page

Click YES.
Step 3: Approve On Hold COJG Application Page
Select a **COJG Tier**, and click SAVE to approve.

The **COJG Tier** can be changed at any point by using the Approve on Hold (or Approve) action in the COJG Application, even if the status is already “Approved on Hold” or “Approved.”

12.4.5 Decline Application

Prerequisite
The COJG application has been assessed, and the **Status** is In Progress, Approved or Approved – On Hold.

System Steps

- **Step 1: Approval Page**
  From the **Action Button**, click DECLINE.
Step 2: Decline COJG Application Page

Select the appropriate **Decline Reason(s)** and click YES.

A user can select multiple **Decline Reasons**. These are not in order of priority.

Once an application is declined, the **Decline Reasons** cannot be edited.
12.4.6 Withdraw/Cancel Application

Prerequisite

The employer has withdrawn its application, and the Status is In Progress, Approved or Approved – On Hold.

System Steps

☞ Step 1: Approval Page
From the **Action Button**, click WITHDRAW/CANCEL.

☞ Step 2: Withdraw COJG Application Page
Click YES to withdraw/cancel.

If an application is withdrawn/cancelled, it cannot be re-opened or approved. If this is done in error, the employer would need to resubmit the application.
12.4.7 Forward Application

Unless the application is in “Approved” status, all changes that were made to the application will be lost if it is forwarded.

12.4.7.1 Forwarding for 25 or Fewer Training Participants

Applications for 25 or fewer training participants can be forwarded to any service delivery site, either within the same service provider or to another that offers COJG.

<table>
<thead>
<tr>
<th>Assigned to</th>
<th>Can Forward to</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Delivery Site</td>
<td>Any service delivery site with COJG Service</td>
<td>Application status must be In Progress.</td>
</tr>
<tr>
<td>Service Delivery Site</td>
<td>Ministry</td>
<td>Application status must be In Progress.</td>
</tr>
<tr>
<td>Ministry</td>
<td>Ministry</td>
<td>Application status must be In Progress.</td>
</tr>
<tr>
<td>Ministry</td>
<td>SDS (any service delivery site with COJG Service)</td>
<td>Application status must be In Progress.</td>
</tr>
</tbody>
</table>

System Steps

🔑 Step 1: COJG Application Home Page
From the **Action Button**, click **FORWARD**.

🔑 Step 2: Forward COJG Application Page
Select a **Service Delivery Site**, confirm the client’s **Consent**, select a **Forward Reason**, and click **FORWARD**.
12.4.7.2 Forwarding for Over 25 Training Participants

Applications for over 25 training participants can only be forwarded to a Ministry local office.

<table>
<thead>
<tr>
<th>Assigned to</th>
<th>Can Forward to</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Delivery Site</td>
<td>Ministry</td>
<td>Application status must be In Progress.</td>
</tr>
<tr>
<td>Service Delivery Site</td>
<td>Service Delivery Site (with COJG Service, authorized for &gt;25)</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Ministry</td>
<td>Ministry</td>
<td>Application status must be In Progress or Approved.</td>
</tr>
<tr>
<td>Ministry</td>
<td>Service Delivery Site (with COJG Service, authorized for &gt;25)</td>
<td>Application status must be In Progress or Approved.</td>
</tr>
</tbody>
</table>

System Steps

✦ Step 1: COJG Application Home Page

From the **Action Button**, click FORWARD.
Step 2: Forward COJG Application Page

Select a Ministry Region, confirm the client’s Consent, select a Forward Reason, and click FORWARD.

12.4.7.3 Forwarding for Consortia

Applications for consortia can only be forwarded to a Ministry local office.

<table>
<thead>
<tr>
<th>Assigned to</th>
<th>Can Forward to</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Delivery Site</td>
<td>Ministry</td>
<td>Application status must be In Progress.</td>
</tr>
<tr>
<td>Service Delivery Site</td>
<td>Service Delivery Site (any service delivery site with COJG Service)</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Ministry</td>
<td>Ministry</td>
<td>Application status must be In Progress or Approved.</td>
</tr>
<tr>
<td>Ministry</td>
<td>Service Delivery Site (any service delivery site with COJG Service)</td>
<td>Application status must be In Progress or Approved.</td>
</tr>
</tbody>
</table>

System Steps

Step 1: COJG Application Home Page

From the Action Button, click FORWARD.
12.4.8 Print Application

System Steps

- Step 1: COJG Application Home page click on Original Application tab.

- Step 2: From the Action Button, click PRINT icon.
12.5 Eligibility

The **Eligibility** tab contains the eligibility related fields the employer completed in its application. If required, this information can be edited. The system uses the same validation rules as the PDF form.

**System Steps**

 содержит:

- **Step 1: Eligibility Information Page**
  Click **EDIT**.

- **Step 2: Modify Eligibility Information Page**
  Update fields as required, and click **SAVE**.
**Step 3: Eligibility Information Page**

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.
12.6 Employer

The **Employer** tab contains the employer’s details from the application.

If required, this information can be edited. The system uses the same validation rules as the PDF form.

**System Steps**

- **Step 1: Employer Information Page**
  
  Click **EDIT**.

- **Step 2: Modify Employer Information Page**
  
  Update fields as required, and click **SAVE**.
Step 3: Employer Information Page

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.
12.7 Training Details

The **Training Details** tab contains the details related to the proposed training from the application.

If required, this information can be edited. The system uses the same validation rules as the PDF form.

System Steps

مشاكل

- **Step 1: Training Details Page**

  From the **Action Button**, click **EDIT**.

- **Step 2: Modify Training Details Page**

  Update fields as required, and click **SAVE**

- **Step 3: Training Details Page**
Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.

12.7.1 Add Incumbent Training Information

In the event that through contact with the employer additional incumbent training information is identified, this can be added in the Training Details tab. The system uses the same validation rules as the PDF form.

System Steps

ركز Step 1: Training Details Page
From the Action Button, click ADD INCUMBENT INFORMATION.

ركز Step 2: Create Incumbent Training Information Page
Complete fields as required, and click SAVE.
Step 3: Training Details Page

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.

12.7.2 Add New Hire Training Information

In the event that through contact with the employer additional new hire training information is identified, this can be added in the Training Details tab. The system uses the same validation rules as the PDF form.

System Steps

Step 1: Training Details Page
From the Action Button, click ADD NEW HIRE INFORMATION.

Step 2: Create New Hire Training Information Page
Complete fields as required, and click SAVE.
Step 3: Training Details Page

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.

12.8 Training Provider

The Training Provider tab contains the details related to the proposed training providers from the application.

Note that information relating to the top three choices of training providers can be viewed through the tab content bar.

If required, this information can be edited for each choice. The system uses the same validation rules as the PDF form.

System Steps

Step 1: First Choice Training Provider Page

Click EDIT.

Step 2: Modify First Choice Training Provider Page

Update fields as required, and click SAVE.
Step 3: Training Provider Page

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.

12.8.1 Add Training Schedule

In the event that through contact with the employer additional training schedule information is identified, this can be added in the Training Provider tab for each of the providers listed in the tab content bar. The system uses the same validation rules as the PDF form.

System Steps

Step 1: First Choice Training Provider Page

Click ADD TRAINING SCHEDULE.

Step 2: Create Training Schedule Page
Complete fields as required. The **Break in Training Start Date** and **Break in Training End Date** cannot occur at the same time as the **Training Start Date** and **Training End Date**. An error message will display if the break in training does not fall within the training schedule dates. Click SAVE.

![Create Training Schedule](image)

**Step 3: Training Provider Page**

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the **Approval** tab.
12.9 Training Costs

The Training Costs tab contains the details related to the proposed training and travel costs from the application.

If required, this information can be edited for each choice. The system uses the same validation rules as the PDF form.

System Steps

✦ Step 1: Training Cost Page
Click EDIT.

✦ Step 2: Modify Training Cost Page
Update fields as required. An error message will display if the Training Cost for Textbooks, software and other required materials exceeds $500.00. Incumbents and New Hires are allowed up to $500.00 each in Travel Cost. Click SAVE.
Step 3: Training Cost Page

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.
12.10 Employer Contribution

The **Employer Contribution** tab contains the details related to the proposed employer contribution(s) from the application.

If required, this information can be edited for each choice. The system uses the same validation rules as the PDF form.

System Steps

럴 Step 1: COJG Employer Contribution Page

Click EDIT.

럴 Step 2: Modify Employer Contribution Page

Update fields as required, and click SAVE.
Step 3: Training Cost Page

Now that edits have been saved, note that the tab now displays an asterisk to indicate that the original application values have been altered. These changes will also be reflected in the Approval tab.

12.11 Reasonability Checklist

The Reasonability Checklist tab is used to assist service providers and ministry staff in their review of COJG application submissions. The checklist includes built-in logic to provide direction through a series of questions.

System Steps

➡ Step 1: Application Triage List Page

Ensure the appropriate checkboxes are checked, and click NEXT to proceed.
12.12 Info Assist

The **Info Assist** tab contains information from the COJG application that pertains to the number of applications submitted by the employer and the number of times the First Choice training provider has been requested.

12.13 Recent Changes

The **Recent Changes** tab contains a list of major changes such as changes in the application’s status or instances where the application was forwarded.