

MEMORANDUM TO: ~~XXXXXXXXXXXX~~ Service Providers

FROM: ~~XXXXXXXXXXXX~~ Director

DATE: ~~XXXXXXXXXXXX~~ August 1, 2010

SUBJECT: Job Development Placement Support (JDPS) Service Participants

OBJECTIVE

The purpose of this bulletin is to provide your organization with direction on how Job Connect Job Development Placement Support (JDPS) service participants are to be transferred to the new Employment Service.

BACKGROUND

On August 1, 2010, ES replaces the Ontario Employment Assistance Services (OEAS), Ontario Targeted Wage Subsidy (OTWS) and Job Connect (JC) programs with an integrated service that provides clients with a consistent array of employment services at each service access point. Most OEAS and JC agreements will end July 31, 2010. Clients across Ontario may continue to require service beyond July 31, 2010 and will need to transition to ES.

CLIENT TRANSFER

Process:

First and foremost, it is important to note that ES is not a continuation of legacy OEAS and JC programs, but rather a new and distinct employment program. As such, clients wishing to continue with their employment services or to access new services beyond August 1, 2010 **must register as new ES clients**.

Former JC service providers who are now providing ES will need to register their “carry-over” JDPS participants as new ES clients. This process involves (in order):

- Any client currently participating in a JDPS placement completing an ES Participant Registration form – this form is **mandatory** for all clients who use ES

assisted services or are being referred to other EO programs (for example, Second Career).

- Any employer engaged in a JDPS placement beyond July 31, 2010, completing an ES Employer Registration form – this form is **mandatory** for all employers participating in the Job Matching, Placement and Incentives component of ES.
- Your organization, the “carry-over” JDPS/new ES participant, and employer completing an ES Training Incentive Placement Agreement for the remaining duration of a participant’s original Job Connect Training Incentive Placement Agreement that extends beyond July 31, 2010. The start date for the ES Training Incentive Placement Agreement must be August 1, 2010.
 - Your organization must ensure that written documentation is on file to indicate that the original Job Connect Training Incentive Placement Agreement is terminated by all parties prior to signing the ES placement agreement.
 - If your organization has a placement participant on your payroll, rather than on the placement employer’s payroll, an ES Training Incentive Placement Agreement for Participant on SP Payroll must be completed.
- Your organization must then create an EO case for the client in EOIS-CaMS, register the employer in the system, and then create an ES service plan which includes a “placement with incentives” plan item associated with their placement employer.
 - Your organization may also wish to enter additional line items into the client’s EOIS-CaMS service plan, based on the initial assessment of the client’s employment and training needs through Job Connect, and which reflect the client’s ongoing service needs through ES.

Client and Employer Communication:

It is expected that your organization has already been in communication with many of your current clients and employers regarding changes to service delivery and will continue to do so throughout this transition period.

Recommended communications to both clients and employers should include:

- An explanation of the change in service delivery from Job Connect to the new Employment Service
- The requirement that all clients and employers who have entered into a Job Connect Training Incentive Placement Agreement with an end date that extends beyond July 31, 2010, must now complete the appropriate ES registration forms and tri-partite agreement, now that the new Employment Service has been officially launched

TRACKING OF INCENTIVE EXPENDITURES

Through the 2010-2012 ES Business Planning process, your organization was requested to identify your JDPS financial commitments to employers beyond July 31, 2010. ES providers were requested to outline this amount in their Service Transition Plan section of their business plan as an eligible “Other ES Transformation Support” transition funding cost.

Process:

In order to appropriately distinguish between “carry-over” JDPS financial commitments and training incentive placement commitments for new ES clients, your organization is asked to enter two pieces of information within these client’s EOIS-CaMS ES service plans. These two values will, in combination, be sufficient to identify these commitments separately for tracking and reporting purposes.

Your organization is requested to enter the following information for all “carry-over” JDPS participants, upon creation of their ES service plans:

- Choose “Other Employment Ontario Service Provider” from the Referred In drop-down menu when creating the service plan
- Specify the Estimated Cost of the “Placement with Incentive” plan item, i.e. the estimated cost of the remaining duration of the placement from August 1, 2010, to end date
- Enter an Actual Start Date of April 4, 2010, for the client’s “Placement with Incentive” plan item, which will distinguish “carry-over” JDPS clients from new ES participant placements

At the conclusion of each placement, your organization must record the Actual End Date and Outcome for each “carry-over” placement participant, as well as the Actual Cost for the placement from August 1, 2010 to end date.

REPORTING

Your organization is required to report on all “carry-over” JDPS placement incentive expenditures, as part of the “Other ES Transformation Support” transition funding category, in your Transition Funding Estimate of Expenditure Reports. The first transition Funding Estimate of Expenditure Report is due December 10, 2010.

Your organization will be able to review your financial commitments for the “carry-over” JDPS – if correctly tagged in EOIS-CaMS as indicated above. Later this month, MTCU will provide ES service providers with data files which may be used to draft a query to quantify “carry-over” JDPS placements and associated “carry-over” placement costs. (For additional information regarding the data files and EOIS-CaMS Reports, please refer to the EOIS-CaMS Reports Bulletin, August 19, 2010, available at the EOPG.)

NEXT STEPS

The Ministry will continue to update you with ES follow-up related information as needed.