

EMPLOYMENT ONTARIO

Employment and Training Division

**ONTARIO SELF-EMPLOYMENT BENEFIT
(OSEB)**

**Information Sessions for OSEB Coordinators
January 2011**

Information Sessions

Purpose of Session

Provide information about:

- The minor revisions to the Ontario Self Employment Benefit (OSEB) Guidelines that will come into effect for April 1, 2011

- The Business Plan process and the Business Plan documents, specifically the Instructions for OSEB Coordinators and Templates 1 and 2, required for the 2011/12 OSEB Coordinator agreement

- The general content of the 2011/12 OSEB Coordinator agreement that will be effective April 1, 2011

Reasons for Revisions to OSEB Guidelines

- ❑ OSEB Guidelines revised primarily in response to common questions that have been asked since the current Guidelines were introduced in March 2010
- ❑ Revisions are mostly minor clarifications and should not require significant changes for OSEB Coordinators delivering the program
- ❑ Objective of the revisions has been to minimize change in order to maintain program stability
- ❑ Revised Guidelines will be used for the new OSEB Coordinator agreement that will come into effect on April 1, 2011

Reasons for New OSEB Coordinator Agreements

- All agreements must be meet provincial government transfer payment accountability standards for April 1, 2011 (i.e. comply with Transfer Payment Accountability Directive – TPAD)
- In order to be TPAD compliant the new agreements will include:
 - Clear roles and responsibilities for both the Ministry and the OSEB Coordinator
 - Performance Measures
 - Reporting and Monitoring Requirements
 - Audit and Accountability Requirements
- To bring the OSEB agreements in line with the structure and format of other Ontario agreements
- Some of the agreements have been amended up to 4 years

OSEB Guidelines - Key Revisions

For ease of reference, revisions are shown in highlighted text in the OSEB Guidelines being used for these sessions. (Highlighted text will not appear on the OSEB Guidelines posted on the EOPG.)

- References to assessment centres and return to work action plans have been replaced with Employment Service provider and Employment Service Plan (ESP) (Sections 3.0 & 5.0)
- "Assistance from outside expertise" has been removed from the eligibility requirement relating to an individual who has completed a business plan (Section 5.0)
- Added underlying and fundamental business eligibility requirement that an individual must be considering a business where s/he will have control of the business (Section 6.0)
- Separated notions of commission and dependency on a parent company as ineligible business activities (Section 7.0)

OSEB Guidelines - Key Revisions (cont'd)

- ❑ Provided more detail on the suitability requirement regarding possessing a professional designation (Section 8.0)
- ❑ Clarified personal investment of 25% Basic Living Allowance regardless of whether it is partially or entirely paid through EI Part I (Section 10.0)
- ❑ Revised wording regarding Dependant Care Costs when childcare is provided by household member (Section 12.1)
- ❑ Added new section for OSEB Coordinator Agreement including subsection on OSEB Coordinator Budget (Sections 19.0 and 19.1)
- ❑ Added new section on Business Plan (Section 20.0)

OSEB Guidelines - Key Revisions (cont'd)

- ❑ Shifted 2 success outcomes into program indicators and added a prescribed requirement for 80% participant satisfaction (Section 21.0)
- ❑ Re-titled and reorganized Audit and Accountability section including adding Audit sub-section (Sections 21.0 and 21.1)
- ❑ More consistent wording with the OSEB participant application form, participant agreement and OSEB Coordinator agreement, particularly as it relates to monitoring (Section 21.2.1)
- ❑ Revised financial accountability wording (Section 21.2.1)
- ❑ Revisions to current OSEB documents (e.g. OSEB Application and Quarterly Statistical Report Template) will also be required

Budget for 2011/12

- Funding for the 2011/12 OSEB Coordinator agreements will be based on the same budget/commitment as the 2010/11 agreement
- No budget increases will be negotiated for 2011/12 agreements
- OSEB Coordinators will continue to perform the same activities as they are doing now
- Funding for 2011/12 agreements will be based on 2 cost categories
- Operating Costs and Supports for Individuals

Budget for 2011/12 (cont'd)

Operating Costs:

Operating Costs are administrative overhead costs required for the delivery of the services. These funds are used to provide direct or indirect services to clients and are for the day-to-day operations. Some examples of these costs include wages for project staff, materials and supplies (for both staff and clients), rent, utilities, staff travel, insurance, and fees for professional services.

Supports for Individuals:

Supports for Individuals are costs required to provide supports that will be used by a group of participants or to serve participants on an ongoing basis (as opposed to individual costs). Examples may include costs for a group of participants for a specific event or activity or a disability-related cost for a large screen to be used on an ongoing basis by persons with a disability for workshop purposes.

Note: The Ministry may provide funds directly to individuals for dependant care, travel and disability-related costs through the OSEB participant agreement.

OSEB 2011-2012 Business Plan

OSEB 2011-2012 Business Plan process:

- replaces former application/proposal process
- designed to help OSEB Coordinators plan and articulate how they will achieve their commitments and targets within funds allocated in the new OSEB agreement with the Ministry

A **separate** Business Plan is required for each existing OSEB agreement.

If the current agreement has more than one service delivery location, the specific activities and budget for each location must be outlined separately in the Business Plan.

OSEB 2011-2012 Business Plan (cont'd)

OSEB Business Plan consists of two Templates

OSEB 2011- 2012 Business Plan Description – Template 1 includes:

- Information about the OSEB Coordinator
- Project Name, Objective and Summary Description
- Proposed activities, timeframes for each service delivery site
- Program indicators and success outcomes for entire project
- Approved Template 1 will be attached as Schedule E of the 2011/12 agreement

OSEB 2011- 2012 Business Plan Budget - Template 2 indicates:

- Total project budget
- Budget breakdown for each service delivery location based on 2 cost categories – Operating Costs and Supports for Individuals
- Approved Template 2 will inform content of Schedule B of the 2011/12 agreement

OSEB 2011-2012 Business Plan (cont'd)

Steps for Business Plan submission, review and approval are detailed in the Instructions for OSEB Coordinators (pages 3 - 4)

Please note the following key points in the Instructions.

Submission

- All completed Business Plans must be submitted by **5:00 PM on February 11, 2011**
- Organization's Letters Patent and Certificate of Insurance must be submitted with Business Plan Templates 1 and 2

Review

- MTCU will send letter confirming receipt of Business Plan within 10 business days of receipt
- If revisions to the Business Plan are negotiated, a signed resubmission may be required

Approval

- MTCU (Regional Director) will send letter when Business Plan has been approved
- 2011/12 agreement will be sent to your organization for review and signature with approved Business Plan attached as Schedule E

OSEB 2011-2012 Business Plan (cont'd)

Some points to keep in mind:

- ❑ The Business Plan should be brief (e.g. use point form for Template 1, Section D)
- ❑ Template 1, Section D – Activities should focus on your specific delivery model (duration of activity, frequency and timeframes where applicable)
- ❑ Template 1, Section D – **Must identify activities that are subcontracted** (i.e. activities delivered by individual/organization external to your organization)
- ❑ Template 1, Section E - Target numbers for Program Indicators and Success Outcomes in the charts (Quarterly and Year Total) should be completed according to the Note on page 6

OSEB 2011-2012 Business Plan (cont'd)

Some points to keep in mind (cont'd):

- Clarify questions with your MTCU contact as early in the process as possible
- Submit the Business Plan as soon as possible to allow for feedback, revisions and resubmission if required

Business Plan Submission

Completed Business Plan Templates 1 and 2 and accompanying documents must be submitted by 5:00 PM on February 11, 2011.

Please submit as follows. *(MTCU Regions to insert instructions below.)*

Hard copy to:

Electronic copy to:

2011/12 OSEB Coordinator Agreement - Overview

Information regarding the 2011/12 Agreement and the Audit and Accountability Requirements that form part of the Agreement will be provided when they are finalized.

The Agreement is expected to include:

- Articles forming the main body of the agreement that outline standard provincial legal requirements (e.g. good governance practices, proper use of funds, Access to Information and Protection of Privacy requirements, insurance requirements, termination provisions)
- Schedule A - general program description and common OSEB activities, eligibility requirements, OSEB Coordinator roles and responsibilities etc.
- Schedule B - total budget and budget for each service delivery location
- Schedule C - payment schedule (equal monthly payments will include all service delivery locations)

2011/12 OSEB Coordinator Agreement – Overview (cont'd)

- ❑ Schedule D - reporting requirements including financial reporting requirements as per Audit and Accountability Requirements (see below)
- ❑ Schedule E - Approved/signed Business Plan (Template 1) outlining specific delivery model attached as Schedule to the agreement
- ❑ Audit and Accountability Requirements that form part of the agreement and require OSEB Coordinator to submit:
 - o Estimate of Expenditure Report within the fiscal year (e.g. quarterly)
 - o Statement of Revenue and Expenditure Report at the end of the fiscal year
 - o Auditor's Report for Agreements with an allocation \$100,000 or more

Next Steps

- Prepare Business Plan and submit by deadline (by 5:00 pm on February 11, 2011)
- MTCU to provide information on 2011/12 Agreement and Audit and Accountability Requirements when documents finalized
- 2011/12 Agreement in place effective April 1, 2011
- MTCU to revise current OSEB documents (e.g. OSEB Application, Quarterly Statistical Report Template) to reflect revised OSEB Guidelines and Business Plan

Questions