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**TO:** ES Service Providers

**FROM:** Ministry of Training, Colleges and Universities

**DATE:** July 22, 2011

**SUBJECT:** ES Expenditure Reporting Update

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## OBJECTIVE

The purpose of this bulletin is provide your organization with clarification of how ES Employment and Training Incentives and Supports for employers and individuals are required to be entered into the EOIS-Case Management System (EOIS-CaMS), in order to meet the Ministry's reporting requirements.

## ABOUT EXPENDITURE REPORTING

As per the Employment Service (ES) Guidelines for Service Providers, Employment and Training Incentives and Supports are "flow-through" funds for employers and individuals to provide employment and on-the-job training opportunities and to remove financial barriers to participation in the program. These flow-through funds are paid directly to the employer and/or participant, as per your organization's responsibility to administer and manage these funds.

Through a provincial analysis of 2010-2011 ES expenditures recorded in EOIS-CaMS the Ministry has identified some discrepancies in the ways in which flow-through expenditures are being entered and reported by service delivery sites, as well as some potential misunderstanding as to where in EOIS-CaMS expenditures should be recorded.

Your organization should be aware that as EOIS-CaMS is meant to house a variety of EO programs no system restrictions were designed into EOIS-CaMS to stop commitments and expenditures being recorded against inappropriate ES plan items, as this type of system design could negatively impact other EO programs that will use EOIS-CaMS in the future. Therefore, it is extremely important that your organization understand which plan items should be used, or not, to enter expenditures. For example, the following four ES plan items should never be used to record expenditures, yet had high levels of expenditures for the 2010-2011 fiscal year:

- Custom Basic Plan Item
- Placement Without Incentive

- Arrange for Personal Supports
- Submit Application to Ministry Local Office

## ENTERING FLOW-THROUGH EXPENDITURES IN EOIS-CaMS

For the purpose of reporting flow-through funds your organization should use only those plan items within the Job Matching, Placement and Incentives sub-goal that are identified below.

No other sub-goal plan items – for example, plan items within either the Job Search or Job/Training Retention sub-goals – should be used to record flow-through expenditures as these incorrectly entered expenditures will not be captured in any posted EOIS reports.

Below is the list of Job Matching, Placements and Incentives plan items that should be used for Employment and Training Supports expenditures:

- Supports for Individuals - Child Care
- Supports for Individuals - Academic Assessment
- Supports for Individuals - Certification Changes
- Supports for Individuals - Clothing
- Supports for Individuals - Language Assessment
- Supports for Individuals - Other
- Supports for Individuals - Special Equipment
- Supports for Individuals - Training Costs
- Supports for Individuals - Translation of Academic Documents
- Supports for Individuals - Transportation
- Supports for Individuals - Workplace Accommodation Needs
- Apprenticeship Scholarship - Final Payout
- Apprenticeship Scholarship - Initial Payout

Your organization should note that Employment and Training Supports can only be accessed by assisted clients, with the exception of the Apprenticeship Scholarship which can also be accessed by RI clients. For any RI clients receiving the Apprenticeship Scholarship your organization should create an ES service plan which includes a Job Matching, Placement and Incentive sub-goal, but which contains only the Apprenticeship Scholarship – Initial and Final Payout plan items. This will ensure that the RI Apprenticeship Scholarship recipient is not captured as an assisted ES client.

Below is the list of Job Matching, Placements and Incentives plan items that should be used for Employment and Training Incentives expenditures:

- Placement with Incentive
- Apprenticeship Employer Signing Bonus - Final Payout
- Apprenticeship Employer Signing Bonus - Initial Payout

Additionally, your organization should note that only the Placement with Incentives and Placement without Incentives plan items of the Job Matching, Placement and Incentives

sub-goal will identify a client as an assisted client, i.e. receiving the JMPI component, as opposed to simply receiving individual supports (or employer incentives) as an assisted client accessing Job Search and/or Job/Training Retention. The use of only the flow-through supports and incentives plan items will not identify the client as a “Job Placement” client as these plan items were created for expenditure (i.e. incentive or support) reporting only.

## **NEXT STEPS**

Your organization should ensure that all Employment and Training Incentives and Supports flow-through expenditures are correctly entered into EOIS-CaMS going forward.

The Ministry will continue to monitor the usage of Employment and Training Incentives and Supports flow-through expenditures and provide any further clarification, as required.

If you have any questions, please contact your ETC or local Service Delivery Manager.