

Ministry of Training,
Colleges and Universities

Service Delivery Branch
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Ministère de la Formation
et des Collèges et Universités

Direction de la prestation des services
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TO: Literacy Partners

FROM: Barb Simmons
Director, Service Delivery Branch

CC: Teresa Damaso, Central Region Branch
Robert Dupuis, Eastern Region Branch
Jim Adams, Northern Region Branch
Sherree Mahood, Western Region Branch

DATE: November 16, 2011

SUBJECT: Business Planning for LBS Service Providers

The Ontario Ministry of Training, Colleges and Universities (MTCU) is pleased to announce the commencement of the 2011-2012 Business Planning process for our Literacy and Basic Skills (LBS) service providers.

Our priorities for 2012-2013, outlined in the Employment Ontario 2012-2013 LBS Service Provider Site Business Plan Instructions and Templates continue to support the goals of the LBS program and the vision of Employment Ontario. We remain committed to providing quality LBS services to the learners who benefit from our programs. In 2012-13, the Ministry's strategic direction will focus on the implementation of the recently released Ontario Adult Literacy Curriculum Framework (OALCF) for LBS Program service providers.

2012-2013 Business Planning Process

The Business Plan is to be completed by all service providers requesting funding to deliver LBS services. The purpose of the business planning process is for LBS service providers to plan how they will achieve their targets, in agreement with the Ministry, within budget and within an annual business management cycle that ends on March 31st of each year. Once completed, the Business Plan will inform the responsibilities and targets in your LBS legal agreement. The Business Plan also provides the Ministry with your LBS service delivery deliverables and progress indicators that will be monitored through discussions with your LBS Consultant, as well as through the Quarterly Status and Adjustment Report (QSAR) and monthly reports generated by the Employment Ontario Information System: Case Management System (EOIS-CaMS).

Similar to last year, all Business Plans are to be completed based on your 2011-2012 LBS Agreement's Schedule B. The Schedule B outlines the number of learners your agency is being contracted to serve and the funding allocation that the Ministry is providing to achieve

these contract commitments. For the majority of LBS delivery agencies, funding and service commitments for 2012-2013 remain consistent with the base operational funding and service commitments for 2011-2012. Please note that the term “base operating funding” refers to the 2011-2012 LBS base operating funding prior to 2011 Ontario Budget Announcement plus funding received from the additional \$9M increase to base operating funding.

The Business Planning templates will be posted on the Employment Ontario Partners Gateway website at <http://www.tcu.gov.on.ca/eng/eopg/programs/training.html>. LBS service providers will have four weeks to complete and submit their Business Plans to the Ministry. You will find that there are some changes on the 2012-2013 Service Provider Site Business Plan Template. For example, the template itself will now be available for the first time as an online form that you can submit electronically to the ministry. Please read over and follow all instructions in the 2012-2013 Service Provider Site Business Plan Instructions. Please contact your local MTCU Consultant if you have any further questions related to the completion of your plan.

Process for Returning Business Plans

Business Plans are due at the Ministry by 4:00 p.m. on Friday, December 16, 2011. Once received, the Ministry will review your submission and consider if your targets are appropriate for the funding you will receive. Further announcements will be made in early 2012 on the contracting process.

The LBS Program is central to this ministry's commitment to provide opportunities for Ontarians to build critical foundation skills and participate in a knowledge-based economy. We will continue to keep you informed of improvements being made to the LBS Program.

I appreciate your hard work and continued service to LBS learners.

Sincerely,

Barb Simmons