

### MEMORANDUM

**TO:** Summer Jobs Service (SJS) Service Providers

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

**DATE:** December 2, 2011

**SUBJECT:** Summer Jobs Service (SJS) Status and Adjustment Report (SAR)

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#### OBJECTIVE

The purpose of this memorandum is to provide SJS service providers with the Status and Adjustment Report (SAR) template, as well as information regarding the SAR submission process and upcoming deadlines.

#### BACKGROUND

The purpose of the SAR is to provide consistency in reporting and feedback against 2011-12 performance commitments and budget expenditures for all SJS service delivery sites. It requires that you review your budget and performance commitments i.e. Placement Incentives for Employers/Supports, Placements and Services for each of your funded service delivery sites. These commitments are identified on Schedule "B" of your SJS agreement. Through the SAR, your organization will have the opportunity to describe any adjustments to business practices that are being made in order to achieve "Services" targets by year end. You will also have the opportunity to comment on achievement of "Total Placements" and "Placement Incentives for Employers/Supports" expenditures by the end of placement activity.

#### SUBMISSION PROCESS

Please email your completed report(s) to your MTCU Employment & Training Consultant (ETC) by December 31, 2011.

#### NEXT STEPS

The SAR report template will be posted to the Employment Ontario Partners' Gateway (EOPG) by November 30, 2011.

The Ministry will provide a response to your completed SAR by January 31, 2012.

If your organization has any questions regarding this report, please contact your ETC.