



**MEMORANDUM TO:** Ontario Self-Employment Benefit (OSEB) Coordinators

**FROM:** Employment Services Unit

**DATE:** December 15, 2011

**SUBJECT:** **2012-2013 Ontario Self-Employment Benefit Business Planning**

**MEMO #:** **OSEB2011-01**

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Thank you very much for continuing to provide OSEB clients with the tools and entrepreneurial expertise necessary to succeed in today's labour market.

The 2012-13 OSEB Business Plan documents will be available on Thursday, December 15, 2011 on the Employment Ontario Partners Gateway (EOPG). Business Plans are due on Monday, January 16, 2012 at 5:00 pm.

Similar to 2011-12 Business Plan process, OSEB Coordinators are asked to review the Business Plan Instructions and complete Templates 1 and 2.

For 2012-13:

- Funding for the 2012/13 OSEB Coordinator agreement will be based on the same budget/commitment as the 2011-12 agreement
- No budget increases will be negotiated for 2012/13 agreements
- OSEB Coordinators will continue to deliver the same activities as they are providing now
- Subcontracting activities must be listed in Template 1, Section D of the Business Plan
- Changes will be made to the follow up and client reporting process that will require manual client based reporting. It is the Ministry's intention to move this process into EOIS-CaMS in the future years
- One electronic copy of the Business Plan with scanned signatures needs to be submitted to the Ministry. If unable to scan, signatures can be Faxed or Mailed to the Ministry

OSEB Client Follow Up:

The Ministry of Training, Colleges and Universities is committed to providing effective employment programs for Ontarians. In accordance with the Labour Market Development Agreement (LMDA), the Ministry is required to provide participant information and outcomes to Human Resources and Skills Development Canada. As well, OSEB participant outcomes data is required for the Ministry to assess program performance.

With the above in mind, 2012-13 OSEB Coordinator agreements will include the responsibility of following up and reporting on individual participant short-term and long-term outcomes (exit, 3, 6 and 12 months). The Ministry is developing a manual reporting template similar to the Quarterly Statistical Reporting Template used for aggregate reporting. The additional manual reporting template must also be submitted on a quarterly basis.

Please note that a reference to the new manual reporting of individual participant outcomes is not part of 2012-13 Business Plan. This information, however, may assist you in considering your project activities and resources for 2012-13. Instructions on the new manual reporting template will be provided to OSEB Coordinators in 2012.

Thank you again for your dedication to providing Ontario Self-Employment Benefit services