



Preferred language of service:

English French

Preferred language of correspondence:

English French

(Ce formulaire est aussi
disponible en français)

SECTION A – IDENTIFICATION INFORMATION

Last name	First name	Middle initials
-----------	------------	-----------------

Permanent address

Unit No.	Street No.	Street Name
----------	------------	-------------

City	Province	Postal code
------	----------	-------------

Telephone no.	Alternative telephone no.	E-mail
---------------	---------------------------	--------

Mailing address (if different from above)

Unit No.	Street No.	Street Name
----------	------------	-------------

City	Province	Postal code
------	----------	-------------

S.I.N.	Date of birth (yyyy/mm/dd):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
--------	-----------------------------	---

Please complete if you wish to self identify as a member of a designated group(s). Your response to this question is entirely voluntary and will not affect your eligibility for OSEB. This information will be used by Canada and Ontario for policy analysis and statistical purposes related to employment programs and services.

Aboriginal Person with a Disability Visible Minority Newcomer

SECTION B – ELIGIBILITY (Applicant and Business Activities)

Are you a Canadian Citizen? Yes No **OR** are you a Permanent Resident? Yes No **OR** Other: please explain:

Have you applied for or are you currently in receipt of Employment Insurance? Yes No

Have you had an Employment Insurance claim that ended in the past 36 months? Yes No

Note: It is your responsibility to contact Service Canada to determine how your potential participation in OSEB may affect your entitlement for EI benefits.

Have you had an Employment Insurance claim (maternity or parental) that began within the past 60 months, and are you now re-entering the work force after having left it to care for a newborn or adopted child? Yes No

Have you completed a business plan? Yes No

Are you currently active in your business or any other business venture? Yes No If yes, please explain:

Within the last 24 months, have you previously completed a self-employment program or are you currently enrolled in a self-employment program (i.e. provincial or other)? Yes No If yes, please explain:

Are you proposing an eligible business? Yes No See list of eligible and ineligible businesses on the Information Sheet, page 5, Sections C, D and E.

If you require an accommodation due to a disability that prevents you from devoting a minimum of 35 hours per week to the development and implementation of your business plan, please discuss with your OSEB Coordinator and provide details here.

SECTION C – SUITABILITY

Your OSEB Coordinator will complete the *OSEB Eligibility and Suitability Assessment Template for OSEB Coordinators* (see *Information Sheet, pages 5-6, Sections B – G*) which must be attached to the application.

SECTION D - FINANCIAL ASSESSMENT

Basic Living Allowance

Basic Living Allowance (BLA): Under OSEB, participants receive a flat rate of \$423 per week for BLA for the duration of the program, which is 42 weeks, except in the case of persons with a disability who may request an accommodation for a longer duration (if required). See Information Sheet, page 6, Section H for additional information.

Incremental Costs

Financial assistance may also be provided for incremental costs (i.e. dependent care, travel and disability needs). All applicants requesting additional financial assistance for incremental costs must complete the following Budget Worksheet (Parts 1- 4) which includes monthly income and expenses and funding requested for OSEB.

BUDGET WORKSHEET FOR INCREMENTAL COSTS

Part 1 – Monthly Gross Income (Household)	Self (\$)	Other (\$)	Total (\$)
Employment Income			
Employment Insurance Benefits			
Social Assistance			
Spousal/Child Support			
Self Employment			
Pension Income (e.g. Employer Plan)			
Disability Income			
Workplace Safety and Insurance Board (WSIB) Benefits			
Canada Pension Plan (CPP)			
Child Tax Benefits			
Income from Rental Property			
Severance/Termination Pay			
Any Other Sources of Income not listed above			
TOTAL	\$	\$	\$

Part 2 – Other Anticipated Sources of Funding	Amount (\$)
Savings	
Investment Income	
Family/Parent/Guardian	
Any other sources of funding not listed above	
TOTAL	\$

Part 3 – Monthly Living Expenses	Amount (\$)
Basic Living Expenses	
Rent, mortgage or room and board	
Food	
Utilities	
Other Incremental Costs	
Dependent Care (i.e. day care – maximum up to \$1000/month/child to a maximum of \$2000/month) * See chart below (after Part 4) which must be completed.	
Travel (Daily Commuting) (Toronto and GTA - local rates for public transit when available, vehicles when required - minimum 24km each way@\$.15/km to max. of \$250/month or \$57.55/week and parking)	
Disability Needs	
Other Costs (e.g. spousal/child support, loans, leases, insurance, credit card debt, property taxes, etc.) Note: The Ministry does not contribute towards these costs; however, they will be used when assessing your request for incremental supports.	
TOTAL	\$

Part 4 – Funding Requested For OSEB - See maximums above in Part 3		
Costs Associated with OSEB (for total period)	Total Estimated Costs (\$)	Amount of Funding Requested from the Ministry (\$)
Dependent Care * See chart below which must be completed.		
Travel		
Disability Needs		
TOTAL	\$	\$

<p>For Dependents, please list name and relationship.</p> <p>For dependent children under 14 years of age for whom dependent care costs are listed in Part 3 above and/or Part 4 above, please also provide the date of birth.</p>	<hr/> <hr/> <hr/> <hr/>
--	-------------------------

SECTION E – CHILD OR SPOUSAL SUPPORT OBLIGATIONS

Are you required to make payments for child or spousal support under a court order made by a judge or an agreement that you signed?
 Yes No

If you answered yes, are you behind in the payments you are required to make? Yes No

If you have a support obligation, has the federal government been advised to divert your income tax refunds, HST, CPP, EI, or other federal payments to pay your support? (This would be done under the Family Orders and Agreements Enforcement Assistance Act by the Family Responsibility Office in Ontario or the support enforcement program in another province.) Yes No

SECTION F – ATTACHED DOCUMENTATION

The following documents must be attached to your application for OSEB.

Plan to return to work or Employment Service Plan (ESP) which identifies that OSEB is the most appropriate intervention to assist you in becoming gainfully employed. This document must include:

- education (including highest level attained)
- previous participation in TCU-funded programs or services
- detailed work history
- employment barriers and needs
- job search efforts
- employment goal
- summary of your discussion about the general financial feasibility of participating in OSEB

OSEB Eligibility and Suitability Assessment Template for OSEB Coordinators

A copy of the letter of support (or non-support) and rationale from the OSEB Coordinator that must include:

- client self-assessment
- summary of eligibility and suitability assessment
- assessment of feasibility of business concept
- additional supporting information

Evidence of personal investment

Proposed business concept

Resume

Applicant Questionnaire on Environmental Issues, where required.

Documentation supporting your request for incremental supports under Section D, Part 4 above (e.g. dependent care, travel, disability needs). The Ministry may require you to provide additional information in order to properly assess your application.

NOTICE OF COLLECTION OF PERSONAL INFORMATION AND APPLICANT ATTESTATION

Notice of Collection of Personal Information:

Your personal information, including your Social Insurance Number, provided on your application and your Agreement, if any, with the Ministry of Training, Colleges and Universities (Ministry) and in all other communications related to ONTARIO SELF-EMPLOYMENT BENEFIT (OSEB) will be used to administer and finance OSEB. The Ministry will collect relevant personal information directly from you and indirectly from your Assessment Centre/Employment Service (ES) service provider, your OSEB Coordinator, the Ministry's contractors, former employers, auditors, other authorized third party administrators and Canada for these purposes. The Ministry may use the services of the Ministry of Government Services for payment and collections matters and may use contractors and auditors to administer and finance OSEB. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to OSEB.

Administration includes assessing your employment and financial needs; developing your plan to return to work or Employment Service Plan (ESP); assessing and verifying your application, assessing your initial eligibility and suitability and monitoring your continued eligibility and suitability to participate in OSEB and to receive any financial assistance provided by the Ministry; providing financial assistance; maintaining and auditing your file; enforcing your Agreement, if any, with the Ministry; collecting overpayments and repayments; monitoring, auditing and enforcing your Assessment Centre/ES service provider's and OSEB Coordinator's compliance with its agreement with the Ministry; coordination with Canada in accordance with Ontario's obligations under the Labour Market Development Agreement between Canada and Ontario (LMDA); planning, evaluating and monitoring OSEB for outcomes, quality and improvements, including conducting surveys; promoting Employment Ontario programs and services, and conducting policy and statistical analysis, research and evaluation related to all aspects of Employment Ontario programs and services.

OSEB is funded by the Ministry, in part with funds provided by Canada under Part II of the *Employment Insurance Act*. Under the LMDA, the Ministry is required to collect your social insurance number to provide reports to Canada to allow it to monitor and assess the Employment Insurance Program as required under s. 3 of the *Employment Insurance Act*. For an example of such a report, see: http://www.hrsdc.gc.ca/eng/employment/ei/monitoring_assessment/index.shtml

The Ministry collects your personal information in accordance with the LMDA, ss. 63 and 139 of the *Employment Insurance Act*, S.C. 1996, c.23, as amended, s. 76.29 of the Employment Insurance Regulations, SOR/96-332, ss. 10, 34(1) and 36(1) of the *Department of Human Resources and Skills Development Act*, S.C. 2005, c.34, s. 8 of the *Privacy Act*, R.S. 1985, c. P-21, as amended and s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c.F.12, as amended.

For more information about the collection and use of your personal information to administer and finance OSEB, you can contact the Manager, Employment Ontario Hotline, in writing at the Ministry of Training, Colleges and Universities, 33 Bloor Street East, 2nd Floor, Toronto, Ontario M4W 3H1 or by phone at 1 800 387-5656.

Applicant Attestation:

I declare that:

- a) I have advised my dependents and other family/household members that I have provided limited personal information about them on this application, I have showed them the Notice of Collection of Personal Information and I have obtained their consent to the disclosure and use of their personal information in connection with my application;
- b) The information I have provided to the Ministry on this application and supporting documentation is true, accurate and complete in every respect;
- c) If the information I have provided on this application or in any supporting documentation is untrue, inaccurate or incomplete, I acknowledge that I may be required to repay some or all of the financial assistance paid to me by the Ministry;
- d) I acknowledge that amounts payable to me under any future Agreement with the Ministry may be deducted from, or set-off against, any amounts I owe to the Government;
- e) I have read and understood the information provided in this application package including the Notice of Collection of Personal Information above;
- f) I understand that OSEB is administered and financed by the Ministry of Training, Colleges and Universities and its contractors and auditors in conjunction with my Assessment Centre/ES service provider, OSEB Coordinator, other ministries of the Government of Ontario and the Government of Canada and I consent to the indirect collection, use and disclosure of my personal information between the Ministry and these parties, as follows:
 - (i) the Ministry may disclose any information contained in this application, except the voluntary self-identification as a member of a designated group above, and my Agreement, if any, with the Ministry to my service providers, other ministries of the Government of Ontario, the Government of Canada and the Ministry's contractors and auditors and may collect relevant personal information from these parties for the sole purpose of administering and financing OSEB;
 - (ii) despite clause (i) above, the Ministry may disclose any personal information I have voluntarily provided in Section A of this application to Canada in accordance with the data reporting requirements under the LMDA.
 - (iii) the Ministry may disclose to and collect from my employer or former employer personal information relating to my employment that is relevant to the administration and financing of OSEB; and
 - (iv) the Ministry may disclose personal information related to this application to the Family Responsibility Office for the purpose of verifying the amount and status of my child or spousal support obligations and may collect personal information about me from the Family Responsibility Office for the same purpose.
- g) If I sign an Agreement with the Ministry, the Notice of Collection of Personal Information above and the provisions of clause (f) of this Attestation form part of the Agreement. In the event of conflict between the Notice of Collection of Personal Information, or clause (f), and the Agreement, the Notice of Collection of Personal Information, or clause (f), as the case may be, will prevail.

Applicant Name	Applicant Signature	Date: (yyyy/mm/dd)
	X	
Application received by the Ministry:		Date: (yyyy/mm/dd)

INFORMATION SHEET

SECTION A - General Information:

You must use this application form to make your request for assistance under OSEB. The date your completed application is received by the Ministry is when you are considered to have requested assistance for the purpose of determining your eligibility.

Before the Ministry can assess your application, you will need to receive an employment assessment and develop a plan to return to work or Employment Service Plan (ESP) with an Employment Ontario (EO) service provider. Please contact the Employment Ontario hotline by phone at 1-800 387-5656 or visit the Employment Ontario website at: <http://www.ontario.ca/employmentontario> for information on where you can find an EO service provider in your area.

The Ministry will complete an Environmental Assessment Pre-screening form. When this pre-screening form indicates a need for more information, you may be required to complete an Applicant Questionnaire on Environmental Issues as part of your application. You may also be required to complete an Environmental Assessment for your new business, at your expense, as per the Canadian Environmental Assessment Act and the Ontario Environment Assessment Act (EAA) prior to implementing your business plan.

It is important to note that any costs incurred prior to receiving approval from the Ministry are not eligible for reimbursement. If you have a job and are contemplating quitting it in order to attend OSEB, you should not do so without consulting the Ministry beforehand.

SECTION B - Applicant Eligibility:

An individual must:

- be a Canadian citizen or permanent resident legally entitled to work in Canada; and
- meet the definition of an insured individual within the meaning of the Employment Insurance Act, i.e., a person who at the time of requesting assistance (i.e. the Ministry's receipt of application) is an unemployed person:
 - for whom an EI benefit period has been established, or
 - whose EI benefit period ended within the last 36 months, or
 - who is re-entering the labour force after having left it to care for newborn or newly adopted children. The individual must have a benefit period that began within the last 60 months during which they were paid maternity or parental benefits.

An individual who has completed a business plan and who does not require assistance during the business plan development phase (as determined by an OSEB Coordinator) prior to obtaining support under OSEB is not eligible for OSEB.

An individual who begins working on his/her business prior to obtaining approval from the Ministry for OSEB is not eligible for OSEB (see Eligible Business Activities below).

As well, an individual who has previously completed within the last 24 months or is currently enrolled in a self-employment program (i.e. provincial or other) is not eligible for OSEB.

SECTION C - Eligible Business Activities:

The proposed business activity must be full-time. This means that the approved participant must devote at least 35 hours per week to developing and implementing the business plan. Fewer hours may be negotiated to accommodate a person with a disability.

The OSEB applicant must be considering:

- a business where s/he will have control of the business including
 - being both the owner and operator of the business
 - being the major decision-maker
 - acting independently in carrying out the business
 - benefiting from the profits and suffering the financial losses from the business;
- a new business or an existing business in which the individual had no prior ownership; and
- a business that is suitable for public funding in the opinion of the Ministry.

The proposed business may be:

- seasonal in nature (an individual must devote all efforts full-time to the development and implementation of the business plan for the duration of the OSEB agreement. In some cases, the individual may be engaged in more than one full-time seasonal activity within the agreement timeframe);
- home-based;
- a hobby (i.e. a leisure activity undertaken for pleasure where the primary intention is not to generate income) converted into a business.

SECTION D - Structure of an Eligible Business:

Acceptable types of business structures for OSEB include a:

- sole proprietorship;
- partnership;
- corporation.

SECTION E - Ineligible Business Activities:

The following are ineligible business activities under OSEB:

- any activity that involves, in the opinion of the Ministry:
 - sexual exploitation
 - illegal activity
 - the production of materials that promote hate, discrimination or illegal activity
 - otherwise promoting hate, discrimination or illegal activity
 - proselytizing of a particular religious or political opinion
- business that is partially or entirely based on commission;
- business that is dependent on a parent company (e.g. real estate agents, insurance brokers, Mary Kay);
- franchise;
- home-based daycare;
- part-time business (less than 35 hours a week unless negotiated to accommodate a person with a disability);
- business the applicant currently owns and operates;
- business the applicant previously owned;
- business owned previously by the applicant's spouse, parent or child where the individual has had significant involvement in the management/decision-making process; or
- not for profit organization (i.e. those that do not qualify as a business under the CRA regulations).

SECTION F - Applicant Suitability:

An individual must meet the eligibility (i.e. applicant and proposed business activities) requirements prior to being assessed for OSEB suitability. The OSEB Coordinator is responsible for completing the suitability assessment.

An individual must meet the following OSEB suitability criteria:

- requires business support as demonstrated by lack of prior related self-employment experience and training (based on client documentation, a self-assessment facilitated by an OSEB Coordinator and an OSEB Coordinator's assessment of the individual);
- does not possess a professional designation where knowledge and experience acquired through professional training and affiliation indicates a lack of need for the OSEB program*;
- proposes a business where there are no laws or regulations that impede the individual from starting it;
- possesses product or service knowledge and skills related to the proposed business activity (e.g. construction experience/formal training if a construction business, bookkeeping experience/training if offering such services);
- possesses the certification or qualification, if required under law or regulation, to perform the proposed business activity;
- business concept as presented is considered to be feasible and the individual is an appropriate candidate for self-employment program participation; and
- individual provides evidence of a minimum of 25% equity (cash and/or in-kind) to contribute to the business; and if the business plan indicates need for business financing/investment, it is reasonable to expect the individual will be able to access the business funds required.

*Note: An individual must need the full extent of entrepreneurial training and support provided under the OSEB program in order to be a suitable candidate. For some professions (e.g. medical doctors, lawyers, CAs), individuals who are qualified to practice in Ontario are able to learn what is involved in operating a business through their professional training, support from their professional organizations, consultation with colleagues who act as mentors, as well as by accessing and applying information and resources available in the broader community.

SECTION G - Evidence Of Personal Investment:

Under OSEB, an applicant must provide evidence of a personal investment. The personal investment must be equal to a *minimum of 25%* of the total amount of financial support for basic living allowance (\$423 per week for 42 weeks or number negotiated for persons with disabilities – EI Part I and/or Part II) that would be provided to the individual if approved for program participation. While personal investment is part of the suitability assessment, the Ministry is responsible for ensuring proof of personal investment is obtained from an applicant and kept on file.

SECTION H - Financial Assistance:

Financial assistance may be provided to cover basic living expenses and incremental costs (if required and approved) while an individual participates in the OSEB program.

An approved participant may be eligible to receive financial assistance for basic living allowance (BLA). BLA is provided on a provincial flat rate of \$423 per week. Participants who have an active EI claim may continue to receive EI benefits. If the EI claim is exhausted before completion of OSEB, financial assistance may be provided at the provincial flat rate of \$423 per week. If an individual is in receipt of EI Part I benefits that are lower than the OSEB flat rate, the Ministry may top-up the EI Part I rate with provincial funds.

Financial assistance may also be provided to individuals to cover all or a portion of the incremental costs of participation (i.e. dependent care, disability needs and travel) for the business plan development component of the program. The Ministry must obtain proof of the incremental cost prior to agreement signing. The onus of providing evidence for entitlement to incremental costs (e.g. receipts, invoices, vouchers) is the responsibility of the participant and will be maintained in the Ministry's participant file as part of the audit trail.

Participants are required to report any changes in financial circumstances. Changes to a participant's financial situation (e.g. part-time work income) may necessitate a change to incremental supports.

Duration of income support is a standard 42 weeks for all participants. A longer duration of support may be approved to accommodate a person with a disability.

SECTION I - Income Tax:

Financial assistance paid to OSEB participants is included as income for tax purposes. Tax will be deducted at source from financial assistance payable to participants with the exception of dependent care costs.
