

**Ministry of Labour,  
Training and Skills  
Development**

Office of the Assistant Deputy  
Minister

Employment and Training  
Division

777 Bay Street,  
26<sup>th</sup> Floor  
Toronto ON M5G 2E5

**Ministère du Travail, de la  
Formation et du  
Développement des  
compétences**

Bureau du sous-ministre adjoint

Division de l'emploi et de la  
formation

777, rue Bay,  
26<sup>e</sup> étage  
Toronto ON M5G 2E5



**DATE:** TBD

**MEMORANDUM TO:** Training Delivery Agents

**FROM:** Cordelia Abankwa  
Assistant Deputy Minister  
Employment Training Division  
Ministry of Labour, Training and Skills Development

**SUBJECT:** 2022-23 COVID-19 Relief Fund for Training Delivery Agents

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The Ministry of Labour, Training and Skills Development would like to thank you for your support and patience throughout the COVID-19 pandemic. The health and safety of the people of Ontario including apprentices and staff continues to be the ministry's number one priority.

As per Minister McNaughton's memo on March 9, 2022, I am pleased to share that the ministry is launching a third round of the COVID-19 Relief Fund for Training Delivery Agents (TDAs) in the amount of \$3 million. The purpose of the fund is to support TDAs with operating expenses that they incur between April 1, 2022 and March 31, 2023 as a result of the pandemic.

Eligible operating expenses could include online training expenses (e.g. licenses for learning software and videoconferencing, staff training, faculty salary for the development of digital content); cleaning and sterilization products and services that are used to clean apprenticeship training classrooms and labs; medical supplies (e.g. personal protective equipment such as gloves, masks and hand sanitizer); and other related operating expenses (e.g. signage; structural barriers such as plexiglass; campus security to enforce physical distancing measures; additional tools to limit sharing between apprentices; etc.). Capital expenses are not eligible expenses.

Where possible, TDAs are encouraged to use underspending to support health and safety expenditures. However, where this is not possible, additional funding may be requested. TDAs can request COVID-19 Relief funding through an allocation

adjustment in Service Provider (SP) Connect of up to 3% of their total 2022-23 In-Class Enhancement Fund transfer payment agreement maximum seat plan value as of April 1, 2022. To assist TDAs in this process, a set of Questions and Answers that include instructions on how to request an allocation adjustment in SP Connect and the SP Connect User Guide (Chapter 2, please see section 2.7.1) are enclosed. Please contact your Employment and Training Consultant if you need assistance with submitting an allocation adjustment in SP Connect.

**Name of TDA:**

**Eligible COVID-19 Relief Fund allocation that can be requested: ~~[\$X]~~**

Adjustments will be considered on a case-by-case basis by regional staff. Approved adjustments will be followed up with an amendment to the TDA's 2022-23 transfer payment agreement.

The COVID-19 Relief Fund reinforces the ministry's commitment to helping TDAs safely train apprentices to their maximum capacity, while also supporting Ontario's future workforce needs. [Health and safety](#) guidance documents are available to assist TDAs with the delivery of in-person training. While in-person training is permitted, TDAs are encouraged to continue delivering training remotely where it is possible to do so.

Please do not hesitate to contact your regional local office if you have any questions regarding this initiative.

Sincerely,

Cordelia Abankwa

Attachments:

- Questions and Answers
- SP Connect User Guide, Chapter 2: Agreement Management