

Budget Pro-rating - Ontario Employment Benefits and Support Measures (OEBSM)

Summary:

Budgets for end-date extensions to EBSM legal agreements will be pro-rated based on project expenditures, minus one-time costs and surplus budget funds.

Procedure:

- 1) A written agreement extension request must be submitted to the Employment and Training Consultant (ETC) responsible for administering the project. An extension proposal and budget are not required.
- 2) Once received, the ETC will conduct a review of the request and prepare a budget analysis based on project expenditures and subtracting one time costs.
- 3) The ETC will present a summary of the budget analysis and a proposed extension budget to the OEBSM Agreement Holder.
- 4) The ETC and OEBSM Agreement Holder will discuss the proposed budget, including pro-rating methodology and changes to the labour market that may affect the project and result in additional costs above the prorated amounts.
- 5) The ETC and OEBSM Agreement Holder reach an agreement on the proposed extension budget.