

## Memorandum

**To:** Canada-Ontario Job Grant Service Providers  
**From:** Jacqueline Cureton, Director, Program Delivery Support Branch  
**Date:** March 1, 2017  
**Subject:** 2017/2018 COJG Service Provider Guidelines

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The purpose of this bulletin is to advise the Canada-Ontario Job Grant (COJG) delivery network that revised COJG Service Provider Guidelines for the upcoming fiscal of 2017/2018 have been posted to the Employment Ontario Partners' Gateway (EOPG).

As we have previously informed you, the Canada-Ontario Job Fund Agreement (COJFA) is the key source of funding to support Ontario employers to develop their workforce through employer-driven training. Some of the changes in the guidelines are due to the amendment made to the COJFA to provide additional supports for the hiring of unemployed individuals and supports for travel costs incurred for the duration of training.

The changes in the guidelines are effective as of April 1, 2017.

### WHAT IS HAPPENING:

The COJG Service Provider Guidelines have been revised as follows:

- **100% Funding for Unemployed Individuals**
  - New funding rules for employers with 50 or fewer employees who are training and hiring unemployed individuals are eligible for up to \$15,000 per trainee. These employers are not required to make a minimum contribution to training costs for training funded through the grant (section 2.6.2.1).
- **Value for Money in the Expenditure of Government Funds**
  - Added a section on value for money in expenditure of government funds; the employer should normally obtain three quotes for training and if the employer does not provide three quotes, the COJG service provider or ministry has the discretion to request three quotes from the employer if deemed necessary (section 2.5.1).
  - The COJG service provider or the ministry must also deem the tuition charged by the selected training provider to be reasonable. Reasonableness may be determined by considering elements such as, but not limited to, costs per client, duration of training, whether training results in an industry-recognized credential, and availability of training(section 2.5.1).

- **Support of textbooks, software and other training materials and travel costs**
  - Added details on the maximum support of textbooks, software and other training materials are \$500 for each trainee. The individual trainee support cannot be combined with a cash contribution by the employer to support large equipment purchases (section 2.6.2).
  - Added details on the maximum allowable support for travel costs are \$500 per trainee. Travel costs are only supported when the distance travelled is in excess of the 24 km each way at the reimbursement rate of \$.40/km. The per kilometer rate will apply in cases where the employer does not have a travel cost policy, otherwise travel costs will be supported according to the employer's policy up to the maximum \$500 per trainee (section 2.6.2).
  
- **Other changes**
  - Clarified the maximum allowable duration of training is 52 weeks from the start date of the training (section 2.3.1).
  - Clarified business owners, including individuals with a controlling interest in corporations, are not eligible as trainees (section 2.4.2).
  - Revised the use of the term "grant" to "trainee" for greater clarity on maximum supports available for individual trainee (section 2.6.2).
  - Removed outdated text related to follow-ups to align with the current requirement of 3 and 12 month post exit follow-up for both trainees and employers (section 3.2.3).
  - Revised the term "Aboriginal" to "Indigenous" and revised related Indicators of Suitability definitions (section 4.3.1).
  - Revised Ministry name to "Advanced Education and Skills Development" throughout the document.

## **NEXT STEPS:**

The above will not be reflected in EOIS-CaMS until start of next fiscal. A "What's Coming in Release 7.0" bulletin will be available on the EOPG shortly. The bulletin will highlight new system functionality including updates to the online form and reports to support the changes to the COJG guidelines.

If your organization has any questions, please contact your Employment and Training Consultant (ETC).