

Memorandum

To: Canada-Ontario Job Grant (COJG) Service Providers

From: David Cronin
Director, Program Delivery Support Branch

Date: August 12, 2019

Subject: Canada-Ontario Job Grant Program Changes

The purpose of this bulletin is to advise the Canada-Ontario Job Grant (COJG) delivery network of the revised COJG Service Provider Guidelines posted on the [Employment Ontario Partners' Gateway \(EOPG\)](#).

The purpose of the program update is to support the Ministry's effort to strengthen and maintain program integrity while further aligning approved applications with the program's strategic priorities of:

- supporting unemployed individuals;
- supporting job creation;
- partnership-based approach to training;
- increase job quality; &
- job advancement

The changes in the guidelines will be effective as of August 12, 2019.

WHAT IS HAPPENING:

The key changes to the COJG Guidelines include:

- **Training Provider and Employer COJG Past Application History**
 - Employer will be deemed ineligible for future funding, if they do not meet their obligations associated with the approved application or have been found to have provided false information to the ministry, including providing information to circumvent the program guidelines.
 - All applications from employers or trainers associated with individual(s), who have previously misused the program through another organization will also be deemed ineligible for COJG funding.
 - The employer will also be deemed ineligible if:
 - They do not follow through on anticipated action post-training, as outlined in the COJG funding application. This includes but is not

limited to; transition of a trainee from unemployment to full time or part time employment, avoidance of layoffs for trainees, and transition from seasonal to year-round employment.

- Documentation requested by the ministry is not submitted.
- Failed to inform the service provider or Ministry of a participant(s) withdrawal from training, and the Ministry was still required to pay for the training.
- Approved for multiple grants in the past but withdrew or did not follow through on training.
- Ministry's quality assurance processes, audits, surveys and any other means of verifying information on previous applications reveal that false information was provided to the Ministry.

- **Updated Ineligible Program Fees**

- To ensure program funds are spent on training that provides value for money and achieves program objectives, ineligible costs will be updated to include membership, subscription and annual fees as well as professional association costs.

- **Employer and Trainer Attestation Form:**

- Introduction of an 'attestation' for employers and training providers.
- In cases where employers have selected a private training provider as their first choice, both parties, employers and private training providers, will be required to sign an attestation form.
- The attestation will outline program requirements and the training provider and employer obligations as part of the approved application and the consequences if they do not meet those obligations.
- The successful training provider will be required to provide an attestation which details the training they will provide for the tuition paid.
- Employers are also required to attest to the details of the training and the relationship with the training provider.

- **Training Instructors Qualifications New Requirements**

- Introduced new instructor qualification requirements for COJG funded training. Training will need to be provided by qualified instructors.
- A qualified instructor must have experience working in the vocation or teaching a program to prepare a student for the vocation.
- The specifics on trainer qualifications and other program requirements are outlined in the new Canada-Ontario Job Grant – Employer and Training Provider Information Sheet located on the [EOPG](#) that will accompany the attestation form.

- **Other Changes:**

- Publicly assisted Indigenous Institutes have been added to the list of eligible training providers.

System Updates and Changes

Changes have been made to the systems, reports, forms and agreements to support the program changes.

The following materials have been posted for immediate use:

1. Guidelines

- The guidelines have been updated to reflect the new eligibility criteria for training and training providers.

2. Employer and Training Provider Attestation Form

- The employer form is available on EOPG.
- An employer and training provider signed copy of this form should be kept in the employer file.

3. Canada-Ontario Job Grant – Employer and Training Provider Information Sheet

- An information sheet detailing the employer and training provider eligibility requirements is posted on EOPG.
- The information sheet should be attached to the employer and training provider copy of the signed attestation forms.

4. Employer Training Deck

- The COJG Employer Training Deck has been updated and posted to reflect the new changes.

5. Employer Questions and Answers

- The COJG Employer Questions and Answers have been updated to reflect the COJG guidelines changes.

6. Service Provider Questions and Answers

- The COJG Service Provider Questions and Answers have been updated and posted to reflect the guidelines changes.

NEXT STEPS:

Please review and familiarize yourself with these documents. These changes are effective from August 12, 2019.

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

Sincerely,

David Cronin
Director
Program Delivery Support Branch