

**Ministry of Training,  
Colleges and Universities**

Program Delivery Support Branch  
33 Bloor Street East, 2<sup>nd</sup> Floor  
Toronto ON M7A 2S3  
Tel: (416) 314-4268  
Fax: (416) 325-6162

**Ministère de la Formation  
et des Collèges et Universités**

Direction du soutien à la prestation  
des programmes, 33 rue Bloor Est, 2<sup>e</sup> étage  
Toronto ON M7A 2S3  
Tél: (416) 314-4268  
Télééc: (416) 325-6162



October 26, 2015

Dear Employment Ontario Service Provider,

I am writing to inform you about the upcoming enhancements for Employment Ontario Information System – Case Management System (EOIS-CaMS) to help better track the approval tiers for Canada Ontario Job Grant (COJG). This tiers data will also help the ministry better understand the use of COJG and its impact on employers.

On April 20, the Assistant Deputy Minister, David Fulford, communicated with the network regarding the significant increase in demand for COJG. In response to the increased demand, the ministry developed the COJG Assessment Tool to ensure we are using our funding to help those who will benefit the most from this program.

The COJG Assessment tool gives the highest priority to the applications that fall within Tier 1 and are seeking training support for new or better job for employees and training for employees on notice of lay-off. For applicants in Tier 2, funding consideration is given if there is available budget. Tier 3 applicants are given consideration if there are no pending applications in Tier 1 and 2, and availability of COJG budget.

Effective April 1, 2016 EOIS-CaMS will have the added capability of reporting and tracking the tiers for approved COJG applications. We are currently in the process of making the necessary enhancements to EOIS-CaMS to have this function available by the start of next fiscal year.

At this time, we would like to ask you to share information regarding the tiers for all approved applications with the ministry. By October 5, your Employment & Training Consultant (ETC) will be forwarding you a list of all the applications that have been received and approved after April 20, 2015 and you will be required to confirm the tier for each approved application for your site. This report is due back to your ETC by October 8, 2015.

Going forward and until March 31, 2016, all future approved applications' tiers data will need to be shared with the ministry on a bi-weekly basis. The template for rolling up this data will be posted [on EOPG](#).

While we understand this is additional work, we have worked hard to ensure these new reporting tools are clear, easy to complete and not labour intensive.

The tiers data along with the COJG commitments data will be incorporated into the future program allocation framework.

I would like to take this opportunity to thank you and your staff for your continued efforts to make this program a success. If you have any questions, please contact your local ETC.

Sincerely,

Teresa Damaso  
Director, Program Delivery Support Branch

CC/  
Shelley Unterlander – Director, Central Region  
Mary Joe Freire – Director, Western Region  
Andrew Irvine – Director, Northern Region  
Patrick Donnelly – Director, Eastern Region