



MEMORANDUM TO: ES Service Providers

FROM: Teresa Damaso
A/Director, Service Delivery Branch

DATE: January 21, 2014

SUBJECT: ES Service Provider Guidelines

MEMO #: ES 2013-14, #51

The purpose of this bulletin is to advise the Employment Service delivery network that revised ES Service Provider Guidelines have been posted to the EOPG. Guideline changes become effective as of April 1, 2014.

WHAT IS HAPPENING:

The ES Service Provider guidelines have been revised as follows:

- reformatted to increase clarity and reduce duplication
- clarification of the use and amount of Placement Incentives and the Apprenticeship Employer Signing Bonus
- updated to reflect the revised Provincial Service Quality Standard effective April 1, 2014
- clearer explanation of responsibilities related to Second Career
- inclusion of the Youth Employment Fund as an appendix to the guidelines
- improved integration of the Apprenticeship Signing Bonus

Placement Incentives/Apprenticeship Employer Signing Bonus (AESB)

Since the launch of ES, the AESB within the ES Placement Incentives has caused confusion and, at times, inconsistent application.

This has resulted in the Apprenticeship Employer Signing Bonus not being as effective a tool as it could be to incite employers to take on an apprentice.

As of **April 1, 2014** the maximum amount of incentive funding available per individual is confirmed as \$6,000, with an additional \$2,000 available for the AESB.

The Job Placement and Incentive section has been revised to state:

- the amount of the incentive is up to a maximum of \$8,000/individual.
 - the \$8,000 is made up of a maximum of \$6,000 for training incentives for all ES assisted clients and an additional \$2,000 for the Apprenticeship Employer Signing Bonus, if applicable

Please note that any placement agreements and incentives negotiated up to and including March 31, 2014 are to remain consistent with current service provider interpretation of the ES Service Provider Guidelines.

For those placement agreements and incentives negotiated as of April 1, 2014, service providers will be held accountable to the revision.

If you have any questions, please do not hesitate to contact your regional office for more information.