MODULE 1: Getting to know the Program

Visual	Content/Audio	French Translation
Getting to know the Program — Module 1	**Audio** *In this module you will explore the details about the Youth Job Connection Program. Specifically you will explore the program purpose, objectives and guiding principles, review the components of the program and consider what factors make an individual/ employer eligible and suitable for the program.*	
Introducing Youth Job Connection — How do we define this program?	**Audio** How do we define this program? *Youth Job Connection offers a range of services and opportunities for young people to learn about jobs and gain experience working; the ultimate goal of this program is that these youth will secure long-term employment and meaningful careers. A defining detail of this program is that it is focused on those youth with the greatest employment needs and experiencing serious and/or multiple barriers to employment.* What are the guiding principles for this program?	
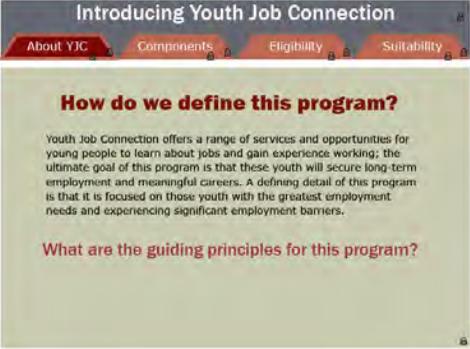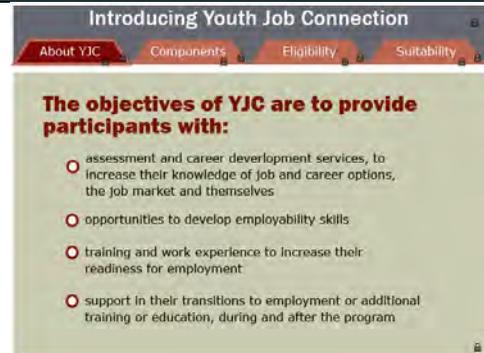
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	Content / Audio The objectives of YJC are to provide participants with: • assessment and career development services, to increase their knowledge of job and career options, the job market and themselves • opportunities to develop employability skills • training and work experience to increase their readiness for employment • support in their transitions to employment or additional training or education, during and after the program	
	Audio *There are four components of this program: Client Service Planning & Coordination, Pre-Employment Services, Job Matching, Placements and Incentives, and Education & Work Transitions Support.*	
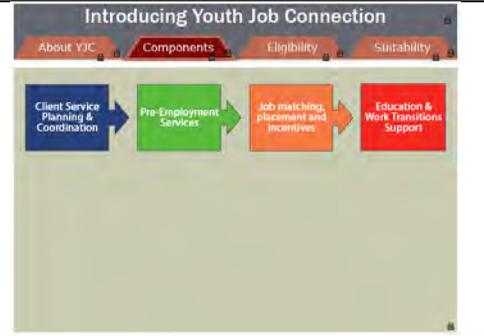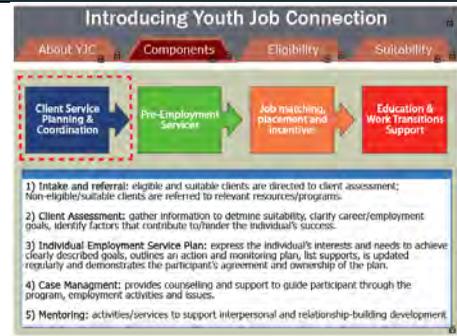
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	Audio In the Client Service Planning & Coordination component: Intake and referral: eligible and suitable clients are directed to client assessment; Non-eligible/suitable clients are referred to relevant resources/programs. Client Assessment: gather information to determine suitability, clarify career/employment goals, and identify factors that contribute to /hinder the individual's success. Individual Employment Service Plan: express the individual's interests and needs to achieve clearly described goals, outlines an action and monitoring plan, list supports, is updated regularly and demonstrates the participant's agreement and ownership of the plan. Case Management: provides counselling and support to guide participant through the program, employment activities and issues. Mentoring: activities/services to support interpersonal and relationship-building development • Service providers can deliver mentoring activities directly, or they can partner with other community agencies or employer groups to recruit potential mentors or organize activities.	

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	• Mentoring may take on a variety of formats, such as 1:1, groups, in-person or electronically, however mentors should make a minimum of a 3-month commitment to the mentee.	
	Audio In the Pre-Employment Services component participants must complete at least 60 hours of short-term workshops or activities in the following pre-employment areas: 1) Fundamental job readiness skills 2) Career development/career exploration 3) Personal management (life) skills 4) Job attainment skills 5) Employment-related skills 6) Job maintenance and career advancement skills	
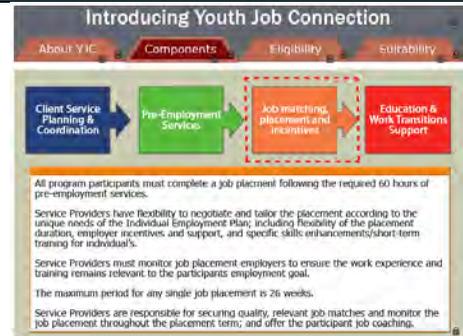
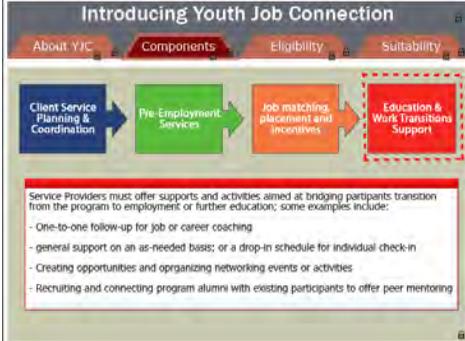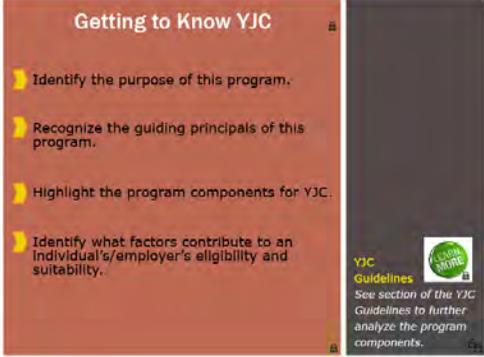| Visual	Content/Audio	French Translation
Introducing Youth Job Connection	**Audio** In the *Job Matching, Placements and Incentives* component, all program participants must complete a job placement following the required 60 hours of pre-employment services. Participants have an option of being paid minimum wage while attending up to 60 hours of training. Participants who require more training can receive a maximum of 90 hours. At least 60 hours of pre-employment training must occur prior to participating in a job placement, however, more pre-employment training can be accessed while a participant is in a placement or after but stipends are only available to participants during the pre-employment training component. Service providers need to determine which pre-employment workshops are most suitable and the ordering of the workshops proposed based on the individual client's needs. Service Providers have flexibility to negotiate and tailor the placement according to the unique needs of the Individual Employment Plan; including flexibility of the placement duration, employer incentives and support, and specific skills enhancements/short-term training for individuals. Service Providers should develop a decision-making model to determine the incentive amount for individual placements. We will delve more into this when we explore the YJC Funding Framework in Module 3. Service Providers must monitor job placement employers to ensure the work experience and training remains relevant to the	

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	participant's employment goal. The maximum period for any single job placement is 26 weeks. Service Providers are responsible for securing quality, relevant job matches, monitoring the job placement throughout the placement term. In addition, Service Providers must provide job coaching to all participants in a placement.	
	Audio The *Education & Work Transitions Support* component requires Service Providers offer supports and activities aimed at bridging participants transition from the program to employment or further education; some examples include: - One-to-one follow-up for job or career coaching - general support on an as-needed basis; or a drop-in schedule for individual check-in - Creating opportunities and organizing networking events or activities - Recruiting and connecting program alumni with existing participants to offer peer mentoring It is also possible, that past participants (alumni) may request mentorship support during this component of the program.	

Visual	Content/Audio	French Translation
Introducing Youth Job Connection About YJC · Components · Eligibility · Suitability Individuals · Employers	**Audio** *Let's explore what's involved in determining the eligibility of both an individual and an emUne ployer to participate in this program.*	
Introducing Youth Job Connection About YJC · Components · Eligibility · Suitability	**Audio** For this program to achieve its intended outcomes, it is very important that attention to be paid to those Individuals and Employers that are most suitable to participate in this program. This is a key distinction that is important for various Employment Ontario programs; particularly for the Youth Job Connection program. Recall that the program is intended to <u>serve youth who experience multiple, complex barriers to employment. This includes youth who are not in education, employment or training.</u> So let's take a closer look at what suitability for this program entails.	

Visual	Content/Audio	French Translation
Introducing Youth Job Connection — About YJC, Components, Eligibility, Suitability	**TAB content for Suitability (FOR INDIVIDUALS)** Audio Participant Suitability indicators include: 1. Aboriginal Person 2. Person with Disability 3. Age 4. Recent Immigrant 5. Education Level Attained 6. English/French Language Proficiency 7. Essential Skills including Literacy 8. Work Experience 9. Family/Household Circumstances 10. Socially Marginalized 11. Source of Income The program is open to all eligible youth; however, the intention is to help those youth who are experiencing more serious employment barriers. Given that many of these youth will not necessarily seek out these services on their own accord, it is important for Service Provider to partner with other agencies to recruit these youth in order to make the program work.	
	Some examples of these more serious employment barriers include: • youth that are: - Racialized, Recent Immigrants, Lesbian, Gay, Bi-sexual, Transgender, Two-Spirit, Queer (LGBTTQ), Aboriginal	

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	• Youth that are living with/in: - Disabilities and Mental Health Issues, Living in poverty, Poor/Lacking Labour Market Experience, Low levels of education and literacy, in conflict with the law, or have low motivation In order to ensure this program is available to young people who are most in need of the services this program has to offer, the YJC Guidelines contain a section for service providers to assess potential participants using specific indicators. See section 4 of the guidelines.	
Introducing Youth Job Connection About YJC Components Eligibility Suitability	**TAB content for Suitability (FOR EMPLOYERS)** Audio When considering the suitability of employers, Service Providers should give preference to employers that demonstrate they have one, or more, of the following: • The employer offers a suitable full- or part-time job placement consistent with participant's identified employment needs and/or career goals. • The employer offers opportunities for on-the-job training. • The employer contributes to costs associated with job-specific training and/or wages. • The employer has been identified as having strong ties with	

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	schools or community centres, etc. • The employer's previous use of job placement services has resulted in positive employment outcomes for participants. • There are projections of strong employment growth in the particular industry or sector for the local area, or the business has a history of sustainability in the area. • The employer expresses an intention of hiring the participant after the placement ends.	
	Content/Audio *You have completed module 1 of this eLearning; you should now be able to:* • *Identify the purpose of this program.* • *Recognize the guiding principles of this program.* • *Highlight the program components for YJC* • *Identify what factors contribute to an individual's/employer's eligibility and suitability to participate in Youth Job Connection.*	

MODULE 2: Delivering YJC

Visual	Content/Audio	French Translation
Delivering YJC Module 2 *In this module you will explore how the Youth Job Connection Program will be delivered. You will have an opportunity to follow the YJC business processes, to walk-through the Client Pathway, and identify the roles and responsibilities of each player in the program delivery.*	**Audio** *In this module you will explore how the Youth Job Connection Program will be delivered. You will have an opportunity to walk-through the Client Pathway, and identify the roles and responsibilities of each player in the program delivery.*	
Delivering Youth Job Connection Client Pathway — YJC Logic Model: Roles & Responsibilities	**Audio** *Let's begin by taking a look at the YJC Logic Model. This tool will be provided as a handout at the in-class session; for a printable version of this job aid, select the Client Pathway tab at the top of this screen or from Resources on myETDclassroom.* *Here is what the logic model looks like; the model flows from Client In-Take, to Assessment, to Exit, and then Post-Exit.*	

Visual	Content/Audio	French Translation
Delivering Youth Job Connection Client Pathway — YJC Logic Model: Roles & Responsibilities	**Audio** For the In-Take stage of the program Service Providers must: - Conduct community outreach, and make necessary linkages with schools, children's aid societies, youth and other community groups to build awareness of the program; - Service providers are strongly encouraged to develop partnerships with other youth-serving community or social service agencies, local schools, or school boards. - Recruit eligible young people and employers to participate in the program; At the onset of the program and leading up to the In-Take phase, the Ministry will: - Provide training and helpful resources, marketing tools, as well as guidance to Service Providers on delivering this program.	
Delivering Youth Job Connection Client Pathway — YJC Logic Model: Roles & Responsibilities	**Content /Audio** Let's now zoom in on the Assessment. For this stage of the program Service Providers must: - Assess the needs of clients and appropriateness of the YJC program, based on those needs make funding and service decisions about participation;	

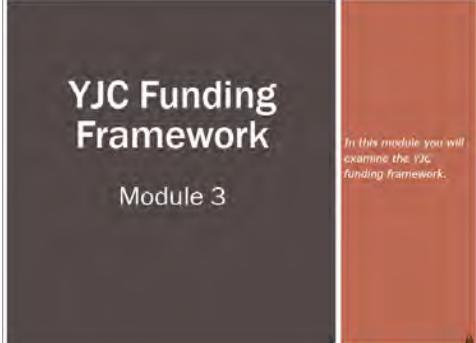| Visual	Content/Audio	French Translation
	• Once the client is formally accepted into the program he/she becomes a participant and moves into the next stage of the program;	
	Let's now take a closer look at the Individual Employment Service Planning stage:	
	• Provide client service planning and coordination, including case management, referrals, service planning, and mentorship;	
Delivering Youth Job Connection Client Pathway — YJC Logic Model: Roles & Responsibilities	The next stage of the program is the Placement stage; during the placement phase, Service Providers, need to:	
	• Provide pre-employment, job matching, and placements and education and work transition supports, based on the needs of the participant;	
	• Conduct an initial site visit of the employer	
	• Establish a relationship with the employer in order monitor the progress of participants during the placement	
	• Provide job coaching to the participant, and monitor mentorship activities.	
	• Manage the program's "flow-through" funds, which include placement incentives for employers, stipends for pre-employment, and other individual supports for participants;	
	• Track and report on individual participant and employer activities, financial information, individual support decisions, and employer information, using the Employment Ontario Information System-Case Management System (EOIS-CaMS) or other system, as determined by the Ministry;	

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	○ Specific reports that need to be completed are addressed in Module 5: YJC Reports • Prepare and monitor placement agreements with employers; For this stage of the program Employers involved in the program must: • offer a training/work experience that will help the participant achieve their career/employment goals; • employ the participant during the job placement, placing the participant on the company's payroll; • provide the participant with adequate orientation, supervision, and training/work experience; • provide feedback and assessments of the participant's job performance and skills level; • adhere to the program's Training Incentive Placement Agreement negotiated with the service provider; • provide training and supports to participants, in accordance with the agreement with the service provider; • comply with applicable human rights, employment and labour laws, and other regulations and standards.	

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Delivering Youth Job Connection
Client Pathway · YJC Logic Model: Roles & Responsibilities
	Content /Audio
	
	For the Exit stage of the program Service Providers are responsible for:
	
	• Conducting monitoring and follow-up with participants and employers;
	
	• Collecting and reporting on program data as requested by the Ministry.
	
	• Conducting an exit interview with the Individual
	
	    o *To review participant progress and achievement against the employment service plan; ensure the participant knows where and how to access further services; determine (and report on) the participant's employment, education or training status; and provide the opportunity for the participant to complete a customer service survey and provide other feedback on the services or program.*
	
	• Conducting an exit interview with the Employer
	
	    o *to gather feedback about the services and program, and discuss future job placement or employment opportunities*	

Visual	Content/Audio	French Translation
Delivering Youth Job Connection Client Pathway — YJC Logic Model: Roles & Responsibilities	**Audio** *Finally, let's now zoom in on the Post-Exit.* *Service providers are required to follow up with every YJC participant at 3, 6 and 12 months following their exit from the program to report on the participant's current status.* *In addition, Service Providers must prepare and deliver post-exit employment services to past-participants. This is an optional stage of the program based on the needs and interest of the Individuals; there is no obligation on the part of the past-participants to access these additional sessions.* Some services that may be offered to interested Individuals that have exited the program include: • 1:1 Job/Career Coaching • Drop-in schedules for general support regarding employment and training • Networking events to connect program alumni with each other and to act as mentors to existing program participants, as well as with employers and other key employment stakeholders in the community • Career advancement or Employment Opportunity fairs • Recruitment and engagement of mentors	

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Delivering Youth Job Connection Client Pathway — YJC Logic Model: Roles & Responsibilities	Throughout the overall delivery of YJC the Ministry is responsible for: • monitoring service delivery and performance expectations set out in the program guidelines; • making funding decisions as required; • monitoring and evaluating delivery performance against transfer payment agreement commitments; • monitoring compliance with transfer payment agreement and program guidelines; • Evaluating the program, and • Determining data collection requirements.	
	The responsibilities of the Participants throughout their participation in the program includes completing: • Required forms • A minimum of 60 hours of pre-employment workshops • A job placement • Exit survey Following their exit of the program Participants have the option of participating in post-exit programs and services, networking opportunities with other program alumni and employers, and becoming a mentor for new program participants.	

	MODULE 3: YJC Funding Framework	
Visual	**Content/Audio**	**French Translation**
YJC Funding Framework Module 3 *In this module you will examine the YJC funding framework.*	Audio *In this module you examine the YJC funding framework.*	
Financing Youth Job Connection Operating Costs Flow-Through Funds Sample Scenarios	Audio *The ministry will provide funding under two categories: Operating funds and Flow-Through funds (Financial supports and incentives).*	

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Financing Youth Job Connection — Operating Costs, Flow-Through Funds, Sample Scenarios	**TAB content for Operating Costs** Audio Service providers receive operating funds for the day-to-day operational costs for direct delivery of the Youth Job Connection program. These costs include: Staff and management salaries, wages and benefits; Hiring and training of staff (including professional development); Marketing (signage, print/web ads, outreach, etc.); Facilities (rent); Other direct operating expenditures related to program delivery. Service providers can apply a maximum of **20%** of the operating budget to administrative overhead costs. Administrative overhead costs are costs necessary for operating an organization, but not directly associated with the delivery of the Youth Job Connection program. Administrative overhead costs may include, a portion of the salaries and benefits of the Executive Director, Information Technology or financial staff who work for the entire organization, but spend a portion of their time dedicated to administrative functions that support the program Operating funds cannot be used for termination and severance costs.	

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	Audio **Flow-Through funds** There are two types of "Flow through" funds that Service Providers may receive: (1) Employer Placement incentives, and (2) individual employment and training supports. Up to $7,500 is available per participant. This maximum amount can be used for a combination of placement incentives for the employer, and employment and training supports for the individual (see Table on slide). Only registered participants can access these funds.	
	Employer Placement Incentive Funding for placement incentives is available to employers to offset costs of temporary reductions in productivity, increased supervision requirements, and other expenses resulting from a job placement. These incentives are meant to encourage employers to hire and train participants for the negotiated placement duration. The need for and amount of the placement incentive will be negotiated between the service provider and employer; as such the amount will vary from case to case. This is based on the job skill level and complexity, as well as the length of the on-the-job training.	

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	Individual Employment and Training Supports Individual supports may be identified in three categories: 1. Pre-Employment Service Stipend 2. Job Placement Support 3. Training/Skills Enhancement Support Pre-Employment Service Stipend - Registered participants may receive a stipend when they participate in pre-employment services. - Stipends are set at the hourly minimum wage and are paid out based on the time the participant attends pre-employment training. - The pre-employment stipend cannot exceed $1012.50 per participant; pre-employment stipends may be paid out to a maximum of 90 hours per participant - Access to stipends will not be linked to family or personal income levels. Access to stipends is not based on a cost reimbursement and is not meant to represent a basic living allowance. The service provider will determine exactly when the stipend is given to the participant. - These funds are available for the pre-employment training component only. Those involved in placement opportunities will be paid by their placement employers.	

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	Job Placement Support - Job placement support is designed to remove barriers to young people participating in the placement. Examples of supports that can be covered include work clothing, equipment, childcare, and transportation costs. - Participants should not receive job placement support if they are receiving similar supports under another initiative. - The maximum value for job placement support is $1000 per participant. Exceptions over the maximum limit are permitted for youth with disabilities. - Access to these supports is not linked to family or personal income levels. - Service providers must develop and apply a consistent decision-making model in making decisions related to Supports funding.	
	Training/Skills Enhancement Support - These supports are available for skills enhancement or job-related training linked to the job placement for those participants who need support to ensure job placement success. - Not all participants will need these supports.	

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Financing Youth Job Connection — Operating Costs, Flow-Through Funds, Sample Scenarios	**Audio** **Scenario:** A YJC participant has completed their pre-employment workshops and has been paid $1,012.50 by the service provider. The service provider has now negotiated an agreement to place this individual with Employer XYZ. The agreement entails the participant working 40 hours per week over the next 16 weeks. The participant will be paid $15/hr, of which the service provider has negotiated a placement incentive of $8 towards each hour. During the first week, and to ensure this participant's success on the job, the Employer will send the individual for a 4 hour job related training workshop that costs $500. *How much "Flow through" funds for financial supports and incentives would be applicable for this individual?* **Answer:** Placement Incentive: 16 weeks X $8/hr X 40 hours = $5,120. Pre-Employment Workshops: $1,012.50 Total: $5,120 + $1,012.50 = $6,132.50 As the total amount of support that can be provided for the participant is $7,500: $7,500 - $6,132.50 = $1,367.50 remaining. Therefore, the service provider could also provide the full $500 for the Training/Skills Enhancement Supports for a total of $6,632.50 of support for this individual.	
	It is **important to note** that service providers are not funding to provide $7500 for each client served. $7500 is the maximum amount of funding available per participant based on the specific needs for their specific employment goals and skills enhancement needs. In many cases, participants will require less than the $7500 maximum funding.	

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	Performance Management Module 4 **Audio** *In this module you will delve into the specifics of Performance Management for the YJC program.*	
	TAB content for Why? **Audio** *The Youth Job Connection performance measurement framework sets out what to measure, and how to measure performance in relation to program goals and objectives.* *Ultimately, the YJC performance measurement framework weighs dimensions of service success to reflect their contribution against the overall quality and value of the program.* *Regular and thorough monitoring throughout the program delivery contributes to the success of the program. These monitoring activities can provide valuable information which can*	

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	support participants and employers; improve program and service delivery; and help ensure the program achieves its intended goals, objectives and outcomes.	
	TAB content for What? Audio What is the performance measurement framework? The YJC performance measurement framework sets out three broad dimensions of service success: 1. Effectiveness 2. Customer Service 3. Efficiency These three dimensions are weighted to indicate their value, and when combined they measure overall service quality. Core performance measures (and indicators) and their respective minimum standards are identified under each dimension *Rollover each dimension to learn more about what it entails and how it portrays service quality.*	
	Effectiveness dimension rollover: The **effectiveness dimension** performance indicators scores contribute **55%** towards the overall Service Quality score. This dimension captures two core measures: who is being served in the program (Participant Suitability) and the effect of the services	

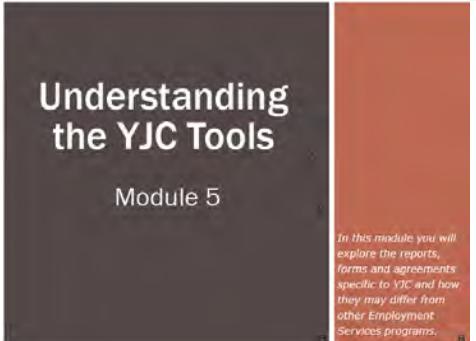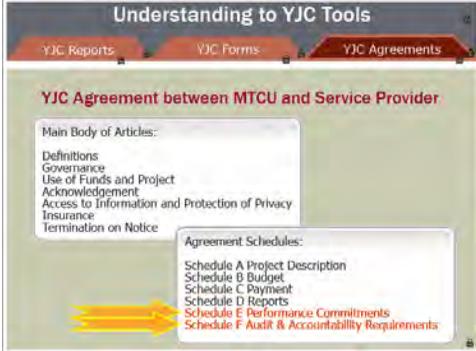| Visual	Content/Audio	French Translation
	for participants (Service Impact).	
	a) **Participant suitability** contributes to **20%** of the Effectiveness dimension. It examines and quantifies identified individual and market barriers to employment. This measure ensures that service providers are providing services to individuals who are most in need of the program.	
	The suitability indicators (table 2) are measured at the start of the program, to highlight the barrier to employment that an individual had when they first accessed the program.	
	Minimum provincial standard: Service providers must serve participants who, on average, possess 35% of the suitability indicators (i.e., participants will have an average of 3.85 indicators).	
	b) **Service impact** contributes to **35%** of the Effectiveness dimension. It measures the effect or outcome of the service provided. This measure indicates the degree to which participants have achieved the intended program outcomes, and the difference in their status compared to when they started the program.	
	The two Service Impact indicators—employed or in education/training—are measured at program exit, and follow-up (three, six and 12 months after the participant exits the program).	
	To have a positive Service Impact, the individual must achieve a	

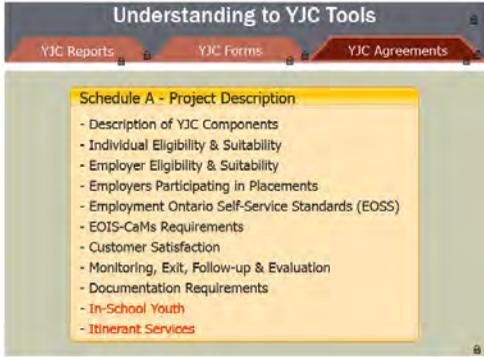| Visual	Content/Audio	French Translation
	better status compared to when they started the program (e.g., from unemployed to employed; or from part-time education to employed). **Minimum provincial standard:** 75% of participants must achieve a desired employment, training or educational outcome, measured at three months after exiting the program.	
	Customer Service dimension rollover: The **Customer Service dimension** performance indicators scores contribute **40%** towards the overall Service Quality score. This dimension assesses how well the program delivers on what it does. There are two core performance measures for this dimension: Customer Satisfaction and Service Coordination. **Customer satisfaction** contributes to **15%** of the Customer Service dimension. It indicates the value attributed to the service by its customers; this satisfaction rating is collected at the exit stage of the program. **Minimum provincial standard:** 85% of respondents must respond with a satisfaction rating of 4 or 5 on the 1 − 5 point scale. **Service coordination** contributes to **25%** of the Customer Service dimension. These indicators recognize the ability of the service provider to help participants access and participate in education, training, and other types of community services either	

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	while participants are engaged in services or at exit. This indicator also recognizes formalized referrals made to the service provider from another community organization on behalf of an individual. **Minimum provincial standard:** 50% of all participants who exit the program will experience effective support referral, during or at exit from the program.	
	Efficiency dimension rollover: The **Efficiency dimension** performance indicators scores contribute **5%** towards the overall Service Quality score. This dimension measures the service provider's ability to deliver the contracted services, and the overall ability of the organization to provide services to participants. The indicator for this dimension is the Intake Activity of the service provider; it calculates a percentage of the contracted service level based on the number of individuals for which the organization has closed services plans within the fiscal year. **Minimum provincial standard:** Service Providers must achieve 90% of the service level set out in the YJC transfer payment agreement.	
	TAB content for When? Audio Service providers must submit annual business plans that	

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	propose performance commitments for the following year. Details of the business planning process and requirements are communicated annually to service providers. A series of reports created by the Ministry will need to be submitted by Service Providers to facilitate the performance management of the program. Specific reports required are: 1) Estimate of Expenditure Report (EER) 2) Statement of Revenue and Expenditure Report (SRER) 3) Quarterly Status and Adjustment Report (QSAR) The YJC Agreement (schedule F) will outline the dates for when each report is required by the Ministry. Reports must be signed by a legal signing authority in order to be considered complete. Service providers are required to complete all Ministry reports as identified by the due dates provided.	
	TAB content for How? Audio Service providers are required to monitor participants' progress	

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	and activities through the program. Monitoring activities include: • meeting with participants to check progress on the employment service plan and employment activities; • meeting with participants and mentors to assess mentoring activities and the mentoring relationship • at least one on-site workplace visit prior to the start of the job placement, and regular meetings (minimum of one per month) with participants and employers to ensure progress and compliance with meeting job placement agreement commitments. Service providers are encouraged to document all monitoring activities in detail in the client files.	
	Monitoring Monitoring, under the Agreement, will be a collaborative effort between Ministry staff and YJC Service providers. Its aim is to support YJC Performance Management and the practice of continuous improvement. Some of the activities that can be expected during the life cycle of an Agreement include: • Activity and financial reporting which includes the QSARs, EERs, SRER and Annual Auditor's Report; • On-site compliance and evaluation visits. Conducted by Ministry staff. This may include a self-assessment tool and interview with Service Provider staff, interviewing of current or past participants and file reviews; • Discussions via telephone; and • Correspondence by mail or e-mail.	

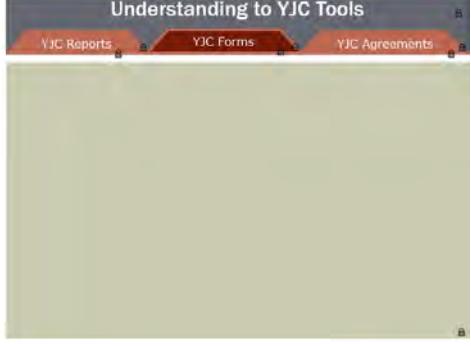| Visual	Content/Audio	French Translation
	Audio *In this module you will explore the reports, forms and agreements specific to YJC and how they may differ from other Employment Ontario programs.*	
	TAB content for YJC Agreements Content/Audio We are now going to take a look at the YJC Agreement. The YJC Agreement is created between the Ministry of Training, Colleges and Universities and the Service Provider. The YJC Agreement is an 18 month agreement, with an effective date of October 1, 2015 to March 31, 2017. The agreements will be generated through the Service Provider Connect System.	

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	The main body of articles and the agreement schedules for this agreement are similar to what you are accustomed to seeing in other Employment Ontario Agreements. There are two additions schedules: E and F of this agreement. Let's now take a closer look at the Agreement schedules and what is different/new for YJC.	
	Schedule A Audio *YJC Project Description includes the program description and Service Provider responsibilities regarding program components, eligibility, suitability, EOSS, CaMS, follow-up requirements etc.* *What is different?* ***In School Youth*** *Given that Jobs for Youth is ending September 30, 2015, there is a gap for services for in-school youth. A one-time exemption is implemented in YJC from October 1, 2015 to March 31, 2016 prior to YJC Summer launching April 1, 2016.* • *Service Providers are required to provide services to In School Youth between 15-18 years of age, if they are eligible and suitable, from October 1, 2015 to March 31, 2016 until YJC Summer becomes available April 2016.* • *In School Youth are required to be:* o *in full-time training or education*	

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	o Experiencing serious employment barriers as described in the YJC Guidelines o Must complete minimum of 20 hours of Pre-employment training o Must complete employment standards and occupational health and safety training o Participate in part-time employment that is notnot longer than 66 months in duration o Do not exceed 10 hours of work time per week and time worked must not overlap with school hours	
	Itinerant Services • To ensure that youth have access to YJC, Service Providers may provide as required, itinerant services outside of their service delivery site. • The itinerant locations are identified in Schedule E of the Agreement, as outlined in the Notification and Funding letters to Service Providers.	
	Schedule B Audio Schedule B – Budget focuses on the YJC Service Provider budget by site and by fiscal year. The Budget categories include: • Operating Funds • Financial Supports and Incentives (up to $7500 is available per Participant- Financial Supports and Incentives comprises of: Employer Placement Incentives Pre-Employment Service Stipend Job Placement Support	

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	Training/Skills Enhancement Support)	
Understanding to YJC Tools — YJC Reports, YJC Forms, YJC Agreements — Schedule C - Payment by Site & Fiscal Year. Payment Date / Amount. 2015-2016 October 2015 to March 2016 — Six Equal Monthly Payments. 2016-2017 April 2016 to March 2017 — Twelve Equal Monthly Payments	**Schedule C** Audio *Schedule C describes how funding will be flowed to service providers. YJC service providers will receive equal monthly payments over the duration of the agreement.* *In 2015-2016 there will be 6 equal monthly payments and in 2016-2017 there will be 12 equal monthly payments.* *In addition, Schedule C includes the following clause:* Pursuant to subsection 4.3c) of the Agreement, the Ministry may adjust the monthly payment based on the Estimate of Expenditure Reports referenced in Schedule "D". For greater certainty, the Maximum Funds shall not be exceeded. *If necessary, this allows the Ministry to adjust the amount of funds it provides to the Service Provider based on the Ministry's assessment of information provided by the Service Provider.*	
	Schedule D Audio *Schedule D lists the reports required by the Service Provider for both 2015-2016 and 2016-2017.* *Similar to ES, the Estimate of Expenditure Report (EER) and the Statement of Revenue and Expenditure Report (SRER) will be provided*	

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	to the Service Provider through the SP Connect System.
	   ▪ *The EER and SRER Due Dates are also consistent with ES*
	   ▪ *All YJC Service Providers are required to submit an Audited SRER regardless of funding level*
	QSAR will be released after the program launch and will follow the same structure as the ES QSAR	

	Schedule E
	
	Audio
	
	The Performance Commitments by Site and Fiscal Year are found in Schedule E of the Agreement.
	This includes:
	   • *Participant Target*
	   • *Dimensions and Core Measures - Minimum Provincial Standards and Service Quality Site Commitments:*
	Similar to ES when the program was launched, for YJC, SPs will be required to commit to ***achieving or exceeding the minimum provincial standard.*** *For Funded Intake, SPs will be required to achieve* ***100%*** *of their funded intake.*
	
	Further explanation of core measure and dimensions can be found in the Guidelines. As this is the inaugural agreement for YJC, we will be using the provincial standards as a benchmark
	
	In addition, Schedule E includes the CMSM and Itinerant Locations table.
	   • *To ensure that youth have access to YJC, the Service Provider may be required to provide itinerant services on an as needed*	

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	basis, outside of their delivery site. • *The information that will be input into this table comes from the Notification and Funding letter that was sent to Service Providers in August indicating the Delivery Area CMSM and Itinerant Locations.*	
	Schedule F Audio *The Audit and Accountability Requirements were always part of the Agreement template but were posted on the EOPG where Service Providers were able to access them.* *YJC is one of the first agreements to include the Audit and Accountability Requirements as a schedule in the agreement.* *In 2016-2017 all agreements in the SP Connect system will include the AAR as a Schedule in the agreement.* *The AAR continue to include the:* • *Funding Category Definitions* • *Financial Considerations and Reports required and their due dates.*	

Visual	Content/Audio	French Translation
Understanding to YJC Tools YJC Reports YJC Forms YJC Agreements	**TAB content for Reports** Content/Audio The specific reports that inform about the YJC program are: 1) Estimate of Expenditure Report (EER) 2) Statement of Revenue and Expenditure Report (SRER) 3) Quarterly Status and Adjustment Report (QSAR) 4) Auditors Report 5) Detailed Service Quality (DSQ) 6) Case Activity Reports Click on each report to learn more about them.	
Understanding to YJC Tools YJC Reports YJC Forms YJC Agreements	**TAB content for YJC Forms** Audio The following 4 forms must be used by service providers in the administration of the YJC program. 1. YJC Participant Registration form 2. YJC Employer Registration form 3. YJC Training Incentive Placement Agreement 4. YJC Training Incentive Placement Agreement for SP Payroll Click on each form to learn more about them.	