

Employing Young Talent Incentive
Addendum to Employment Service Guidelines
Effective January 1, 2018

1.0 INTRODUCTION

1.1. Purpose of the Document

This document is introduced as an addendum to the Employment Service (ES) Service Provider Guidelines currently posted on the Employment Ontario Partners' Gateway (EOPG). The purpose of the document is to provide policy guidance to service providers in delivering the new Employing Young Talent Incentive, which will be launched January 1, 2018. Service provider Transfer Payment Agreements set out the legal responsibility for service delivery, and their provisions prevail.

1.2. Context

The government announced through the 2017 Fall Economic Statement that over the next three years, it will invest more than \$500 million in new initiatives to promote economic growth and lower costs for small businesses.

As part of this work, the government is investing \$124M over three years in new incentives to help small businesses and employers hire and retain youth aged 15-29.

The intent of these measures is to help small businesses better compete, grow and invest, while helping young people find meaningful employment and take their first steps towards building a career.

These incentives will be delivered through the existing Employment Ontario network, specifically, through the Employment Service and Youth Job Connection programs, starting on January 1, 2018.

2.0 DESCRIPTION

2.1. Employing Young Talent Incentive

The Employing Young Talent Incentive supports small businesses to hire and retain ES assisted service participants between the ages of 15-29. Employers are eligible for up to \$2000. This initiative will begin January 1, 2018 and conclude March 31, 2020.

Eligible employers will receive a \$1,000 retention payment at three months for jobs that begin between January 1 and March 31, 2018 followed by an additional \$1,000 incentive for retaining the ES assisted youth participant for six months.

After April 1, 2018, eligible employers will receive a \$1,000 incentive when they hire an ES assisted youth and a \$1,000 incentive for retaining that worker for six months.

Employers may only receive the Employing Young Talent Incentive once for the same individual and may only receive up to a maximum of \$50,000 in Employing Young Talent Incentives for job matches that begin on January 1, 2018 until March 31, 2020 to ensure that a range of employers might benefit from these new financial supports. Job matches for ES assisted youth participants that start up until March 31, 2020 can be paid until September 30, 2020.

2.2. Employer Eligibility

To qualify for the Employing Young Talent Incentive, the employer must:

- have fewer than 100 employees (including part-time and full-time employees), counted at the point the youth will start work;
- hire the ES assisted youth participant (between the ages of 15-29) for a job that averages at least 20 hours per week* through the Job Matching, Placement and Incentives component of the ES program** to receive the first incentive of \$1,000;
- retain the ES assisted youth hire at a minimum of 20 hours per week to receive the second incentive of \$1,000 and,
- be licensed to operate in Ontario and provide the job in Ontario.

*Exceptions to the minimum hours per week requirement can be made for youth with disabilities who may not have the capability to work an average of 20 hours per week.

**Employers are also required to meet certain service delivery requirements in order to be eligible for Employing Young Talent Incentives (see Service Delivery Eligibility Requirements section below).

An employer must not:

- refer current employees or individuals it had already planned to hire to an Employment Service provider in order to receive the incentive.
- hire immediate family members, such as parent, spouse, sibling or child.
- be receiving other government funds (federal, provincial or municipal) for employing the same individual.
- use new hires with the Employing Young Talent Incentive to displace existing staff, or replace staff who are on lay-off.
- be an Employment Ontario service provider
- be a federal, provincial or municipal government and/or agency
- be a designated broader public sector organization, as defined by the Broader Public Sector Accountability Act.

- hire the youth through a temporary employment agency, or be a temporary employment agency hiring individuals for the purposes of placing them in temporary positions with other employers.
- be receiving an ES placement incentive through the Job Matching, Placement and Incentives (JMPI) component of the ES program for the same youth.

2.2.1. Service Delivery Eligibility Requirements

The intent of the Employing Young Talent Incentive is to support small businesses to hire and retain youth. To ensure these incentives support youth and employers that are most in need, service providers must only enter into payment arrangements with employers who have made use of the services offered through the JMPI component of the program. As indicated above, this includes hiring youth who are participating in the JMPI component of the program.

In order to be eligible for receipt of the Employing Young Talent Incentive, employers must have accessed the following job matching services:

- Need identification - working with the employer to identify their workforce needs, including supporting employer in identifying the skills and competencies required to perform work.
- Screening support – supporting employers in screening and identifying youth participants who may be a suitable match based on their relevant skills, education and interests. Screening support may involve employing approaches such as on-site job shadows, and job coaching.

To be considered for receipt of the Employing Young Talent Incentive, the ES assisted youth being hired by the employer must have accessed the following job matching services:

- Job Development - working with employers to determine their workforce needs and to identify program participants with appropriate skills and work interests. Job development must identify and take into consideration the skills and occupational interests of the individual when identifying potential employment opportunities. Services involve:
 - providing guidance and support with respect to general workplace and employer- specific expectations and employer contracts; and,
 - facilitating interviews and informational meetings between the participant and employer to secure successful job matches.
- Job Search Assistance:
 - Preparing résumés / cover letters
 - Completing job applications
 - Preparing for job interviews

- Coaching and support during the job search process;

3.0 FOLLOW-UP

For jobs that begin between January 1 and March 31, 2018, service providers must conduct follow-ups with ES assisted youth participants and the employers they have been job matched with for the Employing Young Talent Incentive. The follow-ups will occur at three months and six months after the young person starts work and are intended to confirm their employment status for distributing the \$1,000 retention payments to their employer.

For jobs that begin after April 1, 2018, follow-ups with ES assisted youth participants and employers will occur at six months after the young person starts work and are intended to confirm their employment status for distributing the \$1,000 retention payment to their employer.