

# Employing Young Talent Incentive

Technical Qs and As for Internal Staff and Service Providers

## Contents

Employing Young Talent Incentive .....	1
General Overview.....	5
Purpose .....	5
1. What is the purpose of this incentive?.....	5
2. Did the government consult on the creation of this incentive? .....	5
Description and Eligibility .....	5
3. How much will employers receive through this incentive?.....	5
4. What is the definition of “youth” for the incentive?.....	6
5. Does employer size affect eligibility for this incentive?.....	6
6. Is there a minimum number of hours that an individual must work for their employer to be eligible for the new supports?.....	6
7. How will this affect the delivery of ES and YJC? .....	6
8. Can an employer take advantage of these youth wage supports in addition to other career / employment / training-related funding or programming provided by the Ontario government?.....	7
9. Is there a limit to how many new hires a single employer can receive funding for? Is there a funding cap per employer?.....	7
Timeline .....	7
10. How long will the incentives be available? .....	7
11. When will employers be eligible to receive these new incentives?.....	7
Proof of Hire and Follow-Ups.....	7
12. How is proof of hire/employment verified? .....	7
13. Does the client follow-up need to be by telephone or can the service provider accept an email or another form of communication?.....	8
14. For the retention incentive, what does “still employed” mean?.....	8
15. How will service providers perform 6 month follow-ups if there is a positive outcome at 3 months?.....	8
16. If there is no response from the client during the follow up period, is the incentive still payable? .....	8

17.	If an employer does not receive the retention incentive at 3 months, but responds to the 6 month follow-up, would they still qualify for both incentives?	9
Service Delivery Considerations .....		9
18.	Who determines if an individual is a “person with disabilities?” .....	9
19.	If a youth turns 30 during the time of EYTI, does this disqualify the employer from receiving a retention payment? .....	9
20.	How will it be handled from a budgeting/reporting standpoint when 6 month incentive payouts are in a different fiscal period?.....	9
21.	Are there any restrictions on the type of employer that is eligible for this incentive? .....	9
22.	Are temporary agencies eligible to claim the incentives for those clients they are working to place with employers? .....	10
23.	Will service providers be given operating funds to deliver this incentive? .....	10
24.	Do employers need to have valid workplace safety insurance coverage? ....	10
25.	Is the incentive taxable?.....	10
Systems and Reporting .....		10
General.....		10
26.	For this new incentive, will the information feed into an existing EOIS-CaMS Infoview report or will new ones be created? .....	10
27.	How will the \$50,000 maximum be tracked? .....	10
28.	When is EOIS-CaMS functionality available? When can service providers start inputting EYTI information in EOIS-CaMS?.....	11
29.	How do service providers capture the service delivery components required for clients and employers? .....	11
ES-EYTI Systems and Reporting .....		11
30.	How will this incentive be recorded in EOIS-CaMS? .....	11
31.	If we close the service plan for the EYTI, how can we give additional supports to a client? .....	12
Employment Service .....		12
Eligibility Requirements .....		12
32.	For Employment Service, what are the eligibility requirements for this incentive? .....	12

33.	Do employers have to meet certain service delivery requirements in order to be eligible for hiring and retention incentives? .....	12
34.	Do employers and clients need to access the service delivery requirements before every match? .....	13
35.	Do Youth Job Link (YJL) participants qualify for EYTI?.....	13
36.	Can employers receive this incentive in addition to other ES incentives? .....	13
37.	Can a client still receive supports through ES if their employer is receiving this incentive? .....	14
38.	If an individual is still employed after participating in an ES placement, is their employer eligible for EYTI? .....	14
	Proof of Hire and Follow-Ups.....	14
39.	What is the process for accessing this incentive? .....	14
40.	How is proof of hire/employment verified? .....	14
	Service Delivery Considerations .....	15
41.	Can the same youth be claimed by two different employers? .....	15
42.	If an employer terminates then rehires an employee, are they eligible to receive the incentive? .....	15
43.	If an employer does not retain an individual for the amount of time it takes to earn \$1000 in wages, is the employer required to pay back the funds?.....	15
	Allocations .....	15
44.	When will service providers receive their allocations for this incentive?.....	15
45.	How were service provider funding allocations determined? .....	16
	Youth Job Connection .....	16
	Eligibility Requirements .....	16
46.	For Youth Job Connection, what are the eligibility requirements for this incentive? .....	16
	Service Delivery Considerations.....	17
47.	Do employers have to meet certain service delivery requirements in order to be eligible for the Employing Young Talent Incentive?.....	17
48.	What are the reporting requirements for this incentive? .....	17
49.	Through Job Placement, at the end of the placement the client will be exited from the YJC program. Follow-up reminders at 3 and 6 months after placement completion will be initiated by the system and will prompt a	

payment through the follow-up reporting process. How will payments be issued?.....	17
50. How can employers access the incentive? .....	17
51. Can employers access this incentive with existing employees?.....	17
52. Are there any confidentiality considerations for this incentive? .....	18
53. Would employers be eligible to receive EYTI for YJC participants who did not complete all 60 hours of Pre-Employment Services (PES)? .....	18
54. Is the Job Match plan item the only plan item that counts? In the case of YJC will service providers have to create a Placement with Incentive plan item and a Job Match plan item in the same service plan?.....	18
Employing Young Talent Incentive and Current Supports .....	18
55. Can employers receive this incentive in addition to other YJC incentives? ...	18
56. Is this incentive available with Youth Job Connection – Summer?.....	18
57. For youth who are placed through the YJC program, the employer cannot have JMPI placement incentive/job match and EYTI at the same time? Does it have to be one or the other? .....	19
58. If the service provider has spent \$7,500 in all components of YJC, can an employer still receive a retention payout? .....	19
Allocations .....	19
59. What is the allocation methodology? How will this new incentive affect allocations? .....	19
60. How can service providers be expected to deliver the incentive from January 1, 2018 to March 31, 2018, when they have not yet received their allocations?	

# General Overview

## Purpose

### 1. What is the purpose of this incentive?

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, businesses will benefit through an Ontario investment of \$124 million for hiring youth ages 15 to 29 years from January 1, 2018 until March 31, 2020.

In order to support youth employment, the Ministry of Advanced Education and Skills Development (MAESD) has partnered with the Ministry of Economic Development and Growth (MEDG) to implement a new retention incentive to support employers who have hired a Youth Job Connection (YJC) client, and a new hiring and retention incentive to support employers who have hired an Employment Service (ES) client.

### 2. Did the government consult on the creation of this incentive?

One of the most consistent pieces of feedback the government has heard from small businesses, and business associations like the Retail Council of Canada and Restaurants Canada, has been about the challenges they face in hiring and retaining youth.

Many young people get their start working for local small businesses in their communities, giving them the opportunity to gain new skills and experiences that will both benefit them for the rest of their lives, and help businesses develop the skills they need.

That is why the government is introducing new supports to incentivize small businesses and employers to create jobs for young people by investing approximately \$124M for employers to hire and retain youth aged 15 to 29 years.

## Description and Eligibility

### 3. How much will employers receive through this incentive?

Employers will receive a maximum of \$2,000 to hire and retain youth as follows:

- For Employment Service (ES) assisted service youth clients matched with a small business (less than 100 employees):
  - between January 1, 2018 and March 31, 2018, a \$1,000 retention payment at 3 months followed by a \$1,000 retention payment at 6 months
  - after April 1, 2018, \$1,000 upon hiring followed by an additional \$1,000 retention payment at 6 months in the job.

These payments are for employers who are not currently benefiting from an incentive through ES.

- For the Youth Job Connection (YJC) program, a retention payment of \$1,000 would be payable after 3 months with a further \$1,000 payable after 6 months to incentivize small and large employers to retain multi-barriered youth following a placement or through a job match.

This retention payment would be in addition to existing employer incentives eligible under YJC.

#### **4. What is the definition of “youth” for the incentive?**

Youth are defined as any individual between the ages of 15 and 29 years old.

#### **5. Does employer size affect eligibility for this incentive?**

To be eligible for the incentive under the Employment Service program, an employer must have less than 100 employees at hire. Employer size is counted using the total number of employees, including all full-time, part-time and temporary employees. If an employer grows above the 100 employee threshold after hire, they are still eligible to receive retention incentives for clients hired before exceeding 100 employees.

In the case of an incorporated organization with several satellite locations or program offices, the size of an employer is determined by the number of employees within an incorporated entity.

Eligibility for the incentive under the Youth Job Connection program is not based on employer size, so all sizes of employers would be eligible for the incentive regardless of the number of employees.

#### **6. Is there a minimum number of hours that an individual must work for their employer to be eligible for the new supports?**

Individuals must work a minimum average of 20 hours per week for their employer to be eligible. Employers will disclose hours of work at hire and during follow-ups. Persons with disabilities are exempted from the minimum hour requirements.

#### **7. How will this affect the delivery of ES and YJC?**

The delivery of ES and YJC will not be affected. The programs' networks are being utilized because they have the infrastructure and capacity to deliver this new employer incentive.

**8. Can an employer take advantage of these youth wage supports in addition to other career / employment / training-related funding or programming provided by the Ontario government?**

Yes, provided that the financial supports offered are not for the same individual, at the same time, for the same intervention. Employers may also access non-financial supports offered through Employment Ontario or other Ontario government programming (e.g., assistance with job matching).

Within the Employment Service program, these new incentives cannot be combined with other available placement incentives (i.e., employers can access one or the other).

For the YJC stream, employers who apply for the new Employing Young Talent Incentive (EYTI) will have access to employer incentives which provide financial support to offset the cost related to the YJC participant while on a job placement or job match. More information on YJC incentives can be found in question 55.

**9. Is there a limit to how many new hires a single employer can receive funding for? Is there a funding cap per employer?**

A single employer can receive a maximum of \$50,000 through EYTI-Employment Service and a maximum of \$50,000 through EYTI-Youth Job Connection for the duration of the incentive. The funding cap ensures that a wider range of employers will benefit from these new financial supports. The \$50,000 will be tied to an employer using their CRA business number.

## **Timeline**

**10. How long will the incentives be available?**

The incentives will support businesses over the next two fiscal years (2018-19 to 2019-20), with some funding allocated for clients who carry over into 2020-2021. Employers can only claim new hires under this incentive until March 31, 2020. The last day of payments is September 30, 2020.

**11. When will employers be eligible to receive these new incentives?**

Activity beginning January 1, 2018 is eligible for incentives. Payments to employers will start as of April 2018.

## **Proof of Hire and Follow-Ups**

**12. How is proof of hire/employment verified?**

For ES, employers will be required to confirm employment through the proof of hire form.

Proof of employment at 3 and/or 6 months must be verified with the employer and worker during follow-ups. The employer must confirm employment via phone and by providing a paystub for the worker. The paystub must contain information for at least two weeks prior to cheque being issued. If the average weekly hours are below 20, the employer must provide additional paystubs to be considered for the retention incentive.

The client will also be called and asked to confirm their employment and average hours per week.

**13. Does the client follow-up need to be by telephone or can the service provider accept an email or another form of communication?**

Proof of employment during follow-ups can be provided by phone, text, or email; however, the phone number or email must match the information on the participant registration form.

**14. For the retention incentive, what does “still employed” mean?**

For an employer to be eligible to receive the retention incentive, the client must be still employed with the same employer and working a minimum average of 20 hours per week.

**15. How will service providers perform 6 month follow-ups if there is a positive outcome at 3 months?**

Follow-ups will be used to track the retention incentive payments for this initiative. For this reason, the service plan must be closed upon hire to ensure follow-ups are timed correctly.

For ES, EOIS-CaMS is being modified for the duration of this incentive to make 6 month follow-ups mandatory for all clients (both ES-EYTI and regular ES clients). A 6 month follow-up will be triggered by the system even if a client received a positive outcome at 3 months. However, service providers are not required to perform 6 month follow-ups for regular ES clients who received a positive outcome at 3 months.

For YJC, 3 and 6 month follow-ups are already mandatory.

**16. If there is no response from the client during the follow up period, is the incentive still payable?**

No. If a client does not respond to a follow-up, the employer is not eligible to receive the incentive.



**17. If an employer does not receive the retention incentive at 3 months, but responds to the 6 month follow-up, would they still qualify for both incentives?**

No. For an employer to receive a retention incentive, they must respond to the follow up when requested. Employers cannot receive both retention payments at 6 months. However, in this example, the employer can receive the 6 month retention incentive if they respond to the 6 month follow-up.

## **Service Delivery Considerations**

**18. Who determines if an individual is a “person with disabilities?”**

The individual determines if they are a person with disabilities by self-identifying to the service provider. EYTI clients are regular ES and YJC clients so the same processes apply.

**19. If a youth turns 30 during the time of EYTI, does this disqualify the employer from receiving a retention payment?**

The age of an individual is determined at the time of hire. If the client turns 30 during the retention period, the employer is still eligible to receive a retention incentive.

**20. How will it be handled from a budgeting/reporting standpoint when 6 month incentive payouts are in a different fiscal period?**

Service providers are allocated yearly budgets to fund the activity in that year; if payouts occur in the following year, the funds are paid out of the following year's budget. Additionally, service providers will receive an allocation in the 2020/21 fiscal year so they can continue to make retention payments for clients hired in the 2019/20 fiscal year.

**21. Are there any restrictions on the type of employer that is eligible for this incentive?**

For ES-EYTI, employers must not be a federal, provincial, or municipal government or agency. Broader public sector organizations, as defined by the Broader Public Sector Accountability Act, are also ineligible for this incentive through ES.

For YJC-EYTI, employers must not be a federal or provincial government or agency; however, municipalities and broader public sector organizations are eligible to receive this incentive.

For both ES and YJC, Employment Ontario service providers are ineligible to receive EYTI. All other employers are eligible to receive this incentive, pending they meet the employer eligibility and service delivery requirements outlined in the ES or YJC addenda.

**22. Are temporary agencies eligible to claim the incentives for those clients they are working to place with employers?**

No. Temporary agencies are not eligible to receive the incentives.

**23. Will service providers be given operating funds to deliver this incentive?**

Service providers will have some additional responsibilities in terms of follow-ups and payments, and will therefore receive 15% of their total incentive budget as incremental operating funds to support delivery.

**24. Do employers need to have valid workplace safety insurance coverage?**

Yes. Service providers must ensure that employers have valid workplace safety insurance coverage for EYTI clients. Service providers should use the *Company Details* section of the ES or YJC Employer Registration form to confirm that an employer has the appropriate insurance.

EYTI guidelines are an addendum to the ES and YJC guidelines and, apart from the specific policies outlined in the EYTI guidelines, the requirements of the ES and YJC guidelines still apply. Is the incentive taxable?

An employer in receipt of this incentive must declare it as revenue on their tax return. Employers are encouraged to consult with their accountant for any tax advice.

## **Systems and Reporting**

### **General**

**25. For this new incentive, will the information feed into an existing EOIS-CaMS Infoview report or will new ones be created?**

Client level information will feed into existing reports within InfoView and the EOIS Service Provider Reporting Website. The information will be displayed on the Case Activity report.

Internal staff will use InfoView to see the report and external staff will use the EOIS Service Provider Reporting Website. For ES, it will be Report 18 (external version) and Report 18B (internal version) and for YJC it will be Report 111 (external version) and Report 111B (internal version).

**26. How will the \$50,000 maximum be tracked?**

The ministry is currently working on developing a provincial level Employer Incentive Expenditure Report that will include the name and CRAs for all employers across the province. The report will track who has received the incentive, the amount each employer received per program, and the total that has been expended to the employer.

This will be available on the EOIS Service Provider Reporting Website so all service providers can review it.

**27. When is EOIS-CaMS functionality available? When can service providers start inputting EYTI information in EOIS-CaMS?**

For ES, the EOIS-CaMS plan item addition of 'Job Match' was added to the system on January 29<sup>th</sup>, but the EYTI functionality (follow-up questions) won't be implemented until the April 2018 system upgrade.

Service providers are now able to start using the Job Match plan item, so when the 3 month follow-up is applicable starting in April, those service plans will contain the follow-up information.

For YJC, the Job Match plan item will begin in April 2018 concurrent with the YJC Program Improvement Plan changes. For participants who complete a job placement between January 1, 2018 and March 31, 2018 employers could be eligible for EYTI beginning as early as April 1, 2018.

**28. How do service providers capture the service delivery components required for clients and employers?**

Client service delivery requirements will be captured in the client's service plan in EOIS-CaMS. Employer service delivery requirements will be filed in the employer or client hard copy file.

## **ES-EYTI Systems and Reporting**

**29. How will this incentive be recorded in EOIS-CaMS?**

Service providers will record this incentive in EOIS-CaMS using a job match plan item. Employer and client information will be entered into the system following confirmation of employment.

A start and end date will be entered simultaneously indicating the date of hire. If the client was hired after March 31, 2018, this will prompt a payment. Follow-up reminders at 3 and 6 months after the start date will be initiated by the system and the service provider will be required to answer two questions:

- 1) Is the client still working with the placement/Job Match employer?
  - - Drop menu selections = Yes, No, No Response, Not Applicable
- 2) Has the employer provided proof of the client's employment?
  - - Drop menu selections = Yes, No, No Response, Not Applicable

If the service provider answers yes to both questions, they can issue a payment to the employer. Depending on the date of hire, this process will occur at 3 and 6 months (for

clients hired before March 31, 2018) or only at 6 months (for clients hired after March 31, 2018).

It should be noted that service providers will not be required to enter an actual dollar amount in EOIS-CaMS. When a service provider answers the questions above, a response of “Yes” to both will indicate a \$1000 payment.

**30. If we close the service plan for the EYTI, how can we give additional supports to a client?**

For Employment Service, if a client requires additional supports after being job matched as a result of EYTI, a new service plan will need to be created for the client.

## **Employment Service**

### **Eligibility Requirements**

**31. For Employment Service, what are the eligibility requirements for this incentive?**

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 (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 hiring incentive of \$1,000;
- retained the ES assisted youth hire at a minimum average of 20 hours per week to receive the retention incentive of \$1,000 and,
- be licensed to operate in Ontario and provide the job in Ontario.

Employers can only receive this incentive for clients that are identified by a service provider. An employer can only receive the incentive for the same individual once.

Employers and clients are also required to meet certain service delivery requirements in order to be eligible for hiring and retention incentives which the service provider will assess.

**32. Do employers have to meet certain service delivery requirements in order to be eligible for hiring and retention incentives?**

In order to be eligible for receipt of a hiring and retention 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 a hiring and retention 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

**33. Do employers and clients need to access the service delivery requirements before every match?**

Yes. *Need Identification* and *Screening Support* are required prior to each job match for an employer to be eligible for EYTI.

Additionally, a client must access *Job Development* and *Job Search Assistance* prior to each job match for their employer to be eligible for EYTI.

**34. Do Youth Job Link (YJL) participants qualify for EYTI?**

No. YJL participants do not qualify for EYTI.

**35. Can employers receive this incentive in addition to other ES incentives?**

No. The new incentive only applies to those employers who are not currently benefitting from an existing ES incentive for the same individual. If an employer is receiving funding through a placement with incentive and/or the Apprenticeship Employer Signing Bonus (AESB), they are not eligible for EYTI.

**36. Can a client still receive supports through ES if their employer is receiving this incentive?**

Yes. A client may receive Employment and Training Supports (e.g. funding for transportation, work clothing, equipment etc.) through ES while their employer is benefiting from this incentive. Not all clients will need supports; like all other ES clients, it is up to the service provider to determine the level of need.

**37. If an individual is still employed after participating in an ES placement, is their employer eligible for EYTI?**

The EYTI addendum indicates that employers must not refer current employees or individuals it had already planned to hire to an Employment Service provider in order to receive the incentive. The employer seeking an incentive in this scenario would be referring an individual it had already planned to hire, so the employer would not be eligible for the incentive.

**Proof of Hire and Follow-Ups**

**38. What is the process for accessing this incentive?**

Employers who have not previously accessed Employment Ontario (EO) services (not registered in EOIS-CaMS) are required to submit an ES Employer Registration Form and the proof of hire form. After initial registration, only the proof of hire form is required for all additional new hires.

**39. How is proof of hire/employment verified?**

For hires between January 1 and March 31, 2018:

Proof of Hire (no payment):

- Employer submits proof of hire form

Proof of Employment at 3 Months (retention payment):

- Employer confirms employment
- Client confirms employment
- Employer submits pay stub

Proof of Employment at 6 Months (retention payment):

- Employer confirms employment
- Client confirms employment
- Employer submits pay stub

For hires after March 31, 2018:

Proof of Hire (hiring payment):

- Employer submits proof of hire form

Proof of Employment at 6 Months (retention payment):

- Employer confirms employment
- Client confirms employment
- Employer submits pay stub

The pay stub must contain information for at least the last two weeks of employment (including weekly hours). If the hours are below 20 hours per week on average, the employer must provide additional pay stubs to be considered for the retention incentive(s). Pay stubs should be filed as hardcopy documents in the employer and/or client file.

## **Service Delivery Considerations**

### **40. Can the same youth be claimed by two different employers?**

Yes, but not at the same time. If the same youth client works for two different employers at different times, both employers are eligible for the incentive.

For example, if a client concludes their employment with employer A, they can then go through JMPI again and be hired for a job by employer B. If employer B meets all other requirements, they would be eligible to receive EYTI.

However, it should be noted that the client must complete the service delivery requirements prior to each job match and the same youth client cannot be claimed by the same employer more than once.

### **41. If an employer terminates then rehires an employee, are they eligible to receive the incentive?**

No. This would disqualify the employer from receiving the incentive. An employer cannot use the incentive to replace existing or laid-off employees.

### **42. If an employer does not retain an individual for the amount of time it takes to earn \$1000 in wages, is the employer required to pay back the funds?**

No. The hiring incentive occurs at hire and is contingent on the employer's eligibility, not the employee's earnings.

## **Allocations**

### **43. When will service providers receive their allocations for this incentive?**

Service providers will receive their final allocations for this incentive in April with their other EO programs' allocations. As part of their allocation for this initiative, service

providers will also receive incremental operating funds to administer payments and conduct follow-ups associated with the delivery of this incentive.

#### **44. How were service provider funding allocations determined?**

Service provider funding allocations for this incentive were calculated using ES data and the actual number of eligible youth clients matched with small employers as of Q3 in the 2017/2018 fiscal year. Retention data from follow-up responses was also considered when determining allocations. Service providers will receive operating funds to deliver this incentive in addition to their regular ES allocation.

## **Youth Job Connection**

### **Eligibility Requirements**

#### **45. For Youth Job Connection, what are the eligibility requirements for this incentive?**

To access the Employing Young Talent Incentive, the employer must:

- hire the YJC participant for a job that averages at least 20 hours per week through the Job Matching and Placement component of the YJC program;
  - 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
- retain the hired YJC participant in a job that averages at least 20 hours per week for three months after the employment start-date, if job-matched, or three months after the completion of the job placement to receive the retention incentive of \$1,000.
- retain the hired YJC participant in a job that averages at least 20 hours per week for six months after the employment start-date, if job-matched, or six months after the completion of the job placement to receive the final retention incentive of \$1,000; and,
- be licensed to operate in Ontario and provide the job in Ontario.

Employers can only receive this incentive for clients that are identified by a service provider. An employer can only receive the incentive for the same individual once.



## **Service Delivery Considerations**

### **46. Do employers have to meet certain service delivery requirements in order to be eligible for the Employing Young Talent Incentive?**

Yes. In order to be eligible for receipt of retention incentive, employers must have accessed the following job matching and job placement services:

- Need identification – working with the employer to identify their workforce needs, including supporting employers 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.

### **47. What are the reporting requirements for this incentive?**

Reporting requirements for this incentive are tied to existing YJC activities.

Through Job Match, a start date will be entered indicating the date of hire. Follow-up reminders will be initiated by the system as per the existing follow-up schedule (at 3, 6, and 12 months after service plan close).

### **48. Through Job Placement, at the end of the placement the client will be exited from the YJC program. Follow-up reminders at 3 and 6 months after placement completion will be initiated by the system and will prompt a payment through the follow-up reporting process. How will payments be issued?**

Payments will be issued by the service provider after confirming employment at the three and six month follow-ups and updating the service plan in EOIS-CaMS.

### **49. How can employers access the incentive?**

Employers can access the incentive through a service provider by filling out the YJC Employer Registration Form (for all new employers) and the Training Incentive Placement Agreement (only for Job Placements).

### **50. Can employers access this incentive with existing employees?**

No. This incentive is only available for employers that hire and retain youth who are YJC participants following January 1, 2018.

Additionally, an employer cannot use the incentive to replace existing or laid-off employees.

**51. Are there any confidentiality considerations for this incentive?**

Service providers will not be required to collect any information they do not collect currently. Service providers should continue to follow the security and confidentiality processes they already have in place.

**52. Would employers be eligible to receive EYTI for YJC participants who did not complete all 60 hours of Pre-Employment Services (PES)?**

No. In order for the employer to be eligible to receive EYTI through YJC, the participant would have to complete the 60 hours of PES. Participants who do not complete PES would not be eligible for a job placement and or job match through YJC.

**53. Is the Job Match plan item the only plan item that counts? In the case of YJC will service providers have to create a Placement with Incentive plan item and a Job Match plan item in the same service plan?**

EYTI funding is available employers who hire a youth through a placement with incentive, a placement without incentive, and a job match. A single plan item (the third service component following CSPC and PES) will need to be created that reflects the type of placement the YJC participant is on. For EYTI, payment is made in the service provider follow up section at the three and six month mark.

## **Employing Young Talent Incentive and Current Supports**

**54. Can employers receive this incentive in addition to other YJC incentives?**

Existing employer incentives offered through YJC will be available for job placements and job matching; however, payment of these incentives would not overlap with the Employing Young Talent Incentive.

- For YJC participants who have been hired by employers as part of a job placement, the Employing Young Talent Incentive would not overlap with existing financial incentives, as EYTI would be paid out post-placement completion.
- For YJC participants who are job matched with an employer and where financial supports are not required, the three and six month retention schedule for payment of the Employing Young Talent Incentive would begin immediately upon hire.
- For YJC participants who are job matched without placement and where the employer or participant requires financial supports, the three and six month retention schedule for payment of the Employing Young Talent Incentive would begin following payment of other YJC financial supports and closure of the participant's service plan.

**55. Is this incentive available with Youth Job Connection – Summer?**

No. This incentive is only available through the Youth Job Connection program and not the summer component.

**56. For youth who are placed through the YJC program, the employer cannot have JMPI placement incentive/job match and EYTI at the same time? Does it have to be one or the other?**

Yes. Existing employer incentives offered through YJC can be used together with the Employing Young Talent Incentive; however, not at the same time. For YJC participants who have been hired by employers as part of a job placement or job match, EYTI payments would not overlap with existing financial incentives, as they would be paid out post-placement completion.

**57. If the service provider has spent \$7,500 in all components of YJC, can an employer still receive a retention payout?**

Yes the EYTI funding would be in addition to the YJC Financial Supports and Incentives.

## **Allocations**

**58. What is the allocation methodology? How will this new incentive affect allocations?**

Service providers will be allocated a weighted percentage of the total Employing Young Talent Incentive budget based on their service delivery site's (SDS) employed outcomes at exit from April 1, 2017 to December 31, 2017.

Service providers will also receive operating funds to deliver this incentive in addition to their regular YJC allocation.

**59. How can service providers be expected to deliver the incentive from January 1, 2018 to March 31, 2018, when they have not yet received their allocations?**

Service providers will not be asked to perform any additional duties during this time period – all of the tasks associated with registering clients and employers are part of the YJC program. In April, service providers will begin receiving administrative funding to administer payments and conduct follow-ups.