

**Ministry of Advanced  
Education and Skills  
Development**

Program Delivery Support  
Branch

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## MEMORANDUM

**TO:** Literacy and Basic Skills (LBS) Program Network

**FROM:** Jacqueline Cureton, Director

**DATE:** January 17, 2018

**SUBJECT:** LBS Network IT Refresh

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### OBJECTIVE:

The purpose of this bulletin is to advise you of next steps with regards to the LBS IT Refresh funding initiative for fiscal 2017-18.

### WHAT'S HAPPENING:

AlphaPlus has concluded its survey of the LBS network and has used the information collected to prepare an inventory of the network's IT requirements.

At this time, we invite LBS organizations to submit a request for in-year IT funding, based on the IT inventory, to their local Employment and Training Consultant (ETC). Requests must be submitted no later than **January 31, 2018**.

Organizations are strongly encouraged to negotiate IT funding allocations with their ETC prior to submitting their funding request, as this will expedite the approvals process. To support you in this process, the ministry will be providing a funding request template.

The ministry will review and approve all funding requests and will amend agreements accordingly. LBS organizations are reminded that approved IT allocations must be expended by March 31, 2018, as funding cannot be carried over to the 2018-19 fiscal year.

**WHAT'S NEXT:**

Following this memo:

- A template will be posted to the EOPG for use in the submission of funding requests

If you have any questions, please contact your Employment and Training Consultant.

We thank you for your ongoing commitment to and support of the LBS program.