

**Ministry of Training, Colleges
and Universities**

Program Delivery Support Branch

33 Bloor Street East, 2nd Floor
Toronto ON M7A 2S3

**Ministère de la Formation et des Collèges et
Universités**

Direction du soutien à la prestation des programmes

33, rue Bloor Est, 2e étage
Toronto ON M7A 2S3



Memorandum:

To: Literacy and Basic Skills Regional Networks

From: David Cronin, Acting Director
Program Delivery Support Branch

Date: September 23, 2019

Subject: Literacy Service Planning for 2020-21

As you may recall, the literacy service planning process was integrated into SP-Connect for the 2019-20 fiscal year. However, service providers reported numerous challenges with the system and were unable to enter their inputs in a timely, efficient manner.

The Ministry has noted the issues but is unable to resolve them in time for the 2020-21 literacy service planning cycle. Consequently, the Ministry will be returning to the fillable PDF templates for the Literacy Service Plans and Service Delivery Charts. These documents will be posted on the Employment Ontario Partners' Gateway in the near future.

Literacy Service Plans and Service Delivery Charts must be completed and submitted to the regional network's Employment and Training Consultant by close of business on November 1, 2019. The Ministry will review and approve the Literacy Service Plans by November 15, 2019.

The Ministry will continue to work to address the issues related to SP-Connect as concerns the literacy service planning process, so that SP-Connect can be effectively used again in the future. We apologize for any inconvenience caused last year.

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

Sincerely,

David Cronin,
Director (A)