

MEMORANDUM

To: Local Boards Service Providers

Canada-Ontario Job Grant (COJG) Service Providers
Targeted Initiative for Older Workers (TIOW) Service
Providers
Ontario Employment Assistance Service (OEAS) Service
Providers
Literacy and Basic Skills (LBS) Service Providers
Employment Service (ES) Service Providers

From:

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Ministry of Training, Colleges and Universities

Date:

June 2, 2016

Subject:

2016-17 Changes Affecting Employment Ontario Programs

Memo #:

M005

Purpose:

The purpose of this memo is to advise third-party organizations of changes made to the 2016-17 agreements for: Local Boards, COJG, TIOW Wind Down, OEAS, LBS and ES. These changes will support the ministry's focus on continuous improvement and strengthened accountability and better alignment across Employment Ontario programs.

Summary of Changes:

The following is a list of changes that effect all above-mentioned 2016-2017 Transfer Payment Agreements.

Schedule A (does not include COJG)

- Under 'Monitoring, Follow-up and Evaluation' section, added the following:
 - Monitoring, under the Agreement, will be a collaborative effort between Ministry staff and the Recipients. Some of the activities that can be expected during the life cycle of an Agreement include:

- Activity and financial reporting;
- On-site compliance and evaluation visits;
- Discussions via telephone; and
- Correspondence by mail or e-mail.

Schedule C

- We are no longer using a numeric table, instead are using text to communicate the payment schedule.

Schedule D

- Estimate of Expenditure Report (EER) due dates have been updated
 - The 2016-2017 original EER dates stated in Schedule D of the 2016-2017 Agreements will remain unchanged; however, the revised dates noted below for ES, LB and COJG have been reflected in SP Connect. Agreements are not being amended to reflect the change in EER due dates. Therefore, service providers should plan accordingly. Report Details have been updated to clarify reports and details

Schedule F (or G for LBS e-Channel)

- The Audit and Accountability Requirements has been integrated as a schedule and is no longer a separate document. As a result, the definition of Audit and Accountability Requirements has been deleted from the Main body of the agreement.

Schedule for Notice of Collection (where applicable for third-party service delivery providers)

- The Notice of Collection has been updated to reflect revised privacy legislation.

1. LOCAL BOARDS

Schedule G

- Schedule G has been removed. This schedule was previously the Business Plan. The business plan can now be accessed through SP Connect.

Schedule D

- EER Report 2 for April 1, 2016 to August 31, 2016. The Due Date has been revised from September 9, 2016 to September 16, 2016.
- EER Report 4 for April 1, 2016 to November 30, 2016. The Due Date has been revised from December 9, 2016 to December 16, 2016.

2. Canada-Ontario Job Grant

Main Body Article 1.2 Definitions

- The definition of “Participant” has been updated with the following text:

- "Participant" means an individual who has been approved for training under COJG, UpSkill or Customized Training

Schedule A

- A reference to the COJG assessment tool was added to require its use when making decisions about employer applications.

Schedule D

- EER Report 6 was revised from April 1, 2016 to January 31, 2017 to April 1, 2016 to March 31, 2017.

3. Targeted Initiative for Older Workers Wind Down

Main Body Article 1.2 Definitions

- Definition of Vulnerable Community has been updated for clarity
- Termination Notice has been changed to 90 days
- Article 14.1 a) (iv) has been added as follows:
 - Meet the performance measures described in Schedule "E"

Schedule A

- Background section has been updated
- Purpose section has been added as follows:
 - The purpose of the Agreement is to wind-down the TIOW Project offered by the Recipient.
 - The Recipient shall:
 - Initiate wind-down planning for the TIOW activities it carries out under the Agreement;
 - Ensure that all participant activities can be completed by the agreement end date;
 - Cease TIOW client intake no later than February 3, 2017. This will allow clients to receive the required minimum 8-weeks of activities and services before April 1, 2017;
 - Make relevant and timely client referrals to service providers and/or community organizations that may deliver similar services, where, due to program wind-down, the appropriate TIOW activity cannot be provided within the agreement period;
 - Continue to provide TIOW services to Participants until March 31, 2017; and
 - Enter all Participant data and close all Service Plans in EOIS-CaMS no later than March 31, 2017.
- Eligible Training Providers for Training in Basic Skills Upgrading, Skills Training and Certification section updated to include:
 - The Recipient shall ensure that all participant activities can be completed by the agreement end date.
 - Wind-Down Information section has been added as follows:

- The Recipient shall initiate wind-down planning for the services it carries out under the Agreement. Using the EO Agreement Wind-Down Checklist and EO Assets Report provided by the Ministry, wind-down planning action items shall include:
 - Identification of TIOW activities that will cease on or before March 31, 2017
 - Confirmation that all Participant data will be entered and all Service Plans closed in EOIS-CaMS no later than March 31, 2017;
 - Confirmation that all reports will be submitted as per Schedule "D"
- Communication strategy that includes:
 - Notifying other Employment Ontario service providers, employers and/or other community organizations of Agreement wind-down and all implications in advance of any activity cut-off dates.
- Client follow-up strategy that includes:
 - For clients that have exited TIOW services no further client follow-up will be required by the Recipient beyond the end date of the Agreement. In order to capture the maximum number of client results possible, service providers must follow up with all clients (even if they have not yet reached the three or six month timeframe) prior to the end date of the agreement.
- Human Resource planning that includes:
 - Sufficient staff and resources are available throughout the service period.
- Asset Strategy that includes:
 - A record of all capital or other assets purchased on or after June 1, 2010 the cost of which exceeded \$1,000 at the time of purchase using the Assets Report;
- The intended continued use or method of disposition for those assets (potential methods of disposition are listed on the Report).
- Fulfilling other reporting requirements as set out in Schedule "D"; and
- Other wind-down considerations as identified by the Ministry and/or the Recipient.
- Wind-down Referrals:
 - Identify service providers and/or community organizations that may deliver similar services;
 - Notify and consult with Employment Ontario service providers and/or other community organizations regarding service closure and intentions to refer clients as appropriate;
 - Confirm that service providers and/or community organizations identified for client referral have sufficient capacity to meet anticipated needs;
 - Ensure that the service provider has sufficient staff and resources to implement the strategy; and identify considerations with regard to location/remoteness.

4. Ontario Employment Assistance Services

Schedule A

- The 'Subcontracting' section has been updated as follows:

- Despite Article 23 of the Agreement, the Recipient does not require prior written approval of the Ministry to assign the delivery of Diagnostic Services with appropriate Funds.
- The 'Individual Records', section has been updated as follows:
 - signature of an appropriately authorized employee of the Recipient for support allowance;

5. The LBS 2016-2017 LBS Service Delivery (including e-Channel)

Schedule E

- The Service Quality Target Site Commitment (under the Service Quality Standard Commitment row) has the correct figure 6.0.
- The Learners Served figure under the Efficiency core measure has the correct figure 100 per cent.

ASL (American Sign Language) Interpreter/Intervener Fund

- This funding will be used to pay for ASL interpreters, deaf-blind interveners and note-taking services for deaf staff and managers not covered under Operating Funds.

6. Employment Service

Schedule E

- The Minimum Provincial Standard for Service Coordination has been raised to 34% (increased from 30%).
- The Minimum Provincial Standards for Participant Suitability has been raised to 31% (increased from 28%).
- The overall Minimum Provincial Service Quality Target is now 5.40 (increased from 5.25).

Schedule D

- EER Report 3 was revised from April 1, 2016 to August 31, 2016 to April 1, 2016 – September 30, 2016.