

Ministry of Training,
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MEMORANDUM TO: Employment Ontario Service Providers completing Business Planning in SP Connect

FROM: Teresa Damaso
Director, Program Delivery Support Branch

DATE: October 28th, 2015

SUBJECT: **Employment Ontario 2016-2017 Business Plan Instructions**

OBJECTIVE:

The purpose of this memo is to inform Employment Ontario service providers that the 2016-2017 Business Plan Instructions are now posted on the Employment Ontario Partners' Gateway (EOPG).

2016-2017 BUSINESS PLAN INSTRUCTIONS:

The Business plan instructions can be found on each program's respective page on the EOPG. A user guide and training model is also available under the Employment Ontario Information System (EOIS) section of the EOPG.

As of **Wednesday October 28th, 2015** business plans are available for completion in SP Connect.

Business plans must be completed and submitted in SP Connect by **Friday November 20th, 2015.**

If your organization has any questions about the business planning process please contact your Employment and Training Consultant (ETC).