

## Ontario Job Creation Partnerships

### Participant Information

Please read and ensure you understand all the information in your Ontario Job Creation Partnerships (OJCP) Participant Agreement. If you have questions, please contact your Employment and Training Consultant (ETC) at:

#### 1. Who pays me during my OJCP work experience?

Financial assistance can come from two sources:

- a) Federal Employment Insurance benefits (**EI**) for those participants who are eligible.
- b) Provincial financial assistance from the Ministry of Advanced Education and Skills Development (**MAESD**)

**Possible combinations of financial assistance are as follows:**

If you **are currently receiving EI** you will continue to be paid EI as determined by Service Canada.

If your EI ends while you are participating in the OJCP project, MAESD will provide financial assistance, as eligible, for the remaining duration of your participation in the project.

If you **are not in receipt of EI but are approved to work on an OJCP project** you will receive financial assistance, as eligible, paid through MAESD for the duration of your participation in the project.

In some cases, participants may receive an additional wage top up. This is **voluntarily** offered and paid directly by the project sponsor.

#### 2. Do I pay tax on the amount of financial assistance I receive from MAESD while participating in the OJCP program?

Under the Income Tax Act, all financial assistance provided by MAESD to participants is to be included as income for income tax purposes. A T4E will be mailed to you from MAESD after

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the end of each calendar year that you are on the OJCP project. Specific questions regarding taxes should be addressed directly with the Canada Revenue Agency.

**IMPORTANT:** Please advise your ETC of any address change during or after completing your OJCP participation to ensure your T4E will be mailed to the correct address.

#### 3. What should I do if I move and my address, and/or telephone number changes?

To ensure your financial assistance continues without interruption, report any address, email and/or phone number change to your ETC immediately.

If you are receiving EI you must advise Service Canada of your new address, email and/or telephone number.

#### 4. Am I considered an employee?

No. OJCP participants are not employees of MAESD, or the project sponsor.

#### 5. Who do I contact for assistance if I have concerns or questions related to the OJCP project?

Address your questions or concerns to the OJCP sponsor first. If the issue cannot be resolved to your satisfaction, contact your ETC.

#### 6. Who do I contact if I withdraw from OJCP?

Speak to your ETC and your OJCP project sponsor. You must notify Service Canada of your withdrawal if you are still in receipt of EI.

#### 7. Can I be terminated from the OJCP program?

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Yes. You can be terminated at any time from the OJCP program if you do not comply with all the terms and conditions of the OJCP Agreement. It is important that you read and understand your responsibilities outlined in your agreement.

Please contact Service Canada as your EI claim may be impacted if you have been terminated from the OJCP program.

#### **8. Can I take time off for a job interview?**

Yes, as arranged with your project sponsor.

The intent of the OJCP program is to assist participants in returning to full-time employment. The project sponsor must allow participants the opportunity to conduct their job search, along with reasonable time off to attend job interviews. Please note that this is not time that the participant needs to make up.

Participants are obligated to continue to job search for full-time employment while they are participating on an OJCP project.

#### **9. Are OJCP participants eligible for vacation pay or severance?**

No. OJCP participants are not employees of the OJCP project sponsor. OJCP participants are not entitled to vacation pay, severance or to become part of a union (if one exists) within the project sponsor's organization.

However, if a participant receives a top up, which the project sponsor voluntarily provides directly to the participant:

Vacation pay would be calculated on the top-up amount by the project sponsor.

Any deductions applicable to the top-up amount paid would also be made by the project sponsor. However, there is no deduction for EI. This is because all monies received from the work experience under OJCP are non-insurable.

#### **10. Can I use the hours of work with my OJCP sponsor to establish an EI claim?**

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No. Employment Insurance regulations exclude employment participation on OJCP projects from insurable employment. All income from participation on OJCP is non-insurable and hours spent on the project cannot be used toward establishing future Employment Insurance (EI) claims.

#### 11. My OJCP project has just ended and I cannot find a job. Who do I contact for job search assistance?

Contact your Employment Services (ES) provider for assistance.

##### [Employment Ontario](#)

<https://www.ontario.ca/page/employment-ontario>

Tel: 416-326-5656

Toll-free: 1-800-387-5656

TTY: 1-866-533-6339

Email: [contactEO@ontario.ca](mailto:contactEO@ontario.ca)

##### [Live Chat with Employment Ontario](#)

<https://www.ontario.ca/page/employment-ontario-live-chat>

#### 12. What happens if I become ill and/or unable to continue with OJCP?

If you are going to be absent for any reason contact your OJCP project sponsor immediately and notify your ETC for follow up purposes. Your project sponsor is responsible for establishing policies to deal with participant absences due to illness or injury.

In the case of a **lengthy** absence:

Notify your ETC

A project cannot be put “on hold” until a participant returns as this would negatively affect project objectives, activities, outcomes and completion.

Your financial assistance will be impacted.

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**Note:** If you are in receipt of EI benefits and absent for any reason you must also contact Service Canada.

#### **13. What must I do to ensure my OJCP funding is not garnished from me if I am responsible for a Child or Spousal Support Order?**

This is to be addressed during your application process with your ES Service provider before you start OJCP.

You must contact the appropriate Enforcement Services staff at the Family Responsibility Office to let them know of your plans to start OJCP activity and that you will be receiving financial assistance.

#### **14. Will MAESD contact me after I have completed the OJCP project?**

Yes, MAESD will contact you:

to complete a voluntary questionnaire at the end of your participation

to record follow up on outcomes of your participation

#### **15. Can I work part time while participating in an OJCP project?**

Working part time while participating in an OJCP project should be discussed with your ETC.

If you are receiving EI and have employment income from another source (such as a part-time job), the income would have to be reported. You should contact Service Canada.

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If you have questions regarding your  
Ontario Job Creation Partnerships Agreement contact MAESD at:

If you have questions regarding your  
Employment Insurance (EI) claim please call  
Employment and Social Development Canada (ESDC)  
Employment Insurance (EI) Benefits  
1-800-206-7218

[Employment Insurance \(EI\)](https://www.canada.ca/en/employment-social-development/corporate/contact/ei-individual.html)

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