



**MEMORANDUM TO:** OYAP District School Boards  
Directors of Education

**FROM:** Regional Director

**DATE:** February 8, 2012

**SUBJECT:** OYAP – Changes to 2012-13 Business Planning Deadlines and  
Funding Payment Schedule

**MEMO #:** APPR2012-Memo-01

---

**OBJECTIVE:**

The purpose of this memo is to provide your school board with information about changes to the 2012-13 OYAP Business Plan process and to the 2012-13 funding payment schedule.

**BACKGROUND:**

The Ministry of Training, Colleges, and Universities (MTCU) has been working to ensure continuous improvement in OYAP. As part of this continuous improvement, the revision of the OYAP business plan deadline will ensure that the ministry has all relevant information in order to perform a thorough review before approving business plans and that signed contracts are in place before the start of the school year.

The funding payment schedule has been revised to align with the Ministry's Transfer Payment Accountability Directive and with mandatory reporting requirements.

**NEXT STEPS:**

The 2012-13 OYAP Business Plan are due on **May 25, 2012**. Resources and templates will be posted to the Employment Ontario Partners Gateway (EOPG) website at [www.ontario.ca/eopg](http://www.ontario.ca/eopg) at least 10 weeks prior to the deadline.

Funding payments for 2012-13 to DSBs will be as follows:

- 60% upon signing of the contract agreement;
- 20% upon approval of the interim program and financial reports; and
- 20% upon approval of the final program and financial reports.

Please share a copy of this memo with any other staff who will find this information useful.

If you have any questions regarding these changes, please contact your local MTCU Apprenticeship Service Delivery Manager.