

**Ministry of Advanced
Education and Skills
Development**

**Ministère de l'Enseignement
supérieur et de la Formation
professionnelle**



Program Delivery Support
Branch

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Memorandum

To: Second Career (SC) Service Providers

From: Jacqueline Cureton, Director
Program Delivery Support Branch

Date: November 17, 2017

Subject: **Updated Second Career (SC) Application for Financial Assistance**

Memo Number: SC 2017-06

Objective:

The purpose of this memo is to inform your organization that an updated Second Career (SC) Application for Financial Assistance has been posted to the Employment Ontario Partners Gateway (EOPG).

What Is Happening:

The following updates were made to the application:

Section A – Identification Information

- “Place of Birth (Country)” and “Date Arrived in Canada (if born outside Canada)” fields were added
- “Trans” and “Other (specify)” fields were added
- “First Nations”, “Inuit”, “Métis” and “Francophone” fields were added

Section D – Suitability

- “Is this skills training in NOC Level B or C?” was changed to “Is this skills training for NOC skill level B or C occupations?”

Section E – Financial Assessment

Part 1

- Employment Insurance Benefits row is now split into “Self” and “Other”
- “Weekly rate multiplied by 4.345” instruction was added
- “Income from Rental Property” was changed to “Net Income from Rental Property”

Part 2

- “Scholarship/Bursary” was changed to “Student Grants, Scholarships and Bursaries”

Part 3

- “Including property taxes” was added
- “Property taxes” was removed from “Other Costs”

Part 5

- Expandable rows were added to allow for additional detail

Section G – Attached Documentation

- “Completed Second Career (SC) Estimate of Financial Assistance” field was added

Information Sheet

- Eligibility
 - The “National Occupational Classification Matrix 2016” link was updated
- OSAP
 - This section was updated to reflect the correct process for Second Career applicants to check if their Ontario Student Assistance Program (OSAP) restriction status is due to compliance issues or income verification

To ensure version control, the Second Career Program Information for Clients form will no longer be used and has been removed from the EOPG.

Next Steps:

If your organization has any questions regarding this memo, please contact your Employment and Training Consultant.