

Memorandum

To: Employment Service providers

From: Jacqueline Cureton
Director

Date: September 14, 2018

Subject: Selected Second Career documents have been updated to reflect the Ministry's name change.

Objective:

The purpose of this memo is to inform your organization that a number of Second Career documents have been updated to reflect the Ministry's name change.

What Is Happening:

The following updated Second Career documents are posted on the Employment Ontario Partners' Gateway:

- Request for Financial Assistance for Dependent Care Costs
- Dependent Care Declaration - Dependent Care Provider
- Dependent Care Declaration - Other Parent
- Affidavit of Sole Support Status
- Change in Status to Sole Support Parent or Single Parent
- Information to Research Training Institutions
- Request for Authorization to Quit Employment
- Application Checklist for Employment Service Providers
- Participant Contribution Chart

Next Steps:

The updated documents are available on the Employment Ontario Partners' Gateway at the following links:

[Second Career Program Information](#)

[Second Career Forms](#)

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