Memorandum

To: Employment Service Providers

From: Jacqueline Cureton
Director

Date: May 3, 2019

Subject: Updated Second Career Request for Financial Assistance for Dependent Care Costs form

Objective:

The purpose of this memo is to inform your organization that the Second Career Request for Financial Assistance for Dependent Care Costs form has been updated.

What Is Happening:

The Second Career Request for Financial Assistance for Dependent Care Costs form has been updated to add clarity around how the applicant provides evidence of current and training period dependent care costs.

The following questions have been updated to require the applicant to provide their dependent care costs minus any fee subsidy received:

3. Do you or another family member receive a fee subsidy (e.g. Ontario Child Care Fee Subsidy) for these dependents' care?

4. Costs of dependent care for each dependent. Provide your actual costs (i.e. minus any fee subsidy received) for these dependents' care. Attach proof of payment.

Next Steps:

The updated form is available on the Employment Ontario Partners’ Gateway at the following links:

Second Career Program Information
Second Career Forms

Effective May 6, 2019, please use the updated Request for Financial Assistance for Dependent Care Costs form.

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