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**MEMORANDUM TO:** Employment Service (ES) Providers

**FROM:** Jacqueline Cureton  
Director, Program Delivery Support Branch

**DATE:** April 6, 2018

**SUBJECT:** Updated Second Career (SC) Guidelines and Respective Financial Forms

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The purpose of this memo is to inform your organization that Second Career (SC) Guidelines have been revised and have been posted to the [Employment Ontario Partners Gateway \(EOPG\)](#). These guidelines become effective as of April 6, 2018.

The new updates have been developed to address the following areas:

- The provincial minimum wage increase that came into effect on January 1, 2018 and its impact on the current definition of an “interim job”.
- Revision of the Second Career financial assistance policies by redefining the sources of income that may **not** be used under the calculation of household income.
- Allow funding of Mobile Computing Devices by expanding the definition of “Other Instructional Costs” to include mobile computing devices and other electronic equipment as required by a training institution’s mandatory Bring Your Own Device (BYOD) policy.

The updated Second Career Application for Financial Assistance and Second Career Estimate of Financial Assistance forms reflecting the new guidelines have also been posted on the [EOPG](#).

#### **WHAT IS HAPPENING:**

The Second Career (SC) Guidelines have been updated in the following sections:

##### **Section 2.3.2 - Unemployed**

- The definition of “Interim job” has been redefined.

- “An interim job is a job that laid-off individuals have taken while seeking better employment. An interim job must be a low skill level job (i.e. National Occupational Classification (NOC) D of the National Occupational Classification Matrix 2016). These jobs may be full-time, part-time, and seasonal or contract work.”

## **Section 2.7 - Financial Needs Assessment**

- Sources of income included in the calculation of household income have changed. The following sources of income are **not** to be included in the calculation of household income for Second Career:
  - Ontario Works,
  - Ontario Disability Support Program,
  - HST/GST Rebates,
  - Child Tax Benefit,
  - Universal Child Care Benefit,
  - Ontario Child Benefit,
  - Ontario Child Benefit Equivalent Savings Program,
  - Rental Opportunity for Ontario Families (ROOF)
  - Child support payments (but spousal support is included in calculation of household income)
  - Assistance for Children with Severe Disabilities (ACSD), Special Services at Home (SSAH) and other disability supports for children.

### **Section 2.7.4.4.2 - Other Instructional Costs**

- Bring Your Own Device (BYOD) costs identified in the training provider’s policy will now be considered under Other Instructional Costs at \$500/school year, for a maximum of \$1000 per Second Career Agreement. These costs will be part of the maximum allowable funding of \$28,000 for Second Career; excluding disability needs, dependent care, living away from home allowance and all costs related to LBS training. The client will need to:
  - Demonstrate that the institution requires the mobile computing device (or other electronic equipment) to fully participate in the program of study. Acceptable evidence of the institution’s requirements should be included in the acceptance letter. Alternatively, the client can provide a print out from the school’s website stating that the equipment is required for that program.
  - Provide three written quotes for the purchase or upgrading of the device.
  - Provide receipts that demonstrate that the device, or upgrading of the device, was paid for after the client was approved for Second Career.
  - MAESD’s contribution toward the cost of the mobile computing device or other electronic equipment must not be offset by another funder.

### **NEXT STEPS:**

If your organization has any questions, please contact your Employment and Training Consultant (ETC).

Jacqueline Cureton

Director

cc: Dan Kay, Western Region Director  
Andrew Irvine, Northern Region Director  
Todd Kilpatrick, Central Region Director  
Jennifer Barton, Eastern Region Director