

## Memorandum

**To:** Employment Service (ES) Providers

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

**Date:** May 18, 2018

**Subject:** Updated Second Career Application for Financial Assistance

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The purpose of this memo is to inform your organization that the Second Career (SC) Application for Financial Assistance has been revised and posted to the [Employment Ontario Partners Gateway \(EOPG\)](#).

The following revisions were made to reflect the previously communicated changes to the Second Career (SC) Guidelines related to the treatment of sources of income:

- In Section E – Financial Assessment - Part 1 - Monthly Gross Taxable Income (Household) “Spousal/Child Support” has been changed to “Spousal Support”
- In Section E – Financial Assessment - Part 2 - Monthly Gross Non-Taxable Income (Household) the Ontario Works and Ontario Disability Support Program rows have been removed

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

Jacqueline Cureton  
Director, Program Delivery Support Branch  
Ministry of Advanced Education and Skills Development

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