



MEMORANDUM TO: Employment Service Providers

FROM: Teresa Damaso, Director

DATE: February 7, 2014

SUBJECT: **Second Career (SC) Affidavit for Sole Support Status and Second Career (SC) Application Update: Change in Status to Sole Support Parent or Single Parent**

MEMO #: **SC2014-02**

OBJECTIVE:

The purpose of this bulletin is to provide your organization with information about “*SC Affidavit of Sole Support Status*” and “*SC Application Update: Change in Status to Sole Support Parent or Single Parent*”.

BACKGROUND:

Inconsistencies existed across the Province when applying or considering evidence to support an individual’s support status when applying for Second Career (SC) funding or while in skills training.

The forms have been designed so that individuals can validate their status through the completion of the appropriate form(s). These provide Employment and Training Consultants (ETCs) with the required information in order to make informed decisions in connection with level of funding support.

NEXT STEPS:

ES Providers should ensure that when an SC Application for Financial Assistance is being recommended to the Ministry that the “*SC Affidavit of Sole Support Status*” accompany the application, if the individual has advised that they are a sole support parent.

The “*SC Application Update: Change in Status to Sole Support Parent or Single Parent*” form, is for your information and will be used when a client who is already involved in skills training declares a change in status which may impact the level of support they receive from the Ministry.

Both forms are effective beginning February 12, 2014 for existing and new SC applications.

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