



MEMORANDUM TO: Employment Service (ES) Service Providers

FROM: Program Delivery Support Branch

DATE: December 04, 2015

SUBJECT: Second Career (SC) Operational Changes January 2016

MEMO #: SC2015-16 #03

OBJECTIVE:

The purpose of this bulletin is to advise your organization of some improvements being introduced to support the administration of the SC program. The ministry will be providing you with new tools to promote efficiency and consistency in the program's application processes. Please start using these tools on January 4, 2016.

NEXT STEPS:

The ministry has posted two new tools on the Employment Ontario Partners' Gateway to help you streamline the SC application process.

1. SC Application Checklist for Employment Service (ES) Service Providers

The [SC Application Checklist for ES Service Providers](#) offers a clear outline of the documentation required in each SC application package being sent to the ministry. It aligns with "Section G - Attached Documentation" of the SC Application for Financial Assistance.

Section A of the checklist provides a detailed list of which documents are required. Section B lists items which should be validated by the ES service provider rather than sent to the ministry.

As you familiarize yourselves with the checklist, please note that the items listed are the only ones required in an SC application. Please disregard any previous lists the ministry may have provided.

Any SC application package that does not contain all the required documentation as outlined on the checklist will be returned to you. Please include a completed checklist with all application packages.

2. SC Estimate of Financial Assistance

The [SC Estimate of Financial Assistance](#) will guide you through a financial feasibility interview with clients early on in the application process. This will help them make informed decisions about their ability to participate in the SC program. Please complete the form with each client and include it in all application packages being sent to the ministry.

I thank you very much for your continued efforts in helping the ministry deliver the SC program and for participating on ongoing consultation. Once you have had a chance to use the new tools, ministry staff will engage in a consultation to see if there are any issues and to ensure that the tools have indeed had the positive impact we expect.

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