

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

**FROM:** Teresa Damaso  
Director

**DATE:** August 12, 2015

**SUBJECT:** Automation of the Second Career (SC) Eligibility and Suitability Assessment template

**MEMO #:** EO-2015-16 #01

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**OBJECTIVE:**

The purpose of this bulletin is to advise your organization about the automation of the SC Eligibility and Suitability Assessment template in the Employment Ontario Information System–Case Management System (EOIS-CaMS).

Ongoing efforts to streamline the administration of Second Career (SC) and to reduce paper-based documentation, has led to a new functionality within EOIS-CaMS.

**NEXT STEPS:**

The automated SC Eligibility and Suitability Assessment template will be available in Release 5.1 of EOIS-CaMS effective August 17<sup>th</sup> 2015.

The use of the automated SC Eligibility and Suitability Assessment template will become mandatory for all SC applications submitted to the ministry after **Monday, September 14<sup>th</sup> 2015**. This provides your organization one month to become familiar with the automated SC template before its use becomes mandatory. We encourage you to begin using the automated SC template for your SC application submissions prior to September 14<sup>th</sup> to become familiar with the new system functionality.

There are no changes to the content of the SC Eligibility and Suitability Assessment template.

The automated approach will enable your staff to maintain an electronic documented history of information contained within the template for each SC applicant throughout the client's entire lifecycle. Ministry staff will be verifying that the online submission of the SC template is completed.

The EOIS-CaMS Service Provider User Guide will be updated to reflect the new functionality. The updated guide will be posted to the Employment Ontario Partners' Gateway (EOPG) prior to the launch of Release 5.1.

If you have any questions in relation to the implementation of this automation, please contact your local Employment and Training Consultant.