

Memorandum To: Employment Ontario Employment Service Providers

From: Regional Directors

Date: July 8, 2010

Subject: Update to "Find a Service" on the Employment Ontario website

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Please be advised that the Ministry has put a centralized process in place to update Employment Ontario Employment Service records on the "Find an Employment or Training Service" portal <http://www.edu.gov.on.ca/eng/tcu/search.html> in preparation for the start of Employment Service (ES) delivery on August 3, 2010.

The Ministry is working with Findhelp Information Services to create ES records for each new Employment Service site that will be open and delivering the new Employment Service on August 3, 2010. It is also anticipated that there will be some ES delivery sites opening between August 3, 2010 and March 31, 2011. The Ministry and Findhelp will create a new record for each site as they open to the public after August 3. While the Ministry will create the initial records, each service provider will be responsible for updating their site contact information as outlined in their new ES agreement.

Effective immediately, until all ES delivery sites have opened, please do the following:

Inform your local MTCU office of any changes to your delivery site(s) and contact information. Specifically, Ministry staff needs to know:

- When/if you plan to close all public access (including client referral to other services in the community) to your current EO services e.g. Job Connect and/or Ontario Employment Assistance Services either permanently or temporarily to prepare for ES delivery; and,
- When you plan to begin delivering ES at your ES funded delivery site

Thank you for your continued support in providing Ontarians with employment and training services.