

Youth Job Connection: Summer

Program Guidelines

November 2016



Revisions History

Revised: November 2016: Updated “the Ministry” name to Ministry of Advanced Education and Skills Development; added more clarifying details to 3.3.2 Exit section, 3.3.3 Follow-up section and 4.1.1 Performance Measurement Framework section; added new “Referred Out” category to the Service Coordination measure in Table 4 Dimensions and Measures of Service Quality Success and in Table 2 , under Indicators of Suitability, replaced the term “Aboriginal Person” with “Indigenous Person” and revised the associated definition. Revised: March 2016 Version 4– Formatting changes to standard template, changes to the document as per AODA compliance requirements, deletion of references to ACE-INA and addition of further information under WSIB claims

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1. INTRODUCTION

1.1 Purpose of the Guidelines

These program guidelines support the implementation and delivery of the Youth Job Connection: Summer Program offered by the Ministry of Advanced Education and Skills Development .

These guidelines provide information on the:

- program context;
- objectives of the initiative and key program components;
- selection criteria and funding model;
- program delivery responsibilities;
- expected outcomes and performance measures;
- reporting, budget, legal and other administrative requirements.

These guidelines are a resource to help service providers deliver the Youth Job Connection: Summer Program. Service Provider Agreements set out the legal responsibilities for service delivery, and their provisions prevail. These guidelines are subject to change. The most recent version is available online at the [Employment Ontario Partners Gateway](#).

1.2 Program Context

1.2.1 Employment Ontario

The vision of the Ministry of Advanced Education and Skills Training is to have the best educated and skilled workforce in the world, to build Ontario's competitive advantage and enhance our quality of life.

Employment Ontario (EO) is the province's one-stop service delivery system. EO offers a range of employment, training and labour market programs and services, delivered by third-party service providers to over one million Ontarians. The EO service promise is to:

- deliver the highest quality of services and supports to help individuals and employers meet career or hiring goals;
- provide opportunities for individuals to improve their skills through education and training;
- ensure that individuals get the help they need at every Employment Ontario office;
- work with employers and communities to build the highly skilled and educated workforce Ontario needs to be competitive.

1.2.2 Employment Ontario Service Delivery Framework

As part of Employment Ontario, Youth Job Connection: Summer is delivered by a network of third-party service providers. Services are tailored to meet individual needs and are provided one-on-one or in a group format.

Key principles guiding all Employment Ontario service delivery, including Youth Job Connection: Summer, are as follows:

- **Accessibility** – Employment Ontario service providers provide individuals with clear paths to the training and employment information and services they need. Employment Ontario provides reasonable and equitable access to services across the province, including accommodation for special needs.
- **Participant -centric** - Employment Ontario service providers deliver services tailored to the needs of each individual, employer, or community. They also address social, demographic, geographic, or technology needs.
- **Quality** - Employment Ontario service providers deliver a helpful and positive customer experience. They maintain confidentiality and ensure privacy, with every individual, across every channel.
- **Integration** - Employment Ontario service providers meet participant needs and provide seamless service, aligning service delivery goals, processes, infrastructure, and technology across all channels.
- **Cost-Effectiveness** – Employment Ontario service providers use technology, simplify business processes, and leverage partnerships. This achieves the best results possible with available public funds.
- **Accountability** - The government and its service providers are accountable for service delivery results. Employment Ontario service providers' performance is measured against customer service standards and outcome.
- **Community-Based Coordination** – Across the province, Employment Ontario service delivery providers participate in local planning to coordinate their work at the community level.

1.2.3 Employment Ontario Information and Referral Network and Services (EOI&R)

All Employment Ontario service providers must provide Ontarians with information on and referrals to **all** Employment Ontario employment and training programs and services, whether or not they are contracted to deliver them.

Each Employment Ontario service provider must:

- have an efficient and effective process to identify participants' information and referral needs;
- make information about all Employment Ontario (EO) services accessible to participants, in print, over the phone or electronically;
- ensure participants receive accurate and current information on the EO services relevant to their needs;
- help participants understand their program and service options across the EO network;
- match participants with the service and provider that best meets their needs in the fewest possible steps, even when another provider delivers the same service as the referring provider;
- continually improve their services, based on participant feedback;
- ensure their contact information and service descriptions are accurate and current, in all media they provide to participants or other EO service providers.

1.2.4 Importance of Summer Job Opportunities

Summer jobs can play a crucial role in career development and success. Earnings from summer jobs help students pay for post-secondary education, or contribute to household income. They provide initial exposures to the working world. They can help influence young people's educational and career decisions, and longer-term career and study options.

Finding gainful employment is often a challenge for young people. Over the past two decades, summer employment has been particularly difficult to find for full-time students in Ontario. Teenage students are experiencing especially high unemployment rates.

1.2.5 Integration of Summer Job Programming

Starting in 2011, the Ontario government committed to Employment and Training Services Integration (ETSI) to reduce overlap and duplication in services. As part of ETSI, Youth Job Connection: Summer was designed and developed. It integrates four separate summer job programs to broaden access to employment programs for young people who have barriers to employment.¹

The Ontario government has supported a variety of youth employment and summer job programs for many decades. In 2013, the Ontario government announced the 2-year Youth Jobs Strategy. As the main part of the strategy, the Youth Employment Fund (YEF) created employment opportunities for over 25,000 youth in Ontario. A key focus of the YEF was to provide employment opportunities for populations with high youth unemployment, through financial support for training and employer incentives for job placements.

The Youth Job Connection: Summer program builds on summer job programs and the YEF to help young people get summer jobs. The program addresses the gap in summer job programming for young people who are new entrants to the labour market, or who are experiencing challenging life situations and are less likely to get that important formal summer job without some assistance.

2. PROGRAM DESCRIPTION

2.1 Overview

Youth Job Connection: Summer is open to all eligible youth aged 15 to 18, with a focus on those who are experiencing challenging life situations and are at risk of experiencing poor transitions between education and work.

These young people may be facing difficulties in school (e.g., failing courses or skipping classes) that increases the risk of not graduating. Or they may have barriers to accessing post-secondary education, such as low school performance, lack of financial resources, problems with family life, or problems in the community (e.g., victim of violence, problems with the law, racial or other forms of discrimination, etc.). Others

¹ The four previous programs: Ontario Summer Jobs Service administered by Ministry of Advanced Education and Skills Development ; Rural Summer Jobs Service, Ministry of Agriculture, Food and Rural Affairs; Northern Summer Job Service, Ministry of Northern Development and Mines; and, Jobs for Youth (Summer and After-School), Ministry of Children and Youth Services.

may be hampered by individual behaviour issues, such as lack of motivation, low confidence, a sense of detachment or feeling isolated.

The program provides information and job opportunities to help these young people make positive educational and career choices. For many young people, this may be their first formal job. These critical early exposures to the world of work can help them align their immediate education and career planning towards longer term, meaningful careers.

2.2 Principles

The program is guided by principles that specifically contribute to a young person's positive employment outcomes, in addition to the Employment Ontario service delivery principles.

The Youth Job Connection: Summer program and services:

- Recognize the diversity of young people's identities and employment needs. Service providers must be flexible and responsive to the specific employment needs of individual youth.
- Must be accessible to all young people regardless of gender, race, age, class, sexuality, disability, urban/rural location, Indigenous identity and other social factors.
- Apply a holistic approach to youth employment programming. Young people need a comprehensive range of programs and services to help them to return to school, further their education, or fully participate in the labour market.
- Engage community partners and develop collaborations. Effective programs draw on key partners, including local employers, not-for-profit and volunteer organizations, schools and youth agencies, caring adults, and youth themselves. All of these resources help expose young people to different careers, work environments, and employment opportunities.

2.3 Goals

This program is designed to help young people between the ages of 15 and 18 who face challenging life situations. It provides them with pre-employment training and work opportunities that will help them make informed career and educational planning decisions as they embark on their careers.

2.4 Objectives

The program helps participants to make informed educational and career planning decisions by providing:

- opportunities to learn employment readiness skills for initial work experiences;

- access to job placements;
- career development resources to increase their knowledge of employment and career options and the job market;
- education and work transitions support to help plan for the future

2.5 Program Components

Youth Job Connection: Summer comprises four program components:

1. Client service planning and coordination
2. Pre-employment services
3. Job matching, placement and incentives
4. Education and work transitions support

Youth Job Connection: Summer provides a highly specialized set of services that can be customized to the participant's needs. All participants who access Youth Job Connection: Summer are required to participate in the first three components. Education and work transitions support are available for all participants, but are not mandatory.

While the focus of service delivery will be on the summer months, each of the four program components can be accessed throughout the year.

2.5.1 Client Service Planning and Coordination

Client Service Planning and Coordination (CSPC) is the primary link to:

- other Employment Ontario (EO) programs and services
- programs and services outside of EO

CSPC is the initial point of contact for individuals seeking employment services when service providers explore the career, employment and training goals of participants to direct them to the services that are the most appropriate to achieve successful outcomes.

CSPC involves:

- a) intake and referral;
- b) program participant assessment;
- c) individualized employment service planning;
- d) monitoring and case management, and
- e) mentoring.

Assessment and planning will be geared primarily towards employment goals.

a) Intake and Referral

The service provider determines an individual's eligibility and suitability for the program, and their general employment and service needs. Based on this initial determination:

- If the individual is eligible for the program, the service provider directs them to client assessment;
- If the individual is eligible but not suitable, or does not want to participate, they are referred to:
 - Employment Ontario resources/programs, including: Employment Service, Pre-apprenticeship Training, and Literacy Basic Skills;
 - Community or social services;
 - Federal youth programs, such as Skills Link.
- If the individual is not eligible for the program, the service provider directs them to other programs and services (inside or outside of EO).

b) Client Assessment

The service provider must conduct a client assessment. The assessment must gather information about the individual's background, situation, summer and longer-term education, employment and career goals, and other community or social supports.

At this point, for consistency in matching service needs with suitable interventions, service providers need a decision model that provides rationale for access to funded services. This will determine the suitability of an individual for either Youth Job Connection: Summer or Youth Job Link.

c) Individual Employment Service Planning

The service provider and the participant work together to develop an individualized and mutually agreed upon employment service plan. The plan provides a documented rationale that supports an individual's activities, services and supports. The plan can be brief, but it must describe clear, achievable goals, and activities for successful job outcomes. The document should indicate the participant's agreement and ownership of the plan.

d) Case Management

The service provider is responsible for managing the participant's overall case, and provides counselling and general support on a one-to-one basis on employment issues. This includes guiding participants in planning for the job placement, monitoring activities and progress, and assisting with employment, education/school or training issues. The service provider also provides support for a broad range of life stabilization issues, such as service coordination with other community or social services including childcare, Youth Job Connection: Summer

transportation, counselling services, assistance with government documentation, and general emotional support.

The service provider should meet regularly with participants and placement employers throughout the intervention.

Reasonable arrangements should be made for participants who need assistance or support after regular business hours. For additional support, service providers should establish connections with community organizations serving youth, human and social services, schools, parents, and crisis intervention services that have the capacity to respond on a 24 hour, 7 day a week basis (e.g., hospitals, Kids Help Phone, etc.)

e) Mentoring

Mentoring activities support the development of interpersonal and relationship-building skills, “soft” skills that are the foundation of workplace interactions.

Service providers must offer mentoring services to participants throughout the program. Service providers can deliver mentoring activities directly, or they can partner with other community agencies or employer groups to recruit potential mentors or organize activities. Service providers can offer mentoring and the frequency of mentor/youth contact based on the needs of the participants. They can use a variety of content and formats (e.g., one-on-one, group/team mentoring, in-person or e-mentoring; location in community, school or other specific site; role modeling; adult-led interactive learning; etc.).

Service providers must:

- recruit caring, knowledgeable mentors from the community, typically those with backgrounds in helping roles or professions, or individuals who show compassion and commitment to young people’s success,
- ensure that mentors are available to provide mentees with significant time, attention and support through challenging events;
- screen all potential mentors through interviews and reference checks (professional, personal acquaintance, family member and doctor or other professional) and request a certified criminal record and vulnerable sector check from the Royal Canadian Mounted Police (RCMP);
- provide ongoing training for mentors, and systematically monitor the mentoring relationship;
- support clear communications between participants and mentors on how and how often they should meet (e.g., once a week or more at the beginning of the

relationship or less frequent when appropriate, regular check-in phone calls, periodic texting, etc.)

2.5.2 Pre-Employment Services

Pre-employment services are workshops or activities, designed to help participants get ready for work. They focus on career decision-making, employability skills development or enhancement, and job search and job maintenance.

Service providers must:

- offer workshop or activities under each of the six pre-employment service areas specified below;
- determine the content of workshops and how to deliver them. Service providers have the flexibility to organize, schedule and sequence the workshops in a way that is suitable for their organization, while meeting participants' needs.
- Pay the pre-employment service stipend to participants and comply with tax laws and regulations administered by the Canada Revenue Agency.

Program participants must:

- complete a minimum of 20 hours (maximum 30 hours) of pre-employment training before proceeding to the job placement;
- complete mandatory training on Employment Standards and Occupational Health and Safety. Other than this mandatory session, the nature and scheduling of specific training and workshops are suited to the participant's needs, and based on their summer employment, and longer-term education and career goals.

Pre-employment service duration and stipend

- Participants will receive a stipend equivalent to the provincial hourly minimum wage* when they participate in pre-employment training/workshops.
- Service providers must negotiate a schedule with the participant for completing the required 20 hours pre-employment service, based on their needs and as part of the employment service plan. For example, some participants may require half-day workshops while others may require day-long sessions.

- Participants who have completed a job placement and returned to school can access pre-employment services year-round, during off-school hours.
- Each participant is allowed up to a maximum of 30 hours of pre-employment services, with the stipend equivalent to the current hourly minimum wage.² Not all participants will need the maximum hours of pre-employment services. Participants can participate in more than 30 hours of pre-employment, but the additional hours are not covered by the stipend.
- The pre-employment stipend serves as an incentive for completing the negotiated pre-employment training workshop. The participant may use these funds to offset costs related to participating in the service, such as food, transportation, etc.
- Service providers must ensure compliance with obligations under tax laws and regulations administered by the Canada Revenue Agency regarding the payment of stipends (i.e., taxable income) to participants. This includes issuing documents for taxation purposes.

Pre-employment Service Areas

Workshops or activities offered must cover all six employability areas. (See [Appendix 2](#) for examples under each area):

1. Fundamental job readiness skills workshops or activities
2. Career development/career exploration workshops or activities
3. Personal management (life) skills workshops or activities
4. Job attainment skills workshops or activities
5. Employment-related skills workshops or activities
6. Job maintenance and career advancement skills workshops or activities

² Minimum wage rates are published by the [Ministry of Labour](#).

2.5.3 Job Matching, Placement and Incentives

The program's job-matching, placement and incentives provide concrete job experience and exposure to careers, occupations and workplaces for participants. Participants are employed/employees during the job placement.

Service providers

All service providers must provide job matching, placement and incentives as outlined below.

Service providers can negotiate financial incentives for employers to encourage them to provide job placements, and supports to participants to facilitate their participation in the job placement (see section on [Financial Supports and Incentives](#) for amounts and details).

Service providers must ensure the employer is:

- offering a work experience that will help the participant achieve their employment goal;
- providing feedback and assessments of a participant's job performance and skills level, where required; and
- providing the participant with adequate supervision, and the training/work experience described in the individual's employment plan.

Youth program participants

Every participant must take part in a job placement. While in a job placement, the participant is employed by the employer. Both the employer and the participant have rights and responsibilities under employment standards, occupational health and safety, labour relations, human rights and other applicable laws and regulations. As employees, participants must be paid at least minimum wage by the employer.

Job placements occur after the participant completes at least 20 hours of pre-employment service.

Job Placement Duration and Extension

The maximum allowable period for a summer job placement is eight weeks. Although there is no required minimum length, it is expected that most participants will have one job placement for the summer.

While most job placements are expected to start and end during the summer months, service providers can support in-school youth during the school year in securing part-time job placements. The amount of time worked must not exceed 10 hours per week, and the time worked must not overlap with school hours (i.e., must be evening and weekends).

The maximum allowable period for part-time job placements during the school year is six months. The longer duration for these placements is to provide young people the opportunity to accumulate a similar amount of work experience as a summer job placement, which is shorter, but can offer up to full-time hours.

a) Job Matching and Placement Services

Service providers must set up the job match, confirm the terms, and monitor the job placement. This includes assessing workplace safety, the appropriateness of the placement, working with employers to meet their needs, and negotiating incentives and supports.

b) Job Coaching Support for job placements/work experiences

Once the job placement starts, job coaching must be provided. This involves working with both parties—the participant and employer—to resolve difficulties and problem solve where necessary. Job coaching activities include one-on-one or on-site training, identifying and resolving workplace issues, monitoring the participant’s performance and progress, and explaining the employer’s expectations or workplace standards to the participant. It also includes seeking employers’ feedback about the program, and being available to answer questions from both parties.

c) Job trials and other short-term work experiences

Job trials (very short work exposure opportunities) can be arranged for participants to test out jobs, and for the employer to evaluate an individual with little risk for either party. Other shorter-term work experiences can also be arranged, including job shadowing, information interviews or group networking sessions with professionals in a particular field or industry.

Nothing prevents a service provider from setting up these short-term work experiences. However, most summer placements are expected to last the maximum 8 week period.

2.5.4 Education and Work Transitions Support

Service providers must provide education and work transitions support in some form. These community-focused interventions are intended to support program participants after they complete the job placement. Transitions support includes advising on part-time or seasonal job opportunities during the school year, or career exploration activities focused on the longer term or future employment.

While service providers must offer these services, not all participants will require them. Those who do should have completed their mandatory pre-employment and job placement requirements, and have exited (see section on [Exit](#)) their Youth Job Connection service plan.

Service providers can choose the types and form of activities for transitions support. This can include things like creating opportunities and inviting program participants to networking events or career fairs, one-to-one follow up for job or career coaching, a drop-in schedule for individual check in, and general support as needed.

2.6 Eligibility and Suitability

2.6.1 Individual

Eligibility

Individuals must be:

- 15 to 18 years old at time of registration;
- a resident of Ontario;
- eligible to work in Canada;
- High school students* intending to stay in, or return to high school or access postsecondary education after the job placement

*The Education Act requires young people under 18 to be in school unless legally excused, which means either the individual has graduated or is participating in a Supervised Alternative Learning program (see s.21 of the Education Act and [Supervised Alternative Learning: Policy and Implementation, 2010](#)).

After participating in the program during the summer months, school-aged youth are expected to return to high school.

During the school year, individuals who are under 18 years of age may participate in the program part-time or during school holidays, so as not to interfere with schooling. Part-time program participation must not exceed 10 hours per week.

Suitability

The program is open to all eligible youth. However, the intention is to help youth who have a lower likelihood of finding a summer job by themselves, with a focus on those who are at risk of experiencing poor transitions between education and work, compared to other groups of youth (e.g., youth who have made successful transitions to post-secondary education are not the target of this program).

Youth may be racialized, lesbian, gay, bisexual, transgender, two-spirit, and queer (LGBTQ), Indigenous, living with disabilities and mental health issues, or recent immigrants. In addition, youth may be facing some combination of other challenging life circumstances including experiencing difficulties at school, poverty/low income household or problems with family life, in conflict with the law, living in communities lacking resources, or displaying challenging individual behaviour (e.g., lack of motivation, low confidence, detachment, feeling isolated, etc.).

To ensure participation and access of young people who are most in need of the services offered through the program, the service provider will assess potential participants using the indicators set out in [Section 4](#).

2.6.2 Employer

Eligibility

Employers seeking to provide job placements for program participants must:

- Be licensed to operate in Ontario;
- Comply with the Occupational Health and Safety Act and the Employment Standards Act;
- Maintain appropriate Workplace Safety and Insurance Board or private workplace safety insurance coverage;
- Have adequate third party general liability insurance as advised by its insurance broker;
- Comply with all applicable federal and provincial human rights and labour legislation, regulations, and any other relevant standards;
- Provide the job placement in Ontario.

An employer must not:

- Be a federal, provincial or municipal government or agency;
- Be a Youth Job Connection service provider;
- Be currently receiving other government funds (federal, provincial or municipal) for the same job placement (e.g., Employment Service Job Placements);
- Use placement services to displace existing staff or replace staff who are on lay-off;
or
- Hire immediate family members, such as parent, spouse, sibling or child in the job placement

Suitability

Suitability factors are provided to help service providers select appropriate employers for job placements. Employers are not expected to have all of these suitability indicators, and some factors may be more important than others in certain communities. Service providers should give preference to employers who demonstrate that they have one or more of the following factors:

- The employer offers a suitable job placement;
- The employer offers opportunities for on-the-job training;
- The employer contributes to costs associated with job-specific training or wages;

- The employer has been identified as being “youth friendly” (e.g., has demonstrated that it has supports such as mentors in place for youth workers; has obtained formal recognition or a reputation in the business or local community as being supportive of young workers or students; has strong ties with schools or community centres; has a visible presence at youth events or job fairs; has leadership involvement in youth organizations or community events, etc.

3. PROGRAM DELIVERY

3.1 Roles and Responsibilities

3.1.1 Service providers

The service provider receives funding to deliver the program in accordance with the service agreement, these program guidelines, and relevant performance and accountability requirements and standards.

Service providers must:

- Conduct community outreach and make necessary linkages with schools, children's aid societies, youth and other community groups to build awareness of the program;
- Recruit appropriate young people and employers to participate in the program;
- Assess the needs of participants, and make funding and service decisions about participation in the service components;
- Provide client service planning and coordination, including case management, service referrals, service planning and mentorship;
- Provide pre-employment, job matching and placement and education and work transition supports based on the needs of the participant;
- Manage the program's "flow-through" funds, which include placement incentives for employers and stipends for pre-employment and other individual supports for participants;
- Track and report on individual participant and employer activities, financial information, individual support decisions and employer information using the Employment Ontario Information System-Case Management System (EOIS-CaMS) or other system as determined by the Ministry;
- Prepare and monitor placement agreements with employers;
- Conduct monitoring and follow-up with participants and employers;
- Collect and report on program data as requested by the Ministry.

Partnership Development

Service providers are strongly encouraged to develop partnerships with other youth-serving community or social service agencies, local schools, or school boards.

Partnerships enable service providers to maximize existing local services, enhancing local service coordination. Service providers can discuss the varying levels and nature of the partnership with community agencies, in areas such as identifying eligible participants, delivery of workshops, linkages with local employers, joint mentoring activities, etc.

3.1.2 Employers

Employers involved in the program must:

- offer a training/work experience that will help the participant achieve their career/employment goals;
- employ the participant during the job placement, placing the participant on the company's payroll;
- provide the participant with adequate orientation, supervision, and training/work experience;
- provide feedback and assessments of the participant's job performance and skills level;
- adhere to the program's Training Incentive Placement Agreement negotiated with the service provider;
- provide training and supports to participants, in accordance with the agreement with the service provider;
- comply with applicable human rights, employment and labour laws, and other regulations and standards.

3.1.3 Ministry

The Ministry establishes the program and service delivery requirements, and provides funding for the program. The Ministry:

- sets program policy, designs the services and provides the program guidelines;
- selects the service providers and negotiates service transfer payment agreements;
- develops reporting requirements and tools;
- establishes service delivery and performance expectations;
- determines service levels and the funding model, and makes funding decisions;
- monitors and evaluates delivery performance against transfer payment agreement commitments;
- monitors compliance with transfer payment agreement and program guidelines;
- undertakes program evaluation, and determines data collection requirements.

3.2 Funding

The Ministry provides funding under two categories:

1. Operating funds
2. Financial supports and incentives (i.e. “flow through” funds)

3.2.1 Operating Funds

Service providers receive operating funds for the day-to-day operational costs for direct delivery of the Youth Job Connection: Summer program. These costs include:

- Staff and management salaries, wages and benefits;
- Hiring and training of staff (including professional development);
- Marketing (signage, print/web ads, outreach, etc.);
- Facilities (rent);
- Other direct operating expenditures related to program delivery.

Service providers can apply a maximum of 20 per cent of the operating budget to administrative overhead costs. Administrative overhead costs are costs necessary for operating an organization, but not directly associated with the delivery of the Youth Job Connection: Summer program. For example, this can include a portion of the salaries and benefits of the Executive Director, Information Technology or financial staff who work for the entire organization, but spend a portion of their time dedicated to administrative functions that support the program.

Operating funds cannot be used for termination and severance costs.

3.2.2 Financial Supports and Incentives

Service providers receive two types of “flow through” funds:

1. employer placement incentives and
2. individual supports

Up to \$2,500 is available per participant. This maximum amount can be used for a combination of placement incentives for the employer and supports for the individual (see Table 1). Only registered program participants can access these funds.

Table 1: "Flow through" Funds for Incentives and Supports per Participant

Per participant	Employer Placement Incentive	Individual Employment and Training Supports	Individual Employment and Training Supports
\$2,500 (maximum) =	Placement Incentive \$ +	Pre-Employment Stipend 30 hours x current hourly minimum wage (max) +	Job Placement Support \$500 (max)

a) Employer Placement Incentive

- Funding is available to employers to encourage them to offer job placements and train program participants.
- The need for and amount of the placement incentive will be negotiated by the service provider based on the complexity of job skill level and the length of the on-the-job training required.
- The amount available for employer placement incentives is \$2,500 per participant (overall maximum for flow-through funds per participant) minus the total amount allocated to individual supports for that same participant.

Incentive levels will vary because:

- not all employers want or need incentives;
- not all employers who receive incentives will receive the maximum amount, and the amount of the incentive must be linked to the employer's commitments;
- job skill levels and complexity and length of training required vary;
- the amount of the incentive can be related to the cost of the participant's wages and may cover 100 percent of the wages for the entire placement where it is identified that it will be required to meet the employment goals of a participant

b) Individual Supports

There are two categories of individual supports:

1. Pre-Employment Service Stipend
2. Job Placement Support

1. Pre-Employment Service Stipend

Registered participants will receive a stipend when they participate in pre-employment services. The amount of the stipend is set at the provincial hourly minimum wage for the time the participant attends pre-employment training.

The pre-employment stipend will be no more than 30 hours x current hourly minimum wage. For example, at an hourly minimum wage* of \$11.25 per hour (current as of October 1, 2015), the pre-employment stipend will be no more than \$337.50 per participant.

Access to stipends will not be linked to family or personal income levels. There is no requirement to use the Low Income Cut-off (LICO) threshold to determine access to these stipends. Access to stipends is not based on a cost reimbursement and is not meant to represent a basic living allowance. The service provider will determine exactly when the stipend is given to the participant.

These funds are available for the pre-employment training component only. Those involved in placement opportunities will be paid by their placement employers.

* The current minimum wage rate is available from the Ministry of Labour.

2. Job Placement Support

Job placement support is designed to remove barriers to young people participating in the placement. Examples of supports that can be covered include work clothing, equipment, childcare, and transportation costs. Participants should not receive job placement support if they are receiving similar supports under another initiative.

The maximum value for job placement support is \$500 per participant. Exceptions over the maximum limit are permitted for youth with disabilities. This would cover costs related to assisted devices and other placement-related accommodations that otherwise would cause undue hardship to the employer.

Access to these supports is not linked to family or personal income levels. There is no requirement to use the LICO threshold to determine access to these stipends.

While job placement support needs are not linked to family or personal income levels, service providers must develop and apply a consistent decision-making model.

3.3 Monitoring, Exit and Follow-Up

3.3.1 Monitoring

Regular and thorough monitoring contributes to the success of the program. Monitoring activities can provide valuable information which can:

- support participants and employers;
- improve program and service delivery;
- help ensure the program achieves its intended goals, objectives and outcomes.

Service providers are required to monitor participants' progress and activities through the program. Monitoring activities include:

- meeting with participants to check progress on the employment service plan and employment activities;
- meeting with participants and mentors to assess mentoring activities and the mentoring relationship
- at least one on-site workplace visit prior to the start of the job placement, and regular meetings (minimum of one per month) with participants and employers to ensure progress and compliance with commitments.

3.3.2 Exit

Participant

"Exit" from the program occurs when the participant has reached their employment goal and is no longer actively participating in mandatory services i.e., they have completed the mandatory pre-employment and job placement requirements.

All YJC performance measures (i.e. Participant Suitability, Service Impact, Customer Satisfaction, Service Coordination and Intake/Activity) are based on completed and closed service plans. In order to close a service plan with the reason of "completion", all three mandatory program components must be part of the service plan and have an outcome of "attained" and a status of "completed".

A participant who has not accessed services of Youth Job Connection: Summer program in three consecutive weeks is considered inactive.

The service provider must conduct a brief exit interview or survey with all participants to assess the degree to which the program met their expectations and helped them attain skills, knowledge or confidence to continue in school and get the next job.

Employers

Service providers must also conduct a brief exit interview or survey with the employer to gather feedback about the services and program, and to discuss future job placement or employment opportunities.

3.3.3 Follow-up

To document outcomes, service providers must conduct follow-up with every Youth Job Connection: Summer program participants at exit, three and 12 months after they exit the program to record their status. All service plans must be followed up on, regardless of result or successful completion.

4. PERFORMANCE MANAGEMENT

Performance management in the Ontario Public Service (OPS) is a comprehensive, government-wide approach that informs decision-making, and ensures that all government-funded activities are aligned with and contribute to meeting government priorities.

4.1 Performance Management System (PMS)

The OPS relies on performance management systems (PMS) to ensure transparency, accountability, and high quality customer service and outcomes for the entire province. These systems help the Ministry evaluate service effectiveness, establish service benchmarks and encourage service providers to improve service continuously.

In this transparent performance management system, everyone involved (participants, employers, service providers, community and service organization representatives, and the Ministry) know what is important, what level of service is expected, how performance is measured, how the service system is performing and where there is room for improvement. Participants should see improved service and results, while Ontario achieves improved program outcomes and value for money.

The performance management system clarifies the roles and responsibilities of the Ministry and service providers as follows:

The Ministry:

- defines the services, sets baseline standards for service delivery and quality;
- develops the community service plan; and
- ensures transparency and accountability for funding and agreements.

The service provider:

- delivers services in compliance with the agreement, service guidelines, performance and accountability requirements, standards and the community service plan; and
- manages resources and business systems.

The Ministry and the service provider share responsibility for other work, which includes:

- ongoing review and evaluation of program and service delivery, performance management framework and customer service expectations
- seeking to raise the level of service quality across the province so that all Ontarians have access to high quality services; and

- identifying innovative practices in program and service design, delivery and performance management

Components of the Youth Job Connection: Summer Performance Management System

The Youth Job Connection: Summer PMS comprises:

- Performance measurement framework including dimensions and measures of service quality success;
- Funding decision matrix;
- Continuous improvement in the Ministry's business planning cycle

4.1.1 Performance Measurement Framework (PMF)

The Youth Job Connection: Summer program performance measurement framework (PMF) is part of the PMS. The framework sets out what to measure and how to measure performance related to program and service success that is aligned with program goals and objectives. The Youth Job Connection: Summer PMF includes: dimensions of service success, weighted to reflect their contribution to overall quality; performance measures that demonstrate value; data indicators; an overall (provincial) service quality standard. These PMF elements are described in the following sections.

Dimensions and Performance Measures of Service Quality Success

The Youth Job Connection: Summer PMF sets out three broad dimensions of service success:

1. Effectiveness
2. Customer Service
3. Efficiency

These three dimensions are weighted to indicate their value and when combined they measure overall service quality. Core performance measures (and indicators) and their respective minimum standards are identified under each dimension.

All YJC performance measures (i.e. Participant Suitability, Service Impact, Customer Satisfaction, Service Coordination and Intake/Activity) are based on closed service plans, but only those closed service plans with a closure reason of "Completed" will filter into the YJC Detailed Service Quality Report. In order to close a service plan with the reason of "completion", all three mandatory program components must be part of the service plan and have an outcome of "attained" and a status of "completed"

1. Effectiveness (55%)

The effectiveness dimension captures who is being served in the program (participant suitability) and the effect of the services for program participants (service impact).

The two core performance measures of effectiveness are participant suitability and service impact:

- a) **Participant suitability (20%)** examines and quantifies identified individual and market barriers to employment. This measure ensures that service providers are providing services to individuals who are most in need of program.

The following suitability indicators are measured at the start of the program to highlight the barrier to employment that an individual had when they first accessed the program (Table 2).

Minimum provincial standard: Service providers must serve participants who, on average, possess 35% of the suitability indicators (i.e., participants will have an average of 3.5 indicators).

Table 2: Participant Suitability Indicators

Suitability Indicator	Definition
1. Indigenous Person	A person of indigenous ancestry. .
2. Person with Disability	<p>The individual has self-identified as a person with a disability as defined by the Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Human Rights Code.</p> <p>Includes persons who have:</p> <ul style="list-style-type: none"> • Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device; • A condition of mental impairment or a developmental disability; • A learning disability, or a dysfunction in one

Suitability Indicator	Definition
	<p>or more of the processes involved in understanding or using symbols or spoken language;</p> <ul style="list-style-type: none"> • A mental disorder; or • An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997 (“handicap”).
3. Recent immigrant	The individual has lived in Canada less than 60 months (5 years).
4. English/French Language proficiency needs development	The service provider has documented evidence that the individual’s language skills are a barrier to employment. For example, language assessments based on the Canadian Language Benchmark (for newcomers).
5. Essential Skills including literacy needs development	<p>The service provider has documented evidence or assessment that the individual has a low level of proficiency in one or more of the nine essential skills which include:</p> <ul style="list-style-type: none"> • Reading - reading different types of material such as notes, letters, memos, manuals, specifications, books, reports and journals • Writing - doing tasks such as filling in forms, writing text and using computers to write • Document Use - reading tables, graphs, lists, blueprints, drawings, signs, labels • Numeracy - using numbers to perform calculating and estimating tasks such as handling cash, budgeting, measuring and analyzing • Computer Use - working with computers, from entering information, to knowing a software package, to managing a network, to analyzing and designing systems. • Thinking - knowing how to problem solve, make decisions, plan and organize tasks, find information and make good use of memory • Oral Communication - using verbal skills to exchange ideas and information with others • Working with Others - doing tasks with partners or in a team • Continuous Learning - the requirement of workers to participate in an ongoing process of acquiring

Suitability Indicator	Definition
	<p>skills and knowledge</p> <p>For skills definitions and level of complexity, and assessment tools, see Literacy and Basic Skills, Employment and Social Development Canada http://www.esdc.gc.ca/eng/jobs/les/definitions/index.shtml</p>
6. Work Experience, lack of	<p>The individual has:</p> <ul style="list-style-type: none"> • No work experience
7. School Factors	<p>The service provider has evidence based on assessment or confirmation from a Student Success teacher, school committee or school board representatives that the individual experiences any of the following school factors which are known to be linked with a higher risk of not graduating:</p> <ul style="list-style-type: none"> • failing course(s) • skipping classes/ frequent absences • being bullied/harassed • feeling of not belonging at school
8. Family/Household Circumstances	<p>The individual indicates or the service provider determines that the individual is in any of the following circumstances:</p> <ul style="list-style-type: none"> • Lives in a low income household • Lacks family/parental support (financial or emotional) • Acts as primary caregiver or lone head of household (e.g., long parent, caregiver of dependents) • Lives alone with no or low income
9. Socially Marginalized	<p>The individual indicates or the service provider determines that the individual is affected by any of the following factors:</p> <ul style="list-style-type: none"> • Homelessness/lack of stable residence lacks stable, permanent, appropriate housing or the immediate prospect, means and ability of acquiring it. Includes those unsheltered, or absolutely homeless, living on the streets; emergency sheltered in overnight shelters; provisionally accommodated in temporary accommodations; at risk of homelessness due to precarious economic or housing situation. Further definitions from Canadian Homelessness Research Network • Racialized or LGBTTTQ (lesbian, gay, bisexual,

Suitability Indicator	Definition
	<p>transgender, two-spirit, or queer) youth that have experienced racism, homophobia, religious or other form of discrimination based on social identity in the community</p> <ul style="list-style-type: none"> • Addictions issues, criminalized or involvement with the justice system, in or leaving care of the child welfare system, or other forms of discrimination or hardship based on life circumstances.
10. Source of Income	<p>The individual has identified their source of income as one of the following:</p> <ul style="list-style-type: none"> • Crown Ward extended care and maintenance • Dependent of Employment Insurance recipient • Ontario Works (OW) recipient • Ontario Disability Support Program (ODSP) recipient • Dependent of OW or ODSP recipient • No source of income

b) **Service impact (35%)** measures the effect or outcome of the service provided. This measure indicates the degree to which program participants have achieved the intended program outcomes and the difference in their status compared to when they started the program.

The two service impact indicators—employed or in education/training—are measured at exit, three and 12 months after the participant exits the program (Table 3).

To have a positive service impact, the individual must achieve a better status having **successfully completed the program** compared to when they started the program (e.g., from unemployed to employed; or from part-time education to employed).

Minimum provincial standard: 90% of participants must achieve a desired employment, training or educational outcome, measured at three months after exiting the program.

Table 3: Service Impact Indicators

Service Impact Indicator	Definition
1. employed /on a career path	<p>The individual is:</p> <ul style="list-style-type: none"> • Employed part-time • Employed full-time

Service Impact Indicator	Definition
	<ul style="list-style-type: none"> • Self-employed • Both employed and in education • Both employed and in training • Employed apprentice • Employed in area of training/choice • Employed in a more suitable job • Employed in a professional occupation/trade
<p>2. Returned to school (full- or part-time)</p>	<p>The individual is:</p> <ul style="list-style-type: none"> • In Education – remaining in high school • In Education – OSSD or equivalent • In education – postsecondary • In education – Academic upgrading • In education – other
<p>3. In training (not registered at the start of program)</p>	<ul style="list-style-type: none"> • In training – other Employment Ontario (EO) training initiatives • In training – EO Literacy • In training – English as Second Language /French as Second Language • In training – Federal • In training – other occupational skills training

2. Customer Service (40%)

The customer service dimension addresses service quality expectations or how well the program delivers on what it does. The two core performance measures of customer service are customer satisfaction and service coordination:

- a) **Customer satisfaction (15%)** indicates the value attributed to the service by its customers. At exit from service, participants (both individuals and employers) are asked how likely they are to recommend Youth Job Connection: Summer program to someone looking for similar services, on a scale of 1 to 5.

Service providers are assessed on the percentage of respondents who return a 4 or 5 (out of 5) rating.

1—I strongly do not recommend Youth Job Connection: Summer

2—I would rather not recommend Youth Job Connection: Summer

3—no general opinion

4—I would generally recommend Youth Job Connection: Summer

5—I strongly recommend Youth Job Connection: Summer

Minimum provincial standard: 85% of respondents must respond with a satisfaction rating of 4 or 5 on the 1 – 5 point scale.

- b) **Service coordination (25%)** indicators recognize, as part of a participant’s employment service plan development, that the service provider must provide help to access and participate in education, training, or other types of community services, either while participant’s are engaged in services or at exit.

A formalized referral (a planned, supported and co-ordinated arrangement) is made by the employment service provider on behalf of the participant to the other organization (education/ training/community services, etc.). The indicator also recognizes formalized referrals made to the service provider from another community organization on behalf of an individual.

Minimum provincial standard: 75% of all program participants who exit the program will experience effective support referral into, during or at exit from the program.

Table 4: Service Coordination Indicators

Service Impact Indicator	Definition
1. Referred in from other organizations	The program participant has been formally referred through a recognized referral process to the Youth Job Connection: Summer service provider from another Employment Service provider or community organization including schools, school board or youth development/leadership services/program.
2. Referred out for registration/ participation in training	The program participant has confirmed that they are registered or participating in training as a result of the Youth Job Connection: Summer service provider: <ul style="list-style-type: none"> • Employment Ontario training initiatives including pre-apprenticeship/ apprenticeship, Co-op diploma apprenticeship program, Literacy, etc. • Other training such as ESL/FSL, other government training (federal), language, post-secondary education, or youth development/leadership services/program, etc.
3. Referred out for registration or confirmed receiving services with other community resources that support employability	The participant has confirmed that they are registered to receive or are receiving as a result of the Youth Job Connection: Summer service provider, one or more of the following types of supports: Ontario Works, Ontario Disability Support Program, newcomer services, professional regulatory bodies, language or credential assessment, housing services, other counselling services, childcare, financial planning, legal services, youth

Service Impact Indicator	Definition
	development/leadership services/program, etc.
4. Referred out to other employment programs	The participant confirmed that they are registered to receive services through other employment- related programs

3. Efficiency (5%)

The efficiency dimension is a funded activity measure relating to the service provider’s ability to meet contracted service levels. It recognizes the organization’s activity to provide the full suite of services to program participants.

- a) **Intake/Activity (5%)** indicator compiles the number of individuals for which the organization has closed service plans within the fiscal year and calculates it as a percentage of their contracted service level. All organizations are expected to meet or exceed the minimum the organization refers on to another service without engaging in development of service plan. Organizations will not receive additional recognition for exceeding 100% of funded activity levels.

Minimum provincial standard: Service providers must achieve 90% of their contracted service level.

Overall Provincial Service Quality Standard (SQS)

Achieving the overall provincial service quality standard (SQS) is crucial to stable and ongoing funding. The Ministry sets the provincial baseline for each core measure and weights its impact on overall service quality (see [Appendix 1](#)). Service provider performance is measured against this baseline and their contracted commitments. Funding is secure as long as overall results meet the provincial SQS and the service provider complies with the Ministry agreement. Service providers must commit to improving performance on any core measure if they have fallen below the provincial SQS.

The service provider must commit to meeting (or exceeding) the provincial service quality standards and improving on the organization’s results. These performance commitments must be listed in the service provider’s annual business plan.

Over time, the performance measures or the baseline standards can be adjusted to reflect changes in the system-wide performance. As part of the annual business planning cycle, the Ministry will confirm the measures and baseline standards for performance.

4.1.2 Funding Decision Matrix

Service providers must submit annual business plans that propose performance commitments for the following year. Details of the business planning process and requirements are communicated annually to service providers.

The Ministry uses the Funding Decision Matrix (detailed below, Table 5) to make decisions about continued funding, agreement renewals, performance incentives, and other awards and recognition for service providers. Four main criteria affect Ministry decisions: compliance with the agreement and service guidelines, achieving the Provincial Service Quality Standard (see Performance Measurement Framework section), evidence of organizational capacity (see Table 6), and achievement of improvement targets.

This transparent matrix clarifies what is required to ensure sustainable funding and to access awards and recognition. It also shows when directed improvement requirements or notice of agreement terminations would be implemented.

Table 5: Funding Decision Matrix

	Compliance with MTCU agreement	Provincial Service Quality Standard Achieved	Evidence of Organizational Capacity	Reached Improvement Targets	MTCU RESPONSE
1	✓	✓	✓	✓	<p>Success – Funding approval, Performance Incentive and/or Award Potential</p> <ul style="list-style-type: none"> • Service provider is in compliance with agreement and program guidelines and has achieved or surpassed Overall Service Quality Standard for service delivery • OC review demonstrates ability for sustained and/or improved results • Service provider has attained improvement targets identified in last agreement
2	✗	✓	✗	✗	<p>Official Review – Funding Approval with Immediate Compliance Directive</p> <ul style="list-style-type: none"> • Service provider is NOT in compliance with agreement despite achieving or surpassing Overall Service Quality Standard for service delivery and must submit an action plan for achieving compliance • OC review demonstrates little ability for sustained or improved results • Service provider did not meet improvement targets from last agreement
3	✗	✗	✓	✗	<p>Directed Improvement – Funding Approval with Compliance and In Year Improvements to Overall Service Quality Standard</p> <ul style="list-style-type: none"> • Service provider is NOT in compliance with contract/guidelines and must submit an action plan for achieving compliance • Service provider has not achieved Overall Service Quality Standard for service delivery nor improvement targets from last agreement • OC review demonstrates there is capacity and potential for immediate improvement
4	✗	✗	✗	✗	<p>Termination – Notice of contract termination, procedures to support client service transfer</p> <ul style="list-style-type: none"> • Service provider did not achieve in year service improvements to standard and does not demonstrate necessary OC to support improvement • Service provider is persistently in non compliance with agreement/guidelines. <p>NB: A serious breach of agreement such as (i.e. fraudulent activity) is considered sufficient grounds for immediate termination.</p>

Table 6: Organizational Capacity Indicators and Definitions

Dimensions	Organizational Capacity Indicators	Definition
<p>Planning The service provider can develop, implement, monitor, and modify action plans to achieve stated goals, and to meet their contracted commitments with the Ministry.</p>	<p>Demonstrated use of data</p>	<p>The service provider has evidence that data (non-financial), including local labour market information, is analyzed and evaluated to make both short and long-term program/service changes that reflect local labour market and community needs.</p>
<p>Resourcing The service provider can allocate and develop resources to achieve stated goals, and to meet their contracted commitments with the Ministry.</p>	<p>Administrative Processes</p>	<p>The service provider has administrative systems in place (Admin, Finance, Human Resources, Information Technology) that support the organization's business commitments to customer service, quality and operational performance.</p>
<p>Resourcing The service provider can allocate and develop resources to achieve stated goals, and to meet their contracted commitments with the Ministry.</p>	<p>Financial Performance Results</p>	<p>The service provider can demonstrate it has financial controls and processes in place to track and manage the efficient use of "annual" budget allocations in providing service throughout the fiscal year (period of time for which the budget is allocated). Reporting is accurate and timely.</p>
<p>Communicating The service provider can interact with its staff, the Ministry and with the community in terms of issues, policies and programs that affect clients and community.</p>	<p>Community coordination</p>	<p>The service provider can demonstrate that it seeks out and coordinates services with other agencies/organizations in their community including school boards, Ontario Works, Service Canada, employer associations and other service providers. The organization participates in local community planning processes.</p>
<p>Communicating The service provider can interact with its staff, the Ministry and with the community in terms of issues, policies and programs that affect clients and community</p>	<p>Governance</p>	<p>The service provider has</p> <ul style="list-style-type: none"> • evidence of Annual General Meetings (AGMs) taking place and that the community is invited to take part, or • evidence of a governance structure that has processes/policies to ensure accountability to funders, clients, community and its own staff, and • a mission or mandate consistent with Employment Ontario goals and objectives
<p>Measuring The service provider can evaluate its success against its business plan, the Ministry's program agreement, guidelines, service quality standards, documentation standards, and policies and procedures.</p>	<p>Customer Satisfaction and Results Management</p>	<p>The service provider has a customer service charter that commits to a standard of customer service, including a process for customer feedback and timely agency response.</p> <p>The organization has systems and processes to track performance against agreement commitments and standards.</p>
<p>Measuring The service provider can evaluate its success against its business plan, the Ministry's program agreement, guidelines, service quality standards, documentation</p>	<p>Service Delivery</p>	<p>The service provider's mandate/objectives are aligned with the services provided.</p>

Dimensions	Organizational Capacity Indicators	Definition
standards, and policies and procedures.		

4.1.3 Continuous Improvement in the Ministry’s Business Planning Cycle

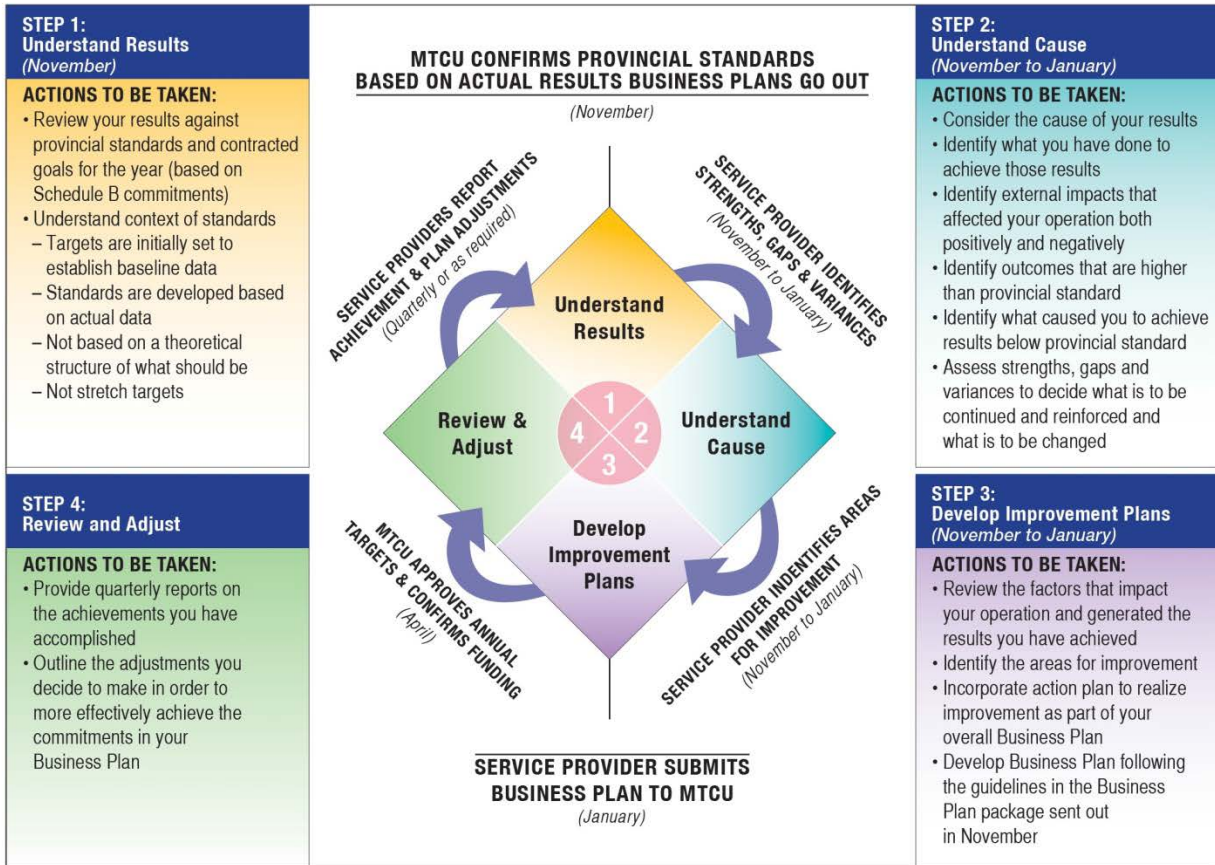
Working within an annual business management cycle, the service provider and the Ministry address the employment needs of the community, and ensure continuous improvement of the program.

The business plan addresses the service provider’s commitment to service levels, service quality standards, and continuous improvement targets. Figure 1 below describes the program annual business management cycle. The performance management framework is based on results and continuous improvement.

The diamond in the centre represents the four steps service providers use to manage the success of their services – understanding the results achieved today, understanding the cause of the achieved results, developing strategies for improvements, and reviewing and adjusting on an ongoing basis.

Around the centre diamond, the graphic shows the main inputs and outputs through an annual business planning cycle, including a sense of timing throughout the year. For example, it indicates when the Ministry will confirm performance standards and expectations for the following fiscal year, and when service providers are expected to submit business plans for that year.

Figure 1: Continuous Improvement in Business Planning Cycle



5. ADMINISTRATION

5.1 Program Facilities

5.1.1 Accessibility for Persons with Disabilities

The service provider must have the ability to deliver the contracted service in a facility that is readily accessible to individuals, including persons with disabilities.

Where services are not fully accessible to persons with physical disabilities, the service provider must have a plan to accommodate them, by serving them in an accessible location, or through partnership with another organization.

Service providers can also refer persons with disabilities to the services of the Ontario Disability Support Program (ODSP). ODSP helps individuals with their unique needs, and provides a range of supports for employment and independence, such as technological aids, supports, devices, and personnel supports such as transcribing and sign language interpretation.

5.1.2 Facility Co-Location

The Ministry recognizes the importance of co-location arrangements with community stakeholders such as Apprenticeship, other Employment Ontario programs, other ministries (such as the Ministry of Northern Development and Mines and the Ministry of Citizenship, Immigration and International Trade) and other community services. These arrangements can be established to enhance good customer service, community access, and cost efficiency.

Where Youth Job Connection Summer is co-located with other programs and services, Youth Job Connection Summer's administrative funds must be used to cover only costs directly related to the delivery of Youth Job Connection.

If relocation or revision of facility arrangements is required, the service provider must have prior written approval from the Ministry before agreements or financial commitments are made.

5.2 French Language Services

The Ontario French Language Services (FLS) Act requires access to services in French at identified service provider locations in designated areas.

Employment Ontario service providers will be contracted to provide Youth Job Connection: Summer services in French in the 25 communities designated under the FLS Act, and in an additional 10 communities identified by the Federal Official Languages (OLA) Act.

Identified service providers in designated communities must offer the following in French:

1. Outreach
 - Marketing materials (brochures)
 - Outreach strategies developed and conducted
2. Oral Communications
 - Telephone
 - In person, such as interviews, visits, meetings, workshops or information sessions and consultations
3. Written Communications
 - Correspondence such as letters and faxes
 - Email, interactive databases and Internet
4. Signage and Public Notices
 - Interior and Exterior
5. Forms and Documents
 - Stationery
 - All forms used for identification, certification or application such as licenses, and certificates
 - Any document intended for public use

Additional information on the FLS Act on the website for the [Office for Francophone Affairs](#).

5.3 Acknowledgement of Ontario Government Support

All products, events, services, or programming resulting from Youth Job Connection: Summer funding must be publicly available, free of charge and acknowledge the financial support of the ministry.

Official hard copy or digital master artwork must be used when reproducing the Employment Ontario logo, and cannot be altered in any way.

Detailed [Employment Ontario Visibility Guidelines](#) are available on the [Employment Ontario Partners' Gateway](#).

5.4 Access to Information and Protection of Privacy

In order to deliver and report on the Youth Job Connection: Summer program, service providers must protect the personal information they collect, use and disclose. Privacy-related obligations are articulated in sections 2.3(a) and 7.2 and article 9 of the transfer payment agreement. Service providers must have privacy policies that ensure compliance.

5.5 Information Management Requirements

For each funded site, service providers must develop and maintain relevant and current systems for planning, monitoring, and reporting program activity and expenditures. At a minimum, the information management records, systems, and procedures must:

- Ensure that full documentation is available, verifying that the statistical and financial information entered into any Ministry systems and other service provider management systems meets the reporting and audit requirements of the Ministry
- Provide prompt and accurate disbursement to employers, according to the terms and conditions of the training or placement agreement
- Protect participant privacy in accordance with the agreement with the Ministry, including records through storage in a secured system, for both electronic and manual records
- Make records accessible for audit purposes by identifying them in a distinct manner, rather than only by name
- Cross-reference employer information with that of Youth Job Connection: Summer participants.
- Ensure records and information are used for ongoing evaluation of services.

Data Security/Storage

Service provider retention schedules for program-related records are the same as those for electronic records. Service providers must establish procedures and timelines for archiving participant records, including determining how and when records are deleted and stored, consistent with their obligations under the transfer payment agreement.

Service providers must keep personal information secure at all times. It is important to inform staff that when personal information (both hard copy and electronic) is not in use, it must be securely stored.

Standard measures for safeguarding information can include:

- Store hard copy personal information in lockable file cabinets.
- Adopt and maintain a clean-desk policy.
- Lock all unattended personal information (both hard copy and electronic).
- Locate computers so that unauthorized individuals cannot view information.
- Do not leave personal information on voicemail.
- Ensure that the correct recipient is being addressed before sending emails containing personal information.

Other resources from the Information and Privacy Commissioner (IPC) of Ontario:

- [IPC Practice Direction: Safeguarding Privacy in a Mobile Workplace](#)
- [IPC Fact Sheet #10 - Secure destruction of Personal Information](#)

5.6 Documentation Requirements

Service providers must maintain the following types of documentation for participants and employers.

Documentation for participants:

- Completed, signed and dated [YJC Participant Registration form](#)
- Contain a statement on file that the client's birth certificate, driver's license, or other photographic identification has been reviewed.
- Contain a statement on file that any necessary immigration papers or work permits have been reviewed.
- Documentation of Client Service Planning and Coordination activities with information on services provided and rationale including but not limited to participant assessment, employment service plan, service referral, mentoring activities, and evidence of the participant's progress
- For Pre-employment services, documentation on workshops/activities planned and attended, and payment of the stipend.
- Service providers must comply with applicable tax laws and regulations administered by the Canada Revenue Agency and issue the appropriate taxation documents to participants.
- If financial supports are provided, the participant's file must contain the reason for the support, the amount of the supports and an authorized service provider signature for the support.

- For job placements, rationale describing how the placement meets needs of participant and employer, and if incentives or supports are provided, information on the reason, amount and terms of support.
- Documentation of mandatory site visits and other monitoring conducted; employer and participant follow-up and outcomes.
- For education and work transition support, if provided, documentation of rationale and types of activities, mentoring and length of services.
- In case of service termination, reasons for termination and steps the service provider took to assist the participant to resolve issues prior to termination

Documentation for employers:

- completed, signed and dated YJC Employer Registration form
- proof of employer’s eligibility and suitability for the program
- employer profile information including size, sector, and number and types of placements provided
- information on placement incentive, if applicable, and YJC Training Incentive Placement Agreement including amount of placement incentives and disbursement of funds
- documentation of any site visits or other monitoring activities, issues or incidents if any and resolutions
- In case of incomplete placements, documentation of approach and steps the service provider took to resolve the issue or reasons for early termination.

5.7 Audit and Accountability Requirements

Audit and accountability requirements set out the formal financial reporting and audit process. Service providers are required to submit financial reports as outlined in the **Youth Job Connection Audit and Accountability Requirements for Recipients**. The current requirements are posted on the EOPG website at www.ontario.ca/eopg.

Program Monitoring

The service provider should expect the Ministry to monitor program delivery and implementation to ensure compliance with contractual agreements, consistent standards, and fidelity to program guidelines. For the purpose of program monitoring the Ministry can seek to:

- verify documents and other forms prior to processing;
- directly contact the service provider or participants/beneficiaries, other stakeholders, and partners;
- conduct on-site visits to assess progress and achievement of activity milestones;
- conduct on-site visits to verify expenditures and compliance to agreement terms;

- use or request program/project data for informed decision-making or program evaluation;
- review reports submitted by the service provider.

5.8 Forms

The following forms must be used for the delivery and administration of the Youth Job Connection program. These forms are mandatory and must not be altered by the service provider.

- Youth Job Connection Participant registration
- Youth Job Connection Employer registration)
- Youth Job Connection Training Incentive Placement Agreement
- Youth Job Connection Training Incentive Placement Agreement – Participant on Service Provider Payroll)

All program forms are available on the [Employment Ontario Partners' Gateway \(EOPG\)](#)

Workplace Insurance

These forms are required of all employers providing job placements through the Youth Job Connection: Summer. Service providers must ensure that employers with Workplace Safety and Insurance Board (WSIB) coverage complete the WSIB forms as necessary. Employers who do not have WSIB coverage should access their own insurance coverage and forms. These forms **must not be modified**:

Workplace Safety and Insurance forms available on the [WSIB website](#):

- Employer's Report of Injury/Disease (Form 7)
- Employer's Subsequent Statement Form (Form 9)
- Letter of Authorization to Represent Placement Employer

5.9 Employment Standards Act

The Employment Standards Act governs Youth Job Connection: Summer job placements.

A Guide to the Employment Standards Act is available on the [Ministry of Labour website](#): (click on Employment Standards and follow hyperlink to "Your Guide to the Employment Standards Act")

or call the Information Centre at Tel: 1-800-531-5551, or in Toronto at (416) 326-7160

A copy of the Act is available in the frequently accessed section of the Government of Ontario's [e-laws website](#).

5.10 Ontario Human Rights Code

Service providers and employers participating in Youth Job Connection: Summer program must comply with the requirements of the Ontario Human Rights Code.

Copies of the Code are available in the frequently accessed section of the Government of Ontario [e-laws website](#).

Or through:

Publications Ontario, 777 Bay Street, Toronto, Ontario

Tel: 1-800-668-9938, or in Toronto at (416) 326-5300

For general information on the Ontario Human Rights Code, please call:

Tel: 1-800-387-9080, or in Toronto at (416) 314-4500

The Ontario Human Rights Commission is located at:

180 Dundas Street West - 7th floor, Toronto, Ontario M7A 2R9

5.11 Participant Placement Insurance

Workplace Safety

The Employer must provide workplace safety insurance coverage for participants in a Youth Job Connection: Summer job placement.

Employers who are **not required** to register with Workplace Safety Insurance Board (WSIB) and who have not voluntarily registered for WSIB coverage, must have alternate workplace safety insurance coverage through private insurance carriers.

Workplace Insurance Coverage and Claims

Employers with mandatory WSIB coverage must file WSIB claims.

Employers under voluntary WSIB coverage carry WSIB coverage or an alternative type of workplace safety coverage.

Employers with alternate workplace safety insurance coverage must file claims under their Insurance coverage.

Coverage and Claims for Workplace Safety and Insurance Board Benefits

Compulsory WSIB Coverage

Mandatory WSIB coverage extends to the majority of employers. It includes government and government agencies, construction and manufacturing industries. It also includes many service sector businesses.

Service providers can visit the [WSIB website](#) to confirm which employers/businesses require mandatory registration.

Voluntary WSIB Coverage

It is **not** compulsory for banks, insurance companies, dentists, lawyers, and hairdressers/barbers to register for WSIB coverage. However, employers in these businesses can apply to WSIB for coverage. Service providers can visit the [WSIB website](#) to confirm which employers/businesses **do not** require mandatory coverage.

WSIB Claims

It is the responsibility of the participant to notify the employer in the case of any injury/disease the same day that it occurs, or as early as possible. The employer must also immediately notify the service provider of any injury/disease as early as possible even if they are claiming under their own coverage, and assist with any information needed to complete the injury/disease report or claim if they are claiming under the Ministry's coverage. These procedures must be clearly explained to clients and employers at the outset of a training placement.

If the employer is registered with WSIB and elects to file claims under the Ministry's WSIB policy, both the employer and service provider should complete and sign a Letter of Authorization to Represent Placement Employer form.

Procedures

To file a claim under the Ministry's WSIB policy, the service provider must complete the Employer's Report of Injury/Disease (Form 7) using the firm #825164.

When completing Form 7, Section B, Employer Identification, the following information should be indicated:

Employer Name	Ministry – followed by the service provider's name and phone number
Firm Number	825164

Address	Service provider's address
Telephone/Fax Number	Service provider's number
Worksite Location, Branch, Plant, Department Where Worker Employed	Company/business name where the employee has been placed and phone number

Please ensure that all placement employers are aware that they must advise their service provider immediately of learning of the accident/injury/disease. In turn, the service provider must:

- complete Form 7 within **three** working days of the accident/injury, where applicable. NOTE: The WSIB procedures which must be followed, including the specified timeframes, are based on the individual circumstances and impact/severity of the injury, i.e., length of time injured employee is absent from work and/or employee's need for modified work. Please review the WSIB guidelines available on the [WSIB website](#) to determine if/when a WSIB claim should be filed.
 - Note: Service providers are encouraged to complete Form 7 on-line and submit it electronically. The forms are available on the [WSIB website](#). A late-charge penalty of \$250 is charged by WSIB for each Form 7 received after seven days from the date of the accident, where applicable.
 - fax, email **or** mail the completed report to WSIB within **seven** working days of the accident.
 - fax **or** mail a copy of the report to the appropriate regional office of the Ministry, where applicable.

Also, the service provider must:

- submit a **new** Form 7 if the information regarding the claim is revised. The word "revised" must be written clearly at the top of the form to indicate that the claim was previously submitted;
- fax **or** mail a copy of the revised report to WSIB; and
- fax **or** mail a copy to the Ministry.

Return to Work

The employer and the trainee are responsible for notifying the service provider when the trainee has returned to work. The service provider must:

- complete a WSIB Employer's Subsequent Statement (Form 9)
- fax **or** mail the completed form to WSIB
- fax **or** mail a copy of the completed form to the Ministry.

5.12 Third Party Liability Insurance

The employer must have third party liability insurance to cover the costs of damages caused by participants while on the job.

Service providers **must** only place participants with employers who have adequate third party liability **and** WSIB coverage or other alternate workplace safety coverage.

The placement agreement requires employers to declare which coverage they have as follows:

- WSIB coverage for industries/businesses where it is compulsory; **or**
- WSIB coverage for industries/businesses where it is not compulsory; **or**
- Alternate workplace safety insurance; **and**
- Third party general liability insurance.

5.13 Employment Ontario Information and Referral Resource Tools

- [Employment Ontario Information and Referral Resource Guide](#)
- [Employment Ontario Website](#)
 - Employment Ontario program and service material produced by the Ministry
 - Employment Ontario "Find Services in your Area" function. To find service provider descriptions contact information from [FindHelp Information Service's 211 database](#)

Note: This is not meant as an exhaustive or exclusive list of available or potential information and referral tools and resources.

APPENDIX 1: Provincial Service Quality Standard (SQS)

The provincial standard (column c) for each core measure is multiplied by its weight (a) (converted to its maximum value out of 10, column b) to obtain a value (column d); the sum of values results in a minimum service quality standard of **7.45** and a maximum service quality standard of 10.0. Because all measures are based on a maximum of 100% (column a), no one measure can obtain a higher value than the overall weight assigned to the measure.

SQS value for each core measure =

Minimum Provincial Standard (c) x Maximum Value (b)

∑ Sum of SQS values (d) = Overall Provincial Service Quality Standard = **7.45**

Table 7: Provincial Service Quality Standard (SQS)

Dimension	Measure	Weight	Maximum value	Minimum Provincial Standard	SQS Value
		a	b	c	d
Customer Service 40%	1. Customer Satisfaction	15%	1.5	85%	1.275
Customer Service 40%	2. Service Coordination	25%	2.5	75%	1.875
Effectiveness 55%	3. Service Impacts	35%	3.5	90%	3.15
Effectiveness 55%	4. Participant Suitability	20%	2.0	35%	0.70
Efficiency 5%	5. Funded Intake	5%	0.5	90%	0.45
		100%	10.0	7.45	
Overall Provincial Service Quality Standard					

APPENDIX 2: Pre-Employment Service Areas

Pre-employment workshops or activities offered must cover all six areas (the examples under each area are provided for illustrative purposes only). It is recognized that not all participants will access all topic areas. There may be less variety in the summer workshop offerings compared to a year-round delivery schedule, due to time constraints.

A session on Employment Standards and Occupational Health and Safety is mandatory for all program participants.

1. Fundamental job readiness skills workshops or activities

- Communication for workplaces – speaking, presentation, writing, etc.
- Literacy and numeracy on the job
- Problem solving at work
- Information management and organization
- Creative thinking to resolve workplace issues

2. Career development /career exploration workshops or activities

- Vocational interests, aptitudes and abilities exploration
- interests, aptitudes and abilities to appropriate jobs
- lifestyle goals and relate to selected occupations
- discovering educational and career paths for a selected occupation
- Selecting an immediate job goal
- Understanding the conditions and specification of jobs

3. Personal management (life) skills workshops or activities

- Positive attitude, self-awareness and workplace expectations
- Self-confidence, assertiveness training
- Responsible behaviours, actions and decisions
- Flexibility and adaptability on the job
- Healthy work-life balance (e.g., clean and sober lifestyle, healthy eating and nutrition, stress management and relief, etc.)
- Plan and set professional learning goals
- Social media profiles and online presence
- Budgeting

4. Job attainment skills workshops or activities

- Constructing a resume
- Conducting a job search
- Complete job application forms
- Job and information interview skills and practice
- Online applications and web-based job search

5. Employment-related- skills workshops or activities

- Customer service
- Team work
- Time management
- Dress for success
- Culture of the organization/business, connecting socially at work, fitting in
- Dealing with authority, conflict resolution
- **Employment Standards, and Occupational Health and Safety **
MANDATORY**
- Youth in unionized jobs and workplaces and Labour Relations

6. Job maintenance and career advancement skills workshops or activities

- Leadership development
- Career advancement strategies
- Professional networking