



COVID-19 Relief Fund for Pre-Apprenticeship Training
Service Providers
Questions and Answers

Table of Contents

- COVID-19 Relief Fund for Pre-Apprenticeship Training Service Providers 1
 - How is the Ministry of Labour, Training and Skills Development supporting Pre-Apprenticeship training service providers during the pandemic? 3
 - How do service providers reallocate unused program funds towards COVID-19 related expenses? 3
 - What are eligible COVID-19 expenses? 3
 - What are ineligible expenses? 4
 - What if a service provider cannot manage their eligible COVID-19 expenses within their existing budget allocation? 4
 - Will transfer payment agreements need to be amended when additional funding is provided through the COVID-19 Relief Fund? 4
 - How much can a service provider receive under the new fund? Why is there a cap? 4
 - Can Pre-Apprenticeship training service providers request retroactive payment for COVID-19 related expenses that they have incurred? 5
 - Who should I contact if I have questions about the COVID-19 Relief Fund? 5
 - Are there additional reporting requirements for service providers that reallocate funds or receive additional funds? 5
 - Where can I find the COVID-19 Relief Fund for Pre-Apprenticeship Training Application Form? 5
 - Can a service provider resubmit an application form if their first request was not approved? 5
 - What are the steps that a Pre-Apprenticeship Training service provider must take to apply for additional funding? 5

How is the Ministry of Labour, Training and Skills Development (“the ministry”) supporting Pre-Apprenticeship training service providers during the pandemic?

The ministry recognizes that service providers will incur unexpected expenses as a result of COVID-19. To help mitigate expenses, the ministry is supporting Pre-Apprenticeship training service providers in the following ways:

1. Service providers may reallocate unused program funds from within their existing budget allocation, including from the Wage Subsidy and Level 1 Per Diem budget lines, to a new COVID-19 Relief Fund budget line.
2. If program underspending is not available, or if more funding is needed to cover expenses, service providers may request additional funding from the new COVID-19 Relief Fund for Pre-Apprenticeship Training Service Providers.

How do service providers reallocate unused program funds towards COVID-19 related expenses?

Service providers may use the Prior Approval Request Form (PAR) to submit a request to reallocate funds from an existing budget line towards a new COVID-19 Relief Fund budget line. The amending agreement template must be used when this funding line is utilized.

Alternatively, a service provider could reallocate funds from an existing budget line towards another budget line (except for Level 1 Per Diem and Wage Subsidy) using the PAR. In this scenario, an amending agreement template is not needed.

What are eligible COVID-19 expenses?

Eligible operating expenses incurred between April 1, 2020 and the end date of the service provider’s agreement could include:

- Additional program expenses including, staffing, administration, travel, marketing, and training supports for participants (not including Level 1 training).
- Online training expenses (e.g. software licenses for e-learning and/or videoconferencing)
- Enhanced cleaning/sanitization services and cleaning products

- Medical supplies such as personal protective equipment (e.g. gloves, masks, etc.)
- Other related operating expenses (e.g. installation of plexiglass; campus security; signage; etc.)

What are ineligible expenses?

Ineligible expenses include:

- Capital expenses (e.g. laptops, iPads, software, major retrofits to training facilities; etc.);
- Expenses that are already being funded by other Government of Ontario programs and initiatives (e.g. Ministry of Colleges and Universities' COVID-19 Recovery Funds; COVID-19 Relief Fund for Training Delivery Agents); and
- Any costs that the service provider had planned to incur prior to COVID-19.

What if a service provider cannot manage their eligible COVID-19 expenses within their existing budget allocation?

Service providers that cannot manage expenses from within their existing budget allocation may apply for one-time funding under the COVID-19 Relief Fund for Pre-Apprenticeship Training Service Providers.

Will transfer payment agreements need to be amended when additional funding is provided through the COVID-19 Relief Fund?

Yes. A COVID-19 Relief Fund budget line has been created to support additional funds. An amendment must be completed when this funding line is utilized.

How much can a service provider receive under the new fund? Why is there a cap?

Total funding requests may not exceed 2.4% of the service provider's 2019-20 agreement value (first contract amount). Each service provider has received a memo from the ministry identifying their eligible amount. Approved requests will be followed by an amendment to the service provider's 2019-2020 agreement.

The cap on funding requests ensures that every service provider has the potential to receive COVID-19 relief funding this fiscal.

Can Pre-Apprenticeship training service providers request retroactive payment for COVID-19 related expenses that they have incurred?

Through the COVID-19 Relief Fund, service providers may request payment for eligible COVID-19 expenses incurred between April 1, 2020 and the end date of the service providers amended agreement. Please include the date of purchase and rationale when completing your application form.

Who should I contact if I have questions about the COVID-19 Relief Fund?

Service providers should contact their regional Employment and Training Consultant if they have questions regarding the new fund.

Are there additional reporting requirements for service providers that reallocate funds or receive additional funds?

Service providers will report on reallocated and/or additional funds using the Estimated Expenditures Report Template and/or the Statement of Revenue and Expenditures Report Template, which will be amended to include the new budget line.

The amended report templates will be posted the ministry's [Employment Ontario Partners Gateway](#) website.

Where can I find the COVID-19 Relief Fund for Pre-Apprenticeship Training Application Form?

Service providers have been notified by Regional Director memo of the new fund and the application process.

The memo included a copy of the COVID-19 Relief Fund for Pre-Apprenticeship Training Application Form, however the form is also posted on the ministry's [Employment Ontario Partners Gateway](#) website.

Can a service provider resubmit an application form if their first request was not approved?

Service providers may submit a revised request to the ministry before the closing date.

What are the steps that a Pre-Apprenticeship Training service provider must take to apply for additional funding?

1. Determine if your COVID-19 related expenses can be managed through your existing program allocation.

2. If additional funding is needed, please download the COVID-19 Relief Fund for Pre-Apprenticeship Training Application Form from the ministry's Employment Ontario Partners Gateway website.
3. Complete the application by including:
 - a. A detailed description of the items purchased in response to COVID-19 and costs; a detailed description of items to be purchased and the estimated cost of the items.
 - b. A rationale that demonstrates the business need/issue.
 - c. A description of how the funds will address the business need/issue.
 - d. A purchase date must be provided for expenses that have already been incurred.
4. Email your completed application to your regional mailbox by the closing date.
5. Regional staff will assess your request and notify you of the ministry's decision.