

## Memorandum

**To:** Employment Ontario Delivery Partners

**From:** Annette Huton, Director  
Program Delivery Support Branch

**Date:** **June 20, 2023**

**Subject:** Better Jobs Ontario National Occupational Classification  
(NOC) 2021 Update: Changes to Application Forms and  
Templates

---

Dear Employment Ontario Delivery Partners,

Further to the [June 19, 2023 memorandum](#), the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) has updated several Better Jobs Ontario operational forms to align with NOC 2021 program guideline changes and ongoing program re-design efforts to streamline information for applicants.

### What Is Happening

The following Better Jobs Ontario operational forms have been updated:

#### **Application for Financial Assistance Form (89-1889) and Information Sheet:**

Key changes include:

- Removed several questions in “Section A - Identification Information,”
- Streamlined instructions and removed context that is included in the Information Sheet,
- Updated the BJO Low-Income Thresholds figures,

- Moved “Labour Market Research” to its own section and combined Ontario Student Assistance Program and Employment Insurance into new section,
- Revised Section I – Documentation,
- Updated Notice of Collection and Consent (NOCC),
- Added a table of contents to the information sheet.

The Application for Financial Assistance Form and accompanying Information Sheet are available on the Employment Ontario Partners’ Gateway (EOPG) and the [Ontario Central Forms Repository](#).

Please note that applicable items have been reflected in the eligibility, skills training, and child/spousal support pages of the digital application. Updates and additional enhancements to the Financial Assessment, NOCC and documents pages will be made in July and August.

### **Feepayer Application and Email Attestation**

The Feepayer Application and Email Attestation have been updated to align with changes to the Application including “Section A” and the NOCC. The Feepayer Application and Email Attestation Form is available on the EOPG.

### **Application Checklist for Employment Service/Integrated Employment Services Providers**

Key changes include:

- Streamlined content, including removing Section B and C,

- Added reference to NOC 2021 and “Confirmation that the applicant’s contact information (i.e. - address, email, and phone number) is accurate and up to date in their EOIS-CaMS Employment Ontario (EO) Case”

The Application Checklist for Employment Service/Integrated Employment Services Providers is available on the EOPG.

### **Better Jobs Ontario Eligibility and Suitability Assessment Template**

Key changes include:

- Updating “Type of Skills Training” and “Occupational Experience” criterion to reflect Guideline changes,
- Added a new checkbox to the bottom of the template for service providers to specify if the applicant “Does not meet the suitability baseline score but is being recommended as an exception.”

The Better Jobs Ontario Eligibility and Suitability Assessment Template is located within the Assessments tab on the Employment Ontario Case Home page.

### **Next Steps:**

Effective today, service providers and applicants are advised to use the updated Better Jobs Ontario operational forms and tools, as provided on the EOPG. The Ministry has established a one-month grace period until July 20<sup>th</sup>, 2023, for applicants who were in the process of completing applications prior to the NOC 2021 launch. During the grace period, applicants that were in the process of completing their applications will not be required to resubmit their applications using updated forms.

**Ministry of Labour, Immigration,  
Training and Skills Development**

Program Delivery  
Support Branch

33 Bloor St E., 2nd Floor  
Toronto ON M7A 2S3

**Ministère du Travail, de l'Immigration,  
de la Formation et du Développement  
des compétences**

Direction du soutien à la  
prestation des programmes

33, rue Bloor Est., 2<sup>e</sup> étage  
Toronto ON M7A 2S3



Thank you for the work you do every day to support the training needs of people in your communities.

Sincerely,

*Original signed by*

Annette Huton

Director

Program Delivery Support Branch, Employment and Training Division