

Administrative Costs Survey - Questions and Answers

Why is the ministry conducting this survey now?

The Ministry of Labour, Immigration, Training and Skills Development is reviewing how government administers and tracks administrative funding in transfer payment agreements for Employment Ontario (EO) programs. The ministry currently does not collect data on how administrative expenditures are spent. As a result, the ministry is gathering research on the administrative expenditures incurred by service providers.

Your input is important. The information gathered from the survey will help inform future administrative cost policies and guidelines.

What does the survey comprise of?

The survey consists of 15 multiple choice questions.

What EO programs are in-scope for the survey?

- Canada-Ontario Job Grant (COJG)
- Literacy and Basic Skills (LBS)
- Local Boards
- Ontario Bridge Training Program (OBTP)
- Skills Development Fund (SDF)
- SkillsAdvance Ontario (SAO)

Who is being asked to complete the survey?

Service providers that administer an in-scope EO program.

Will service providers be audited by completing the survey?

Service providers will not be audited as a result of completing or not completing the survey.

What will the ministry do with the survey results?

The ministry will use the survey results to help inform future policy decisions on EO administrative costs guidelines.

Will service provider funding be impacted by participating in the survey?

Not completing the survey will not impact funding received by service providers.

What if service providers do not complete the survey?

The survey is voluntary, and service providers are not required to participate.

How are administrative costs defined?

Administrative costs are defined as per the Guidelines and Transfer Payment Agreement outlined for the EO program. Different EO programs may have different administrative cost definitions and allowable spending thresholds. The ministry understands that what is defined as administrative costs may be open to interpretation. Please complete the questions in the survey based on your understanding of how administrative costs are defined.

What if an EO program (i.e., COJG, LBS, Local Boards, SDF, SAO) listed is a program a service provider used to administer but no longer administers?

Please complete the survey based on administrative costs spent in the past three years. This can include any previously administered programs.

What if service providers have more comments and information to provide?

Virtual consultations will be held with service providers in each region. Participants will have the opportunity to provide more fulsome feedback to the ministry on the types and amount of administrative costs they incur, including opportunities and concerns on the current guidelines and administrative costs policies.

Can service providers participate in the virtual consultation and not the survey?

No, only service providers who have completed the survey may participate in the virtual consultation.

Will the ministry be sharing the survey results?

Results will not be shared with service providers.

What if service providers have questions about how the survey data is collected and being stored?

Please contact Christine Yu, Senior Program Design & Development Analyst, Workforce Policy Innovation Division at Christine.Yu@ontario.ca.

What if service providers need help completing the survey?

Please contact Christine Yu, Senior Program Design & Development Analyst, Workforce Policy Innovation Division at Christine.Yu@ontario.ca.