

Memorandum

To: Literacy and Basic Skills network

From: Ministry of Labour, Immigration, Training and Skills Development

Date: September 29, 2023

Subject: **2024-25 Literacy services planning and coordination for regional networks**

This memo is to provide the Literacy and Basic Skills (LBS) network with information about the literacy services planning and coordination process for 2024-25.

Based on feedback gathered from consultations with regional networks and ministry staff, the Literacy Services Plan (LSP) and Service Delivery Charts (SDC) templates have been revised to reflect a more efficient and streamlined process. The LSP and SDC templates are now available on the Employment Ontario Partners' Gateway.

As part of the revisions, there is **no longer the requirement** to send supporting documentation (i.e., data reports, tables, charts, references materials, etc.) to the ministry as supplemental attachments. However, they may be referenced in responses to the questions. Furthermore, e-signatures and email confirmation will be acceptable forms of regional network signing authority signature on page 2 of the LSP.

All regional networks are required to complete the LSP and SDC templates in consultation with the LBS service providers and relevant community partners within their catchment areas.

The completed LSP and SDCs must be forwarded to the regional network's Employment and Training Consultant by close of business on November 10, 2023.

The ministry will review and validate the LSPs by November 24, 2023. Ministry validated plans can then be distributed by the regional networks to the LBS service providers in their catchment area for use and reference during the business planning process.

If you have any questions or require clarification regarding the LSP process, please contact your local ministry office.

Thank you for your ongoing support of the LBS program.