

**Memorandum To:** Employment Ontario Service Providers

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Employment and Training Division  
Ministry of Advanced Education and Skills Development

**Date:** January 5, 2017

**Subject:** **Ontario Transfer Payment Agreement Template**

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The purpose of this memo is to advise your organization of new training that the Ministry of Advanced Education and Skills Development (MAESD) has developed to inform you about the Ontario Transfer Payment Agreement Template (OTPA).

**BACKGROUND:**

In 2014, legal counsels from the Ministry of the Attorney General, who represent all Ontario Public Service ministries, developed the Ontario Transfer Payment Agreement template. The intention of the new template is to make it user-friendly and provide consistency for service providers who deliver multiple programs across ministries.

All ministries who deliver transfer payment programs are required to use this template. Your organization may already be familiar with this template as several Ontario government ministries have been using it since 2014.

Effective 2017 – 2018, the Employment and Training Division will be using the OTPA template for all Employment Ontario (EO) program transfer payment agreements.

**WHAT IS HAPPENING:**

In order to prepare you for using this new template, the ministry encourages you to review the new eLearning course now available on the [Employment Ontario Partners' Gateway \(EOPG\)](#). This OTPA eLearning course highlights the key differences between the current transfer payment agreement template and the OTPA.

**WHAT'S NEXT:**

The financial contact section in Schedule B (referenced in the OTPA eLearning course), has been removed from the 2017-18 ETD version of the OTPA template. Service providers will not be required to provide their financial contact information at this time.

If your organization has any questions regarding this memo, please contact your Employment and Training Consultant.