

## Memorandum

**To:** Ontario Employment Assistance Services (OEAS) Recipients

**From:** Santina Macri, A/Director  
Program Delivery Support Branch

**Date:** July 8, 2022

**Subject:** Ontario Employment Assistance Services (OEAS) Activity Reporting

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I am writing to inform you about updates made to the Ontario Employment Assistance Services (OEAS) activity reporting requirements for 2022-23. These changes were made to better align OEAS activity reporting with the processes used for other EO programs.

As noted in Schedule "F" - Reports of your 2022-23 OEAS agreement, the following new activity reporting templates will be available via EOIS-Service Provider Connect (EOIS-SP Connect):

- Activity Report #1
- Activity Report #2 (where applicable)

Information on EOIS-SP Connect based reporting tools and processes can be found in the following resources (available at [myEOIS](#)):

- EOIS-SP Connect - Service Provider\Service System Manager Desk Aid for Submitting Monitoring Reports
- EOIS-SP Connect - Service Provider User Guide: Chapter 3: Monitoring  
**Note:** Section 3.1.3 Reports currently refers to Activity Report #1 as the Interim Report and Activity Report #2 as the Final Report. The next release of this guide will reflect the updated report names.

If you have any questions, please contact your local Employment and Training Consultant.

Thank you,

Santina Macri  
A/Director, Program Delivery Support Branch

cc: Charles Bongomin, Central Region – A/Regional Director

Heather Cross, Western Region – Regional Director  
Luc Desbiens, Northern Region – A/Regional Director  
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