

## Memorandum

**To:** Employment Ontario Network

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

**Date:** April 19, 2024

**Subject:** Ontario Job Creation Partnerships Program Updates

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The purpose of this memorandum is to inform the Employment Ontario Network that the Ministry of Labour, Immigration, Training and Skills Development (the “ministry”) have made key policy changes and operational tools and resources updates to the Ontario Job Creation Partnerships (OJCP) program.

The OJCP program is designed to support projects that provide insured participants with opportunities to gain meaningful work experience to improve their long-term employment prospects. Project activities should benefit the participant and the community and the local economy, with the primary focus being on the participant.

The key policy changes to the OJCP program include:

- 1. Revising Program Eligibility** to reflect the latest federal definition of “insured participant”. The definition of an insured participant now includes:
  - a person for whom an Employment Insurance (EI) benefit period is established;
  - a person whose EI benefit period has ended within the previous 60 months;
  - a person who paid, in at least 3 of the last 10 years, employee’s premiums (where earnings have been at least \$2000 in each of those years); and
  - a person who was in receipt of the employment insurance emergency response benefit within the previous 60 months.
- 2. Incremental Support for Participants** have been revised to provide a financial threshold, therefore, OJCP participants may receive up to \$1,000 in total for the following incremental costs: dependent care; transportation; costs of meeting employment need because of a disability; and living away from home. Incremental costs considered for financial support must not overlap with any costs already paid for through direct training. Exceptions over the \$1,000 limit are permitted for persons with disabilities to cover costs related to assistive devices and other placement-related accommodations. OJCP participants requesting support for incremental supports will

provide rationale to ministry staff for related costs and will provide receipts for actual expenses incurred.

The following OJCP operational tools and resources that have been updated and will be available on the Employment Ontario Partners' Gateway (EOPG):

- 1. Sponsor Application Guide**
- 2. Budget Sheet Template**
- 3. Fact Sheet**

In addition, updates have been made to the [OJCP page on Ontario.ca](#). Kindly note that the Sponsor Application for Funding and Questions and Answers on the OJCP page of the EOPG will be updated later.

Please contact your ministry regional contract manager for any questions related to the content of this memorandum.

Thank you,

Annette Huton, Director, Program Delivery Support Branch

cc:

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