

Ontario 

**Ontario Job Creation Partnerships
Questions and Answers for Participants**

Ministry of Labour, Training and Skills Development

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1. Who pays me during my OJCP work experience?

Funding for individual participants performing activities under an OJCP project comes from two sources:

- a) Federal Employment Insurance (EI) benefits for those participants who are active EI claimants.
- b) Provincial financial assistance from the Ministry of Labour, Training and Skills Development (MLTSD).

Possible combinations of financial assistance are as follows:

- a) If you are currently receiving EI you will continue to be paid EI as determined by Service Canada.
- b) If your EI ends while you are participating in the OJCP project, MLTSD will provide financial assistance, as eligible, for the remaining duration of your participation in the project.
- c) If you are not in receipt of EI but are approved to work on an OJCP project you will receive financial assistance, as eligible, paid through MLTSD for the duration of your participation in the project.
 - i. If your EI benefit period ended within the previous 60 months, you may be eligible to participate in an OJCP project
 - ii. If you have paid employee premiums in at least 5 of the previous 10 years (where earnings have been at least \$2,000 in each of those years) you may be eligible to participate in an OJCP project
- d) In some cases, participants may receive an additional wage top up. This is voluntarily offered and paid directly by the project sponsor.

2. Do I pay tax on the amount of financial assistance I receive from MLTSD while participating in the OJCP program?

Under the Income Tax Act, all financial assistance provided by MLTSD to participants is to be included as income for income tax purposes. A T4E (Statement of Employment Insurance and Other Benefits) will be mailed to you from MLTSD after the end of each calendar year that you are on the

OJCP project. Specific questions regarding taxes should be addressed directly with the Canada Revenue Agency.

Please advise your local ministry office of any address change during or after completing your OJCP participation to ensure your T4E will be mailed to the correct address.

3. What should I do if I move and my address, and/or telephone number changes?

To ensure your financial assistance continues without interruption, report any address, email and/or phone number change to your local ministry office immediately.

If you are receiving EI you must advise Service Canada of your new address, email and/or telephone number.

4. Am I considered an employee?

No. OJCP participants are not employees of MLTSD, or the project sponsor. You will not receive a ROE - Record of Employment after you exit the program. You will, however, receive a T4E, as stated in the above answer regarding paying income tax.

5. Who do I contact for assistance if I have concerns or questions related to the OJCP project?

Address your questions or concerns to the OJCP sponsor first. If the issue cannot be resolved to your satisfaction, contact your local ministry office.

6. Who do I contact if I withdraw from OJCP?

Speak to your local ministry office and your OJCP project sponsor. You must notify Service Canada of your withdrawal if you are still in receipt of EI.

7. Can I be terminated from the OJCP program?

Yes. You can be terminated at any time from the OJCP program, according to the reasons listed in your OJCP agreement, and/or if you do not comply with all the terms and conditions of the OJCP Agreement. It is important that you read and understand your responsibilities outlined in your agreement.

Please contact Service Canada as your EI claim may be impacted if you have been terminated from the OJCP program.

8. Can I take time off for a job interview?

Yes, as arranged with your project sponsor.

The intent of the OJCP program is to assist participants in returning to full-time employment. The project sponsor must allow participants reasonable time off to attend job interviews and participate in other job search related activities (for example, 1 to 2 days off in a 2-week period). Please note that this is not time that the participant needs to make up.

Participants are obligated to continue to job search for full-time employment while they are participating on an OJCP project.

9. Are OJCP participants eligible for vacation pay or severance?

No. OJCP participants are not employees of the OJCP project sponsor. OJCP participants are not entitled to vacation pay, severance or to become part of a union (if one exists) within the project sponsor's organization.

However, if a participant receives a top up, which the project sponsor voluntarily provides directly to the participant:

- Vacation pay would be calculated on the top-up amount by the project sponsor.
- Any deductions applicable to the top-up amount paid would also be made by the project sponsor.
- However, there is no deduction for EI. This is because all monies received from the work experience under OJCP are non-insurable.

10. Can I use the hours of work with my OJCP sponsor to establish an EI claim?

No. Employment Insurance regulations exclude employment participation on OJCP projects from insurable employment. All income from participation on OJCP is non-insurable and hours spent on the project cannot be used toward establishing future Employment Insurance claims.

11. What happens if I become ill and/or unable to continue with OJCP?

If you are going to be absent for any reason contact your OJCP project sponsor immediately and notify your local ministry office for follow up purposes. Your project sponsor is responsible for establishing policies to deal with participant absences due to illness or injury.

In the case of a lengthy absence: Notify your local ministry office.

A project cannot be put “on hold” until a participant returns as this would negatively affect project objectives, activities, outcomes and completion.

Your financial assistance will be impacted.

Note: If you are in receipt of EI benefits and absent for any reason you must also contact Service Canada.

12. Can my OJCP funding be garnished from me for a Child or Spousal Support Order?

This is to be addressed during your application process with your Employment Service provider or Service System Manager before you start OJCP.

You must contact the appropriate Enforcement Services staff at the Family Responsibility Office to let them know of your plans to start OJCP activity and that you will be receiving financial assistance. A client who is behind on support payments may be able to negotiate a revised payment schedule.

13. Will MLTSD contact me after I have completed the OJCP project?

Yes, MLTSD will contact you to complete a voluntary questionnaire at the end of your participation and at three months after exit to record follow up on outcomes of your participation.

14. Are OJCP Project Sponsors required to have Workplace Safety Insurance Coverage?

Yes. The sponsor must provide workplace safety insurance coverage for the participant. If the sponsor is registered with the Workplace Safety and Insurance Board (WSIB), either on a mandatory or voluntary basis, all the

workers on the site, including participants, must be covered.

If the sponsor does not have WSIB coverage and is not compelled by law to have such coverage, the sponsor may volunteer to register with WSIB. If the sponsor has not registered for WSIB coverage, they must have alternate workplace safety insurance coverage through a private insurance carrier.

The sponsor may elect to file claims under their own WSIB coverage or under the Ministry's WSIB coverage. If the sponsor has alternate workplace safety insurance coverage, they must file claims under their private insurance coverage. The sponsor is responsible for notifying the Ministry (and WSIB) when the participant has returned to the project.

15. Can I work part time while participating in an OJCP project?

Working part time while participating in an OJCP project should be discussed with your ministry contact.

If you are receiving Employment Insurance and have employment income from another source, such as a part-time job, the income would have to be reported. You should contact Service Canada.

If you have questions regarding your Ontario Job Creation Partnerships Agreement, contact MLTSD.

If you have questions regarding your Employment Insurance claim, please call Employment and Social Development Canada (ESDC) Employment Insurance Benefits website or call them at 1-800-206-7218 (TTY: 1-800-529-3742).

16. My OJCP project has just ended and I cannot find a job. Who do I contact for job search assistance?

Contact your Employment Service provider or Service System Manager for assistance. Information is available on the [Employment Ontario page of the Ontario Government's website](#). You can also live chat with ministry representatives or contact us at:

- Telephone: 416-326-5656
- Toll-free: 1-800-387-5656
- TTY: 1-866-533-6339
- Email: contactEO@ontario.ca