

Ontario 

**Ontario Job Creation Partnerships
Questions and Answers for Employment Service
Providers and Service System Managers**

Ministry of Labour, Training and Skills Development

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General Questions

1. What is the Ontario Job Creation Partnerships program?

The Ontario Job Creation Partnerships (OJCP) program provides work experience to eligible unemployed job seekers (participants) through projects that benefit the community and local economy. These projects provide participants with opportunities to gain work experience to improve their employment prospects. The primary focus of OJCP is helping the participant find long term, sustainable employment.

2. What organizations are eligible to apply for the OJCP program?

Eligible employers (who become sponsors, once an agreement is signed with the ministry) who can apply for the OJCP program include:

- Businesses
- Not-for-profit organizations
- Municipalities
- Indigenous councils
- Public health and educational institutions

Note: Private sector organizations are eligible for funding consideration under certain conditions. Funding cannot be used to improve any business' position in the competitive marketplace.

3. How do organizations apply for the OJCP program?

Effective October 2020, all potential sponsors will now be able to apply for project funding through an online application portal, which can be accessed through the [OJCP website](#) on Ontario.ca.

The OJCP Sponsor Application for Funding will allow for potential sponsors to provide their project proposal, participant information, supporting documentation and other required elements for ministry review, assessment and recommendation.

4. Is there a time limit for applicants to apply for the OJCP program?

No, applicants can apply for project funding at any time. Applications will be accepted on an ongoing basis.

5. Is funding available for project sponsors?

Yes, successful applicants will receive funding from the ministry, for eligible costs an applicant cannot raise on their own or through other partnership sources.

The financial assistance will vary depending on the project scope, duration, participant activities, and contributions from the sponsor and other partners.

6. Are individuals eligible to apply for the OJCP program?

Yes, individuals who are unemployed, live in Ontario are legally authorized to work in Canada can apply if they meet any of the following criteria:

- have an active Employment Insurance (EI) claim; or
- have had an EI benefit period that ended within the last 5 years; or
- have paid employee premiums in at least 5 of the previous 10 years (where earnings have been at least \$2000 in each of those years).

7. How do individuals apply to be participants in an OJCP project?

For individuals to apply for OJCP projects, the steps are as follows:

- Find and connect with an Employment Service (ES) provider or Service System Manager (SSM) service provider.
- The individual and the ES provider/SSM develop a plan that outlines their skills, career interests and the services needed to help reach their goals.
- Individuals work with their ES provider/SSM to apply to OJCP opportunities available in their community.
- Individuals complete an OJCP Application available on the Employment Ontario Partners' Gateway.

8. Is funding available for OJCP project participants?

Yes, funding for participants performing activities under an OJCP project comes from two sources:

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

Note: In some cases, participants may receive an additional wage top up. This is voluntarily offered and paid directly by the project sponsor.

9. Are additional OJCP funds available for projects this fiscal year (2020-21)?

The ministry is committed to providing funds to sponsors for projects that help their community, benefits their local economy, supports job seekers, also know as participants to gain skills, get work experience and increase their chances of finding long-term employment.

Roles and Responsibilities for Employment Service (ES) providers and Service System Managers (SSMs)

10. What is the role of an Employment Service provider and Service System Manager in the participant application process?

The following activities are the responsibility of an ES provider or SSM:

- The ES provider or service providers in SSM catchment areas must register individuals interested in being an OJCP participant by creating an Employment Service Plan (ESP).
 - Note: As of January 1, 2021, the service providers in SSM catchment areas will use an EAP (Employment Action Plan) in CaMS to refer clients to OJCP.
- The ES provider and SSM service provider must identify that the OJCP work experience being considered supports an occupational goal and is the most suitable intervention for the client(s) to obtain or maintain skills required for sustainable employment.
- The ES provider and SSM must send to the ministry an OJCP package. The package must include:
 - OJCP (Client) Application (completed by the client)
 - Employment Service Plan (including client eligibility status)
 - Client's previous participation in ministry-funded programs or services, work history, employment barriers and needs, occupational goal, any identified disability needs, and attestation of the appropriateness of OJCP for the client.

11. Do Employment Service providers and Service System Managers have a role in the sponsor application process?

No, however, the sponsor application process has changed. The requirement to complete a Concept Paper prior to application submission has been eliminated. The first step in the application process is the completion of the online OJCP Sponsor Application for Funding.

12. Are Employment Service providers and Service System Managers responsible for conducting OJCP participant follow-ups?

No, conducting participant follow-up is not a requirement of the ES provider or SSM service provider.

It is MLTSD's responsibility to conduct participant follow-up at exit and at three months, which is either at the project completion stage, or the date the participant exits the project.

13. How should Employment Service providers and Service System Managers handle clients with an existing Support Order with the Family Responsibility Office?

The Family Responsibility Office (FRO) has the legal authority to collect court-ordered support payments and arrears of support, and can take enforcement action, including the garnishment of Employment Insurance (EI) Part I payments and OJCP participants EI Part II payments. A garnishment is the lawful seizing of money by a third party for a debt that is in default. In the case of child and spousal support orders, a garnishment can be made by the FRO for family support payments that are in arrears.

During the completion of an OJCP (Client) Application, the ES provider or SSM service provider should determine whether a client has a child or spousal support order. If a child or spousal support order exists, the ES provider or SSM service provider are to direct the client to contact the FRO and document: the date of the call, the balance of their account, the existence of a garnishment, the name of the FRO case manager and details of their payment schedule. This documentation should be submitted by the ES provider or SSM to the ministry as part of the OJCP (Client) Application package.

14. During the OJCP project what is the Employment Service provider/Service System Manager role with an OJCP participant?

During the OJCP project participant(s) are allowed reasonable time off to attend job interviews and participate in other job search related activities, for example, one to two days off in a two-week period.

The ES provider or SSM service provider, if requested by the participant, may assist the participant with assisted or non-assisted service support to secure long-term employment.