Ministry of Labour, Training and Skills Development

Office of the Assistant Deputy Minister

Employment and Training Division

777 Bay Street,
26th Floor
Toronto ON M5G 2E5

Ministère du Travail, de la Formation et du Développement des compétences

Bureau du sous-ministre adjoint

Division de l'emploi et de la formation

777, rue Bay,
26e étage
Toronto ON M5G 2E5

Ontario ⚜

Memorandum

To:	**Employment Ontario (EO) Network Delivery Partners**
From:	**Cordelia Abankwa**
	Assistant Deputy Minister
	Employment and Training Division (ETD)
	Ministry of Labour, Training and Skills Development
Date:	**July 15, 2021**
Subject:	**Second Career (SC) Redesign Phase 2: Changes to the Operational Forms**

Dear Employment Ontario (EO) Network Delivery Partners,

Further to the memorandum dated December 17, 2020, announcing the launch of the first phase of the Second Career (SC) redesign, the Ministry of Labour, Training and Skills Development continues its commitment to support laid-off workers across Ontario through the launch of the second phase of the SC redesign today.

Program changes under the Phase 2 of the SC Redesign reflect the government's commitment to strengthen and simplify the program, responding to the impacts of the COVID-19 pandemic. Phase 2 of the SC redesign will focus on improving participant access to the program by streamlining the application process and providing greater financial support reflective of today's cost of living for laid-off workers as they retrain for in-demand occupations.

Individuals interested in the Second Career program can connect with their Employment Ontario service provider to access this program. For more information, refer to the associated documents, forms, and questions and answers which will be posted on the Employment Ontario Partners' Gateway (EOPG)'s Second Career page. For any additional questions, please contact your Employment and Training Consultant or your Service System Manager.

Objective:

The purpose of this memo is to inform your organization that Second Career (SC) Operational forms have been updated to reflect a number of program changes under Phase 2 of the SC Redesign.

What Is Happening:

The following SC Operational forms have been updated to reflect Phase 2 changes:

SC Application for Financial Assistance Form:

Changes made to the SC Application for Financial Assistance form include:

- Incorporating the Estimate of Financial Assistance and the Fast Track Stream Eligibility Confirmation forms into the application form, to streamline the application process and reduce the overall numbers of forms required by applicants.
- Adding automated functions to the form to provide a more intuitive experience for applicants and Service Providers (i.e., including pop-up definitions for important terms, identifying mandatory fields that must be completed, and adding hyperlinks to other documents, websites or legislative acts for easier access).
- Incorporating the new financial assessment changes for Phase 2 (i.e., including the use of the SC Income Threshold, flat rates for Transportation funding and Basic Living Allowance funding, the Training Access Payment as a one-time payment for participants with household incomes at or below the SC Income Threshold, and a revised flat rate for the Living Away from Home Allowance).
- Revising language to provide clearer instructions and questions to applicants.
- Revising the financial assessment section of the form to ensure transparency for applicants to better understand what support amounts they can potentially receive, earlier in the application process.
- Separating the SC Information Sheet from the form as a standalone resource document.

SC Feepayer Application and Email Attestation Form:

Changes to the SC Feepayer Application and Email Attestation form include:

- Revising instructions for participant eligibility for the SC Program.

SC Assessment, Recommendation and Approval Form (ARAF):

Changes to the ARAF include:

- Revising the form to reflect program changes under Phase 2 of the SC Redesign, and to align with the updated SC Application for Financial Assistance form and the SC Financial Assistance Calculation Template (FACT) form.

SC Financial Assessment Calculation Template (FACT) form:

Changes to the SC Financial Assessment Calculation Template (FACT) include:

- The use of weekly figures to align with the updated SC Application for Financial Assistance.
- Updates to the various funding amounts (i.e., including Living Away from Home Allowance and Dependent Care Costs).
- Basic Living Allowance and transportation funding presented as flat rates.
- Removal of participant contribution language to align with program changes.

SC Request for Financial Assistance for Dependent Care Costs Form:

Changes to the SC Request for Financial Assistance for Dependent Care Costs include:

- Revising instructions and providing a compiled list of supplemental dependent care forms and required supporting documents at the top of the form.
- Adding a Weekly Care Type Maximums chart to help applicants calculate total estimated cost for dependent care per week.
- Revised the Notice of Collection and Consent and Applicant Declaration and Signature content, as needed.

SC Dependent Care Declaration – Other Parent Form:

Changes to the SC Dependent Care Declaration – Other Parent form include:

- Adding an Applicant Signed Notation section to the form.

SC Dependent Care Declaration – Dependent Care Provider Form:

Changes to the SC Dependent Care Declaration – Dependent Care Provider form include:

- Removing the license number field for day nursery or private home care agency.
- Removing the other parent signature requirement.
- Adding an Applicant Signed Notation section to the form.

SC Affidavit of Sole Support Status Form:

Changes to the SC Affidavit of Sole Support Status form include:

- Removing requests for child and spousal support payments per month.

SC Application Update: Change in Status to Sole Support Parent or Single Parent Form:

Changes to the SC Application Update: Change in Status to Sole Support Parent or Single Parent form include:

- Removing the requirement for copies of Spouse's Death Certificate, Legal Separation Agreement or Divorce Judgement under section for sole-support parent.
- Removing the requirement for the participant to identify whether they are separated, divorced, widowed or never married.
- Adding a Weekly Care Type Maximums chart to help participants indicate changes in estimated cost for dependent care per week.

SC Application Checklist for Employment Service/Integrated Employment Service Providers:

Changes to the SC Application Checklist for ES/IES Providers include:

- Revising outdated language (i.e., adding Integrated Employment Service (IES) providers to the document).
- Revising the list of required forms to reflect Phase 2 changes (i.e., removed the SC Estimate of Financial Assistance form).
- Adding a column regarding Fast Track Stream clients has been added, and all the required documents that must be included along with their application.
- Updating the documents required for Feepayer participants to align with Phase 2 changes.
- Revising instructions to provide more clarity.

Next Steps:

The updated forms are available on the Employment Ontario Partners' Gateway (EOPG) website at the following links:

Second Career Program Information

Second Career Forms

Effective July 13, 2021, please use only updated Phase 2 SC forms. Please contact your Employment and Training Consultant (ETC) if you have additional questions or require clarification.

Thank you for the work you do everyday to support the training needs of people in your communities.

Sincerely,

Original signed by

Cordelia Abankwa
Assistant Deputy Minister
Employment and Training Division

cc: