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**MEMORANDUM TO:** Youth Job Connection (YJC) and Youth Job Connection Summer (YJCS) Service Providers

**FROM:** Jacqueline Cureton  
Director, Program Delivery Support Branch

**DATE:** April 17, 2018

**RE:** Updates to the YJC/YJCS Employment Ontario Participant Registration Form, the Training Incentive Placement Agreement and the Training Incentive Placement Agreement for Participant on Service Provider Payroll forms

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## Objective

The objective of this memo is to provide an update to YJC/YJCS service providers on the changes to the Employment Ontario Participant Registration (3006), the Training Incentive Placement Agreement (1982) and Training Incentive Placement Agreement for Participant on Service Provider Payroll (1983) forms.

## Background

As part of the Ministry's commitment to service quality and continuous improvement, the YJC has undergone significant program improvements for 2018-19. As a result of these changes, the Ministry has revised and updated the following YJC/YJCS forms:

- Employment Ontario Participant Registration Form
- YJC/YJCS Training Incentive Placement Agreement and Training Incentive Placement Agreement for Participant on Service Payroll Form. (This form will be revised as a dynamic form. The form will be used for Job Matches, Job Placements, and Job Trials (with and without incentives)).

## What is Happening

Unfortunately, forms development has been delayed. As a temporary measure, the ministry has developed fillable forms in PDF format until the new forms have been finalized. The following forms will be available and posted on the EOPG for service provider use:

- YJC Job Match Agreement with Incentive

- YJC Job Trial Agreement
- YJC Job Trial Agreement for Participant on Service Provider Payroll

Service providers can continue to use the existing Employment Ontario Participant Registration Form. Please refer to the March 29<sup>th</sup> memo “Changes to YJC Suitability Indicators in EOIS-CaMS” for more information on mapping to the new indicators in the Client Summary section of EOIS-CaMS.

### **Next Steps**

A revised and finalized Employment Ontario Participant Registration Form will be created along with a dynamic YJC/YJCS Training Incentive Placement Agreement form (that will be revised for use in all Job Match, Job Placement and Job Trial situations). Information on forms was included in the YJC refresher training that was delivered to service providers in early spring of 2018.

Service Providers should use the PDF fillable forms until the finalized forms are posted to the EOPG in the spring/summer of 2018.

If your organization has any questions, please contact your Employment and Training Consultant.

Jacqueline Cureton

Director, Program Delivery Support Branch  
Employment and Training Division, MAESD

Cc: Dan Kay, Western Region Director  
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