

## **Memorandum**

**To:** Employment Ontario (EO) Transfer Payment Recipients

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

**Date:** January 27, 2023

**Subject:** **2023-2024 Employment Ontario Transfer Payment Agreements**

---

As the ministry begins to prepare Employment Ontario (EO) transfer payment agreements (TPAs) for the upcoming fiscal year, the purpose of this memo is to advise that changes have been made to your agreements. Specific details on these changes are found in Appendix A below. As always, it is the responsibility of the recipient to review their agreement in its entirety and understand the full scope of their responsibilities and obligations.

In addition, as previously announced, the ministry is proceeding with Phase 2 of the Employment Services Transformation for transfer payment recipients delivering the Employment Service (ES), Ontario Employment Assistance Services (OEAS), Supported Employment (SE) and the Youth Job Connection/Youth Job Connection Summer (YJC/YJCS) programs under the following new catchment areas:

- Durham
- Kitchener-Waterloo-Barrie
- London
- Ottawa
- Windsor-Sarnia

Service providers who are part of this transition can find more information on the implementation of Phase 2 in Appendix B below.

Thank you for your partnership and ongoing flexibility and as we move forward with this important transformation initiative. I encourage you to review the terms and conditions of your Ontario transfer payment agreements. If you have any questions regarding the changes and updates provided, please contact your ministry representative.

Annette Huton  
Director

cc: Charles Bongomin, Regional Director, Central West Region / A/Regional Director,  
Central East Region  
Heather Cross, Regional Director, Western Region  
Nicole Pereira, A/Regional Director, Northern Region  
Tariq Ismati, Regional Director, Eastern Region

## **Appendix A**

The following changes were made to agreements, as applicable.

### **Schedule “B” – Project Specific Information and Additional Provisions**

- The following definition was added:
  - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- The following requirements were added:
  - Recipients that are municipalities must comply with MFIPPA.
  - Client contact must be made from within Canada and client data must be stored inside Canada.

### **Schedule “C” – Project**

- The “French Language Services” section was updated to better align with the *French Language Services Act, R.S.O. 1990*.
- An “Evaluation” section was added describing the recipient’s requirement to assist the ministry in its evaluation of the project by participating in evaluation activities conducted by or on behalf of the ministry.

### **Schedule “H” – Audit and Accountability Requirements**

- The description of Administrative Costs was updated with more examples of costs that are eligible for funding under this category.
- Language was added regarding the use of gift cards for Employment and Training Supports for clients.
- The following requirement was added to the Statement of Revenue and Expenditures (SRER) report:
  - The SRER will require a breakdown of the top three Administrative Costs charged to the Project.
- The following changes were made to the requirements for Audited Financial Statements (AFSs):
  - AFSs must be submitted for the previous fiscal year. The option of submitting AFSs for “the most recent available fiscal year” has been removed.

## Appendix B

The implementation of Phase 2 will be a staged approach as follows:

- **Planning Period from February 1, 2023 to April 30, 2023** (3 months)
  - Service System Managers (SSMs) will establish themselves within the catchment area.
- **Transition Period from May 1, 2023 to December 31, 2023** (8 months)
  - SSMs will directly manage agreements with service providers, however, they will not be able to make changes to the service provider network.
- **Integrated ES Delivery Period starting on January 1, 2024**
  - SSMs will assume full responsibility for integrated employment services.

As SSMs are expected to establish their own agreements with service providers during the Transition Period, the ministry has developed unique agreements to accommodate this staged approach, as follows:

- **Service providers with sites only inside the new catchment areas** will receive an agreement that outlines site commitments for one month.
- **Service providers with sites inside and outside the new catchment areas** will receive an agreement that outlines:
  - Site commitments for one month for sites inside the new catchment areas;  
**and**
  - Site commitments for 12 months for sites outside the new catchment areas.
- **Service providers with sites outside the new catchment areas** will receive a standard agreement outlining site commitments for 12 months.