

Memorandum

To: Employment Ontario Service Providers

From: Annette Huton, Director
Program Delivery Support Branch

Date: November 27, 2024

Subject: Employment Ontario 2025-2026 Business Plan Templates
Release in EOIS-SP Connect

The Employment Ontario (EO) 2025-2026 business plan templates will be made available to EO service providers in the Employment Ontario Information System – Service Provider Connect (EOIS-SP Connect) by the dates outlined below.

Monday, December 09, 2024:

- Apprenticeship Capital Grant
- French Language In-Class Enhancement Supplemental Fund
- In-class Enhancement Fund – College
- In-class Enhancement Fund – Non-College
- In-class Enhancement Fund – Non-Funded
- Local Boards

Monday, December 16, 2024:

- Literacy and Basic Skills – Service Delivery
- Literacy and Basic Skills – Service Delivery e-Channel

Monday, December 23, 2024:

- Canada-Ontario Job Grant – Service Provider
- Employment Service
- Literacy and Basic Skills – Support Organization
- Literacy and Basic Skills – Support Organization e-Channel
- Youth Job Connection

The ministry views business planning as an opportunity to engage service providers on how regional and local labour market conditions may impact demand for services and client outcomes, as well as other service delivery priorities. As we establish performance commitments for the

upcoming fiscal year, I encourage a continuous dialogue that will afford us opportunities to discuss service provider priorities, building on strategies that have been proven to work.

Overall, the business planning process remains similar to the previous fiscal year. The Employment Ontario Service Promise, which can be found in the [Visual Identity and Communication Guidelines](#), will remain a critical component of our commitment to delivering the highest quality employment and training services to Ontarians and will be used to inform business planning. You are encouraged to have regular discussions with your organizations about the Employment Ontario Service Promise and its impact on service delivery.

Transfer Payment Ontario (TPON) Requirements

Transfer payment recipients that have received cumulative time-limited and ongoing transfer payment funding of \$10M or more from the Government of Ontario in the previous fiscal year (April 2023 to March 2024); or where a new or renewed agreement has a contract value of \$10M or more, are required to provide tax compliance verification and attestation of compliance with labour and environment laws.

If this requirement applies to your organization, you are required to complete:

1. The tax compliance verification on the Tax Compliance Verification portal which can be accessed on [TCV information page](#); and
2. The attestation on [Transfer Payment Ontario \(TPON\)](#) which can be accessed under the Attestation of Compliance and Tax Compliance Verification Section on your organizational profile.

The tax compliance verification and attestation are valid for one year. It is your organization's responsibility to keep the tax compliance verification and attestation valid during the term of the transfer payment agreement.

You are also required to complete the attestation of compliance with labour and environment laws form on TPON which is also under your organizational profile.

Failure to comply with these requirements, may result in delays to your 2024-25 transfer payment agreement funding.

Both tax compliance verification, and labour and environmental law attestations must be completed January 31, 2025. If you need help logging in, navigating or updating your organization's profile in the Transfer Payment Ontario system, please refer to the resources by clicking on this [link](#).

If your organization has any questions about the business planning process, please contact your Employment and Training Consultant. If you have any questions about the Tax Compliance Verification and Attestation of Compliance with Labour and Environment Laws, please refer to your legal counsel.

Thank you,

Annette Huton
Director
Program Delivery Support Branch

cc: Heather Cross, Regional Director, Western Region
Nicole Pereira, A/Regional Director, Northern Region
Shawna Bourne, Regional Director, Eastern Region
Vincent Suh, A/Regional Director, Central West Region
Laura Loveridge, Regional Director, Central East Region