

Memorandum

To: Literacy and Basic Skills network

From: Ministry of Labour, Immigration, Training and Skills Development

Date: September 27, 2024

Subject: **2025-2026 Literacy services planning and coordination for regional networks**

This memo is to provide the Literacy and Basic Skills (LBS) network with information about the literacy services planning and coordination process for 2025-26. The regional network Literacy Services Planning (LSP) template and accompanying Service Delivery Chart (SDC) are now available on the Employment Ontario Partners' Gateway.

A reminder that as of last year, there is **no longer the requirement** to send supporting documentation (e.g., data reports, tables, charts, references materials, etc.) to the ministry as supplemental attachments. However, they may be referenced in responses to the questions. Furthermore, e-signatures and email confirmation will be acceptable forms of regional network signing authority.

All regional networks are required to complete the LSP and SDC templates in consultation with the LBS service providers and relevant community partners within their catchment areas.

The completed LSP and SDCs must be forwarded to the regional network's Employment and Training Consultant by close of business on November 8, 2024.

The ministry will review and validate the LSPs by November 29, 2024. Ministry validated plans can then be distributed by the regional networks to the LBS service providers in their catchment area for use and reference during the business planning process.

If you have any questions or require clarification regarding the LSP process, please contact your local ministry office.

Thank you for your ongoing support of the LBS program.