



# SECOND CAREER (SC) Application for Financial Assistance

Preferred language of service:

English  French

Preferred language of correspondence:

English  French

(Ce formulaire est aussi disponible en français)

## SECTION A – IDENTIFICATION INFORMATION

Last Name		First Name		Middle Initials
Primary Mailing Address			City	Province
Postal code				
Telephone no.	Alternative telephone no.		E-mail	
Alternate Mailing Address			City	Province
Postal code				
S.I.N.	Date of birth: (dd/mm/yyyy)	Gender:	Female <input type="checkbox"/>	Male <input type="checkbox"/>
<p>Please complete if you wish to self identify as a member of a designated group(s). Your response to this question is entirely voluntary and will not affect your eligibility for SC. If you self identify, Ontario is obligated to report it to Canada under the terms of the Labour Market Development Agreement. Ontario and Canada will only use this information to monitor, assess and evaluate the effectiveness of employment programs and services.</p>				
		Aboriginal <input type="checkbox"/>	Person with Disability <input type="checkbox"/> <b>See Information Sheet, Page 8 Disability Needs</b>	
		Visible Minority <input type="checkbox"/>	Newcomer <input type="checkbox"/>	

## SECTION B – ELIGIBILITY

Have you been laid off on or after January 1, 2005? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Title:	Date: (dd/mm/yyyy)
If not laid-off, have you been employed on a contract basis and has your employment contract ended? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you had an Employment Insurance (EI) claim (maternity or parental) that began within the past 60 months, and are you now re-entering the work force after having left it to care for a newborn or adopted child? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you left work due to medical reasons? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Were you laid-off on or after January 1, 2005 and then became self-employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes", hours per week:	Job Title:
If yes, are you in an interim job (See definition on Information Sheet, page 6) that you had to take to make ends meet after your initial lay-off? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you on salary continuance or have you received severance pay? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you a Canadian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> OR Are you a Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/> OR Other: please explain		
Are you a resident of Ontario? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<p><b>Labour Market Research</b></p> <p>Provide information on the labour market research you have completed (e.g. good employment opportunities locally or within Ontario requiring the skills you are pursuing). NOTE: SC training is only for occupations in NOC Level B and C, and you must provide evidence of good employment prospects, <b>See Information Sheet, page 6.</b></p>		
<p><b>Ontario Student Assistance Program (OSAP)</b></p> <p>Are you restricted from receiving OSAP assistance pursuant to paragraphs 1 or 2 of section 42.1 of Ontario Regulation 268/01 made under the <i>Ministry of Training, Colleges and Universities Act</i> because you have:</p> <ul style="list-style-type: none"> <li>failed to provide all required information and documents relating to OSAP; or</li> <li>provided incorrect information relating to OSAP (or other student financial assistance offered by Canada or a province/territory) or failed to promptly update information previously provided?</li> </ul> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> <b>See Information Sheet, Ineligible Individuals, page 6 and OSAP page 7.</b></p>		
Students: Are you currently, or were you, registered full-time at an educational institution during the present/last academic year? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you intending to return to school in the upcoming academic year? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you left school to seek work on a permanent basis? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, when did you leave school? _____ Date: (dd/mm/yyyy)		

## SECTION C – EMPLOYMENT INSURANCE

Have you applied for or are you currently in receipt of EI?

Yes

No

Have you had an EI claim that ended in the past 36 months?

Yes

No

*Note:* It is your responsibility to contact Service Canada to determine how your potential participation in SC training may affect your entitlement for EI benefits.

## SECTION D – SUITABILITY

The Employment Service (ES) provider assisting you with your SC application will also complete the SC Eligibility and Suitability Assessment Template (**See Information Sheet, page 6**) which must be attached to the application.

### Skills Training Information

Individuals must research at least three training institutions [including at least one College of Applied Arts and Technology (CAAT) and at least one Private Career College (PCC) ] if feasible, and consider the cost effectiveness of skills training.

Does the skills training lead to a diploma or certificate?

Yes

No

Is this skills training in NOC Level B or C (See NOC website URL on Information Sheet, page 6)?

Yes

No

Is this skills training?: Full-time  or Part-time

Skills Training Name	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
Training Institution Name	Location	
Total Skills Training Hours (if Private Career College)	Tuition Cost	

Skills Training Name	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)
Training Institution Name	Location	
Total Skills Training Hours (if Private Career College)	Tuition Cost	

Skills Training Name	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)
Training Institution Name	Location	
Total Skills Training Hours (if Private Career College)	Tuition Cost	

**If you require Literacy and Basic Skills (LBS) as a prerequisite for the skills training above, please provide details below.**

Program Name	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)
Training Institution Name	Location	
Total Program Hours (if Private Career College)	Tuition Cost	

## SECTION E – FINANCIAL ASSESSMENT

See Information Sheet, page 8

### BUDGET WORKSHEET

Part 1 – Monthly Gross Income (Household)	Self (\$)	Other (\$)	Total (\$)
Employment Income			0.00
Employment Insurance Benefits			0.00
Social Assistance			0.00
Spousal/Child Support			0.00
Self Employment			0.00
Pension Income (e.g. Employer Plan)			0.00
Disability Income			0.00
Workplace Safety and Insurance Board (WSIB) Benefits			0.00
Canada Pension Plan (CPP)			0.00
Child Tax Benefits			0.00
Income from Rental Property			0.00
Severance/Termination Pay			0.00
Any Other Sources of Income not listed above			0.00
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Part 2 – Other Anticipated Sources of Funding	Amount for Self (\$)
Student Loans	
Scholarship/Bursary	
Any other sources of funding not listed above	
<b>TOTAL</b>	<b>0.00</b>
Part 3 – Monthly Living Expenses	Amount (\$)
<b>Basic Living Expenses</b>	<b>0.00</b>
Rent, mortgage or room and board (maximum allowed up to \$1300 per family/month)	
Food (maximum allowed up to \$200 per person/month)	
Utilities (maximum allowed up to \$40 each/month for phone and internet; up to \$50/month for water; up to \$200/month for combined heat /hydro)	
<b>Other Incremental Costs</b>	<b>0.00</b>
Transportation & other personal supports (travel , Toronto and GTA - local rates for public transit when available, vehicles when required – in excess of 24km each way @ \$.15/km to max. of \$250/month and parking)	
Dependent Care ( i.e. day care – maximum up to \$1000/month/child to a maximum of \$2000/month)	
Disability needs	
<b>Other Costs</b> (e.g. spousal/child support, loans, leases, insurance, credit card debt, property taxes, etc.) <b>Note: The Ministry does not contribute towards these costs; however, they will be used when assessing your application for financial assistance.</b>	<b>0.00</b>
<b>TOTAL</b>	<b>\$ 0.00</b>

Part 4 – Dependants	Number of people in the household	For Dependants, please list name and relationship. For dependent children under 14 years of age, please also provide the date of birth.
<p>A dependant is a child under 14 years of age or person with a disability who is dependent upon the participant for care while he/she participates in skills training. A dependant must reside with the participant or be under his/her care; be wholly or partially dependent on him/her for support.</p> <p>Costs are listed in Part 3 above and/or Part 5 below.</p> <p>If you are making a request for financial assistance for dependent care expenses, you will be required to complete the Second Career (SC) Request for Financial Assistance for Dependent Care Costs.</p>	<input style="width: 100px; height: 100px;" type="text"/>	

Part 5 – Financial Assistance Requested For Skills Training - See maximums above in Part 3			
Costs Associated with Skills Training (for total period)	Total Estimated Skills Training Costs (\$)	Amount of Financial Assistance Requested from the Ministry (\$)	Amount of Client Contribution to Training Costs (\$)
Basic Living Expenses			
Tuition (maximum for Private Career College, \$14/hr., up to \$10,000) Exceptions to the \$14/hr maximum are: Heavy Equipment Operator related programs - \$55/hr Truck Driver related programs - \$40/hr Welding related programs - \$25/hr (For these exceptions, tuition fees will be supported to a total maximum of \$10,000)			
Other Instructional Costs (such as books)			
Dependent Care			
Disability Needs			
Transportation			
Living Away From Home Allowance (Maximum is \$116 per week)			
Other Personal Supports (such as safety equipment, footwear and uniforms)			
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

## SECTION F – CHILD OR SPOUSAL SUPPORT OBLIGATIONS

Are you required to make payments for child or spousal support under a court order made by a judge or an agreement that you signed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered yes, are you behind in the payments you are required to make?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have a support obligation, has the federal government been advised to divert your income tax refunds, HST, CPP, EI, or other federal payments to pay your support? (This would be done under the <i>Family Orders and Agreements Enforcement Assistance Act</i> by the Family Responsibility Office in Ontario or the support enforcement program in another province.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Important: You may still be eligible for financial assistance under SC, even if you are behind in your support payments.</b>		

## SECTION G – ATTACHED DOCUMENTATION

The following documents must be attached to your application for SC.

Employment Service Plan (ESP) that identifies any employment needs and the appropriateness of SC training to address these needs. This document must include:

- education (including highest level attained);
- previous participation in TCU-funded programs or services;
- detailed work history;
- employment barriers and needs;
- job search efforts;
- occupational goal and research;
- summary of your discussion about the general financial feasibility of participating in SC;
- any identified disability needs;
- signature of ES provider staff member attesting to the appropriateness of SC and date signed.

SC Eligibility and Suitability Assessment Template

A copy of the letter of acceptance from the training institution that must contain the following:

- the start and end date of training;
- the program name;
- the breakdown of costs;
- the tuition payment schedule;
- the number of hours of training per week;
- the scheduled breaks in training, if applicable;
- any identified disability needs and supports for Persons With Disabilities (PWD).

A letter of acceptance from a private career college must also provide confirmation that the institution is registered and the program is approved, in accordance with the *Private Career Colleges Act, 2005* (PCCA), or that registration/approval is not required under the PCCA as the institution/program is exempt.

Documentation supporting your request for costs associated with training under Section F, Part 5 above (e.g. dependent care, disability needs, transportation, books, other personal supports, living away from home, etc.). The Ministry may require you to provide additional information in order to properly assess your application.

**NOTICE OF COLLECTION OF PERSONAL INFORMATION AND APPLICANT ATTESTATION:**

**Notice of Collection of Personal Information:**

Your personal information, including your social insurance number, provided in connection with your application for Second Career (SC) will be used by the Ministry of Training, Colleges and Universities (Ministry) to administer and finance SC. The Ministry will collect relevant personal information directly from you and indirectly from your Employment Service (ES) provider, your training institution and Canada for these purposes and also from your former employer(s) and others who may have information relevant to the verification of your application and participation in SC. The Ministry may use the services of the Ministry of Government Services for payment and collections matters and other parties to administer and finance SC. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to SC.

Administration includes assessing your Employment Service Plan (ESP); assessing and verifying your application to participate in SC and your eligibility for and any financial assistance provided by the Ministry, including OSAP; completing the Eligibility & Suitability Assessment Template, maintaining, monitoring and auditing your file; enforcing your Agreement with the Ministry; collecting overpayments and repayments; monitoring, auditing and enforcing your ES service provider's compliance with its agreement with the Ministry; coordinating with Canada in accordance with Ontario's obligations under both the Labour Market Development Agreement between Canada and Ontario (LMDA) and the Labour Market Agreement between Canada and Ontario (LMA); planning, evaluating and monitoring SC for outcomes, quality and improvements, including conducting surveys; promoting Employment Ontario programs and services, and conducting policy and statistical analysis, research and evaluation related to all aspects of Employment Ontario programs and services.

SC is funded by the Ministry, in part with funds provided by Canada under Part II of the *Employment Insurance Act*. Under the LMDA, the Ministry is required to collect your social insurance number to provide reports to Canada to allow it to monitor and assess the Employment Insurance Program as required under s. 3 of the *Employment Insurance Act*. For an example of such a report, see: [http://www.hrsdc.gc.ca/eng/employment/ei/monitoring\\_assessment/index.shtml](http://www.hrsdc.gc.ca/eng/employment/ei/monitoring_assessment/index.shtml)

The Ministry collects your personal information in accordance with the LMDA, the LMA, paragraphs 1 and 2 of s. 42.1 of O. Reg. 268/01, as amended; ss. 3, 58, 63 and 139 of the *Employment Insurance Act*, S.C. 1996, c.23, as amended, s. 76.29 of the Employment Insurance Regulations, SOR/96-332, ss. 10, 34(1) and 36(1) of the *Department of Human Resources and Skills Development Act*, S.C. 2005, c.34, s. 8 of the *Privacy Act*, R.S. 1985, c. P-21, as amended and s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c.F.12, as amended.

For more information about the collection and use of your personal information to administer and finance SC you can contact the Manager, Employment Ontario Hotline, in writing at the Ministry of Training, Colleges and Universities, 33 Bloor Street East, 2nd Floor, Toronto, Ontario M4W 3H1 or by phone at 1 800 387-5656.

**Applicant Attestation:**

I declare that:

- a) I have advised my dependants and other family/household members that I have provided limited personal information about them for this application. I have showed them the Notice of Collection of Personal Information and I have obtained their consent to the disclosure and use of their personal information in connection with my application.
- b) The information I have provided to the Ministry on this application and supporting documentation is true, accurate and complete in every respect; if it is not, I acknowledge that I may be required to repay some or all of the financial assistance paid to me by the Ministry.
- c) I acknowledge that any amounts I owe to the Government of Ontario may be deducted from or set-off against any amounts payable to me under any Agreement I enter into with the Ministry. For this purpose, I consent to the indirect collection of any personal information from any Ontario Ministry or agency and to the use and disclosure of this personal information by the Ministry.
- d) I have read and understood the information provided in this application package including the Notice of Collection of Personal Information. I understand that SC is administered and financed by the Ministry in conjunction with my ES service provider, my training institution and Canada and I consent to the Ministry disclosing my personal information to these parties and collecting personal information about me from these parties for the sole purpose of administering and financing SC.
- e) I consent to the Ministry disclosing personal information to and collecting personal information from:
  - (i) my former employer(s), if relevant to the administration and financing of SC;
  - (ii) any person or organization who may have information relevant to the verification of any personal information I have provided for this application;
  - (iii) the Ministry of Government Services and its contracted collection agencies, if necessary to process payments to me or to collect any amounts I owe under SC; and
  - (iv) the Family Responsibility Office, for the purpose of verifying the amount and status of my child or spousal support obligations.

<b>Applicant Name</b>	<b>Applicant Signature</b> <b>X</b>	Date (dd/mm/yyyy)
<b>Application received by the Ministry:</b>		Date (dd/mm/yyyy)

**General Information:**

You must use this application form to make your request for assistance under SC. The date your completed application is received by the Ministry is when you are considered to have requested assistance for the purpose of determining your eligibility.

Before the Ministry can assess an application, you will need to receive an employment assessment from and develop an ESP with an ES provider at an Employment Ontario (EO) assessment centre. In addition, the EO assessment centre will complete the SC Eligibility and Suitability Assessment Template. Please contact the EO hotline by phone at 1 800 387-5656 or visit the EO website at: <http://www.ontario.ca/employmentontario> for information on where you can find an EO assessment centre in your area.

An application for SC must be approved by the Ministry before you start training.

It is important to note that any costs incurred prior to receiving approval from the Ministry are not eligible for reimbursement. If you have a job and are contemplating quitting it in order to attend a skills training course or program, you should not do so without consulting the Ministry beforehand.

**Eligibility:**

To be eligible, individuals must:

- have been laid-off on or after January 1, 2005;
- be unemployed;
- be residents of Ontario;
- be Canadian citizens or permanent residents legally authorized to work in Canada; and
- demonstrate occupational demand for the skills training request with evidence of good employment prospects locally or within Ontario.

For the purposes of SC, “laid-off” individuals also includes those:

- whose employment contract has ended;
- who have received EI maternity or parental benefits and are seeking to re-enter the labour force;
- who have left work due to medical reasons;
- who were laid-off on or after January 1, 2005 and then became self-employed.

Individuals who were laid-off from a job in another province of Canada or in another country are eligible for the SC program and must meet all other SC program criteria.

For the purposes of SC, “unemployed” includes individuals:

- working less than an average of 20 hours per week.
- who may have taken an interim job to make ends meet after their initial lay-off.
- on salary continuance or who have received severance pay.

An “interim job” is a job that laid-off individuals have taken while seeking better employment. It must have a lower wage than the initial lay-off job and be a low skill level job [i.e. National Occupational Classification (NOC) D of the Statistics Canada NOC 2011 Skills Matrix, visit <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Matrix.aspx>] These jobs may be full-time, part-time, and seasonal, or contract work.

Evidence of good employment prospects includes one or more of the following:

- the occupation is on the list entitled Labour Market Indicators for SC (refer to EOPG website) or;
- submission of currently advertised job opportunities; or
- submission of attestations from employers that they are hiring for the occupation; or
- evidence of future job opportunities (e.g. future plant or office expansion, new employer).

The minimum number of advertised job opportunities or employer attestations required is as follows:

Communities with a population under 100,000	One (1) job opportunity or employer attestation
Communities with a population between 100,000 and 500,000	Two (2) job opportunities or employer attestations
Communities with a population over 500,000	Three (3) job opportunities or employer attestations

**Ineligible Individuals:**

Individuals are not eligible for SC financial assistance if they have been restricted from receiving assistance under the Ontario Student Assistance Program (OSAP) pursuant to paragraphs 1 or 2 of section 42.1 of Ontario Regulation 268/01 made under the *Ministry of Training, Colleges and Universities Act* because they have:

- failed to provide all required information and documents relating to OSAP; or
- provided incorrect information relating to OSAP (or other student financial assistance offered by Canada or a province/territory) or failed to promptly update information previously provided.

**See OSAP section, next page**

Individuals who begin skills training before being approved by the Ministry are not eligible for the SC program.

Individuals who were laid-off on or after January 1, 2005, who subsequently worked in a full-time job (excluding ‘interim’ jobs) but quit or were terminated from the job, are not eligible for the SC program.

Individuals who are working in a full-time job after maternity or parental benefits have ended and that job is not an interim job are not eligible for the SC program because they are considered to have “re-entered” the work force.

Individuals who are in a work-sharing program are not eligible for the SC program. Work-sharing is a Human Resources and Skills Development Canada (HRSDC) adjustment program designed to help employers and employees avoid temporary lay-offs when there is a reduction in the normal level of business activity that is beyond the control of the employer. The program provides income support under EI Part 1 to employees eligible for EI Part I benefits who work a temporarily reduced work week while their employer recovers.

Individuals with a 900 series Social Insurance Number (SIN) are not eligible for the SC program until they become a permanent resident and are issued a new SIN. A 900 series SIN is issued on a temporary basis to those immigrants who are not Canadian citizens or permanent residents in Canada. The following exception applies:

- Individuals with a 900 series SIN who have been determined to be a convention refugee by the Refugee Protection Division of the Immigration and Refugee Board and are awaiting their official documents (i.e. certification, regular SIN). Usually, these individuals will have a letter to this effect and must present documentation to support their change in status.

Individuals must present the Ministry with their new non 900 series SIN when they receive it.

Individuals who, regardless of funding source (e.g. self-funded, funded by the Ministry), have completed a skills training program in the last two years (i.e. 24 months) are not eligible for the SC program. In exceptional cases (e.g. medical reasons), individuals who cannot pursue employment in the occupation for which they were trained may be considered prior to the end of the two year period.

Individuals who are not intending to return to school in the upcoming academic year, and who have not made the transition from school to work (i.e. not worked a consecutive 12 months), are not eligible for the SC program. Individuals who return to school after casual employment (e.g. summer employment or Christmas employment) would not be considered as having made the transition from school to work, and therefore are not eligible for the SC program.

Individuals who have taken a leave of absence are not eligible for the SC program.

Individuals who quit or are terminated from their employment (excluding an interim job) are not eligible for the SC program.

#### **OSAP:**

Individuals may have received a notice from the Ministry of Training, Colleges and Universities advising them that they have been restricted from eligibility for OSAP assistance for a period of 1 to 5 years. Once this time period ends, individuals continue to be restricted from eligibility until all OSAP assistance has been repaid. If individuals are unsure of their OSAP restriction status and the reason for the restriction, they should check the OSAP web site by logging into their account to check their status. If they are restricted and need more information on how to become eligible for OSAP again, they may contact the Student Financial Assistance Branch of the Ministry at 416 314-0714.

Before you are approved by the Ministry for SC financial assistance, Ministry staff will confirm whether you are ineligible because you are restricted from eligibility for OSAP assistance.

If you are approved for SC financial assistance and also receive OSAP assistance, your eligibility for OSAP assistance and type and amount of OSAP assistance may be reassessed and you may be required to repay all or part of your OSAP assistance..

#### **Suitability:**

Individuals must meet the SC eligibility requirements above to be assessed for SC suitability. ES providers must use the SC Eligibility and Suitability Assessment Template to complete the assessment process. Individuals are assessed against seven criteria, each of which has two or three measurably different indicators of suitability. Those individuals who meet the baseline score will be considered suitable for SC. Individuals who score below the baseline must be redirected to other Employment Ontario (EO) and community programs and services.

The suitability criteria are:

Active Job Search - Duration of job search and the dedication of time and effort to preparing (e.g. the creation of resume and cover letters, interview practice, compilation of references, etc.), researching (e.g. review of job postings, utilization of job-finding clubs, attendance at job fairs, etc.) and pursuing work (e.g. cold calling, applying to known and hiring employers, etc.) for employment in fields related to an individual's work experience, skills, education and training. A client's participation at an Action Centre is considered evidence of active job search.

Duration of Unemployment - The number of weeks an individual has been out of work based on lay-off date.

Educational Attainment - The highest education level an individual has completed.

Work History - Duration an individual has worked in same occupation.

Labour Market Prospects – A credential/license may or may not be required for the chosen occupation. An individual demonstrates greater suitability if he/she must have a credential in order to obtain employment.

Type of Training - Skills training that leads to a credential and meets additional SC skills training considerations. An individual must research at least three training institutions [including at least one College of Applied Arts and Technology (CAAT) and one Private Career College (PCC)], if feasible, and consider the cost effectiveness of training. An exception based on feasibility might include the lack of training institutions within commuting distance. This also applies to LBS training.

Experience: Occupational Skills - Extent of skills and experience an individual possess that are relevant to the current labour market and available opportunities; need for retraining.

## **SC Skills Training:**

Skills training must be vocational in nature (i.e. occupationally specific) in order to be eligible for SC consideration. Non-vocational programs, including professional development programs, are not allowed even when the program is exempt from requiring the Ministry's approval under the *Private Career Colleges Act, 2005*.

Allowable skills training includes skills training for specific occupations, Literacy and Basic Skills (LBS) training and English or French as a Second Language training for labour market destined individuals (i.e. LBS training if it is a prerequisite for the chosen occupational skills training or a specific employment opportunity and is not an end in and of itself). A specific employment opportunity would be a documented offer of employment on company letterhead.

Skills training is allowable for NOC skill level B and C (of the Statistics Canada NOC Skills Matrix 2011) occupations and equivalent with good employment prospects in Ontario. This includes programs provided by universities.

Both short-term (i.e. under 6 months) and long-term skills training (i.e. up to 24 months) are allowable.

The maximum duration cannot exceed 2 calendar years (24 months), excluding a maximum of one calendar year (12 months) for LBS training or language training. In exceptional cases, the final semester/term in the skills training may extend beyond the three year limit. In these exceptional cases, the final semester/term should end within a reasonable time (i.e. within one or two months) of the 3 year window.

For persons with disabilities, LBS training, language training and skills training duration may be extended to meet the special needs of these individuals, and if required the current maximum participant agreement of \$28,000 can be exceeded.

Skills training must lead to a certificate or diploma.

## **Financial Needs Assessment:**

Financial assistance during skills training may be provided to individuals who are determined to be eligible and most suitable for skills training and have the ability to succeed.

Individuals who meet the eligibility criteria and obtain the baseline suitability assessment score are then assessed to determine financial need. The Ministry is responsible for completing the financial needs assessment.

The SC financial needs assessment takes into account income level and expenses to determine the amount of financial assistance that may be required for individuals to attend skills training. Assistance is provided to cover all or a portion of the cost of tuition for a program of instruction and/or living expenses. Assistance may also be provided to cover all or part of the incremental costs of participation, such as expenses relating to dependent care, disability needs (See section below), transportation and accommodation. The Harmonized Sales Tax (HST) is an eligible expense for any of the eligible cost categories that can be funded.

As assistance is based on individual need, rates will differ from individual to individual. The Ministry undertakes an assessment of basic living expenses and household income from all sources.

The SC program has a \$28,000 maximum for all costs excluding disability needs, dependent care, living away from home allowance and all costs related to LBS training. While there is no limit for these exceptions, the Ministry will determine the extent of financial assistance based on allowable costs (e.g. is the cost indeed incremental, alternative sources of funding, etc.)

## **Disability Needs:**

The Ministry expects training institutions to provide support services and/or equipment to persons with disabilities who are enrolled in skills training at the institution. Persons with disabilities must contact their training institution to determine their need for support services or equipment.

Note: If the training institution does not provide an individual with disability-related support services or equipment, the Ministry may, in exceptional circumstances, provide financial assistance for these disability-related costs to the individual.

If persons have disabilities, the Ministry may extend the duration of their participation in the SC program. Each request for an extension will be assessed by the Ministry on an individual basis. If the duration of the participation in the SC program is extended, the Ministry will continue to provide Basic Living Allowance (BLA) and financial assistance for all applicable costs during the extended period.

If persons with disabilities seek support for disability-related transportation costs from the Ministry, they should be encouraged to first explore alternate sources of funding. If alternate funding cannot be obtained, individuals are required to provide supporting documentation to the Ministry about their disability-related transportation costs.

If the Ministry provides financial assistance for disability-related transportation costs, there is no maximum contribution amount in this category.

## **Income Tax:**

Financial assistance paid to SC participants is included as income for tax purposes. Tax will be deducted at source from financial assistance payable to participants with the exception of dependent care costs, disability costs and tuition, including tuition for Adult Basic Education, which is no longer subject to tax.

You may be able to claim the tuition tax credit for tuition that you pay in order to take a program if the training institution you attend is eligible to issue tuition receipts for purposes of the tuition tax credit.

It is your responsibility to check with the Canada Revenue Agency or any potential training institution to make sure it is eligible to issue these receipts (T2202). If the institution is not eligible, you should know that you will not be able to reduce the income tax you have to pay on the money you receive for tuition costs by means of the tuition tax credit.