

## **Memorandum**

**To:** **Employment Ontario Network Delivery Partners**

**From:** **Jody Young, Assistant Deputy Minister  
Employment and Training Division  
Ministry of Labour, Immigration, Training and Skills  
Development**

**Date:** **August 5, 2022**

**Subject:** **Better Jobs Ontario Redesign Phase 3: Additional Updates  
to Operational Forms**

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Dear Employment Ontario (EO) Network Delivery Partners,

Further to the memorandum dated April 29, 2022, the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) continues to update its operational forms to reflect program changes for Phase 3 of the Better Jobs Ontario Redesign. These updates further the ministry's efforts to improve the Better Jobs Ontario program to support unemployed individuals in need of skills training, and to help them find employment in in-demand occupations with demonstrated labour market demand across Ontario.

### **Objective**

The purpose of this memorandum is to provide your organization with information on the changes made to the Better Jobs Ontario operational forms that have been updated at this time for Phase 3 of the program redesign.

## What Is Happening

The following Better Jobs Ontario operational forms have been updated and are available for use effective August 5, 2022:

### Dependent Care Forms

Dependent care forms have been revised to reflect the new program name, Better Jobs Ontario. Other key changes include:

#### a) Request for Financial Assistance for Dependent Care Costs

- Revised dependent(s) information table to include requests for applicants' legal custody status of dependents and current dependent care provisions.
- Replaced service provider signature requirement with a fillable attestation field.
- Reduced duration for proof of payment for previous dependent care costs from 12 months to 6 months.
- Revised dependent care costs table to include a total line for the estimated cost of dependent care during skills training to better align with the Application for Financial Assistance.
- Reorganized questions for better flow, including moving the dependent care costs table under its own section with the weekly care type maximums.

As a result of changes made to the Request for Financial Assistance for Dependent Care Costs form, the **Affidavit of Sole Support Status** form has been discontinued and has been removed from the Employment Ontario Partners' Gateway (EOPG).

#### b) Change in Status to Sole-Support Parent or Single Parent

- Removed the Affidavit of Sole Support Status form requirement for participants that become a sole-support parent during skills training.
- Clarified that fee subsidies received by participants and their family members should be excluded from estimated costs for dependent care.

### **c) Dependent Care Declaration Forms – Other Parent and Dependent Care Provider**

The Dependent Care Declaration forms for Other Parent and Dependent Care Provider have been updated with minor changes only, including the program name change. No significant changes were made at this time.

#### **Application Checklist for Employment Service/Integrated Employment Services Providers**

Key changes to the Application Checklist for Employment Service/Integrated Employment Services Providers include:

- Removal of the Affidavit of Sole Support Status form from the list of documentation supporting requests for dependent care costs.
- Addition of the Request for Authorization to Quit Employment form under a new section of the checklist.

#### **Request for Authorization to Quit Employment**

Key changes to the Request for Authorization to Quit Employment form include:

- Re-formatting to begin the form with the General Information section followed by the Participant Information and Request sections.
- Updating program terminology and eligibility requirements based on Phase 3 changes to the “laid-off and unemployed” pathway.
- Minor updates to the Notice of Collection and Consent.

All Better Jobs Ontario operational forms are available on the EOPG at the following links:

[Better Jobs Ontario Information](#)

[Better Jobs Ontario Forms](#)

#### **Next Steps**

Effective August 5, 2022, please use only the updated versions of Phase 3 Better Jobs Ontario operational forms, where available, for new applications. As an exception for applicants in the process of completing applications with previous form templates, the ministry has established a one-month grace period from August 5, 2022 to September 6, 2022. During

the grace period, applicants that are in process of completing their applications will not be required to resubmit the application using updated form templates.

Updates to operational forms in Phase 3 of the redesign are part of the ministry's efforts to further streamline the application process and improve client access to the Better Jobs Ontario program. Information on any further updates to Better Jobs Ontario operational forms will be communicated to the Employment Ontario Network on the EOPG.

For more information on the third phase of the Better Jobs Ontario Redesign, please refer to the associated documents, forms and questions and answers previously posted on the EOPG's Better Jobs Ontario page. For any questions, please contact your ministry Employment and Training Consultant or your Service System Manager.

Thank you again for your continued support of our efforts to improve the Better Jobs Ontario program and dedicated response to the skills training needs of Ontarians.

Sincerely,

*Original signed by*

Jody Young  
Assistant Deputy Minister  
Employment and Training Division (ETD)

cc:

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