

## **Memorandum**

**To:** Employment Ontario Network Delivery Partners

**From:** Cordelia Abankwa, Assistant Deputy Minister  
Employment and Training Division  
Ministry of Labour, Training and Skills Development

**Date:** April 29, 2022

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

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Dear Employment Ontario (EO) Network Delivery Partners,

Further to the memorandum dated November 22, 2021, providing an update on ongoing program enhancements as part of the Better Jobs Ontario (formerly Second Career) Redesign, I am pleased to announce today the launch of the third phase of the redesign. In Phase 3 of the redesign, the Ministry of Labour, Training and Skills Development furthers its efforts to improve the program and 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 inform your organization that the ministry has updated several Better Jobs Ontario operational forms to reflect program changes for Phase 3 of the redesign.

### **What Is Happening**

The following Better Jobs Ontario operational forms have been updated and are available for use effective April 29, 2022:

**Application for Financial Assistance Form and Information Sheet (89-1889)**

Key changes to the Application for Financial Assistance form include:

- Revised questions for the updated Better Jobs Ontario program regular stream eligibility pathway for individuals that were laid-off and are unemployed,
- Added questions for the new Better Jobs Ontario program regular stream eligibility pathway for individuals from low-income households experiencing challenges attaching to the labour market,
- New electronic file attachments feature to attach required documents to the application form and securely transmit them as part of an application package,
- Added funding line in the financial assessment section to highlight when, and by how much, a request for financial assistance exceeds the \$28,000 funding maximum,
- New and updated pop-up hints and messages for key terms, definitions, and eligibility requirements for the electronic version of the application form, and
- Revised instructions and questions throughout the application form to help clarify application requirements.

The Application for Financial Assistance Form and accompanying Information Sheet are available on the [Ontario Central Forms Repository](#).

### **Feepayer Application and Email Attestation Form**

The Feepayer Application and Email Attestation Form has been updated to include the new program name. No further updates were made at this time.

The Feepayer Application and Email Attestation Form is available on the [Employment Ontario Partners' Gateway \(EOPG\)](#).

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

Changes to the Application Checklist include:

- Highlighting that an Application for Financial Assistance can be submitted online or via form 89-1889,
- Updating the requirements for letters of acceptance from training institutions, and

- Highlighting the requirement for three quotes for the purchase of upgrading a device, as per the Bring Your Own Device (BYOD) program policy.

The Application Checklist for Employment Service/Integrated Employment Services Providers is available on the [EOPG](#).

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 April 29, 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 at the Phase 3 launch, the ministry has established a one-month grace period from Friday, April 29 to Friday, May 27, 2022. During the grace period, applicants in process of completion will not be required to resubmit their applications using updated forms.

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. The ministry will continue to update program operational forms and resources in the coming weeks. Information on these updates will be provided 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 that are 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 access to the Better Jobs Ontario program and for your help in meeting the skills training needs of Ontarians.

Sincerely,

*Original signed by*

Cordelia Abankwa  
Assistant Deputy Minister  
Employment and Training Division (ETD)

cc:

David Cronin (Director, Program Delivery Support Branch)  
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