

Employment and Training Division

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Memorandum

To: Canada Ontario Job Grant (COJG), Skills Development Fund (SDF), SkillsAdvance Ontario (SAO), Literacy and Basic Skills (LBS), Local Boards and Ontario Bridge Training Program (OBTP) Service Providers

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

Simone Atungo
Assistant Deputy Minister
Workforce Policy and Innovation Division
Ministry of Labour, Immigration, Training and Skills Development

Date: September 15, 2022

Subject: **Service Provider Survey on Administrative Costs Spending**

The survey is for Canada-Ontario Job Grant (COJG), Skills Development Fund (SDF), SkillsAdvance Ontario (SAO), Literacy and Basic Skills (LBS), Local Boards and Ontario Bridge Training Program (OBTP) service providers only.

In 2019-20, the Ministry conducted an internal audit with respect to the treatment of administrative funding in transfer payment agreements (TPAs) for Employment Ontario (EO) programs. Findings suggested the need to define a clear rationale for the allowable levels of administrative costs, and detailed data collection for how administrative funds are spent. In response to these recommendations the Ministry has committed to:

- document the rationale to support the category of expenses that are to be included as administrative costs in the TPAs; and
- specify the maximum allowable amount that can be spent on each of the expense types.

To fulfill the recommendations, the Ministry is sending a [survey](#) to service providers and conducting stakeholder consultations to gather primary data and insights on administrative costs spending by service providers. This two-step process will inform and support the Ministry to develop an administrative cost policy for EO programs, which are out of scope for the Employment Services Transformation initiative.

Please complete the [survey](#) by Friday, October 21, 2022. The survey is expected to take approximately 15 minutes to complete.

Sincerely,

Original signed by

Jody Young

Assistant Deputy Minister

Employment and Training Division

Ministry of Labour, Immigration, Training and Skills Development

cc: Simone Atungo