

Memorandum

To: Literacy and Basic Skills (LBS) Program Service Providers, e-Channel Providers, and Support Organizations

From: Jacqueline Cureton
Director, Program Delivery Support Branch

Date: April 27, 2018

Subject: Employment Ontario (EO) Assets Report for Capital Purchased made through LBS IT Refresh Investments

The purpose of this memo is to provide you with information regarding the requirement to submit an EO Assets Report as part of the recent LBS IT Refresh investments.

LBS Service Providers, e-Channel Providers, and Support Organizations who received amendments to include IT Refresh funding in your Agreements during the 2017-18 fiscal year are required to submit an EO Assets Report to the Province by June 15, 2018. In the report, you are only required to include Capital Assets which were purchased using the IT Refresh funding.

BACKGROUND

Completion of the EO Assets Report is part of Recipients' ongoing Agreement requirement for Record Maintenance (section 7.2 of Schedule "A"). While the Province doesn't routinely request copies of records for Capital Asset expenditures, due to the overall provincial investment, the Province has made an exception for Capital Assets purchased with IT Refresh funding.

For greater clarity, and for the purpose of completing this EO Assets Report, Capital Assets are considered purchases of greater than \$1,000, using IT Refresh funding, that meet all of the following criteria:

- are held for use in the provision of services, for administrative purposes, for production of goods or for the maintenance, repair, development or construction of other capital assets;
- have been acquired, constructed or developed with the intention of being used on a continuing basis;
- are not intended for sale in the ordinary course of operations; and
- are not held as part of a collection.

WHAT'S NEXT

French and English Asset Report templates will be available under the monitoring tab in EOIS-SP Connect by May 25, 2018.

I would like to thank you for your ongoing support and commitment to the improvement of the

literacy skills of learners across Ontario.

If you have any questions regarding any of these changes please contact your Employment and Training Consultant (ETC).