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MEMORANDUM TO: Literacy and Basic Skills (LBS) Regional Networks and Service Providers

FROM: Ministry of Advanced Education and Skills Development (MAESD)

DATE: September 27, 2016

SUBJECT: **2017-18 Literacy Service Planning and Coordination Deadline Extension**

OBJECTIVE

This is to provide your organization with information on the Literacy Service Planning deadline extension. The ministry posted the 2017-18 Regional Network Literacy Service Plan (LSP) and 2017-18 Service Delivery Chart on the [Employment Ontario Partners' Gateway](#) on September 20, 2016. The Literacy and Basic Skills (LBS) program Consolidated Municipal Service Manager (CMSM) data reports were e-mailed to the regional networks.

WHAT'S NEW

The original due date for submitting the LSP template to the ministry was Friday, September 23, 2016. An extension to the 2017-2018 Regional Network Literacy Service Plan template, 2017-2018 Service Delivery Chart has granted until Friday, October 21, 2016. The extension will also support the LBS services providers, as they prepare for LBS business planning.

NEXT STEPS

All regional networks will be required to complete the Literacy Service Planning template and Service Delivery Chart by answering all the questions. Answers should be brief and in point form where possible. Any supporting documentation such as data reports, tables, charts, other reference materials must be attached as appendices as part of the Literacy Service Planning submission package.

The completed Literacy Service Planning template and the Service Delivery Charts must be forwarded to the regional networks' respective MAESD

employment and training consultant via email attachment by close of business on October 21, 2016.

Once Literacy Service Plans have been approved by MAESD (by October 28, 2016), regional networks are to distribute the Literacy Service Plans to the LBS service providers in their catchment area.

During business planning, service delivery sites will acknowledge that their business plans align with the community's Literacy Service Plan. The 2017-2018 LBS business plan for regional networks should reflect the Literacy Service Plan.

BACKGROUND

Regional networks are required to conduct literacy service planning and coordination as part of their agreement with MAESD. The focus is on maintaining the high quality delivery of the LBS program as well as to enhance linkages to Employment Ontario programs and other community services and supports.

The revised Literacy Service Plan template and Service Delivery Chart will assist regional networks as they prepare for 2017-18 LBS business planning. Completion of these materials is a requirement for all LBS program regional networks.

The LBS program CMSM data reports and the electronic LBS Literacy Service Plan map will complement the Literacy Service Plan template and will inform the analysis of literacy services within communities across the province.

If your organization has any questions, please contact your MAESD consultant.