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Memorandum To: Literacy and Basic Skills Network

From: Ministry of Labour, Training and Skills Development

Date: September 21, 2021

Subject: 2022-23 Literacy Service Planning for Regional Networks

This memo is to provide the Literacy and Basic Skills network with information about the Literacy Service Planning process for 2022-23. The regional network Literacy Service Planning template and accompanying Service Delivery Chart are now available on the Employment Ontario Partners' Gateway.

All regional networks are required to complete the Literacy Service Planning template and Service Delivery Charts in consultation with the Literacy and Basic Skills service providers and relevant community partners within their catchment areas.

The completed Literacy Service Planning template and Service Delivery Charts must be forwarded to the regional network's respective ministry Employment and Training Consultant via email attachment by close of business on November 5th, 2021.

The ministry will review and validate the Literacy Service Plans by November 19th, 2021. Ministry validated plans can then be distributed by the regional networks to the Literacy and Basic Skills service providers in their catchment area for use and reference during the business planning process.

During business planning, service delivery sites will acknowledge that their business plans align with the community's Literacy Service Planning. The 2022-23 Literacy and Basic Skills business plan for regional networks should reflect the Literacy Service Plan.

Thank you for your ongoing support of the Literacy and Basic Skills program. Please contact your local ministry office with any questions.