

## Memorandum

**To:** Literacy and Basic Skills Network

**From:** Ministry of Labour, Immigration, Training and Skills Development

**Date:** **September 21, 2022**

**Subject:** **2023-24 Literacy Service Planning for Regional Networks**

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This memo is to provide the Literacy and Basic Skills network with information about the Literacy Service Planning process for 2023-24. The regional network Literacy Service Planning template and accompanying Service Delivery Chart are now available on the Employment Ontario Partners' Gateway.

Please note that the Literacy Service Planning template has been updated to include questions that will allow the regional networks to share information about the impact of the increased demand for remote LBS service delivery. Additionally, the Service Delivery Chart has a new section focused on various types of training delivery by LBS service providers.

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 4<sup>th</sup>, 2022.

The ministry will review and validate the Literacy Service Plans by November 18<sup>th</sup>, 2022. 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 2023-24 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.