



MEMORANDUM TO: OSEB Coordinators; ES Service Providers

FROM: Director

DATE: August 27, 2012

SUBJECT: **Ontario Self Employment Benefit (OSEB) Program
Request for Financial Assistance for Dependent Care
Costs (Version 1.0 August 2012)**

MEMO #: **OSEB2012-03**

OBJECTIVE:

The purpose of this bulletin is to provide your organization with information about Ontario Self Employment Benefit Program Request for Financial Assistance for Dependent Care Costs (Version 1.0 August 2012).

BACKGROUND:

Locally developed forms, to capture relevant information in relation to requests for financial assistance for dependent care costs, have been used in the past which is creating difficulties in the administration of these costs. In order to bring consistency, and enhance and strengthen accountability, a standard form has been created for OSEB program applicants who are requesting reimbursement to help cover dependent care expenses while involved in workshop activity.

There are also two declarations that form part of the request; one to be completed by the dependent care provider and if applicable one to be completed by the other parent. If the OSEB program applicant is unable to have this declaration completed they are expected to notate and sign the "other parent" declaration, indicating their position in being unable to fulfill this requirement.

They can be accessed on the EOPG website at <http://www.tcu.gov.on.ca/eng/eopg/>.

NEXT STEPS:

Effective August 27, 2012 OSEB Coordinators must make sure clients requesting financial assistance for dependent care during OSEB workshop activity complete these forms and submit them together with their OSEB program application form (89-1743).

If a change occurs with the dependent care arrangements while involved in workshop activity, the client must complete another copy of this request and present it directly to the Ministry for review.

It is understood that there may be some difficulties in obtaining the declaration from the “other parent” of the dependant(s), if one exists (reference Question 8 in the request). If this is the case, the OSEB program applicant is expected to notate and sign the “other parent” declaration, indicating their position in being unable to have this requirement fulfilled.

Proof of the date of birth of each dependant child under the age of 14 years must be presented to the OSEB Coordinator or if a request is received within the workshop activity period, to the Employment and Training Consultant (OSEB) for validation. The request must be initialled to indicate appropriate proof has been seen for each dependant less than 14 years of age (Question 1 of the request). Original documentation must be returned to the client and no copies should be retained on file.

If your organization has any questions regarding the OSEB Program Request for Financial Assistance for Dependent Care Costs (Version 1.0 August 2012), please contact your Employment and Training Consultant (ETC).