

Ministry of Training,
Colleges and Universities

Ministère de la Formation
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MEMORANDUM TO: Ontario Self-Employment Benefit (OSEB) Coordinators

FROM: Teresa Damaso
Director, Program Delivery Support Branch

DATE: August 21, 2015

SUBJECT: OSEB 2015-16 Quarterly Status and Narrative Report Template

MEMO #: OSEB 2015-16 #01

OBJECTIVE:

The purpose of this bulletin is to provide your organization with information about the release of the Ontario Self-Employment Benefit (OSEB) Quarterly Status and Narrative Report Template (QSNR) and Instructions to Coordinators for 2015-16.

BACKGROUND:

The OSEB program requires the QSNR (including the update on participants) to be submitted to your local Employment and Training Consultant (ETC) contact quarterly as per the OSEB Coordinator agreement. Annually, these templates and documents are updated to incorporate program related changes. As 2015-16 is a wind-down year, the QSNR template and instructions have been adjusted to reflect that change.

Coordinators remain responsible for inputting data for all indicators and outcomes in EOIS-CaMS.

As personal information is being captured on the OSEB participant update spreadsheet, necessary care should be taken to ensure the security and integrity of individual participant data.

OSEB participant data is required to be submitted by a password protected Universal Serial Bus (USB) flash drive

NEXT STEPS:

The QSNR template and instructions are posted on the EOPG. Please review the documents and familiarize yourself with the content. The Instructions outline the data entry requirements, reporting schedule and submission details.

If your organization has any questions regarding the QSNR, please contact your ETC.