

## Ontario Self-Employment Benefit (OSEB) Eligibility and Suitability Assessment Template for OSEB Coordinators

Applicant Name: \_\_\_\_\_

(First Name, Last)

### Instructions on the completion of the OSEB eligibility and suitability assessment template.

1. Review the OSEB applicant eligibility requirements and indicate if the applicant meets all of them with a checkmark "Yes" or "No".  
If the answer is "Yes", then proceed to business eligibility assessment.  
If the answer is "No", see note below.
2. Review the OSEB eligible and ineligible business activities and indicate if the applicant is proposing an eligible business with a checkmark "Yes" or "No".  
If the answer is "Yes", then proceed to suitability assessment.  
If the answer is "No", see note below.
3. Review the OSEB suitability criteria and indicate if the applicant meets all criteria with a checkmark "Yes" or "No".
4. Provide letter of support (or non support) that summarizes the applicant's OSEB eligibility and suitability assessment. If the applicant does not meet all suitability criteria, see note below.
5. Include this assessment template with the letter of support (or non support) along with other assessment documentation (e.g. details on suitability and the feasibility of the business concept).

Note: Individuals who do not meet the applicant eligibility, business eligibility or suitability requirements should be directed back to the Employment Service (ES) provider to discuss other Employment Ontario services or programs and/or other community services.

### Ontario Self-Employment Benefit Applicant Eligibility

#### To be eligible for the OSEB program, the applicant must:

- be a Canadian citizen or permanent resident legally authorized to work in Canada;
- meet the definition of an insured individual; and
- be a resident of Ontario.

An "insured individual" means an insured person who at the time of requesting assistance (i.e. MTCU receipt of application) is an unemployed person:

- for whom an EI benefit period has been established, or
- whose EI benefit period ended within the last 36 months, or
- who is re-entering the labour force after having left it to care for newborn or newly adopted children. This individual must have a benefit period that began within the last 60 months during which he/she was paid maternity or parental benefits.

For the purpose of the OSEB program, individuals who are working less than an average of 20 hours per week are considered to be unemployed.

**The applicant must not:**

- be on temporary layoff or on leave of absence from his/her job;
- have completed a business plan prior to approval for the OSEB program by MTCU;
- have started working on his/her business prior to approval for the OSEB program by MTCU;
- have previously completed within the last 24 months or be currently enrolled in a self-employment program (i.e. provincial or other).

Yes, the applicant meets all eligibility requirements **OR**

No, the applicant does not meet all eligibility requirements. Please provide details:

---

---

**Eligible and Ineligible Business Activities**

The proposed business activity must be full-time. This means that the approved participant must devote at least 35 hours per week to developing and implementing the business plan. Alternate arrangements may be provided to accommodate persons with disabilities.

**An OSEB applicant must be considering:**

- a business where the individual will have control of the business including:
  - being both the owner and operator of the business
  - being the major decision-maker
  - acting independently in carrying out the business on a day to day basis
  - benefiting from the profits and suffering the financial losses from the business;
- a new business or an existing business in which the individual had no prior ownership; and
- a business that is suitable for public funding in the opinion of the Ministry.

**The following are ineligible business activities under the OSEB program:**

- any activity that involves, in the opinion of MTCU:
  - sexual exploitation
  - illegal activity
  - the production of materials that promote hate, discrimination or illegal activity
  - otherwise promoting hate, discrimination or illegal activity
  - proselytizing of a particular religious or political opinion;
- business that is partially or entirely based on commission;
- business that is dependent on a parent company (e.g. real estate agents, insurance brokers, Mary Kay);
- franchise;
- home-based daycare;
- part-time business (less than 35 hours a week unless an alternate arrangement is made to accommodate a person with a disability);
- business the applicant currently owns and operates;
- business the applicant previously owned;
- business owned previously by the applicant's spouse, parent or child where the individual has had significant involvement in the management/decision-making process; or
- not for profit organization.

**Acceptable types of business structures for the OSEB program include a:**

- sole proprietorship;
- partnership;
- corporation.

- Yes, the applicant is proposing an eligible business (based on Eligible and Ineligible Business Activities)\* **OR**  
 No, the applicant is not proposing an eligible business. The business is not eligible for the following reasons:
- 

---

\*For a person with a disability, provide accommodation details (if requested by the applicant) as they pertain to the requirement to devote at least 35 hours per week to developing and implementing the business plan.

---

---

## **Ontario Self-Employment Benefit Suitability**

**An applicant must meet the following OSEB suitability criteria:**

- requires business support as demonstrated by lack of prior related self-employment experience and training (based on documentation, a self-assessment facilitated by an OSEB Coordinator and an OSEB Coordinator's assessment of the individual);
- does not possess a professional designation where knowledge and experience acquired through professional training and affiliation indicates a lack of need for the OSEB program\*;
- proposes a business where there are no laws or regulations that impede the individual from starting it;
- possesses product or service knowledge and skills related to the proposed business activity (e.g. construction experience/formal training if a construction business, bookkeeping experience/training if offering such services);
- possesses the certification or qualification, if required under law or regulation, to perform the proposed business activity;
- present a business concept which is considered to be feasible and be an appropriate candidate for self-employment program participation; and
- provides evidence of a minimum of 25% equity (cash and/or in-kind) to contribute to the business; and if the business plan indicates need for business financing/investment, it is reasonable to expect the individual will be able to access the business funds required.

\*Note: In order to become suitable candidates for the OSEB program, individuals must require the full extent of entrepreneurial training and support. For some professions (e.g. medical doctors, lawyers, CAs), individuals who are qualified to practice in Ontario are able to learn what is involved in operating a business through their professional training, support from their professional organizations, consultation with colleagues who act as mentors, as well as by accessing and applying information and resources available in the broader community.

Yes, the applicant meets all suitability criteria **OR**

No, the applicant does not meet all suitability criteria. Please provide details:

---

---

I, \_\_\_\_\_ working for  
(First Name, Last)

---

(Name of Organization)

have completed the Ontario Self-Employment Benefit eligibility and suitability assessment and attest that the:

Applicant meets eligibility requirements:

Yes       No

Applicant's proposed business is eligible:

Yes       No

Applicant meets suitability criteria:

Yes       No

Signature \_\_\_\_\_

Date \_\_\_\_\_  
(yyyy/mm/dd)