

Financial Supports Process and Job Aid

Financial supports allow SSMs to provide financial supports directly to clients and employers for addressing temporary financial barriers to participation in employment or employment-related activities.

Financial supports may be issued in one of two categories:

1. Job Seeker Financial Supports:

General Job Seeker Financial Supports which are available to IES clients for removing temporary financial barriers to participation in employment or employment-related activities.

Job Seeker Financial Supports for People with Disabilities are available to IES clients with disability-related financial barriers to participation in employment or employment-related activities, including ODSP recipients.

Financial Supports – Ontario Disability Support Program (ODSP) Reserve is a reserve amount that can only be used to support clients who are ODSP income support recipients. This reserve may be used for both Job Seeker Financial Supports and Employer Financial Supports. The SSM may spend more than the minimum ODSP reserve amount on ODSP clients, i.e., funding to support ODSP clients can also be drawn from the SSM allocations for Job Seeker Financial Supports and Employer Financial Supports.

2. Employer Financial Supports:

Employers who hire IES clients may be eligible for financial supports including job placement incentives to remove any temporary barriers to onboarding the client for new employment.

Eligibility

Job Seeker Financial Supports - Client:

- Client must be case managed, and an Employment Action Plan (EAP) completed in CaMS.
- The benefit must eliminate or address a temporary barrier for the client.
- The benefit supports the clients' goals, Employment Action Plan, or path to employment.
- Client is not eligible for funding from any other source (e.g. OW, OSDP, Assisted Devices, trillium, etc.).
- Client has not received funding for the financial support from any other source (e.g. OW or ODSP.)

Note: Service Providers and Social Assistance must coordinate benefits to ensure there are no duplication of funds.

Employer Financial Supports - Employer:

- Licensed to operate in Ontario.
- Comply with applicable legislation and maintain appropriate insurance.
- Not a SSM/Service Provider.
- Not use funding to hire family members.

- Not be currently receiving other funds (federal, provincial, or municipal, etc.) for the same job placement.
- Maintain appropriate WSIB or alternate workplace safety insurance coverage and have adequate third-party general liability insurance as advised by its insurance broker.
- Not use supports to replace existing or laid-off employees.
- Meet any other requirements as appropriate, including those set by the SSM.

Suitability

Job Seeker Financial Supports

- Client that required the item/service to support their action plan to eliminate or address a temporary barrier.
- The financial support must align with the EAP and identified goal.
- Client requires funding to obtaining the support.
- Support cannot be provided through other sources of funding.

Employer Financial Supports

- Employer requires a placement or job trial to determine client suitability for the position.
- Client requires additional supports to learn the job process or tasks.

Note: Clients in compulsory trades must be referred to training in a relevant Employment Ontario program (apprenticeship) and are not eligible for Employer Financial Supports. Please refer to Ministry-retained program: [compulsory trades skilled trades ontario-feb-2022.pdf](#) ([skilledtradesontario.ca](#)) for more information. Employer financial supports submitted for compulsory skills trades should be referred to apprenticeship training and will be rejected by the SSM.

Documentation Requirements

Job Seeker Financial Supports:

- Documentation must be provided that lists the date, clear description of the item and the cost of the item.
- Documented rationale for the item.
Rationale must:
 - Provide a detailed description of the need or why the financial supports is required.
 - Support the employment goal (e.g. forklift for warehousing jobs, smart serve for service jobs.)
 - If applicable, indicate other sources of funding client attempted to obtain and reason for ineligibility.
- Please note that additional information can be entered in the comment section of this document.

Note: Plan items for transportation or work clothing and/or grooming of \$100 or less will not require a receipt to be submitted; however, employment Ontario caseworkers are required to document approval, amount, eligibility, and distribution of employment related funds on file and in the plan item in CaMS. Please retain documentation for future file audits.

Tip: A description of the item is not a rationale (e.g. work boots for a job). A rationale must provide a clear, documented reason for why the item is required (e.g. client is trying to obtain

employment in a warehouse setting and requires steel toe shoes for this type of employment. Client does not have the funds to purchase the boots and has no other source of funding to pay for the item).

Employer Financial Supports:

- Employer supports must provide the completed TIPA which is signed by the client, Service Provider, and employer.
- Proof of payment to the employer.

Funding Amounts:

- Maximum \$3,500 for employer financial supports.
- Reasonable cost for item under job seeker financial supports.

Timelines:

- Financial supports should be provided to the SSM for approval in a timely manner (e.g. when invoice is provided to the Service Provider.)
- Must be uploaded in the appropriate quarterly period the support is provided to the client.

CaMS Process:

To submit the financial supports request in CaMS, the following steps must be completed:

- Navigate to the “Cases and Outcomes” tab.
- Click on arrows to expand “Shortcuts”.
- Select “Participants.”
- Click on “Find Person.”
- Person Page opens.
- Enter criteria in the search criteria.
- Click on “Search.”

In the search results:

- Click on the “Reference Number.”
- The “Person Home” page opens.
- Click the “Cases” tab.
- Scroll down to the “Employment Action Plan.”
- Click the case “Reference Number.”
- The “Service Plan” Home page opens.
- Click on the “Plan Content” tab.
- The “Plan Content” page opens.
- Click on the “Select” link under the action column.
- Select “New Sub-Goal” link on the right-hand side of the page.
- The “Create Sub-goal” tab opens.
- From the drop-down list, select either “Job Seeker financial Supports” or “Employer Financial Support” as required.
- Select ‘Save.’
- Scroll down to the “Employment” list.

- Job seeker financial supports or employer financial supports is listed as a subgoal under “Employment.”

Job Seeker Financial Supports CaMS Process:

Select “Job Seeker Financial Supports” from the “Create Sub-goal” tab.

- Click on the three (3) dots to the right of “Jobseeker Financial Supports”.
- Select “Add Plan item.”
- Select “Plan item Type” tab displays.
- Click on the appropriate “plan item(s)”. Select all that apply.
- Select “Save.”
- Select arrow to the left of the “Jobseeker Financial Supports.”
- Plan items associated with the jobseeker Financial Supports will display.
- Select the three dots to the right of the “Plan Item.”
- Select “Edit Plan item.”
- The “Modify Plan Item” tab will display.

▼ Jobseeker Financial Supports	02/04/2024	02/04/2024	Completed	..
Plan Items				
Name	Start Date	End Date	Status	Outcome
▼ Job Seeker - Employment-Related Transportation	02/04/2024	02/04/2024	Completed	Attained
Details				
Name	Job Seeker - Employment-Related Transportation		Service Delivery Site	SSM - London

Start Date: when you start speaking to client about supports

End Date: client no longer needs support or last date of last invoice

Start Date: when you start processing the expense

End Date: Date submitted to LRES for approval

Choose the appropriate Plan item

Name	Start Date	End Date	Status	Outcome
Job Seeker - Short-Term Skills Training	09/02/2024	22/02/2024	Completed	Attained

Actual Start Date: Date of first invoice

Actual End Date: Last invoice date

Actual Cost: Total cost including taxes, fees

HST Amount: HST showing on receipt

Paid Date: Receipt Date

Check Ready for Review

Rationale: Comprehensive; explain barrier, and reason for support. Supported by Common Assessment.


Attachment Date: Receipt or Invoice Date

Attachments: Receipt has to have client name. Provide description if multiple items/multiple receipts. Indicate if client paid/reimbursed or SP paid on behalf of client.

Submit expense in timely manner.

Keep the cases open until approval is complete by SSM. If the file is closed, SSM will not be able to approve.

- Add “Actual start date.”
 - Add “Actual end date.”
 - Select the appropriate “Outcome” from the dropdown list.
 - Enter “Actual Cost” (total cost of the item.)
 - Enter the “HST Amount.”
 - Enter a “Rationale.”
- The rationale should outline the following:
- How cost aligns with the EAP.
 - What item(s) are covered in the financial support.
 - Why the cost is required.
 - Indicate that the funding is not covered through other funding providers (e.g. life stabilization, ODSP, Assisted Devices Program (ADP).)
- Select Save.
 - Select the three dots to the right of the “Job Seeker Financial Supports.”
 - Select “Add Attachment.”
 - Attachment tab displays.




Add Attachment

* required field

File Details ▼

Document Type * ▼

New File * Browse...

Receipt Date * 02/04/2024 

Attachment Description ▼

Description * [Text Area]

Save
Cancel

- Select the appropriate “Document Type” from the drop-down list.
- Select Browse beside “New File.”
- Select and upload the appropriate documentation to support the job seeker financial support.
- Enter the “receipt date” which is the transaction date of the receipt and should be entered in the receipt date field.
- Enter a description in the “Description field.”
- Select Save.
- Select the three dots next to the “Job Seeker Plan Item.”
- Select the “Plan Item.”
- Click the “Ready to Review” button to upload to SSM for review.

Note: SSM will either “approve” the submission or “reject” the submission with an explanation. If the SSM rejects the submission, please correct the information using the feedback prior to resubmitting the job seeker financial supports.

Employer Financial Supports CaMS Process:

- Select “Employer Financial Support” from the “Create Sub-Goal” tab.
- Click on the three dots to the right of “Employer Financial Supports”.
- Select “Add Plan” item.
- The “Plan Item Type” tab displays.
 - Click on the appropriate “Plan Item(s)” and select all that apply.

- Select “Save.”
- Select arrow to the left of the “Employer Financial Supports”.
 - Plan items associated with the Employer Financial Supports will display.
- Select the three dots to the right of the “Plan Item”.
- Select “Edit plan item”.
- The “Modify Plan Item” tab displays.
- Enter relevant details:
 - Actual start date.
 - Actual end date.
 - Actual cost.
 - Outcome, if applicable (must be entered if the end date is entered.)

Modify Plan Item : * required field

Primary Client

Details

Name	Employer - Job Placements with Financial Supports	Service Delivery Site	SSM - London
Caseworker		Change Caseworker	
Actual Start Date		Actual End Date	
Actual Cost		Plan Item Reference Number	14254186
Outcome			
Ready for Review	<input type="checkbox"/>		

Placement Information

Job Title		Wage Per	Hour
Placement Category		NAICS	
Employment Hours per Week	0	Employer	
National Occupation Code		Employer Satisfaction	
Wage Amount			

Comments

- Enter Placement information.
 - Enter job title.
 - Select wage per from the drop down.
 - Select placement category from the job down.
 - Enter employment hours per week.
 - Enter employer details.
 - Enter wage amounts.
 - Enter any comments, as appropriate.
- Click Save

- Select the three dots to the right of the “Job Seeker Financial Supports.”
- Select “Add Attachment.”
- The “Add Attachment” tab displays.

Add Attachment

✕

* required field

File Details ▼

Document Type *

New File *

Receipt Date *

Attachment Description ▼

Description *

- Select the appropriate “Document Type” from the drop-down list.
- Select “Browse” beside “New File”.
- Select and upload the appropriate document to support the jobseeker financial Support.
- Enter the receipt date (The transaction date of the receipt should be entered in the receipt date field).
- Select the three dots next to the job seeker plan item.
- Select “Plan Item.”
- Click the “Ready to Review” button to upload to SSM for review.

Note: SSM will either “approve” the submission or “reject” the submission with an explanation. If the SSM rejects the submission, please correct the information using the feedback prior to resubmitting the job seeker financial supports.