

Performance-Based Funding Process

Service Provider Process

Performance-based funding can be provided to Service Providers when the following provisions have been met for a case-managed client:

- The outcome entered is “employment.”
- The client completes the employment services questionnaire at the outcome and the 1, 3, 6, and 12-month milestones.

All documentation must include the following information:

- Client Name.
- Employer Name.
- Start Date of Employment.
- Number of Hours worked.
- Pay period (including milestone dates for checkpoint).

Alert: Do not close any cases until all Milestone payments are received. Contact the SSM prior to closing a case if PBF has been submitted.

Overview of Standard Process using Performance Based Funding (PBF)

Legend	Client	Service Provider	SSM
General Process		Responsibility	Steps
Request PBF		Service Provider	<ul style="list-style-type: none"> ○ Create the Outcome and complete checkpoint in ESCases (see EsCases Process below).
Approve/Deny PBF		SSM	<ul style="list-style-type: none"> ○ Reviews checkpoint dates. ○ Reviews documentation/evidence. <ul style="list-style-type: none"> • Proof must clearly show the checkpoint date. ○ The SSM will approve the request if all the information is provided or reject the request and add a note when follow up is required.
Approve/Deny Financial Request		Service Provider	<ul style="list-style-type: none"> ○ Approve or Deny Financial Request; request additional information. ○ Follow internal process to issue funds to client.
Submit Required Documentation		Service Provider	<p>The following documents will be uploaded to confirm proof of employment:</p> <ul style="list-style-type: none"> ○ Paystub ○ Letter of Employment ○ A Training Incentive Placement Agreement (TIPA) can be used to confirm employment. ○ The placement start date should be the EAP outcome date. ○ The TIPA should be uploaded at the one-month <i>milestone section</i>. <p><i>Note: Note: Attestation will be accepted for checkpoints/milestones only if paystub or employment letter cannot be obtained and all options to obtain proof of employment have been exhausted (see attestation documentation below)</i></p>
SSM Review		SSM	<ul style="list-style-type: none"> ○ Once documentation received, SP to upload additional documents to ESCases(see steps below) ○ If request denied and returned from SSM, Service Provider to follow internal process to obtain proper information and resubmit to SSM
		SSM	<ul style="list-style-type: none"> ○ Review submitted documentation. ○ Approve or Deny submissions for reimbursement

Additional documentation must be included with the attestation to support proof of employment (See page 5) for the attestation template. The sections in blue must be completed).

- *The Attestation template must be used to include:*
 - *A rationale of evidence and steps taken to obtain the correct documentation.*
 - *A rationale that explains the evidence that the service provider has in support of the accuracy of the attestation.*
 - *A summary of the attempts to collect the proof of employment or paystub.*
 - *Any other factors relevant to the attestation.*
 - *The employment start date, hours of work and the milestone date must be included.*

Note: The attestation must be signed by the EPC prior to upload to ESCases.

ESCases Process:

The outcome must be first created and completed in order to trigger the Checkpoints:

- Select the “Outcome” tab and click on the “Create Outcome”.
- Enter the outcome details. The “Outcome Date” should be the same as the employment date if the outcome is “employed”.
- Select “Add Job” to enter the employment details. Ensure all relevant questions are answered to generate the checkpoints.
- The checkpoint date will be system generated. To ensure the documentation covers the checkpoint, enter the end date for the milestone as the last date of the paystub period.
- The Questionnaire section must be completed, and documentation uploaded to confirm employment at the checkpoint date. Proof of employment can also be uploaded, if required.
- Select “Add New” beside “Checkpoint Jobs” to open section to add job details. Ensure hourly wage and hours worked are completed.
- Click “Milestone Achieved” box and “Submit” to upload the milestone to CaMS for SSM approval.
- The Milestone Achieved: will change to “yes” when the “Milestone Achieved” box is checked.

Note: Proof of employment cannot be uploaded under the outcome tab at this time. Proof of employment can be uploaded at the one-month milestone.

Rejected Submission

The following will appear under the checkpoint outcome when performance-based funding is rejected:

- The approval under checkpoints will change to “Rejected.”
- The “Milestone Achieved” will revert to unchecked.

- The “Milestone Achieved” will revert back to “No.”
- Select the arrow beside “SSM and Ministry Status” to review the details.

Note: Ensure all questions on the Questionnaire section and Checkpoint Jobs are complete prior to resubmitting the documents.

Re-submission Approval

If the initial monitor indicates re-submission required, review the notes to determine the information required. To resubmit the information required (re-submission must be completed in CaMS at this time):

- Read the note to determine the reason for rejection.
- Resubmit correct documentation for proof of employment.

Attestation

This attestation in accordance with the LRES integrated Employment Services Program guidelines is intended to document and confirm a client's employment and details thereof.

I, **EO Office Employee Name** on behalf of **Service Provider** am submitting this attestation as proof of employment:

Client Name:	Type Client Full Name
Client Reference Number:	Type Client Reference Number
Employment Start Date:	Type Employment Start Date
Milestone Checkpoint:	Type Checkpoint type
Milestone Date:	Type Milestone Start Date
Employer:	Type place of Employment
Position:	Type Title
Hours per week:	Type Number of hours per week

We as the Service Provider have **Summary or attempts to collect the proof of employment (e.g. employment letter or pay stubs)**.

Evidence the Service Provider has: **Provide rationale that explains the evidence that the Service Provider has in support of the accuracy of the attestation.**

In addition, **Any other factors relevant to the attestation.**

I, **Lead Service Provider Employment Caseworker of Clients EAP** hereby attest that all above information is correct, and we have exhausted all other options of confirming employment.

Signature: _____ Date: _____

Service Provider Manager Name Printed: _____

Signature _____ Date: _____

LRES Employment Program Coordinator: _____

Signature _____ Date: _____