

Performance-Based Funding: Decision-Making Checklist

All of the following conditions must be met for the proposed expense to be considered eligible:

EAP Outcome

- Proof of Start Date (also check applicable document)
 - Offer letter or email from the employer; **OR**
 - Initial pay stub that shows no prior cumulative hours/pay; **OR**
 - Pay stub that shows the change in hours to at minimum 20 hours per week.

Outcome at 1, 3, 6, 12 Months

Proof of Employment at Checkpoint: Pay Stub

- Employer name
- Client's name
- Payment date
- Pay period (*must include checkpoint date*)
- Hours worked (*must be 20+ hours*)
- Confirmation of increased hours to an average of 20 hours per week, if applicable

OR

Proof of Employment at Checkpoint: Employer Letter

- Employer name
- Client's name
- Average weekly hours (*must be 20+ hours*)
- Appropriate date (*ie. must include checkpoint date*)
- Confirmation of increased hours to an average of 20 hours per week, if applicable

OR

Proof of Employment at Checkpoint: Self-Employed

- Net business income equivalent to working at least 20 hours a week at the general minimum wage for four weeks, as evidenced by: (also check applicable category)
 - Evidence of monthly-cash flow; **AND/OR**
 - Other proof of income and of expenses; **AND/OR**
 - Wage and tax statements for self-employment; **AND/OR**
 - Income tax return; **AND/OR**
 - Proof of income statement called "option c print" from Canada Revenue Agency;
AND/OR
 - Agreements and contracts with customers or suppliers; **AND/OR**
 - Bank statements; **AND/OR**
 - Accounting statements