Job Aid: EAP Plan Contents List

*\* The Sub-Goals with this marker indicate that they have a ‘Custom Basic Plan Item’ associated with them. This allows the Caseworker to custom create plan items to better support and address the needs of their client. Note: o*nly use if activity cannot be found under existing Sub-Goals and Plan Items\*

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| **Sub-Goal** | **Plan Items** | **Examples of When to Use** |
| **Employer Financial Supports** | * Employer-Job Accommodation | Use when financial supports are provided to employers to support client accommodations in the work place  Eg. technology, assisted devices, |
| * Employer- Job Placements with Financial Supports | Use when placement is attached to funding |
| * Employer- Job Trials with Financial Supports | Use when Job Trial is attached to funding |
| **Employment Assistance Services** | * Career Exploration, Planning and Management | Eg. Research Employers, Research Occupation, Labor Market Information, Compile Portfolio, Assessment for BJO Program, Select Goals and Pathways etc. |
| * Client Counselling | Eg. Employment Counselling (Interview prep, Mock Interviews) |
| * Custom Basic Plan Item\* | \*Only use if activity cannot be found under existing Sub-Goals and Plan Items\* |
| * Employability Skills Training | Short term Skills Training Program. (Eg., Computer Skills Training, Skills Upgrading Program etc.) |
| * Employer Coaching | Crisis Response, Understanding Disabilities, Diversity/Inclusion Training, Monitoring and Evaluating Job Performance, Support for Accommodations etc. |
| * Employer- Job Placements | In addition with Employer- Job Placement w/ Financial Supports or use ALONE if client is on a placement with NO funds |
| * Employer- Job Trials | Use in addition with Employer Job Trials with Financial Supports or use alone if not funding is issued for Job Trial |
| * Job Coaching | Eg. Issue Resolution, Mentorship and Peer support, Workplace Health and Safety, Support for Accommodations, etc. |
| * Job Matching and Development | Involves working with employers to determine their workforce needs and identify suitable matches between employer and participants  (eg. Referral to Job Developer Job Match, Job Shadow etc.) |
| * Job Search | Support a client with conducting an effective employment search  (Eg. Resume, Conduct cold calling, Prepare for Interview, Attend Job Interviews, Obtain References, Job Applications/Applying to Specific Job Openings, Networking, Job Search Strategies etc.) |
| * Provision of SSM In-Service Self Employment Services | N/A |
| * Referral to External Self Employment/Entrepreneurship Services | Eg. Referral to Small Business Center |
| * Resource and Information Services- Digital Services | Eg. Computer Course, Creating an Email, Job Search, Jobs Portal |
| * Resource and Information Services- General | If providing information/referral and no funds are being issued  Eg. Attend Job Fair, Attend Workshop, Information on Academic Credential Assessments, Career Cruising,  Job Application Preparation, Public Library Computers |
| * Volunteering |  |
| **Jobseeker Financial Support** | * Job Seeker – Academic Credential or Professional Accreditation Assessment | Use when attached to funding for activities like: Translation of Academic Documents, Academic Assessment, Evaluate Foreign Credentials, Professional Accreditation etc. |
| * Job Seeker – Accommodation Needs- Assistive Devices and Adaptive Technology | Use when accommodations are needed to support client in the work place  Eg. Workplace Assistance for Assistive Devices and/or Adaptive Technology |
| * Job Seeker – Accommodation Needs- Job Specific Communication Skills Training |  |
| * Job Seeker – Accommodation Needs- On-the-Job Supports | Eg. Compression Stockings |
| * Job Seeker –Certification Charges | License and Designations fees , First Aid, Smart Serve, WHIMIS, Safe food handlers Course, Re-Certification Forklift License etc. |
| * Job Seeker – Diagnostic Assessment | Testing- General or Other |
| * Job Seeker – Emergency/Infrequent Child Care | One time childcare (or up to a maximum of 2 weeks) to attend employment-related activities or onboarding a new job (Eg. If client needs to attend job interview, or orientation, testing, training, onboarding etc.) |
| * Job Seeker – Employment Related Special Equipment and Supplies | Safety equipment (e.g., work boots, safety vest, non-slip shoes etc.) needed for employment-related activities or onboarding a new job (except for employer-provided personal protective equipment). Phone, Phone card etc. |
| * Job Seeker – Employment- Related Transportation | Bus Pass, Gas, Insurance, renew license, FAST Card |
| * Job Seeker – Language Skills Assessment |  |
| * Job Seeker – Short-Term Skills Training | (Short term= training to be completed within 3 months)  Eg. Registration fees |
| * Job Seeker – Specialized Hardware |  |
| * Job Seeker – Translation of International Documents | Fees |
| * Job Seeker – Work Clothing and/or Grooming | Clothing or grooming needed for employment related activities such as a job interview or for onboarding a new job |
| **Skills Development-Ministry Delivered Programs** | * Referral to Better Jobs Ontario Training | \*Must be added to EAP to be able to invite Client to the BJO Portal |
| * Referral to Feepayer Training | In regards to Better Jobs Ontario Stream |
| * Referral to Micro-Credentials |  |
| * Referral to Ontario Job Creation Partnership Training |  |
| * Referral to Other Ministry Delivered or Funded Programs |  |
| * Referral to SkillsAdvance Ontario (SAO) |  |
| **Skills Development- Other** | * Other | Various Community Skills Development programs. Specify name of program or details in the Comments Section. (Eg. Gale Courses) |
| * Referral to Academic Upgrading (College Program) | Continuing Education. Eg. Contact North, |
| * Referral to Canada-Ontario Job Grant |  |
| * Referral to English as a Second Language Training | ESL Classes, LINC |
| * Referral to French as a Second Language |  |
| * Referral to Government Services- Federal |  |
| * Referral to Government Services- Municipal |  |
| * Referral to Literacy and Basic Skills training |  |
| * Referral to Occupational Skills training |  |
| * Referral to Ontario Bridge Training Program |  |
| * Referral to Post-Secondary Education |  |
| * Referral to Secondary Education |  |
| **Life Stabilization** | * Basic Needs – Crisis Resolution | Referral to Community Supports |
| * Basic Needs – Financial Support | Referral to Ontario Works, Employment Insurance |
| * Basic Needs – Food Security | Referrals to Food Banks (Eg. Inn of Good Shepherd, Salvation Army etc.) |
| * Basic Needs – Housing | Referral to Housing Supports or Emergency Shelters (Eg. Salvation Army, CK Women’s Center, Good Shepherd Lodge etc. ) |
| * Basic Needs – Transportation | Use in addition with Job Seeker – Employment related-Transportation or Use alone if providing Transportation Resources |
| * Basic Needs – Self-Efficacy | Use when adding activities related to moving a client towards self-sufficiency (Eg. Client needs Identification, Opening a bank Account, Life Skills and Hygiene supports) |
| * Community Supports – Cultural Connections |  |
| * Community Supports – Cultural Transition | Referral to Settlement Agencies |
| * Community Supports – Dependent Care | Arrange for Childcare or Adult Dependent Care Eg. Daycare, After School Programs, Respite etc. |
| * Community Supports – Justice and Legal Support | Eg. Probation, Legal Aid etc |
| * Community Supports – Newcomer Services | Referral to Settlement agencies |
| * Custom Basic Plan Item\* | \*Only use if activity cannot be found under existing Sub-Goals and Plan Items\* |
| * Health Supports – Mental Health and Addictions | Referrals to Mental Health Supports, Substance Abuse Programs, Addiction Programs (Eg. Quit Smoking Programs, CMHA, Westover, Brentwood, Withdrawal Management Programs, Counselling etc) |
| * Health Supports – Primary Care and Ongoing Medical Concerns | Medical, Dental, Eye Care, Medical Treatments, etc. |
| **Retention** | * Accessible Workplace Consultation for Clients a with a Disability |  |
| * Additional Services to Find Another Job |  |
| * Custom Basic Plan Item\* | \*Only use if activity cannot be found under existing Sub-Goals and Plan Items\* |
| * Employer Retention Coaching |  |
| * Job Retention Crisis Response |  |
| * Mentoring |  |
| * Ongoing Job Coaching |  |
| * On-the-Job Training |  |
| * Retention Support Planning | Develop a Support plan with client and/or employers |
| * Supporting Changes in Work Activities and Supervision |  |
| **Specialized Services** | * Culturally-Appropriate Employment Services for Indigenous Peoples | Use if Organization offers specialized services for Indigenous Peoples |
| * Custom Basic Plan Item\* | \*Only use if activity cannot be found under existing Sub-Goals and Plan Items\* |
| * Employer Education and Training | ***Eg. DEI Training , Disabiliities; created a placement with employer and SP will be providing info and training on accommodations*** |
| * Employer Job Carving | Use when working with an employer to create a job that meets the needs, skills and abilities of the client |
| * Employment Services for Francophones | Use if Organization offers specialized services for Francophone |
| * Employment Services for Newcomers | Use if Organization offers specialized services for Newcomers |
| * Employment Services for People with Disabilities | Use if Organization offers specialized services for Persons with Disabilities |
| * Employment Services for Youth with Higher Support Needs | Use if Organization offers specialized services for Youth with Higher Support Needs |
| * Workplace Consultation for Clients with a Disability (ies) |  |