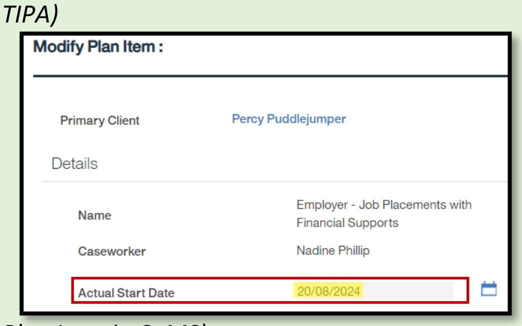
Job Aid: Submitting Employment Related Financial Supports (ERFS) Employer Job Placements and Job Trials

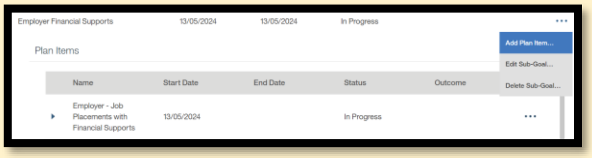
Note: *When arranging a Placement or Job Trial for your client, ensure the Employer is already registered in CaMS. The steps are outlined in the EOIS-CaMS Service Provider User Guide, "Chapter 7: Employer Management" and can be found under* [myEOIS (gov.on.ca)]

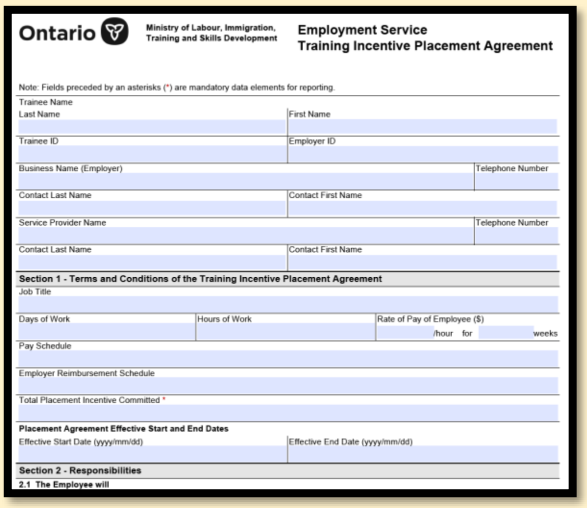
Recording a Placement or Job Trial with Incentives	
Adding a Placement or Job Trial Plan item to the EAP  *(e.g., TIPA)*  *(e.g., Plan Item in CaMS)*	1. Complete the steps to add Job Placement or Job Trial Plan item under *Employer Financial Supports* Sub-Goal. 2. Complete all the required details in the Modify Plan Item page for each plan item (e.g. Actual Start Date, Actual Costs, Placement Details, etc.). ***NOTE:*** *The* ***Actual Start Date*** *plan item field in CaMS must reflect the* ***Effective Start Date*** *in the actual Training Incentive Placement Agreement (TIPA).* 3. Add additional details in the Comments field. (This also supports integrated case management for SA clients). **Note: Do not check 'Ready for Review' box at this point.**
Record an Outcome to Move Client into Retention ***FOR PLACEMENTS ONLY***	*1.* Service Providers can move the client into the Monitoring/Retention phase at the start of a placement. 2. Complete the steps required to record an outcome (refer to Job Aid: Recording Outcomes and Checkpoints). **Note:** *Clients on Job Trials with a fixed end date should* ***not*** *be moved into retention.*
Add Proof of Employment to EAP Outcome ***FOR PLACEMENTS ONLY***	1. From the EAP Outcome ellipses under the Outcome tab, click "**Add Attachment**". 2. On the Add Attachment page, complete all fields; use the browse feature to upload the required documents to CaMS. **NOTE:** *Service Providers should attach the first 2 pages of the Training Incentive Placement Agreement (TIPA), ensure all signatures have been completed. The TIPA is used as proof of employment when recording an outcome.* 3. In the description text box, please indicate the document uploaded is the initial TIPA (e.g. "Please see initial TIPA attached"). 4. Click "**Save**".

November 2024

Completing a Placement or Job Trial with Incentives

Adding Attachment (FINAL TIPA & Proof of payment)




Ontario Ministry of Labour, Immigration, Training and Skills Development

Employment Service Training Incentive Placement Agreement

Note: Fields preceded by an asterisks (*) are mandatory data elements for reporting.

Trainee Name: Last Name | First Name

Trainee ID | Employer ID

Business Name (Employer) | Telephone Number

Contact Last Name | Contact First Name

Service Provider Name | Telephone Number

Contact Last Name | Contact First Name

Section 1 - Terms and Conditions of the Training Incentive Placement Agreement

Job Title

Days of Work | Hours of Work | Rate of Pay of Employee ($) /hour for weeks

Pay Schedule

Employer Reimbursement Schedule

Total Placement Incentive Committed *

Placement Agreement Effective Start and End Dates

Effective Start Date (yyyy/mm/dd) | Effective End Date (yyyy/mm/dd)

Section 2 - Responsibilities

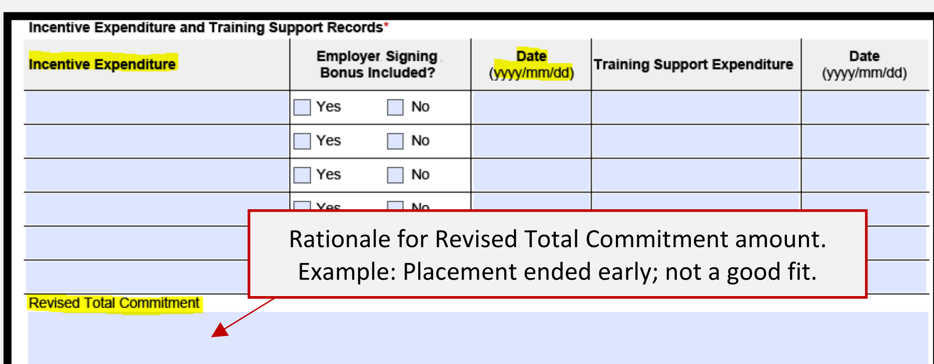
2.1 The Employee will

(e.g., TIPA)

1. From the Plan Content tab, navigate to the associated plan item and select the ellipses; Click “**Add Attachment**”.
2. Complete the required fields. Use the browse feature to upload the final copy of the TIPA and proof of payment (*proof Service Provider paid the employer, e.g., receipt, statement*).
3. In the description text box, please indicate the document that has been uploaded (e.g. “Please see final TIPA and receipt attached”).
4. Click “**Save**”.

NOTE:

- *All **3 pages** of the **TIPA** must be completed with signatures from all parties and dated.*
- *Employer Supports should be reported by service providers to the WREN in CaMS within **15 business days** of completing the placement. Submissions will be reviewed and must contain the completed TIPA (pages 1-3) uploaded as an attachment.*
- ***Revised Total Commitment:** For any discrepancies between the TIPA’s initial amount committed and actual costs issued for the placement, Service providers will need to amend the TIPA to reflect the amount that was actually paid to the employer. **Include this information under Revised Total Commitment** (on page 03)**.***

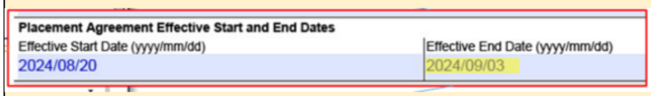

Incentive Expenditure and Training Support Records*

Incentive Expenditure	Employer Signing Bonus Included?	Date (yyyy/mm/dd)	Training Support Expenditure	Date (yyyy/mm/dd)
	Yes No			
	Yes No			
	Yes No			
	Yes No			

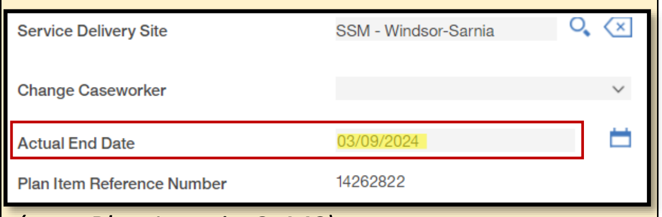
Revised Total Commitment

(TIPA *page 3*)

Complete Job Placement or Job Trial Plan Items



(e.g., TIPA)



(e.g., Plan Item in CaMS)

1. From the Plan Content tab, navigate to the associated **Employer Financial Supports** plan item, select the ellipses and click **"Edit Plan Item".**
2. Complete all the required details in the Modify Plan Item page for each plan item (e.g. Actual End Date, Actual Costs, Placement Details, etc.).

NOTE: *The **Actual End Date** plan item field in CaMS must reflect the Effective End Date in the actual Training Incentive Placement Agreement (TIPA).*

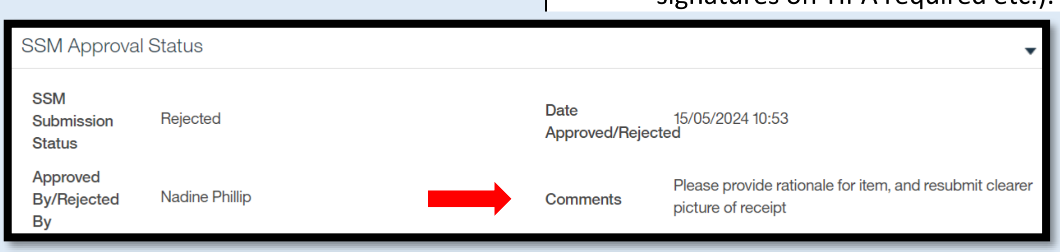
3. Update plan items detail, if applicable.
4. Check off the "**Ready for Review**" box and click "**Save**".

Review and Action Rejected Employment Related Financial Supports

Review Reason or Rejection

NOTE*: Ensure widgets are added to workspace. Click the wrench symbol on the workspace page. Check off "Resubmission Required- Financial Supports". Click save.*

1. From the Workspace page, navigate to the "**Resubmission Required-Financial Supports**" widget.
2. Here you will see the client's name, the Financial Support Name that has been rejected, and the WREN rejection date.
3. Click the name of client to open the Employment Action Plan home page and select the Plan Content tab.
4. From the Plan content tab find the ERFS that has been rejected (*e.g., Employer-Job Placement or Job Trial with Financial Supports*) and use the arrow on the left-hand side to toggle into the plan item to review rejection reason (e.g., missing information, attachment not legible, signatures on TIPA required etc.).



Add Attachment to Plan Item	1. Once the appropriate proof/document (e.g., Final TIPA) has been updated or submitted, click on the ellipses of the desired plan item and select “**Add Attachment**”. 2. Use browse feature to upload the new document. Update description details (if needed). 3. Click “**Save**”.
Edit Plan Item  	1. Click on the ellipses of the desired plan item and select “**Edit Plan Item**”. 2. Review that details remain accurate; update if needed. 3. Check off the “**Ready for Review**” box. 4. Click “**Save**”.