Skills Advance Ontario

Funding for this program is provided jointly by the Governments of Canada and Ontario through the Canada–Ontario Workforce Tariff Response.

Program Guidelines

Effective Date: February 25, 2026

2026 Revision Chart

<table>
<tr><th>Section</th><th>Change</th><th>Date of Change</th></tr>
<tr><td>Appendix -Sector Focus</td><td>

Addition of the following sectors, NAICS and descriptions under “Employers with workforce development needs in high-potential sectors”:

Agriculture

NAICS 111: Crop production
NAICS 112: Animal production and aquaculture
NAICS 115: Support activities for agriculture and forestry

Defence Manufacturing

NAICS 332-335: Fabricated metal product manufacturing to Electrical equipment, appliance and component manufacturing
NAICS 336 (excluding 3361, 3362, and 3363): Transportation equipment manufacturing (excluding: motor vehicle manufacturing, motor vehicle body and trailer manufacturing, motor vehicle parts manufacturing)

</td><td>Aug. 2026</td></tr>
</table>

Table of Contents

1.0 Purpose of the Guidelines

The Skills Advance Ontario (SAO) Guidelines (the “guidelines”) are intended to support the Ministry of Labour, Immigration, Training and Skills Development (the “ministry”) staff, SAO applicants and Transfer Payment (TP) recipients that have been approved to deliver SAO projects.

In the event of any conflict or inconsistency between the SAO program guidelines, and any term or condition in a SAO TP agreement, the SAO TP agreement shall prevail.

The guidelines are not a legal document and are intended as a resource for information and assistance only. The guidelines should not be used as or considered legal advice. The guidelines do not replace or modify any legislation, regulations, or contractual agreements, and are only intended to provide general information about SAO.

The guidelines do not cover every situation, and the information provided in the guidelines may not apply to all circumstances. The guidelines are not intended to provide interpretations of the law or identify all laws that may apply. Please consult the relevant legislation, regulations, and contractual agreements that apply to your situation as necessary. If you need help understanding your legal rights or obligations, you may wish to seek legal advice.

2.0 Program Overview

The Governments of Canada and Ontario are collaborating through the Canada–Ontario Workforce Tariff Response initiative to support Ontario’s labour market by reinforcing sectors impacted by trade disruptions, tariffs, and other global market shifts. Ontario’s Skills Advance Ontario (SAO) program, a sector-based workforce development initiative that funds strategic partnerships between employers and employment and training service providers, will be one of the delivery mechanisms for this initiative and is jointly funded by the Governments of Canada and Ontario.

SAO is intended to:

- Support target sector workforce sustainability, resilience and development by funding partnerships that connect employers with the employment and training services they require
- Help employers access and retain a skilled and adaptable workforce to meet evolving labour demands
- Enable jobseekers and workers affected by economic disruptions, to upskill, reskill, and advance within high-potential sectors
- Support jobseekers and workers pursue meaningful career pathways spanning entry-level through medium and high-skilled roles by offering the appropriate essential, technical and employability skills
- Support workers to obtain or retain employment by providing them with sector-specific employment and training services
- Support training opportunities for workers on reduced hours; and
- Connecting jobseekers to employers with identified job vacancies or advancement opportunities if already employed.

Prioritized sectors are outlined in the Appendix.

2.1 Funding Source

The SAO is funded jointly by the Governments of Canada and Ontario, through the Canada-Ontario Workforce Tariff Response and the Province of Ontario. The partnership between Canada and Ontario advances workforce development by supporting efforts to build an integrated, client-centered, outcomes-driven employment and training system that responds to the evolving needs of individuals, employers, and communities.

2.2 SAO Streams

Depending on which organization is applying to be the TP recipient, SAO applicants can apply to one of two streams:

1. **Employer-Led Agreements**, where the TP recipient is an employer who has employed workers requiring upskilling or reskilling, or an employer who is on an active Employment Insurance (EI) Work-Sharing agreement, or
2. **Service Provider-Led Agreements**, where the TP recipient is an employment and training service provider or a similar organization that designs, manages, delivers and/or coordinates employment and training services and programs, supported by government funding.

3.0 Eligibility

3.1.1 TP Recipient

To be eligible to be a TP recipient, applicants must meet the requirements for either an Employer-Led or Service Provider-Led Agreement and all eligibility criteria set out in the following sections.

At the ministry’s sole and absolute discretion, an applicant may be deemed ineligible for funding if:

- The applicant has abused similar funding in the past;
- Any person related to [1]affiliated with, or having control or influence over the applicant has abused similar funding in the past;
- The applicant has failed to comply with any current or previous agreement with the Government of Ontario; or
- The applicant has an outstanding debt owing to the Government of Ontario.

If any of the above circumstances apply, the applicant should provide an explanation on the SAO application.

[1] *This includes board members, shareholders, and their immediate family members, such as spouses, common-law partners, children (biological, step, adopted), parents, and siblings.*

3.1.1.1 Employer-Led Agreements

Employers may apply to be a TP recipient, provided that they are in active EI Work-Sharing agreements and/or can demonstrate in their SAO application that they have workers in need of upskilling or reskilling to prevent job loss. Employers may also apply to be a TP recipient, if they have workforce development needs in high-potential sectors.

Successful Employer TP recipients must work with an educational institution or other organization equipped to deliver the required training under the program.

Educational institutions for the purpose of the SAO program include publicly funded post-secondary institutions, career colleges that are registered under and in compliance with the Ontario Career Colleges Act, 2024, school boards, and Indigenous institutes.

3.1.1.2 Service Provider-Led Agreements

Applicants must fall under one of the following categories to apply under the Service Provider-Led stream:

- Employment and training service providers; or
- Other organizations that design, manage, deliver and / or coordinate employment and training services and programs, supported by government funding.

And must be one of the following types of organizations:

- Not-for-profit organization or social agency in Ontario, including Indigenous band offices and Indigenous Skills and Employment Training (ISET) agreement holders.
- Municipality or District Social Services Administration Board (DSSAB)
- Consolidated Municipal Service Manager (CMSM)
- Trade union or union-affiliated organization
- Professional / Industry / sector associations
- Local / regional Chambers of Commerce or Board of Trade
- Service System Manager (SSM)[2]
- Publicly assisted college, university, and Indigenous Institute in Ontario
- Career college registered under and in compliance with the Ontario Career Colleges Act, 2005
- District School Board
- Indigenous Institutes

[2] *Integrated Employment Services (IES) Service System Manager*

3.1.1.3 Employer-Led and Service Provider-Led Agreements

In addition to meeting the requirements for the Employer-Led Agreement stream or the Service Provider Agreement stream, SAO applicants must:

- Be a legal entity
- Be authorized to operate or carry on business in the province of Ontario
- Have a physical location and be actively operating or carrying on business in the province of Ontario at that physical location
- Comply with all legislation applicable to the applicant and its operations or business, including the Human Rights Code, the Occupational Health and Safety Act (OHSA), the Employment Standards Act, 2000 (ESA), and the Building Opportunities -in the Skilled Trades Act, 2021 (BOSTA); and
- Maintain and declare appropriate Workplace Safety and Insurance Board (WSIB) or private disability insurance coverage, as applicable, to cover the cost of work-related injuries/occupational diseases, as well as adequate third-party general liability insurance as advised by its insurance broker.

Ineligible applicants include:

- Private consultants
- Consultant lobbyists
- Any organization that is not a valid legal entity

Successful applicants will be required to enter a binding TP agreement with the ministry as representative of the Government of Ontario. As a party to the TP agreement, the applicant will be the TP recipient and will be responsible for complying with terms and conditions of the TP agreement.

The TP recipient is expected to:

- Ensure there is no duplication of funding from other sources for the recipient, as well as any partners identified during the project.
- Provide a projected budget for each of the components and sub-components.
- Build and demonstrate credibility with a range of stakeholders.
- Coordinate cross-system employment and training activities and collaboration.
- Ensure goals and milestones are defined and achieved.
- Comply with obligations specified in the TP agreement, including the meeting of reporting (both activity and financial) requirements.
- Manage and distribute operating funds to SAO project partners, where applicable, and ensure funds are used in accordance with the TP agreement.
- Track all employers participating in SAO partnerships, if the TP recipient is not the employer itself.
- Ensure all required participant or employer activity information, if applicable -- from

the entry to follow up at exit, three, six and twelve months -- is accurately reported through the Employment Ontario Information System – Case Management System (EOIS-CaMS)[2].

3.1.2 Partners

TP recipients may form SAO partnerships if appropriate. A SAO partner can be any organization that meets the eligible criteria for TP recipients as set out in section 3.1.1 above.

Partners may support the following roles and responsibilities:

- Advise on sector needs, including identifying job vacancies to be filled through the project or retention / advancement opportunities for worker in high-potential sectors.
- Develop relevant sector-focused employment and skills training services and training materials, if needed. Note that SAO will not fund the creation of new post-secondary curriculum or course materials. SAO TP recipients and partners may use pre-existing training materials and course content, tailored to the needs of the jobseekers, employees and sector in the project.
- Ensure the ongoing relevance of workforce development activities (e.g., continued need for training in specific occupations).
- Deliver sector-focused employment and skills training services, including job placements, that helps lead to sustained and/or new employment.

When assessing partner suitability, the ministry will take the following into consideration:

- Years of operation
- Previous history working with and providing services to the sector / industry of focus
- Whether employment and/or training service delivery is the main business activity of the delivery provider
- Qualifications of instructors (e.g., education and experience that is relevant to the sector / industry); and
- Whether the organization can add value by identifying and addressing shared workforce development needs.

---

[2] EOIS-CaMS is a web-based, real-time software solution that supports the administration and management of clients participating in EO programs and services. Authorized ministry, employer and service provider staff access the system, making specific information available across the province. All SAO TP recipients are required to report participant data and outcomes through EOIS-CaMS. This requirement should be accounted for when planning and budgeting for project implementation. TP recipients will be required to collect and provide the ministry with participant names, addresses and social insurance numbers. Collection of personal information is subject to privacy standards and legislation (see

section 5.4).

Employers may participate in SAO as partners. Multiple employers are allowed under one SAO project in the Service Provider-Led stream of the program.

The TP recipient can bring together additional partners throughout the duration of the TPA to ensure that services meet participants' needs and to identify and mitigate any potential risks in achieving specified outcomes. New partners must be approved by the ministry prior to the TP recipient flowing any funds to them.

3.1.3 Participants

SAO jobseeker and worker participant must be:

- A minimum of 18 years old at the time of registration[3];
- A resident of Ontario[4]
- Legally entitled to work in Canada; and
- An individual on EI[5], on an EI Work-Sharing agreement, or employed with a company that is directly or indirectly affected by tariffs and global market shifts.
- An individual on EI who is looking to train or retrain in a high-potential sector (non-EI eligible workers may also qualify to participate on an exceptional basis).

SAO jobseeker and worker participants must also:

- Meet the additional sector or workplace-specific requirements that may apply to each project or workplace (e.g., drug screening, criminal background checks, testing for manual dexterity or strength, technical skillsets)
- Fulfill any additional requirements deemed appropriate by the ministry; and
- Also refer to section 3.3.5 for jobseeker eligibility to receive financial supports.

SAO jobseeker and worker participants must **not** be:

- Participating in any full-time education or occupational training, as defined by the institution where the worker is enrolled[6]

---

[3] Exceptions can be made for individuals younger than 18 if the individual is **legally excused** from attending high school. The Education Act requires young people under 18 to be in school unless legally excused. TP recipients must ensure that individuals who are under the age of 18 have been excused from attending school. This means that the individual has graduated or is participating in a Supervised Alternative Learning program (see s. 21 of the Education Act and Supervised Alternative Learning: Policy and Implementation, 2010).

[4] Jobseekers or workers who are not residents of Ontario may be eligible to participate in SAO under exceptional circumstances, if approved by the Regional Director.

[5] Individuals who are unemployed and not on EI may qualify to participate in an SAO project on an exceptional basis if approved by the Regional Director.

[6] Exceptions can be reviewed on a case-by-case basis, based on whether participating in full-time

- Participating in any other government-funded training intervention that offers support of the same tuition / training fees, training materials, or other related costs; or
- Employed in a senior management or executive position or have a controlling interest in the business.

3.1.4 Conflict of Interest

The TP recipient must declare if it or any of its partners has an actual or perceived conflict of interest.

For SAO, a conflict of interest may include any circumstance where:

a. the TP recipient,
b. any partner (refer to section 3.1.2. of the SAO Guidelines for eligible partners and their role in project delivery), or
c. any person related to, affiliated with, or who has the capacity to influence the TP recipient's or partner's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the program's objectives and integrity.

3.1.5 Government Support in Other Workforce Training Programs

Organizations:

An SAO Applicant may have received funding from the Skills Development Fund Training Stream (SDF), Canada Ontario Job Grant or the Ontario Bridge Training Program prior to applying to SAO. However, the expenses or activities funded by these programs must be different from those for which the applicant is seeking funding under SAO. The SAO Applicant must clearly indicate which costs have been paid for using previous program funds, and any proposed incremental/enhanced activities if the SAO project will support the same sector or workers.

The above rule includes funding received directly or indirectly through service providers.

Participants:

Participants who have completed training or received support via the following programs may receive further training and supports via SAO:

- Adjustment Advisory Program (AAP)
- Better Jobs Ontario (BJO)

---

education or occupational training will affect an individual's ability to participate in SAO activities and ability to enter into employment.

- Integrated Employment Services (IES)
- Get SET (Skills, Education and Training) (formerly Literacy and Basic Skills)
- Ontario Student Assistance Program (OSAP)
- Apprenticeship Development Benefit

3.2 Application Assessment and Selection Processes

The ministry will have sole and absolute discretion to decide which eligible applications are funded.

Eligible applications will be evaluated by the ministry against the following criteria:

Criteria	Interpretation
Alignment with priority sectors and sector needs	The application clearly indicates how it supports target sector workforce sustainability, resilience and development by funding partnerships that connect employers with the employment and training services they require. It demonstrates strong alignment with priority sectors and provides evidence-based justification.
Organizational Capacity	The application clearly demonstrates the applicant’s ability to design and deliver sector-focused training and employment services through a well-structured plan that is aligned with SAO objectives. The application demonstrates the applicant’s credibility in the sector, provides evidence of prior success and partnerships and identifies qualified staff with relevant expertise. Strong internal capacity and sound administrative systems, including financial and performance management is mandatory.
Planned Activities	The application clearly indicates well-structured, feasible, and relevant activities that align with program objectives and sector need and outlines realistic timelines and measurable outcomes. The application includes practical risk management strategies to address potential challenges.
Employer and Participant Services	The application clearly outlines comprehensive services for employers (e.g., recruitment, training) and participants (e.g., upskilling, career pathways), ensuring accessibility and impact.
Budget	The application clearly provides for a reasonable, cost-effective budget aligned with planned activities, with clear justification for all expenses.

Notification of Selected Applicants and TP Agreement Negotiations:

The ministry retains sole and absolute discretion to decide which eligible applications are selected for SAO program funding. Applicants selected by the ministry for funding will be contacted by the ministry to finalize project activities and a budget to be set out in a TP agreement.

If a binding TP agreement is executed, the funds will be distributed in accordance with the terms of the TP agreement. The ministry retains the sole and absolute right to not enter into a TP agreement with any selected applicant, notwithstanding any negotiations.

The Government of Ontario is not responsible for reimbursing any cost incurred by an applicant should the application not be approved, or if the selected applicant fails to enter into a binding TP agreement with the ministry for any reason.

3.2.1 Participant Services

TP recipients may offer a wide range of employment and skills training services for employers, jobseekers and workers through their SAO projects.

TP recipients are not obliged to deliver all service components below, and those that are offered can be tailored to meet the unique needs of the project.

3.2.1.1 Sector-focused Recruitment

SAO projects may include services through which eligible participants are identified to receive training and services to fill identified vacancies or retention / advancement opportunities.

- The TP recipient and partners work in partnership with employers to screen individuals based on:
  - Eligibility to participate in SAO.
  - Suitability criteria developed for the project, such as specific physical requirements of the occupation.
  - Identified workforce development needs such as aptitude for success in essential, technical, and employability skills training in accordance with sector requirements.
- Screening activities should include:
  - Interview(s) to assess current employment status.
  - Essential skills and job readiness assessments, based on employer input and training requirements, to determine individual employment and training needs.
  - Additional screening activities to take the place of employer screening processes in certain sectors, such as drug screening, criminal background checks, or testing for manual dexterity or strength.

- The TP recipient is required to create a SAO service plan[7] in EOIS-CaMS for each participant.

3.2.1.2 Sector-focused Pre-Employment Services

The TP recipient and delivery partners may deliver sector-focused pre-employment services to prepare jobseekers and workers for employment or advancement in the identified sector.

Completion for all services must be verifiable in some form. Delivery of pre-employment services may continue during a participant's job placement (if applicable).

Examples of pre-employment services include;

- Sector-focused employability skills (e.g. career readiness or soft skills) to obtain, advance, or retain employment:
    - Job attainment skills, including preparing a résumé / cover letter; completing a job application; and succeeding in a job interview.
- Sector-focused career planning and management skills to retain and advance in employment:
    - Individualized career counselling to identify, motivations, career goals, and action steps to achieve those goals.

An individual's SAO service plan is intended to serve as a living document to be referred to and updated periodically as goals are attained and/or revised.

3.2.1.3 Sector-focused Essential and Technical Skills Training

Service Provider TP recipients have the option to provide sector-focused essential and technical skills training for jobseekers based on the needs of employers in their sectors. In Employer-led projects sector-focused essential and technical skills training is mandatory.

Training should:

- Integrate essential soft skills and technical skills.
- Include any workplace safety training (and certification) required, except any training that employers are legally required to provide employees.
- Include job shadowing and mentorship opportunities during or after training, as applicable.
- Be short in duration, lasting no longer than nine months to accelerate entry to employment or advancement / sustainment of employment.
- Lead to an industry-recognized credential and/or a certificate of completion to

---

[7] The service plan is a system tool that allows an Employment Ontario service provider to plan and manage the delivery of services and activities to help a client achieve a specific goal.

support resilience in employment.

- Lead to an increase in earnings and/or increased labour market reattachment of (displaced) workers.
- Involve clearly defined learning outcomes, benchmarks and timelines.

Where the TP recipient is an employer, in order to deliver training under the project, the TP recipient must work with an educational institution or third-party organization that is equipped to deliver training as a project partner to deliver any training. Educational institutions for the purpose of the SAO program include publicly funded post-secondary institutions, career colleges registered under the Ontario Career Colleges Act, 2005, District School Boards, and Indigenous Institutes.

Job Matching and Development

As part of essential and technical skill training, Service Provider TP recipients may undertake a range of job matching and development activities, including:

- Screening support – supporting employers in screening and identifying participants who may be a suitable match based on their relevant skills, education and interests for any available employment or advancement opportunities.
- Job coaching – job coaching services are also focused on employers and involve assistance with evaluating and monitoring the participant's job performance and progress. In addition, Service Provider TP recipients may act as a liaison to identify and resolve difficulties where necessary.

3.2.1.4 Sector-focused Retention and Advancement Services

Post-employment services are optional and may be offered to both workers and employers for up to one year following the start of employment. Services may include ongoing individual case management, such as mitigating potential risks to post-placement or post-intervention success and providing referrals to wraparound supports as required. Examples of retention and advancement services includes:

- TP recipients and/or partners are expected to develop a follow-up plan with participants upon conclusion of their placement or earlier, depending on the need.
- Sector-focused career planning and management assistance, including individualized career counselling and ongoing career planning.
- Sector-focused re-employment assistance, in instances where a jobseeker is not retained by the employer, or a worker loses their employment.

3.2.1.5 Job Placements

Service Provider and Employer TP recipients may provide job placements, as per the participant training plan in section 5.7.

Participants in job placements are not eligible for participant and employer financial supports.

Employment Insurance Act (Part 1) Section 25

SAO financial supports provided to jobseekers in need of employment and receiving EI are not to lose their EI benefits, while receiving SAO pre-employment services or essential and technical skills supports, provided that they are not already receiving similar financial supports from another government program.

In addition, jobseekers receiving training under SAO should be allowed to complete their training, even if they are called back to employment full-time. By registering a jobseeker as a participant, the TP recipient commits to continuing and completing the training component.

3.3 Funding

The ministry provides funding under three categories:

1. Operating Funds
2. Administrative Costs
3. Participant financial supports and Employer financial supports

Applicants are expected to provide a projected budget in their application for each proposed activity under these three categories.

TP recipients will be responsible for ensuring that all funds are spent in accordance with the budget set out in the TP agreement and in accordance with the terms of the TP agreement applicable to expenditures. SAO funds cannot be used for expenses or activities already funded by other sources, including the provincial or federal government. Further, SAO does not permit fees charged to participants.

3.3.1 Operating Funds

Operating Funds may be used for direct expenses related to delivery of the services to jobseekers, workers and employers, as applicable, as set out in Section 3.2.1:

- Sector-focused recruitment
- Sector-focused Pre-employment service
- Sector-focused essential and technical skills training
- Job matching and placement
- Sector-focused retention and advancement services

The TP recipient will be responsible for managing and distributing Operating Funds to partners, if applicable. Employer TP recipients will be responsible for paying third-party educational institutions for their costs associated with delivering training services.

TP recipients must ensure that project partners and third-party educational institutions, as applicable, provide adequate documentation of incurred costs.

Costs that can be claimed against Operating Funds include:

- Salaries paid to staff who are directly responsible for service delivery (e.g., planning, coordination, delivering training, job matching, job development) and management who directly contribute to the project
- Any operating costs incurred by employer partners as a result of providing job placements for Service Provider-Led Agreements, other than the cost of wages and benefits paid to participants and WSIB and insurance premiums paid in respect of participants
- Hiring and training staff who are directly responsible for service delivery (including professional development)
- The cost of tuition that educational institutions may charge for training
- The cost of books, software and materials required to complete the training
- Direct materials and consumables used as part of service delivery (supplies and equipment, parts, safety equipment for participants, cleaning supplies, etc.). These are generally physical items which have a useful expected life of less than one year, or do not meet a materiality threshold for individual tracking
- Maintenance and support costs for equipment directly used for service delivery
- Materials and office supplies (e.g. pens, pencils, paper, envelopes, subscriptions)
- Operational printing contracted externally (e.g. minor updates and/or printing of organizational or program brochures related to the services being delivered)
- Other non-participant-based costs (e.g. water where public water is not safe for drinking, staff and volunteer recognition (other than gift cards and honoraria which are ineligible costs))
- Marketing costs (e.g. signage, print/paper/web ads, outreach, etc.)
- A pro-rated portion of costs to lease real estate or the appropriate percentage of utility costs associated with the direct delivery of training. If the property is financed, a pro-rated portion of financing/interest costs only may be considered as operating costs and not capital repayment
- Accounting services
- Auditor's fees; and
- Travel costs can be eligible for funding as part of the cost of doing business and to support participants, if applicable.

3.3.2 Travel Costs as part of Business Expenses

Travel costs must be tracked separately from other costs claimed against Operating Funds.

Travel costs can include staff and volunteer transportation costs required for the delivery of project activities (e.g., single-use bus fare).

Travel costs cannot be included as part of salaries/wages (i.e., cost of employment, cost of travelling to and from work).

Monthly parking fees and transit/bus passes are not eligible for funding under the SAO program as a travel cost.

3.3.3 Travel Costs for Participants

Travel costs can include costs for participants to access Essential and Technical Skills training in a learning centre/training facility.

For participants who have a disability and/or require mobility support to participate in an SAO project, travel costs can include travel for participants and their support persons.

Travel costs for apprentices attending full-time, in-class training are ineligible for funding under the SAO program if they are already covered by another program.

3.3.4 Administrative Costs

Administrative Costs are limited to a maximum of 15% of the Operating Funds of the project. Administrative Costs are indirect expenditures necessary for operating an organization but not directly associated with the delivery of the project.

Administrative Costs should be attributed to the project on a basis that is proportional to the size of the organization and the size and/or complexity of the project. Eligible Administrative Costs may include pro-rated portions of:

- Salaries/benefits of the Executive Director, IT, and/or financial staff that work for the entire organization but may spend a portion of their time dedicated to administrative functions that support the project
- Legal and accounting fees
- Hiring and training of staff (including professional development)
- Bank, postage, courier fees; basic telephone and monthly internet fees
- Indirect project costs such as general contracting, bookkeeping, IT support, equipment maintenance services, security, translation, training or consultant fees, printing services (e.g., translator for stakeholder sessions, printer maintenance contract)
- Indirect/support equipment repair and maintenance (includes photocopy meter charges)
- IT maintenance; and
- Lease or finance/interest costs attributed to administrative functions.

An adjustment to the total Operating Funds will subsequently adjust the total allowable Administrative Costs.

3.3.5 Participant Financial Supports

Financial supports are available to support SAO participants. Financial supports are detailed in section 3.3.5.3.

The TP recipient is responsible for ensuring the financial support for each SAO participant is appropriate and reflective of the duration of support required. The eligibility for each support may be reassessed on a regular basis during the SAO TP applicant.

TP recipients will be required to maintain documentation verifying that financial supports for participants are paid and claimed accurately. Documentation may include paystubs or Records of Employment (ROEs) and invoices and receipts, or other proof of payment, from participants.

The following definitions apply for the purposes of financial supports:

- **Employee**
    - An employer and working an average of 20 hours in a week or more over the past month as determined at the time of assessment, completed by the TP recipient.
- **Jobseeker**
    - In addition to the description in section 3.1.3
    - Unemployed; or
    - Employed for less than an average of 20 hours a week total, including self-employment, over the past month as determined at the time of assessment completed by the TP recipient.

3.3.5.1 Service Provider-Led Agreements

Service Provider TP recipients may provide Training Wraparound Supports and a Basic Living Allowance (BLA) as set out in this section. Training Wage Subsidies are not available under Service Provider-Led Agreements.

Training Wraparound Supports

The Training Wraparound Supports are intended to remove temporary financial barriers to participating in training under SAO.

TP recipients must consider the financial burden that is being incurred by the participant over and above their usual employment or training-related costs. An employee should not be given Training Wraparound Supports to attend training under SAO if they already incur similar or greater costs associated with their regular employment. Training Wraparound Supports are also subject to the following requirements and limitations:

- Timing: may be provided to participants during the time they are participating in sector-focused essential and technical skills training.
- Participant eligibility: may be paid to jobseekers who are participating in SAO projects, and to employees who are on active EI Work-Sharing agreements and participating in SAO projects.
    - Participants are ineligible to receive the wraparound supports during job placements.
- Eligible Out-Of-Pocket Costs: must be incurred by the participant for work clothing/uniforms, work-required special equipment, mandatory student fees and

exam fees, or dependent care. TP recipients must collect and maintain documentation of costs incurred and paid from participants, such as invoices and receipts.

- Payment: TP recipients must pay Training Wraparound Supports directly to the eligible participants.

Basic Living Allowance (BLA)

The BLA is intended to improve a jobseeker's ability to access and complete training, by supporting a jobseeker's basic living expenses while they attend training under SAO. Only Service Provider TP recipients can issue BLA to eligible participants.

- Timing: A BLA may be provided to participants while they are participating in sector-focused essential and technical skills training under SAO.
- Eligibility: Available to jobseekers participating in SAO projects who are not receiving financial support through social assistance or EI.
    - Employees, including participants on job placements, are ineligible for the BLA.

3.3.5.2 Employer-Led Agreements

Employer TP recipients may claim financial supports in the form of a Training Wage Subsidy (TWS), as set out in this section. The Basic Living Allowance and Training Wraparound Supports are not available under Employer-Led Agreements.

Training Wage Subsidy

The TWS will support employees' participation in sector-focused essential and technical skills training under SAO.

- Timing: A TWS may be claimed in respect of an employee while they are participating in sector-focused essential and technical skills training under SAO.
- Eligibility: TWS is available in respect of employees employed by the TP recipient who are participating in SAO projects, and who are not participating in active EI Work-Sharing agreements.
    - Employees in SAO job placements are ineligible for TWS.
- Cost-Sharing: Where the employer is the TP recipient, the employer can use the SAO TPA to cover 55% of the supports. The employer must contribute the remaining 45% of the amount payable to support the TWS using the employer's own funds.
- Maximum TWS Funds: TP recipients may receive funds equal to a maximum of $7,700 per employee (based on a maximum of $14,000 total wages per employee).
- Payment: TP recipients will receive the TWS as part of their SAO funds. TP recipients must maintain documentation, such as paystubs, showing that employees claimed for the purposes of TWS continued to receive their normal

wages while they participated in training.

To utilize the Training Wage Subsidy available under SAO, the employer must create a formal training plan outlining daily/weekly training schedules for each participating employee. The employer will be responsible for ensuring training schedules are being followed and are serving the training purposes as outlined above.

3.3.5.3 Financial Support Table:

Budget Line:	Participant and Employer Financial Supports	Participant and Employer Financial Supports	Participant and Employer Financial Supports	Operating Funds & Admin Costs
TPA	**Service-Provider Led Projects**	**Service-Provider Led Projects**	**Employer-Led**	**Applicable to all Projects**
Assistance name	Basic Living Allowance	Training Wraparound Supports	Training Wage Subsidy	Operating Funds, and Administrative Costs
Beneficiary	Jobseeker	Jobseeker	Employee	Transfer Payment recipient and Partners
Eligibility / Description	Jobseekers who are not on EI nor social assistance	Jobseekers, with Section 25 referrals. Employees on EI work sharing.	Employees not on EI Work-Sharing.	Funding for costs necessary to provide services and administer the project
Financial support rate	\$695/week (up to 13 weeks)	\$500/month (up to 9 months; maximum training duration)	100% of participant's hourly wages, up to \$50/hour (\$2,000/week), and up to \$14,000 per employee (up to 7 weeks)	Operating: Dependent on TP recipient Admin costs: 15% based on Operating amount
Total maximum support provided under the TPA	\$9,035 per jobseeker	\$4,500 per participant (to align with max training duration)	\$7,700 per employee	Operating Funds: project dependent Admin Cost: 15% of Operating Funds

Cost sharing	None	None	55% of eligible wages provided by SAO, 45% provided by employer	None
Rationale	Supports jobseekers not on EI or social assistance to participate in sector-relevant training.	Removes barriers for training such as costs for work clothing/uniforms, special equipment, mandatory student/exam fees, dependent care.	Offsets wages of employees not in EI Work-Sharing who are attending training.	Operating costs – expenditures associated with delivery of worker / employer service components, including travel.

3.3.6 Ineligible Costs

SAO funds cannot be used for ineligible costs, including the following:

- Termination, severance costs and bonuses
- Major capital expenditures, such as the purchase, construction, or renovation of new or existing facilities
- Asset costs that are one-time expenditures on moveable assets (new training equipment, software licenses and digital platforms, vehicle, and mobile units, etc.) that have an expected useful life that extend beyond the life of an agreement
- Costs for activities, goods, or services that are already funded or will be funded through other sources such as federal or other provincial programs
- Any costs, including taxes, for which the TP recipient has received, will receive or is eligible to receive a rebate, credit, or refund
- Harmonized Sales Tax (HST) for tax exempted organizations
- Regular or ordinary costs related to other activities carried out by the organization
- Insurance and WSIB costs
- Salaries of executives or senior management who do not directly contribute to project delivery
- Out-of-province travel costs for project staff or participants or expenditures associated with activities or operations performed outside of Ontario

- Reimbursement for airfare purchased with personal frequent flyer points programs
- Reimbursement of any airfare above the lowest fare available when purchasing a ticket unless otherwise approved by the ministry
- Hospitality costs (e.g. meals, drinks, gift cards)
- Business consulting services
- Annual membership fees
- Costs for annual general meetings, fundraising activities, tournaments, conferences, committee and political meetings, receptions, parties, festivals, or religious activities
- Fines and penalties
- Interest charges
- Budget deficits
- Losses on other projects or contracts
- Fees to attend or organize conferences, trade shows or summits
- Costs related to the development of the SAO proposal or TP agreement, including negotiations, and any associated documentation
- Cost for training that employers are required to provide by law, including modular training and training required under the Occupational Health and Safety Act
- Wages and benefits paid by employers to individuals participating in job placements
- Cost for the development of new post-secondary school curriculum; and
- Contingency or unexplained miscellaneous costs.

3.3.7 Transfer Payment Agreements and Extensions

The SAO TP agreement between the ministry and the TP recipient details the TP recipient's obligations, including the project activities to be carried out by the TP recipient and its partners (if applicable), financial and performance commitments, and reporting requirements.

An executed TP agreement must be in place before the ministry will make any payments to the TP recipient. Project activities must take place between the Effective Date and Project End Date of the TP agreement. Project costs incurred before the Effective Date of the TP agreement are not eligible for reimbursement.

SAO TP agreements are usually 12 months in length. A TP recipient may be granted an extension of the term of their TP agreement, to be determined by the ministry on a case-by-case basis.

The TP recipient seeking an extension must provide a rationale for the extension. If the

TP recipient is also requesting any additional funding or an expansion of the scope of the project during the extended term, the rationale must include the reasons why such additional funding or expansion of scope is needed.

An extension will not be effective until an amending agreement is executed by the parties to the TP agreement.

Performance Management

TP recipients will be required to adhere to the reporting requirements set out in their TP agreement. Failure to do so may result in funds being held back or recovered.

The reports received by the ministry are used to monitor progress on key aspects of projects and compliance with the TP agreements. The ministry will maintain an open dialogue with TP recipients throughout the term of the TP agreement in support of continuous progress toward achievement of project goals and outcomes.

Mandatory project reports include:

1. Activity Reports: TP recipients must provide activity reports to the ministry on the progress achieved in carrying out the project and expenditures incurred in relation to the expected milestones, key performance indicators, project timeline and budget set out in the TP agreement. TP recipients will be provided templates for these reports and instructions on the frequency in which they are to be completed and returned to their local ministry office.
2. Final Report: TP recipients must submit a final report outlining the achievement of project targets and outcomes and any other content that may be required under the TP agreement.
3. Financial Reports: Financial monitoring will be used to verify that funds are spent in accordance with the terms and conditions of the TP agreement and that bookkeeping systems and accounting practices are in place to manage and control funds. Project expenditures will be monitored via Estimate of Expenditure Reports and Statement of Revenue and Expenditure Reports. TP recipients must use the provided templates for these reports and comply with instructions on the frequency of submission to the ministry. Unspent funds must be explained and, upon demand, must be returned to the ministry. Funds that remain unspent or unaccounted for will be pursued by the ministry for collection.
4. Auditor's Report: To ensure that funding awarded is used judiciously, TP recipients who receive funding of $150,000 or more from the ministry will be required to engage the services of a third-party auditor to assess the financial statements of the project and submit a report to the ministry. The report is typically due to the ministry sixty calendar days after the completion of project activities, as outlined in the TP agreement. Applicants should include the cost of this audit in their budget application.

Monitoring

In addition to reviewing reports submitted by TP recipients, as set out above, the ministry may monitor the project and the TP recipient's compliance with its TP agreement through supplemental means.

The monitoring activities will depend on the degree of associated risk and may include:

- Verification of documents and other forms
- Direct contact with the TP recipient and/or participants, other stakeholders, and partners
- On-site/virtual visits to verify expenditures, assess project progress and determine achievement of activity milestones and key performance indicator targets
- Monitoring training and conduct on-site workplace visits during any job placement
- Data analysis to ensure evidence-based decision-making; and
- Social media and online presence.

4.0 Performance Measurement Framework

SAO recipients will be required to report to the ministry on the following set of indicators.

The following table distinguishes between SAO indicators and key performance indicators (KPI). Performance indicators are important for monitoring the extent to which the program is reaching the intended population and will be useful for measuring the effects of the training on different subgroups. Key performance indicators are a subset of performance indicators that are strategically important and directly linked to ministry priorities and measuring the program's overall effectiveness. Reporting templates, instructions, and timelines for submitting the information will be provided in the Transfer Payment Agreements.

Target / Outcome	Indicator	Key Performance Indicator
Jobseekers - in receipt or not in receipt of EI	# and % of participants who are jobseekers % of jobseekers in receipt of EI Pre-SAO employment status Pre-SAO working hours Pre-SAO earnings Pre-SAO type of earnings: salary or hourly pay Pre-SAO NOC[8]	Not applicable

[8] National Occupational Classification

Jobseekers - directly or indirectly impacted by tariffs and global market shifts	Pre-SAO NAIC[9] (targeted sectors and affected sectors – see addendum)	
Incumbent workers – participating or not participating in an EI work-sharing agreement Incumbent workers - directly or indirectly impacted by tariffs and global market shifts	# and % of participants who are incumbent workers % of incumbent workers who are on EI work sharing agreement Pre-SAO employment status Pre-SAO working hours Pre-SAO earnings Pre-SAO type of earnings: salary or hourly pay Pre-SAO NOC Pre-SAO NAIC (targeted and affected sectors – see addendum)	Not applicable
Increased job-related skills and experience relevant to employer needs and the needs of the labour market (IMM.01)	Not applicable	% of jobseekers that complete SAO training % of incumbent workers that complete SAO training % of jobseekers that complete job placement % of incumbent workers that complete job placement Job placement NAIC code

[9] North American Industry Classification System

Employment aligned with labour market needs in in-demand sectors (INT.01) Increased job retention (INT.02)	Not applicable	% of jobseekers employed at exit, 3, 6, and 12 months Post-SAO NAIC and NOC codes of jobseekers at exit, 3, 6, and 12 months Post-SAO working hours of jobseekers at exit, 3, 6, and 12 months Post-SAO earnings of jobseekers at exit, 3, 6, and 12 months Post-SAO type of earnings: salary or hourly pay of jobseekers at exit, 3, 6, and 12 months
	Not applicable	% of incumbent workers employed at exit, 3, 6, and 12 months Post-SAO NAIC and NOC codes of incumbent workers at exit, 3, 6, and 12 months Post-SAO working hours of incumbent workers at exit, 3, 6, and 12 months Post-SAO earnings of incumbent workers at exit, 3, 6, and 12 months Post-SAO type of earnings: salary or hourly pay of incumbent workers at exit, 3, 6, and 12 months

Follow-Ups:

TP recipients are responsible for conducting and recording client satisfaction and outcomes by conducting follow-up at exit, and three-, six-, and twelve-months post-exit. For SAO, exit occurs when participants:

1. Reach their employment goal and no longer require post-employment services;
2. Are no longer actively participating in project; or
3. Have decided against continuing to participate in program or cannot be assisted further.

For Employers:

Employers that provide job placements will be required to complete a Training Placement Agreement which includes a post-placement survey component. One Training Placement Agreement must be completed per job placement.

Information Management:

Data will be collected through EOIS-CaMS. TP recipients are responsible for reporting and managing all participant activity information from the point of entry to exit and follow ups. For more information on how to use EOIS-CaMS to support SAO delivery, please see the CaMS – SP Guide – Chapter 08F2 – Service Plan Management SAO Phase 2

5.0 Administration

5.1.1 Accessibility for Persons with Disabilities

Accessibility for Ontarians with Disabilities Act, 2005

The Recipient, and others involved in the delivery of SAO, as applicable, are required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), including applicable accessibility standards. Where facilities, training environments and curriculum, including online materials are not fully accessible to persons with disabilities, there must be a plan to accommodate them.

The AODA can be accessed via the e-laws website or through:
Publications Ontario
222 Jarvis St, 8th Floor
Toronto, Ontario
Tel: 1-800-668-9938, or in Toronto at (416) 326-5300

5.1.2 French Language Services

If the TP recipient constitutes a “government agency” as defined in section 1 of the French Language Services Act (the “FLSA”), or the recipient is directed by the ministry to comply with the FLSA, the TP recipient shall at each service delivery site that is located in, or that serves an area designated in the Schedule to the FLSA, or at such sites as directed by the ministry

- train and have available personnel with the required level of proficiency in French to ensure that participants and other individuals are able to communicate and receive available services in French

- ensure French language services provided, including all communications for the purpose of providing those services, are of the same nature and quality as the services provided in English; and
- follow the measures prescribed in O. Reg. 544/22 – Active Office of Services in French – Prescribed Measures.

Information about the FLSA is available here: [Government services in French | ontario.ca].

5.2 Facility Co-Location

The ministry recognizes the importance of co-location arrangements with community stakeholders such as other government services, ministries, and/or community services as one of several service delivery options. These arrangements can enhance good customer service, strengthen community access, and ensure cost efficiency.

Where a SAO service delivery site is co-located with another program or service, SAO funds must only be used to cover costs directly related to the delivery of the SAO service.

If relocation or revision of facility arrangements is required, the TP recipient must have prior written approval from the ministry before agreements or financial commitments are made

5.3 Acknowledgement of Government Support

Government of Ontario Acknowledgement

All products, events, services, or programming resulting from SAO funding must be publicly available and free of charge and must acknowledge the financial support of the Province and meet other communications requirements as set out in the TP agreement, including the requirement to comply with the Visual Identity and Communication Guidelines for Employment Ontario Services.

Visual Identity and Communication Guidelines for Employment Ontario Services must be used when reproducing the EO logo. The EO logo cannot be altered in any way.

The Visual Identity and Communication Guidelines for Employment Ontario Services 2022 is available on the Employment Ontario Partners' Gateway website.

Government of Canada Acknowledgement

All public communications related to funded activities (including but not limited to websites, publications, news releases, presentations, annual plans/reports, on-site signage) must prominently recognize Canada's contribution using the approved Canada-Ontario Workforce Tariff Response text and/or wordmark.

5.4 Access to Information and Protection of Privacy

Information Provided by Applicants/Recipients

The ministry is subject to the Freedom of Information and Protection of Privacy Act

(“FIPPA”). FIPPA is a provincial statute which regulates the collection, use and disclosure of personal information and access to information in the custody and/or control of governmental institutions.

Part II of FIPPA provides for a right of access to records in the custody or under the control of the ministry, subject to certain exemptions. Notably, section 17 of FIPPA provides a limited exemption for third party information that reveals a trade secret, or scientific, commercial, technical, financial, or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any information submitted to the ministry in confidence should be clearly marked by the Applicant / TP recipient. The ministry will provide notice before granting access to a record that might contain information that is exempt for disclosure under FIPPA so that the affected party may make representations to the ministry concerning disclosure. Should the ministry decide not to disclose certain records, the requester has the right to appeal that decision to the office of the Information and Privacy Commissioner, who will make a decision on the disclosure of the record. Applicants are advised that the names and addresses of TP recipients, the amount awarded, and the purpose for which the transfer payment is awarded is information the ministry makes available to the public.

Personal Information of Participants

In accordance with FIPPA, the ministry must ensure that any individual whose personal information is indirectly collected by the ministry is provided a notice of collection. TP recipients are therefore obligated to provide each participant a notice of collection, in the form mandated by the ministry, and obtain his or her consent to the indirect collection of personal information by the ministry. TP recipients have several additional obligations under the TP agreement with respect to the personal information of participants collected for the purpose of delivering project activities and meeting TP agreement obligations. Among other things, TP recipients must:

- Maintain a privacy policy that meets certain standards and complies with all applicable privacy laws.
- Designate an experienced official to be responsible for ensuring the TP recipient’s compliance with its privacy policy and the privacy provisions of the TP agreement.
- Train any staff, contractors, or subcontracts who will have access to personal information on the requirements of the privacy policy and the privacy provision of the TP agreement; and have them sign an agreement agreeing to be bound by the privacy policy and the privacy provisions of the TP agreement.
- Limit collection, use and disclosure of personal information to only what is needed to carry out project activities, and not use personal information collected for delivery of the project for any other purpose.
- Use appropriate products, tools, measures, and procedures to protect the security of personal information, including storing the data in Canadian data centres that meet certain security standards.
- Give individuals access to their own personal information.

- Notify the ministry of any breach of the TP recipient's privacy policy or the privacy provisions of the TP agreement and cooperate with the ministry in any investigation of the breach.

5.5 Intellectual Property

All materials created using SAO program funding must abide by [Creative Commons Attribution-NoDerivs 4.0 International License (CC BY-ND 4.0)]. Under this license, intellectual property remains with its creator, but others are free to copy and redistribute the material for any purpose, even commercially.

The ministry will consider other Creative Commons licenses if TP recipients can provide a clear and compelling rationale.

5.6 Documentation Requirements

The TP recipient must maintain the following types of documentation for participants (jobseekers, workers and employers) participating in the employer and worker services.

Documentation for Workers:

- A completed, signed and dated SAO Participant Registration form which contains the Province's notice of collection and the consent to the Province's indirect collection of personal information.
  - A statement on file that:
    1. (i) The participant's photo identification has been reviewed or two pieces of government-issued identification have been reviewed, if the participant does not have photo identification available; and
    2. (ii) Proof of eligibility to work in Ontario has been reviewed.
    3. (iii) Participant meets the sector specific employer screening requirements (e.g. drug screening, criminal background checks)
  - Assessments, service referrals and evidence of progress.
  - A clear and achievable service plan for employment and or training.
  - Clear rationale demonstrating how service is expected to improve employability.
    - Details of financial supports, such as:
      - i. Reason for the support
      - ii. Amount of support
      - iii. Confirmation of income level
      - iv. Authorized signature for supports

Documentation for employers where Service Provider TP recipients will be offering job placements:

- Proof of employer's eligibility.
- Documentation of at least one site visit per employer, prior to any placements, to confirm that the employer can provide a suitable and safe workplace environment.
- Employer declaration of WSIB or alternative workplace safety insurance coverage and third-party liability insurance.
- A completed SAO Employer Registration form.
- Employer profile information, including size, sector and the participant's occupational profile.
- Information that describes the capacity of the employer and the workplace to provide relevant training.
- A completed, signed copy of the SAO Training Placement agreement, if appropriate; and
- An assessment of the employer's ability to fulfill placement commitments and to provide employment to the participant after the training is completed which may include:
  - Evidence of employer's request for placement supports.
  - Information on placement duration(s).
  - Evidence of recipient approval and payment of supports based on the job placement.

5.7 Forms

The following forms must be used for the delivery and administration of SAO projects. These forms are mandatory and must not be altered by the TP recipient:

- Skills Advance Ontario Participant Registration form
- Skills Advance Ontario Employer Registration form
- Skills Advance Ontario Training Placement Agreement
- Skills Advance Ontario Training Plan
- All forms are available on the Employment Ontario Partner's Gateway (EOPG) site

Workplace Insurance

These forms are required of all employers providing job placements through SAO. TP recipients must ensure that employers with Workplace Safety and Insurance Board (WSIB) coverage complete the WSIB forms as necessary. Employers who do not have WSIB coverage should access their own insurance coverage and forms.

These forms **must not be modified**:

Workplace Safety and Insurance Forms

- Employer's Report of Injury/Disease (Form 7)
- Employer's Subsequent Statement Form (Form 9)
- Letter of Authorization to Represent Placement Employer

5.8 Employment Standards Act, 2000 and Occupational Health and Safety Act

The Employment Standards Act, 2000 and the Occupational Health and Safety Act must, to the extent they are applicable, be followed by all those providing EO programs and services.

The Employment Standards Act, 2000 and the Occupational Health and Safety Act, can be accessed via the e-laws website.

The Guide to the Employment Standards Act, 2000 and the Guide to the Occupational Health and Safety Act are available on the Ministry of Labour, Immigration, Training and Skills Development website (click on Employment Standards and follow the hyperlink to "Your Guide to the Employment Standards Act") or by calling the Information Centre at Tel: 1-800-531-5551, or in Toronto at (416) 326-7160.

For questions, you can inquire by phone, between 8:30 a.m. and 5:00 p.m. Monday-Friday, at the following phone numbers:

Employment Standards Information Centre – 1-800-531-5551, or in Toronto at 416-326-7160

Health and Safety Contact Centre – 1-877-202-0008

5.9 Ontario Human Rights Code

TP Recipients and employers participating in the SAO program must comply with the requirements of the Ontario Human Rights Code.

The Ontario Human Rights Code can be accessed via the e-laws website.

Or through:

Publications Ontario, 222 Jarvis Street, Toronto, Ontario
Tel: 1-800-668-9938, or in Toronto at (416) 326-5300

For general information on the Ontario Human Rights Code, please call:
Tel: 1-800-387-9080, or in Toronto at (416) 314-4500

The Ontario Human Rights Commission is located at:

180 Dundas Street West - Toronto, Ontario M7A 2R9

TP Recipients and employers participating in the SAO program must comply with the requirements of the Ontario Human Rights Code.

5.10 Participant Placement Insurance

Workplace Safety

The employer must provide workplace safety insurance coverage for participants in a SAO job placement.

Employers who are not required to register with Workplace Safety Insurance Board (WSIB) and who have not voluntarily registered for WSIB coverage must have alternate workplace safety insurance coverage through private insurance carriers.

Workplace Insurance Coverage and Claims

Employers with mandatory WSIB coverage must file WSIB claims. Employers under voluntary WSIB coverage carry WSIB coverage or an alternative type of workplace safety coverage. Employers with alternate workplace safety insurance coverage must file claims under their insurance coverage.

Coverage and Claims for Workplace Safety and Insurance Board Benefits

Compulsory WSIB Coverage

Mandatory WSIB coverage extends to the majority of employers. It includes government and government agencies, construction and manufacturing industries. It also includes many service sector businesses.

TP Recipients can visit the WSIB website to confirm which employers/businesses require mandatory registration.

Voluntary WSIB Coverage

It is **not** compulsory for banks, insurance companies, dentists, lawyers, and hairdressers/barbers to register for WSIB coverage. However, employers in these businesses can apply to WSIB for coverage. Recipients can visit the WSIB website to confirm which employers/businesses **do not** require mandatory coverage.

WSIB Claims

It is the responsibility of the participant to notify the employer in the case of any injury/disease the same day that it occurs, or as early as possible. The employer must also immediately notify the TP recipient of any injury/disease as early as possible they are claiming under their own coverage. These procedures must be clearly explained to workers and employers at the outset of a training placement.

5.11 Third Party Liability Insurance

The employer must have third party liability insurance to cover the cost of damages caused by participants while on the job.

Service Provider TP recipients must only place participants with employers who have adequate third-party liability and WSIB coverage or other alternate workplace safety coverage.

The placement agreement requires employers to declare which coverage they have as follows:

- WSIB coverage for industries/businesses where it is compulsory; or
- WSIB coverage for industries/businesses where it is not compulsory; or
- Alternate workplace safety insurance; and
- Third party general liability insurance.

5.12 Employment Ontario Information and Referral Resource Tools

The following tools may provide helpful information to potential program applicants:

1. Employment Ontario program and service material produced by the ministry

   Employment Ontario Website

2. Employment Ontario "Find Services in your Area" function to find service provider descriptions contact information from Find Help Information Service's 211 database and other sources provided by the ministry

Note: This is not meant as an exhaustive or exclusive list of available or potential information and referral tools and resources.

https://www.ontario.ca/lawshttp://www.ontario.ca/labourhttp://www.ontario.ca/labour

Appendix - Sector Focus

SAO is designed to serve employers in target sectors identified in the Canada-Ontario Workforce Tariff Response amending agreement. In addition, this program is designed to serve employers and individuals impacted by tariffs and global market shifts, including workers facing a loss of employment or who need assistance to maintain or obtain employment.

Sectors currently identified are:

Steel sector

- The steel sector for the purpose of this program focus is defined as those whose North American Industry Classification System (NAICS) code of the employer or individual is deemed to be:
  - NAICS 3311: Iron and steel mills and ferro-alloy manufacturing,
  - NAICS 3312: Steel product manufacturing from purchased steel.

Softwood lumber sector

- The softwood lumber sector for the purpose of this program focus is defined as those whose industry code of the employer or individual is deemed to be:
  - NAICS 113: Forestry and logging
  - NAICS 1153: Support activities for forestry
  - NAICS 321: Wood product manufacturing
  - NAICS 322: Paper manufacturing

Manufacturing sector

- The manufacturing sector for the purpose of this program is defined as those whose industry code of the employer is:
  - NAICS 311-335: Food manufacturing to Electrical equipment, appliance and component manufacturing
  - NAICS 336 (excluding 3361, 3362, and 3363): Transportation equipment manufacturing (excluding: motor vehicle manufacturing, motor vehicle body and trailer manufacturing, motor vehicle parts manufacturing)
  - NAICS 337: Furniture and related product manufacturing
  - NAICS 339: Miscellaneous manufacturing

Automotive sector

- The automotive sector for the purpose of this program is defined as those whose industry code of the employer is:
  - NAICS 3361: Motor vehicle manufacturing
  - NAICS 3362: Motor vehicle body and trailer manufacturing
  - NAICS 3363: Motor vehicle parts manufacturing

- In addition to serving jobseekers, workers and employers directly or indirectly impacted by tariffs and global market shifts, the program also serves:
  - Companies directly affected by tariffs and global market shifts or companies whose supply chains have been impacted;
  - Communities that rely heavily on those companies e.g. single-industry communities; and
  - Unemployed workers, workers on EI Work-Sharing agreements, employed workers, and employers that are experiencing indirect economic effects from tariffs and global market shifts.
  - Employers with workforce development needs in high-potential sectors:
    - *Healthcare*
      - NAICS 6216: Home health care services
      - NAICS 623: Nursing and residential care facilities
      - NAICS 624: Social assistance
    - *Skilled Trades and Construction*
      - NAICS 221: Utilities
      - NAICS 236: Construction of buildings
      - NAICS 237: Heavy and civil engineering construction
      - NAICS 238: Specialty trade contractors
    - *Clean Technology and Clean Energy*
      - NAICS 221: Utilities
    - *Natural Resources*
      - NAICS 212: Mining and quarrying (except oil and gas)
      - NAICS 213: Support activities for mining, and oil and gas extraction
    - *Agriculture*
      - NAICS 111: Crop production
      - NAICS 112: Animal production and aquaculture
      - NAICS 115: Support activities for agriculture and forestry
    - *Defence Manufacturing*
      - NAICS 332-335: Fabricated metal product manufacturing to Electrical equipment, appliance and component manufacturing
      - NAICS 336 (excluding 3361, 3362, and 3363): Transportation equipment manufacturing (excluding: motor vehicle manufacturing, motor vehicle body and trailer manufacturing, motor vehicle parts manufacturing)

Jobseekers/employees may need to be eligible for Labour Market Development Agreement programming, as specified by Employment and Social Development Canada (ESDC). For example, jobseekers who are unemployed may need to be eligible for EI benefits.

Jobseekers / employees may be underemployed (i.e. individuals who work in jobs that do not align with their education, skills, and experience) or looking for employment in the steel or softwood lumber sectors or identified sectors with workforce development needs.

Ministry may update priority sectors periodically.