

Move to Work Program

Procedures and Guidelines



Move to Work Program

Procedures and Guidelines



© Crown copyright, Province of Nova Scotia, 2019

Move to Work Program Procedures and Guidelines
Department of Community Services
March 2019
ISBN: 978-1-55457-895-5

Table of Contents

1.0	Move to Work Introduction	4
1.1	Canada-Nova Scotia Workforce Development Agreement Information	4
1.2	Program Description Move to Work.	7
1.3	Overview of Application Process... ..	8
2.0	Applying for Move to Work Program Funding	8
2.1	Applying Online Using LaMPSS Self-Serve	8
2.2	Organization Information	9
2.3	Project Details	9
2.4	Project Description	9
2.5	Past Agreements	9
2.6	Detailed Project Description	9
2.7	Agreement Contract... ..	10
2.8	Project Location(s)	10
2.9	Participants	10
2.10	Project Activities	10
2.11	Project Budget Categories	14
3.0	Service Registration for the Move to Work Program	18
3.1	Service Setup	19
4.0	Registering Participants in Services	20
4.1	Intake form and Notice of Collection, Use, and Disclosure... ..	20
4.2	Participant Data... ..	21
5.0	Move to Work Program Reporting Requirements	21
5.1	Service Registration Reporting Requirements	21
5.2	Quarterly Reporting Requirements	22
5.3	Completing a Financial Report	23
5.4	Final Project Reports	23
6.0	Move to Work Program - Terms & Conditions	24
6.1	Client Privacy	24
6.2	Communications Requirements	24

7.0 Proposal Assessment25

7.6 Assessment Questions26

1.0 Move to Work Introduction

Please read this entire document. The information contained in these Program guidelines will become part of an agreement with the Province for delivery of Move to Work Programs.

The objective of the Move to Work Program is to provide opportunities to support Employment Support and Income Assistance (ESIA) recipients and those individuals who may be considered at risk of becoming attached to the Employment Support and Income Assistance Program. The Move to Work Program is funded through the Canada-Nova Scotia Workforce Development Agreement (WDA) and projects funded under this program must adhere to the terms and conditions set out in the Agreement.

1.1 Canada-Nova Scotia Workforce Development Agreement Information

Under the WDA, the Government of Canada will provide annual funding to the Province of Nova Scotia for programs and services for low-skilled employed workers and unemployed Nova Scotians. The objectives of the WDA are to increase the participation of Nova Scotians in the workforce, to enhance the quality of skills development programs available to Nova Scotians, and to help facilitate workforce mobility and provide the information necessary to make informed labour market choices. In particular, the WDA aims to address the needs of those who are currently under-represented in the workforce, who have traditionally not benefited from supports due to their lack of recent employment.

Under the terms of the WDA, the focus is on helping unemployed and low-skilled employed Nova Scotians including, but not limited to:

- Income assistance recipients
- Immigrants
- Persons with disabilities
- Workers aged 55 and older
- Youth
- Aboriginals
- African Nova Scotians
- Acadian and francophone Nova Scotians
- Women
- New entrants and re-entrants to the labour market
- Unemployed individuals who were previously self-employed
- Employed individuals who are low-skilled, in particular, employed individuals who do not have a high school diploma or a recognized certification or who have low levels of literacy and essential skills.

All partners in the funding process share responsibility for outcomes.

1.1.2 Guiding Principles

The funding process will be guided by the following principles:

- Successful proposals will maximize benefits to ESIA recipients in the areas of labour market attachment
- Organizational appropriateness: Organization/agency/business delivering the project is experienced in providing similar programs to ESIA recipients
- Demonstrated need: Successful proposal will target needs of ESIA clients that are not already met by another project and will not duplicate but complement existing services;
- Fairness and transparency: Clear, published criteria are intended to give all eligible organizations an equal opportunity to access funding;
- Clear accountability: Accountability measures will ensure that public dollars are invested wisely, and results are achieved.

1.1.3 WDA Priorities

Canada and Nova Scotia agree that to support flexibility in programming, the Eligible Programs of Nova Scotia funded under this Agreement may fall within any of the following areas of focus:

- **Training:** Improve levels of literacy, essential and work-related skills; and support upskilling for the precariously employed and underemployed;
- **Supports:** Provide continuum of needs-based services to maximize the potential impact of training; and continue to support persons with disabilities to enter and stay in the labour market;
- **Employment Partnerships:** Work in partnership with employers and other stakeholders to promote awareness and expand the availability, accessibility and quality of employment opportunities; and
- **Building Knowledge:** Inform priorities with labour market information to better meet skills needs and market demand; enhance the knowledge base to support continuous improvement of labour market policies and programs; and support new and innovative approaches to meet the diverse needs of clients, including underrepresented groups.

1.1.4 WDA Intervention Types

Projects will be classified as one of the following intervention types, according to the activities in the project, during the project assessment process.

Employment Services:

This grouping includes generic employment information and assistive services that are not related to a specific job. Services to assist clients in preparing to enter or re-enter the labour market, and/or increase their employment prospects and/or ability to maintain and sustain employment. Activities can also target employers and create awareness among employers and participants on opportunities available. Services could include but are not limited to:

- Résumé writing, interview techniques, informational interviews, networking, and other related job finding activities.
- Services used in conjunction with other activities such as Skills Development and Work Experience.
- Employer engagement and awareness activities
- Labour Market Information to support employment services and interventions

Note: Move to Work projects should not duplicate Employment Assistance Services already funded under the Labour Market Development Agreement (LMDA). The LMDA provides funding for most of the employment services described above for all unemployed Nova Scotians. Therefore, only employment services targeting ESIA participants and those considered at risk of becoming attached to the ESIA Program will be considered provided there is a demonstrated gap in such services in the community.

Work experience:

Work experience interventions (e.g., wage subsidies, job placements, and project-based job creation):

- Includes on-the-job employment supports
- The principal focus of this grouping is employment. However, the intervention may also include a short training component, such as Workplace Hazardous Materials Information System training, that is a prerequisite for the job in question.

Combined skill development and work experience:

This includes interventions that incorporate skill development and work experience activities. Services may include but are not limited to:

- Work placements or internships
- Mentorships
- Sector specific training programs with work experience components
- Employer-based training programs with job shadowing or work experience components

1.1.5 Roles and responsibilities

The WDA will be evaluated by the federal government for effectiveness. It is vital that project sponsors are mindful of their roles and responsibilities in relation to the management of the project. These include, but are not limited to:

- Ensuring project activities and measurable outcomes are met;
- Adhering to the privacy and communications requirements;
- Submitting all required financial and activity reports;
- Administration of wage and income supports where applicable; and
- Service Registration requirements as outlined in Section 3 of this document
- Participant tracking and post project follow-up
- Being accountable for using funding for its intended purpose

1.2 Program Description – Move to Work

Projects funded under the Move to Work Program must support Employment Support and Income Assistance (ESIA) program participants and those individuals who may be considered at risk of becoming attached to the Employment Support and Income Assistance program. Funding is available to community-based service providers for projects focusing on activities that will increase the job readiness of program participants and aid in helping them attach to the workforce. The goal of the projects should be integrating or reintegrating participants into sustainable employment. In situations where there is little likelihood of immediate employment, programming may be aimed at increasing the employability of the participants and ensuring they gain the skills necessary to help move them along the continuum toward employment. The objective of this program is that upon completion of the project, participants should be employed or have moved into further intervention(s) that will facilitate their integration into employment at a later date.

Proposals for projects under this program may include:

- Employability Preparation
- Employer Engagement
- Work Experience
- Life Skills
- Essential Skills
- Specific Skills Training
- Other labour market readiness activities

Priority will be awarded to proposals that demonstrate best practices in, and/or innovative approaches to, employment programming and employer engagement. Projects must be designed to meet the specific needs of its targeted participants and to complement (not duplicate) existing programming and activities. Wherever possible, project activities should focus on preparing participants for available employment opportunities, including supporting community economic development strategies and activities.

1.3 Overview of Application Process

It is important that all applicants for this program read these guidelines in its entirety and comply with the instructions provided in order to be successful with their proposals.

1.3.1 LaMPSS

Move to Work is a program administered by Employment Support Services through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Programs in Nova Scotia focused on providing consistency in processes and improving services to Canada-Nova Scotia Job Fund agreement holders.

LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online as well as submitting required financial and activity reports online.

All organizations entering into an agreement for delivering Labour Market Programs in Nova Scotia must first be registered as a LaMPSS organization. This is a one-time registration process. Once registered, it will provide you with the ability to utilize the LaMPSS self service capabilities. If your organization has not previously registered with LaMPSS, please go the Labour Market Program Web site (<https://lampss.gov.ns.ca>) and complete the LaMPSS Organization Registration Process.

1.3.2 Applicant eligibility requirements

Eligible applicants under the Move to Work Program include:

- organizations (registered non-profit organizations defined as Cooperatives recognized by Canada Revenue Agency (CRA) as registered charities or non-profit organizations pursuant to paragraph 149 (1) (f) and (l) of the Income Tax Act respectively),
- educational institutions,
- public health institutions,
- municipal governments and band/tribal councils

1.3.3 Participant eligibility requirements

In order to be eligible to participate in a Move to Work Project, an individual must be a recipient of the Employment Support and Income Assistance Program (ESIA) and/or considered at risk of becoming attaching to the Employment Support and Income Assistance Program. ESIA Program recipients must have an Employment Action Plan that demonstrates that the employment intervention offered is the best option to facilitate the individual's integration into employment.

Individuals eligible for service or support through the Nova Scotia public school system are not eligible to participate in projects.

2.0 Applying for Move to Work Program Funding

2.1 Applying Online Using LaMPSS Self-Serve

Once you are a registered LaMPSS user, you can apply for funding on-line using the self-service capability. To apply on-line go to <https://lampss.gov.ns.ca>, login, from your User Homepage go to the Org Home Page then in the left navigation select "Apply for Funding" OR you can go to the self-serve help in the top right hand corner, which is built into LaMPSS that has instructions.

Completing an Application Form in LaMPSS

This section provides supporting information required to complete the application form for the Move to Work Program.

2.2 Organization Information

Enter the name and complete mailing address for your organization.

If you are applying on-line, this information will be pre-populated.

If your organization name or mailing address has changed, please contact your Provincial contact to obtain a LaMPSS Registration Change form to update your information.

2.3 Project Details

Please provide the following:

Project Title	Provide a title specific to this project.
Agreement Start Date	Provide the date the project will begin.
Agreement End Date	Provide the date the project will be completed.

2.4 Project Description

Include in this section a brief summary of the project.

2.5 Past Agreements

Provide information relating to past agreements if this application refers to a project which has received funding in the past.

2.6 Attach a detailed project description / proposal to the application

We require that you attach a document outlining the following information:

1. Project description - a summary of the project.
2. Project objectives - objectives should be clear, concise and measurable.
3. Proposed community to be served - specify geographic area and JFA region (Northeastern, Central or Western).
4. Description of the targeted participants or beneficiaries and how you will recruit and gather required documentation for reporting purposes.
5. Assessed labour market need - if applicable, include link to community economic development strategies and activities.
6. Means by which success will be measured - this refers to how you will measure the success of the entire project not how you will measure the 'expected results' of specific project activities.
7. Details of your organization's background, mandate and expertise with respect to the project

activities and targeted clientele.

8. Past projects with the Province of Nova Scotia (or other level of government) and their achievements.
9. List all partner organizations - identify their roles and responsibilities, and financial contributions (monetary or in-kind). Please specify whether these contributions had been confirmed at the time of application submission.

2.7 Agreement Contact

Provide the appropriate contact for your organization.

2.8 Project Location(s)

Please provide the locations where the activities will occur. If services are delivered at one main location, please provide details.

2.9 Participants

- Enter the total number of participants expected for this project.
- Enter the number of participants expected for each participant group. Include participants in all relevant participant groups. (i.e. a participant may be part of more than one participant group).

2.10 Project Activities

The tables below outline the required information for each eligible activity for the Move to Work Program. This is the complete set of eligible activities.

Assessment	
Brief Description	<p>Intervention Type: Employment Services</p> <p>Assessment with project interventions provides an opportunity for a more in-depth determination of individual's needs as it relates to successful completion of the other project activities, progress to employment and/or attachment to labour market. Assessment will specifically inform decisions in career options, skills enhancement and/or identify further needs in job maintenance.</p> <p>This service includes:</p> <p>a) Individual Needs Assessment - deliver services to determine an individual's competencies, needs and/or barriers using predefined tools and techniques</p> <p>Note: Assessments should not duplicate internal ESS service offerings such as aptitude assessment, interest inventories and academic ability)</p>
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of Participants	Provide the expected number of participants for this activity.

Awareness – Employer Engagement	
Brief Description	<p>Intervention Type: Employment Services</p> <p>This activity refers to directly connecting and partnering with Employers to facilitate increased job opportunities for ESIA recipients. Employer engagement is also critical when developing Project curriculum to ensure the job specific training aligns with current labour market needs.</p> <p>Please provide information about plans for delivery of these activities.</p>
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number who achieve employment	Provide numbers of participants you expect to achieve permanent employment as a result of this activity.

Job Search - Job Development	
Brief Description	<p>Intervention Type: Employment Services</p> <p>Working intensively with multiple barrier clients to develop appropriate employment opportunities that are reflective of employer's human resource needs as well as participants skills.</p> <p>Please provide information about plans for delivery of these activities.</p>
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of participants you expect to achieve permanent employment as a result of this activity.

Job Search – Workshops	
Brief Description	<p>Intervention Type: Employment Services</p> <p>Short group sessions to enhance the skills needed to conduct a successful job search, such as resume writing; interviewing; job search strategies; networking; Informational interviews; etc.</p> <p>Please provide information about plans for delivery of these activities & list all workshops that will be provided.</p>
Expected Results	Describe the outcome of your activity, for instance, outcome of a resume workshop will be usable resumes for the clients and/or increased resume writing skills.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

Skill Enhancement – Pre-Employment	
Brief Description	<p>Intervention Type: Employment Services</p> <p>Deliver a learning experience to enhance Pre-Employment skills - the self-management and interpersonal abilities needed for an individual to function effectively within society and the workplace.</p> <p>Please provide information about plans for delivery of these activities & list all workshops that will be provided.</p>
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

Skill Enhancement – Essential Skills	
Brief Description	<p>Intervention Type: Employment Services</p> <p>Provide a learning experience to enhance one or more of the nine Essential Skills: Reading Text; Document Use; Numeracy; Writing; Oral Communication; Working with Others; Continuous Learning; Thinking Skills; or Computer Use.</p> <p>Please provide information about plans for delivery of these activities & list all workshops that will be provided.</p>
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

Skill Enhancement- Job Specific	
Brief Description	<p>Intervention Type: Combined Skills Development and Work Experience</p> <p>Deliver a learning experience to enhance specialized skills that are needed to perform a specific job, including but not limited to certifications such as First Aid, CPR, and WHIMIS etc. Specific skills training should be targeted to identified or anticipated labour market demands, where they exist.</p> <p>Please provide information about plans for delivery of these activities & list all workshops that will be provided.</p>
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

Expected number who achieve employment	Provide numbers of participants you expect to achieve permanent employment as a result of this activity.
---	--

Work Experience – Paid

Brief Description	Intervention Type: Work Experience Provide a work experience for one or more participants paid by the project. Please provide information about plans for delivery of this activity.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of participants you expect to achieve permanent employment as a result of this activity.

Work Experience – Job Coaching

Brief Description	Intervention Type: Employment Services Job coaching is defined as assisting in the orientation to a workplace: specific duties supporting transition to employment intended to assist the client in reaching the maximum level of employment capacity. Job coaching under the MTW program is intended for competitive employment only. Please provide information about plans for delivery of this activity.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of participants you expect to achieve permanent employment as a result of this activity.

Work Experience – Volunteer

Brief Description	Intervention Type: Work Experience Provide volunteer work experience for one or more participants. Please provide information about plans for delivery of this activity.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of participants you expect to achieve permanent employment as a result of this activity.

2.11 Project Budget Categories

For details on the submission of the budget for your project, please refer to Annex A – Move to Work Itemized Budget Template. Please use this form to indicate your complete project costs and requested amounts by budget category. Please include the total cost for each category on the application form. When completing Annex, A, please be sure to include detail for each budget category item and provide a rationale. *(For example: if you are requesting funding for staff, on the Itemized Budget Template please breakdown the details – number of staff, salary, etc. but on the project application, put the total of all staff costs on the application form).*

Budget Category	Eligible Costs
Program Delivery	
Salaries	<ul style="list-style-type: none"> > Please provide a breakdown by position to reflect rate per hour, number of hours per week, and number of weeks for the Project. > Positions included should only be those directly linked to the activities and direct delivery of the project. If existing staff wages are included, the organization may be asked to demonstrate the wages are not currently be funded at 100% by another project/source. > Please attach a job description for each position
MERC	<ul style="list-style-type: none"> > (includes benefits; CPP, EI, Vacation Pay) > Please provide breakdown by position for all staff involved in the project, per Labour Standards Code & Canada Revenue Agency.
Health & Dental Benefits	<ul style="list-style-type: none"> > 100% of the employer costs but no more than 50% of the employee costs. > Please provide a breakdown by position.
Pension Benefits	<ul style="list-style-type: none"> > Same as above
Other HR Related Benefits	<ul style="list-style-type: none"> > Workers compensation coverage is the only eligible item in this category
Professional Development	<ul style="list-style-type: none"> > Not an allowable expense under the Move to Work Program
Travel	<ul style="list-style-type: none"> > The organization's current travel rate for employees up to a maximum of the government approved rate, whichever is less

Participant Program Delivery	
Participant Wages	n/a: utilize section below – wage subsidy/benefits
Wage Subsidy/Benefits	<ul style="list-style-type: none"> > Includes wage subsidy and mandatory employment related costs > Paid to an employer for a participant through agreement between an employer and the project sponsor. > Please provide the number of individuals that will be paid the wages, the hourly wage rate, the number of hours per week, and the number of weeks. > Approval is at the discretion of the Department. > Please indicate the number of individuals that will be participating in the Project and the rate paid per week.
Incidental Supports	<ul style="list-style-type: none"> > Approval dependent on the direct relevance of the cost to skill acquisition by the participant. Any funding for incidental supports to be negotiated. > Training allowances up to \$150 per month, at the discretion of the Department > Please provide a breakdown.
Childcare	<ul style="list-style-type: none"> > Not an allowable expense
Training	<ul style="list-style-type: none"> > Costs to cover short term certification courses > Note: Sponsors should not duplicate free training available at Skills On Line NS. www.coursepark.com/ns
Participant Related Special Needs	<ul style="list-style-type: none"> > Participant Related Special Needs for ESIA program participants should be provided through the ESIA program. Approval is at the discretion of the Department. > For non- ESIA participants, approved training related special needs are at the discretion of the Department and must not exceed ESIA Special needs rates.
Program Materials	<ul style="list-style-type: none"> > Includes participant related program material, supplies, books, graduation, etc. > Nutritional snacks
Program Professional Fees	<ul style="list-style-type: none"> > Purchase of professional services for specialized workshops/service offerings
Travel	<ul style="list-style-type: none"> > As an item of special need under ESIA policy, participants are to access funding from the ESIA program. If special consideration is given, approval is at the discretion of the Department.
Other Participant Costs	<ul style="list-style-type: none"> > Approval is at the discretion of the Department

Operational	
Recurring	> The portion of the heat, lights, phone, internet-specific to the project, please provide a breakdown.
Professional Fees	> IT / Web Maintenance, auditing fees, etc. relevant to the project, please provide a breakdown.
Honoraria	> Please provide a breakdown
Equipment	> Includes purchase/lease of computers, fax, photocopiers, etc. > A plan for the disposal of purchased equipment must be provided, please provide a breakdown.
Equipment Repairs	> Approval is at the discretion of the Department
Facility Lease\Rent	> Within market value - please specify squarefootage and rate; only for incremental rent
Advertising/Promotions	> Approval is at the discretion of the Department, please provide a breakdown
Office Supplies	> Must be specific to the project and utilized for the day to day operations of the project. This can include postage. Please provide a breakdown.
Insurance	> Participant liability insurance - incremental > Commercial insurance must be incremental to the project (i.e. fire/theft/building/tenant's/contents insurance) Please provide a breakdown
HST	> 50% of eligible costs, please provide a breakdown.
Other Operational Costs	> Approval is at the discretion of the Department, please provide a breakdown.

Administrative

Funding for administrative costs is intended to cover expenses that the organization incurs that are not directly related to delivery of the project/program but are required as part of the overall operations of the organization such as incremental costs for overall organizational governance, management, finance, communications, human resources and information technology support.

These costs may include but are not limited to: audit fees, bank fees, basic telephone fees, insurance (general, fire, theft), materials and office supplies, legal fees, information technology maintenance, postage, & management and administrative staff wages not directly working on the delivery of the program.

The funding formula is as follows:

1. Calculate 10% of Total - Participant Program Delivery Costs + Total Operational Costs

Example: \$10,000 (Total Participant Costs) + 4,000 (Total Operational Costs) = \$14,000

Total Administrative Funding = \$14,000 x 10% = \$1,400

Approved sponsors are eligible for the total amount of this calculation. Please use the following section to outline the projected Administrative Costs:

Note: It is recognized that Administrative expenses are calculated using a budget category that may experience slippage. The amount approved for Administrative will not be reduced at the end of the project if the sponsor has provided the appropriate summary to support the total administrative costs approved as part of the original budget.

Budget Item	Cost Breakdown
These costs may include but are not limited to: audit fees, bank fees, basic telephone fees, insurance (general, fire, theft), materials and office supplies, legal fees, information technology maintenance, postage, & management and administrative staff wages not directly working on the delivery of the program.	➤ Please provide a breakdown for each budget item

2.11.1 Participant Support

Project sponsors must be capable of administering financial supports to participants. Budget categories included in 'client support' include wage subsidies, participant costs and training allowances. The Project should determine which, if any, subset of supports will be available to participants.

2.11.2 Project Cash Flow

Provide a monthly cash flow estimate of the requested project expenses.

2.12 Legal Signing Officers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

Submitting Your Application

Once your organization has finalized the application including the attachment of all the required templates, and project costs less cash and in-kind contributions, the application may be submitted to the Department of Community Services using the LaMPSS self-serve system.

In this section of the application enter the following information that would have been received when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and "submit." This will connect you with the LaMPSS system to submit the application.

Please note: There is a 120-day calendar timeline to open, complete and submit an application. After 120 days you must begin the process again to ensure the application information is current.

Once submitted Organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer network) to enable the organization to make any requested edits and then resubmit.

Supporting Documentation

You can attach any supporting documents with your application.

The table below outlines the mandatory document that must be included with the Move to Work Program application.

Document	Requirements
Itemized Budget Template	This information should be provided using the Itemized Budget Breakdown Template for Move to Work Program. This template can be copied from our website: https://novascotia.ca/coms/esslampss/index.html

3.0 Service Registration for the Move to Work Program

LaMPSS includes a set of functions to help your organization manage the services to be delivered under your agreement, register participants in those services, and facilitate reporting requirements. LaMPSS Service Registration enables federal accountability and program evaluation by:

- Providing a means for organizations to configure and maintain services.
- Providing a means to register uniquely identified clients, indicate what services they received and capture client characteristics.
- Providing automated reports and analysis tools that reduce the complexity and effort required to compile program participation data.

3.1 Service Setup

After your funding agreement has been activated in LaMPSS you can define your service offerings. Use Service Registration functions of LaMPSS to define each of the services you will be offering over the course of your funding agreement. This includes elements such as:

- Service format (Group Fixed, Group Continuous, or Individual)
- Service Name
- Service Type (select service types that align with activities in your agreement)

Service Format

There are three formats available: group fixed, group continuous, individual.

A group fixed format

- A group fixed service has a defined start and end-date, so all the participants start and end together. This could be for a day, week, month, semester, etc.
- The group fixed format should be chosen with services that have more than one participant starting at the same time, such as training workshops.

A group continuous format

- A group continuous format is used for group services that have a continuous intake.
- The group continuous service has different start and end dates for each participant enrolled in the same service. The group continuous format can also be used for services where participants may enter a service, leave and then return to the service at a later date.

An individual format

- Individual service is one-on-one service, such as case management, assessment, job coaching, etc.
- An Individual service has no start and end date – it is on-going, and participation is recorded each time the participant attends.
- After a participant has been added to an individual service, the session count can be incremented without re-registering the client in that service.

If your organization uses two formats for one service type (e.g., Skills Enhancement – Pre-Employment) then register the service twice using both formats (e.g., Group Fixed, Individual).

Service naming convention

Each organization can name the services they offer. The guidelines for naming the services can include:

- The season the activity takes place in (e.g., work experience – fall)
- The exact name of service (e.g., Personality Dimensions workshop)

Service Types

The service types available under the Move to Work program include:

- Assessment
- Awareness – Employer Engagement
- Job Search – Job Development
- Job Search – Workshops
- Skill Enhancement – Essential Skills
- Skill Enhancement – Job Specific
- Skill Enhancement – Pre-Employment
- Work Experience - Paid
- Work Experience – Job Coaching
- Work Experience - Volunteer

agreements. Select service types for the services your organization is providing based on the Activity types that are in your funding agreement. The services you define and deliver should align with the activities that have been specified in your contract. Individual and/or group (fixed, continuous) style interventions can be registered as services under your organization's Move to Work agreement.

4.0 Registering Participants in Services

4.1 Intake form and Notice of Collection, Use, and Disclosure

A Service Registration intake form will be available to your organization in LaMPSS. You will be able to generate and customize this form in LaMPSS. The form will include an intake section which contains the “core” Person characteristics (name, SIN, address, gender, date of birth) plus the generated list of “additional” client characteristics enabled in Program Process Control for the Move to Work program. The form also has a consent section containing an approved form to acknowledge the participant's understanding of Collection, Use and Disclosure.

Service providers are required to collect personal information from individuals in order to verify their eligibility as participants, as well as to enable the Department of Community Services to evaluate the effectiveness of services being delivered.

Service providers are also responsible for informing individuals of the purposes for which their personal information is being collected and obtain consent for the sharing of that information with the province.

They must also inform participants of their rights under the Freedom of Information and Protection of Privacy Act to view their personal information when it is held by the province as a result of the disclosure. It must be documented also that the individual consents to the use and sharing of that information as it has been explained to them.

Service providers are required to treat all information about the participants that it collects or compiles as confidential and ensure that all necessary measures have been undertaken to protect the information against unauthorized release or disclosure. This includes appropriate care in their use of electronic forms of information record keeping, information sharing, and the disposition of computers and similar electronic storage devices when being replaced or no longer used for project purposes.

Project sponsors must protect the personal information of participants and are required to only use personal information for the purpose for which it is collected. Any disclosure of the personal information of participants by project sponsors must be in keeping with this agreement and the

provisions of the NS Freedom of Information & Protection of Privacy [FOIPOP] Act and the NS Personal Information International Disclosure Protection [PIIDPA] Act. *(Refer to Sections 17 and 18 of the LaMPSS Agreement)*

Further information about access and privacy processes may be found at <https://novascotia.ca/just/IAP/PIIDPAquest.asp>

4.2 Participant Data

Organizations are required to enter participants into each of their service offerings. Information that the service provider will collect from participants for Move to Work program includes:

- Name
- Social Insurance Number (SIN)
- Date of Birth, Gender, Marital Status, Languages spoken
- Contact Information
- Designated Group
- Pre-Intervention information
- Immediate Outcome information
- Credential / Certification Earned

Organizations will have the ability to copy the following participant information into another service offering:

- Designated Group – Aboriginal Peoples, Immigrants, Persons with Disabilities, African Canadians, Francophone/Acadian, Employment Support & Income Assistance (ESIA) Recipient, Visible Minority

5.0 Move to Work Program Reporting Requirements

5.1 Service Registration Reporting Requirements

The functionality to the LaMPSS Self-Service, called Service Registration, was adapted to meet program administrative (intake and participation) data requirements for Move to Work and other Canada-Nova Scotia transfer agreements. Tracking characteristics/statistics are required for accountability reporting.

Data collection on client profile indicators and immediate client outcomes must be entered directly into LaMPSS. Service Providers may use collection methods that fit best for their participants:

- In person interviews
- Telephone interviews
- Self-administered Intake form

5.2 Quarterly Reporting Requirements

Activity reports, Participant reports and Financial reports for your project will be required quarterly, and a final report will be required at the completion of the project in order to release the 10% holdback. The requirements for Activity, Participant and Financial reports for your project under the Move to Work Program will be outlined in your project agreement.

5.2.1 Reporting Online Using LaMPSS Self-Serve

Reports should be submitted online using LaMPSS self-serve functionality at <https://lampss.gov.ns.ca>

5.2.2 Completing an Activity Report

This section provides supporting information required to complete the activity report.

5.2.3 Project Activities

The following table outlines the information asked on the online activity report for each eligible activity for the Move to Work Program.

<<Activity Type >>	
Update / Status this Period	Provide a summary of how each activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Number who achieved employment	Provide the actual number of participants for this activity that have achieved employment during this reporting period. This is relevant only to certain activity types.

Target Groups

Enter the actual number of participants during this reporting period for all activities.

Enter the actual number of participants during this reporting period for each target group. Include participants in all relevant target groups (i.e. a participant may be part of more than one target group).

5.2.4 Supporting Documentation

You can include any supporting documents with your activity report.

Completing a Participant Reporting Requirements Report

In addition to providing updates on each activity, the project sponsor must provide quarterly participant reports as per Annex B – Participant Reporting Requirements. These reports must be submitted by email to the Agreement Manager and should not be submitted through LaMPSS.

5.3 Completing a Financial Report

This section provides supporting information required to complete the financial report.

5.3.1 Project Costs

Provide the actual costs for each eligible expense for this reporting period.

5.3.2 Project Cash Flow

Provide an updated cash flow estimate for the remainder of the agreement.

5.3.3 Supporting Documentation

You can attach any supporting documents with your financial report.

Submitting Your Reports

Once your organization has finalized the report including the attachment of all the required templates, the report may be submitted to the Department of Community Services using the LaMPSS self-serve system.

In this section of the report enter the following information that would have been received when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

5.4 Final Project Reports

A final project report should include a summary of the monthly reporting templates as per Annex B as well as:

- Total client numbers, broken down by client group
- Number and percentage of participants who have completed the intervention
- Activities undertaken and outcomes
- Confirmation that completed participant registration has been received by the Department of Community Services.
- At the end of the intervention, the number of participants who are:
 - Employed Full Time
 - Employed Part Time
 - Self-Employed
 - Unemployed
 - In further training
- Specify the job title for those who are listed as 'employed' and course title for those in further training.

Please note that participant information is compiled in aggregate format and submitted to the federal government. Please use the forms attached in Annex B for reporting information on participants.

Information on individual participants is not required by, nor will be reported to, the federal government. The information provided on the reporting forms will be compiled and reported in aggregate format by the Department. **This information should be submitted to the Agreement Manager by email and not submitted through the LaMPSS system.**

6.0 Move to Work Program - Terms & Conditions

The following terms and conditions form part of the Move to Work Program in addition to the “General Terms and Conditions” outlined in the agreement.

6.1 Client Privacy

Participants must be informed that funding for the project has been provided under the Canada-Nova Scotia Labour Market Transfer Agreement, and that Canada and Nova Scotia will use information collected solely for the purpose of evaluating the initiative. By registering and completing the initial participant information form and providing their SIN the participant provides consent to the collection, use and disclosure of the information provided; this is a condition of their participation in the project. Participants must be informed that the information, when provided to Canada, will be collected, used and disclosed in accordance with Canada’s Privacy Act and Department of Human Resources and Skills Development Act and that they have a right under the Privacy Act to obtain access to and request correction of their personal information held by the federal government.

The participant must be informed that any personal information which is provided to the Project Sponsor or Nova Scotia will be collected, used and disclosed in accordance with the NS Freedom of Information & Protection of Privacy [FOIPOP] Act and the NS Personal Information International Disclosure Protection [PIIDPA] Act, and that participants have a right to access their personal information, and a right to request correction of their personal information.

Project sponsors must protect the personal information of participants and are required to only use personal information for the purpose for which it is collected. Any disclosure of the personal information of participants by project sponsors must be in keeping with this agreement and the provisions of the NS Freedom of Information & Protection of Privacy [FOIPOP] Act and the NS Personal Information International Disclosure Protection [PIIDPA] Act. *(Refer to Sections 17 and 18 of the LaMPSS Agreement)*

Further information about access and privacy processes may be found at <https://novascotia.ca/just/IAP/PIIDPAquest.asp>

6.2 Communications Requirements

The Governments of Canada and Nova Scotia must be acknowledged in all communications related to the project. Any public communication of the project via news release or any other event must be coordinated with the Department of Community Services and the Department of Labour and Advanced Education’s Communications Advisors. Please refer to Annex “C” for details on communication requirements.

Communications activities can be generally defined as, but not limited to, the following:

- news releases;
- public events such as funding announcements, official openings, press conferences;
- written or electronic communications material;
- program products such as brochures, program descriptions, forms for the use of clients, annual plans and reports; and
- advertising in all forms.

At offices or kiosks where information is provided to the public or transactions are conducted with the public pertaining to this project, signage is required indicating that the Programs/Services provided are funded in whole or in part by the Government of Canada and the Province of Nova Scotia. Bilingual notices are required in designated bilingual offices.

Watermarks, wordmarks, signage and/or logos can be obtained from the Department of Labour and Advanced Education Communications Advisor. Your Agreement Manager will assist you in facilitating access to the appropriate Advisor.

Required Text for Project Material

Please include the following text on posters and other pieces that are more graphic and lighter on text: Funding provided by the Government of Canada through the Canada-Nova Scotia Job Fund

The Canada and Nova Scotia wordmarks should also appear on posters and other pieces that are more graphic and lighter on text.

Funding Announcements

It is important that you contact your Agreement Manager who will facilitate connection with the appropriate Provincial Department's Communications Advisor if you are contacted by the media about a project or as soon as your organization starts to discuss:

- a funding announcement or event
- a news release or feature
- a radio or television spot
- an advertisement
- a poster or brochure

7.0 Proposal Assessment

Proposals will be forwarded to the Department of Community Services for assessment and consideration. The Province reserves the right to take into consideration over-all funding availability, and appropriate geographical distribution for employability programs, when making the final decision regarding which proposals are approved for funding. The evaluation process is intended to ensure that funded projects reflect local labour market priorities and needs. Proposals will be evaluated against the following criteria:

7.1 Assessment Questions

1. Is the application in compliance with program requirements/guidelines/terms and conditions?
2. Has the organization provided adequate documentation?
3. Does the applicant have the ability, capacity, and expertise to effectively manage and deliver this project?
4. Have you researched the organization (including Joint Stocks, internet search, etc.)?
5. Are agreement project activities clearly identified with expected outcomes and time frames?
6. Are the agreement project activities measurable and achievable within the project time frame?
7. Are project costs reasonable and do they relate directly to agreement project activities?
8. Does the applicant have appropriate bookkeeping and financial controls?
9. Is there an adequate facility to support the participants and/or activities?
10. Does the application address identified needs within the community (i.e.: not a duplication of service, etc.)?
11. Does the Department have clients that need this type of intervention at this time?

Contact Information

For further information please contact the Employment Support Services Program Specialist at (902) 563-5691 or (902) 679-6899.

Definitions

Term	Definition
Definitions of Eligible Participants All individuals must be a participant in the ESIA Program or considered at risk of becoming attached to the ESIA Program. Participants cannot be eligible for service or support through the Nova Scotia public school system.	
Employment Support and Income Assistance Program Participant:	A participant of the Employment Support and Income Assistance Program is considered an individual, the spouse of the individual or the dependent of the individual who is: In direct pay with Income Assistance; or Receiving Transitional Pharmacare benefits and meets the definition of low skilled employed under the JFA
EI Client	An EI client is an unemployed individual: <ul style="list-style-type: none"> (a) who is eligible for assistance under labour market programs provided by the Canada Employment Insurance Commission under Part II of the Employment Insurance Act, or (b) who is eligible for assistance under any similar labour market programs provided by Nova Scotia which are funded by the Canada Employment Insurance Commission under a Labour Market Development Agreement entered into between Canada and Nova Scotia pursuant to Part II (section 63) of the Employment Insurance Act. EI eligible also includes individuals who have had: <ul style="list-style-type: none"> - an unemployment benefit period established or ended within the 60 months (5 years) prior to the date of requesting assistance; and/or If you have a client that is unsure if they are or are not EI eligible, they can visit a local Service Canada office or call the following Service Canada Employment Insurance Telephone Information Service at 1-800-206-7218.
Immigrant	A person and their dependents that have been issued an official Visa and have come to Canada to establish permanent residence. Categories of immigrants include: <ul style="list-style-type: none"> Permanent residents of Canada Canadian citizens born outside of Canada Protected persons as defined in Section 95 of the Immigration and Refugee Protection Act

People with Disabilities	<p>Includes persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who</p> <p>(a) consider themselves to be disadvantaged in employment by reason of that impairment, or</p> <p>(b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.</p>
Older Workers	<p>Individuals age 55 and above who lack skills needed for successful integration into employment and who are non EI eligible</p>
Youth	<p>Youth are defined as individuals between the ages of 15 – 30 inclusive, and who are not eligible for service or support through the Nova Scotia public school system. Youth are eligible for service under the public system if below the age of 21; however, if youth are between the ages of 19 and 21 (inclusive), and have NOT attended school within the past year, they are eligible for service under the JFA.</p>
Aboriginal	<p>Aboriginal peoples include Indian, Inuit, and Métis peoples of Canada as defined by the Constitution Act (1982), and the Indian Act as periodically amended.</p>
African Nova Scotian	<p>African Nova Scotians include all individuals from first migrants to Nova Scotia (Matthew Da Costa circa 1604) to recent newcomers from the African Diaspora.</p>
Francophone/ Acadian	<p>Acadian and Francophone Nova Scotians are individuals who identify French as their first language; or attended Acadian or French school in Nova Scotia; or require services in the French language; or who otherwise self-identify as Acadian.</p>
Women/Female	<p>Nova Scotia is focusing on supporting women in non-traditional roles with the Canada-Nova Scotia Job Fund.</p>

New Entrants & Re-entrants	<p>Re-entrant – An individual, who has had previous labour market attachment, has been out of the labour market and who is actively searching for employment and/or looking to gain the skills necessary to re-enter the labour market.</p> <p>New entrant– An individual who does not have previous labour market attachment and is actively searching for employment and/or looking to gain the skills necessary to enter the labour market for the first time and is not eligible for services through the public school system.</p>
Previously Self-Employed	An individual who was previously the owner of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The “unincorporated” group includes self-employed workers who did not own a business (such as babysitters and newspaper carriers). Self-employed workers include unpaid family workers, i.e., persons who worked without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.
Low-Skilled Employed	Includes employed individuals who do not have a high school diploma or a recognized certification or who have low levels of literacy and/or essential skills.
Definitions of Performance Indicators	
Completed intervention	Participant has completed entire intervention. In cases where a participant may miss some days/hours of training or work experience, for example due to illness, the determination of whether the individual has “completed” the intervention rests with the instructor or project/service manager.
Incomplete intervention	Participant did not attend majority of session, majority of classes, or left a job placement prior to end date.
Continuing in intervention	As of the “snapshot” date, participant has not yet finished intervention.
Employed	Employed persons are those who work at a job or business, that is, who have paid work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job but are not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date). Employment may be full-time or part-time.
Full time	“Full-time”, with respect to employment, means paid employment for thirty (30) hours or more per week
Part time	“Part-time”, with respect to employment, means paid employment for up to thirty (30) hours per week

Unemployed	This category includes those who (a) are on temporary layoff with an expectation of recall and are available for work, or (b) are without work, have actively looked for work in the past four weeks, and are available for work, or (c) have a new job to start within four weeks from reference week, and are available for work.
Not in the labour force	Those who are unwilling or unable to offer or supply labour services under conditions existing in their labour market.
Self-Employed	Self-employed persons are working owners of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The “unincorporated” group includes self-employed workers who do not own a business (such as babysitters and newspaper carriers). Self-employed workers include unpaid family workers, i.e. persons who work without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.
Education level	
Less than high school	Anyone who has not completed a high school diploma or equivalent, and who does not have any post-secondary courses, diplomas or certificates.
High school	Individuals who have completed a high school diploma or equivalent.
Post-secondary education	Individuals who have: <ul style="list-style-type: none"> - Some post-secondary (incomplete) - Trades certificate or diploma from a vocational or apprenticeship training - Non-university certificate or diploma from a community college, CEGEP, school of nursing, etc. - University certificate below a bachelor's degree - Bachelor's degree - University degree or certificate above a Bachelor's degree.