

Foundry Works program FAQs

What is the annual enrolment target per centre?

The annual minimum target per centre is 40 youth i.e., your centre can enrol more than 40 youth annually if they have the capacity.

What is the ideal caseload per employment specialist?

According to the IPS (Individual Placement Support) model, each employment specialist should have no more than 15-20 participants on their caseload at one point in time.

How does the employment specialist decide whether a youth should enroll in the Service Canada or MSDPR funding stream?

Check the eligibility form ([link](#)). All youth are enrolled based on the eligibility criteria. If they meet Service Canada's criteria, start there. If not, then enroll them through MSDPR.

If a participant is on Employment Insurance (EI), are there additional steps that the employment specialist needs to take before providing financial support to the youth in the program?

Yes, the youth needs to contact their EI representative with the employment specialist support to inform them of the program and the type of financial assistance that they are receiving (making sure to let them know that it is financial support for living costs/ and such and not income from employment). If there are additional forms, they need to complete, the EI representative will give them the most appropriate instructions on what they are required to do.

If a youth does not meet the NEET criteria but is interested in joining the Foundry Works program, what action should the centre take?

First, the employment specialist should identify if the youth is experiencing multiple barriers. Then the employment specialist is recommended to identify what other employment programs are available in the community that can meet this youth's needs and refer the youth to that employment program. In rare situations, if the employment specialist is unable or does not have an employment program in their community that can support this youth, then the employment specialist can enroll the youth.

Can a youth enroll in two supported employment programs at the same time?

No. The youth must enroll in one employment program to avoid duplication of services and double dipping on program outcomes. If asked, the employment specialist can support the youth in determining which program would best meet their needs.

If a youth is enrolled in another youth supported employment program but needs specialized support or services that is only offered at Foundry Works program, can we work with this youth?

Yes. It is important for the Foundry Works program to build relationships and rapport with other employment programs in their community to leverage services and refer youth to the program that best meets their needs.



Together, service providers from both programs should meet to discuss how to support the youth. If the other program takes the lead on supporting the youth and capturing the youth's employment/education outcomes, the employment specialist from Foundry Works should not spend significant amount of time supporting this youth, as their time should be heavily invested in youth enrolled in the Foundry Works program.

If a youth is in a consistent volunteer position, does that count as an outcome?

No, the youth must have an employment contract and get paid by the employer to consider that as an employment outcome.

Does a youth need to submit a T4 form if they participate in the program?

No, unless the youth secure a job. Then they would need to get a T4 form from their employer and file for income tax.

Questions specific to Service Canada

When should the employment specialist upload the PIT (Participant Information Template) on Service Canada's database GCOS?

When the youth achieves an outcome or when the youth reaches the 9 months mark. If the youth does not achieve an outcome as the 9-month mark, the employment specialist will record this under "initial results" on GCOS and will have to access the PIT form on GCOS at the 12-week follow-up to report on the youth's outcome. When the PIT is saved in a draft version, the employment specialist can edit the PIT form. However, once the employment specialists submit the form, results cannot be changed.

Once a PIT form is submitted on Service Canada's database GCOS, can the youth continue to access Service Canada's funding?

No. This is why FCO (Foundry Central Office) encourages centres to give the youth additional time based on their clinical judgement to ensure that the youth no longer needs the program support. However, it is not encouraged to wait more than a month to record their outcome. If the youth, later on loses their job or decide that they need the program support, they can be enrolled again under the MSDPR funding stream.

What happens to an actively engaged youth, if they do not achieve their employment/education outcome by the end of their Service Canada participation time (9 months followed by 12-week follow-up)?

The employment specialist must record their outcome on Service Canada's PIT form as "Cannot be reached" and upload it to Service Canada's database GCOS. Then, they can continue working with the youth towards achieving their employment/education goals under the MSDPR funding.

If an enrolled youth tragically passes away, how should the centre report on their outcome?

If the youth achieve an outcome, then in Part C of the PIT, report the final interaction date as "intervention completion date" and record the outcome. If the youth does not achieve an outcome, report the final interaction date with the program as the "early termination date" and click on "none of the above" option and specify the reason e.g., passed away.



Financial and Budget Questions

How are living expenses paid?

Living expenses are provided based on time spent in the Foundry Works program. This may be direct intervention time spent with a Foundry Works staff member, or self-directed intervention time working on Foundry Works goals. Youth are compensated at a rate of 15.20\$ per hour. Payment can be made to the youth in cash, by cheque, or e-transfer. A record of the payment must be kept on file.

Can I make purchases on behalf of a youth?

Yes. Purchases or payments can be made on behalf of a youth in the program. Programs are required to keep receipts for any purchase or payments made for a youth on file. These purchases should be made using an agency credit card issued for the Foundry Works program.

Can I buy gift cards to provide to youth?

Gift cards are not able to be purchased with Service Canada Funding. MSDPR funding can be utilized if this type of expense has been included in a community's budget plan.

Can I purchase meals or coffee for youth as part of the engagement process?

Meals or coffee cannot be purchased for youth using Service Canada funding. MSDPR funding can be utilized if this type of expense has been included in a community's budget plan.

How much money is allocated to each youth in the program under participant expenses?

There is no limit to the amount of funding a youth can receive through participant expenses. Funding should be provided in an equitable manner for all participants. If a participant receives over 500\$ in financial assistance (paid to, or on behalf of the participant) in a calendar year, they must be provided with a T4A form.

What is a T4A form and when do I have to provide one to a youth in the program?

"T4A Statement of Pension, Retirement, Annuity, and Other Income"

A T4A form is a "catch-all" form for income received outside of paid employment. If a participant receives more than 500 dollars in financial support/ income from the Foundry Works program, they must be provided with a T4A form to report this income when completing their taxes.

Is income provided through Foundry Works considered employment income?

No. Financial support/ income received from the Foundry Works program is considered non-employment income, similar to a bursary or financial aid for living costs. Participants are not employees of the Foundry Works program.

What documentation am I required to keep for youth who have received financial support or a wage subsidy?

You are required to keep a complete record of all documents relating to participant expenses. This includes:

1. All receipts or records of transactions
2. All agreements completed with either a participant or employer relating to financial support.

