



Foundry Works Participation Agreement

Program description

Foundry Works is a supported employment and education program for youth who are interested in working, going to school, or completing a training program. Foundry Works utilizes an evidence-based approach known as Individualized Placement Support (IPS). The IPS model has core features that include: (1) offering work/study support within and alongside core integrated health services; (2) meeting participants where they are at; and (3) helping participants to become employed in competitive work or further their education. Foundry Works is based on the premise that competitive work and education is a core component of personal recovery and can increase youth's quality of life and contribute to improved mental health outcomes.

Foundry Works is funded by the Government of Canada's Youth Employment and Skills Strategy (YESS) and the Government of British Columbia through the Ministry of Social Development and Poverty Reduction.

Participant eligibility

Foundry Works supports youth aged 15 – 24 who are not employed, in education or training, or who are spending less than 15 hours per week in school, work, or training and would like support in these areas.

What youth can expect from the Foundry Works program

The Foundry Works team will work with you to support your education, employment, and training goals. We do this by focusing on your strengths, skills, and interests. Our goal is to meet you where you are at and help you to get you to where you want to be. Our team can meet you at Foundry, in the community, at your home, or online. Through foundry Works, you will have access to:

- Individualized sessions with an employment specialist to identify and attain your education/employment goals.
- Group workshops to help build knowledge and skills related to employment and education
- Opportunities to engage in employment and accredited training or educational programs to help you develop your credentials.
- Work placement opportunities that match you with employers or educational programs that fit your goals.



As part of the Foundry Works program, you may be eligible to access to funding to support your involvement in the program. Eligibility will be determined on a case-by-case basis and consider your needs and the funding that is available.

Expectations for participants

Foundry Works is a voluntary program. That means that you get to decide how long you want to be part of the program, and what supports you use. The foundry Works team will work with you to understand what your needs are, and how to support you. If you stop attending the program and we are unable to contact you, we may put your supports on hold to make room for another individual. If you can restart the program again in the future by calling us, but you may have to wait until a spot is available.

Working with the Foundry team

Foundry Works is part of the whole Foundry team. This means that if you are receiving other services at Foundry, we will work with the other members of your service team to better support your goals. If you are not currently receiving other Foundry services, but would like to, we can help you to connect to the supports you need.

Sharing of personal Information with funders

Foundry Works receives funding from the Provincial and Federal governments under the Ministry of Social Development and Poverty Reduction, and Youth Employment and Skills Strategy. In order to receive this funding Foundry Works is required by the Federal and Provincial governments to collect and report information about program participants. This information will be used for administrative, evaluation, accountability, and reporting purposes, including determining your eligibility for participation in the Foundry Works program. The collection, use and disclosure of your personal information is authorized by BC's *Freedom of Information and Protection of Privacy Act*. The privacy and security of your personal information is important to us. We enter all information into a secure database and send the information securely to our funders.

Participant's Name (please print)

FWs Employment Specialist (please print)

Participant's Signature

FWs Employment Specialist Signature

Date

Date



Foundry Works Youth and Service Provider Financial Assistance Agreement

This is an agreement between the service provider (Foundry) and participants of the Foundry Works program for funds provided to participants to support their education, employment, or training goals. This agreement is to ensure that the participant understands the terms and conditions under which they are receiving financial assistance from Foundry Works.

Each agreement must include the following:

- A) Participant Name
- B) Description of the purpose of the financial assistance
- C) Associated dates
 - I. Effective date
 - II. Signed
 - III. Duration of the agreement
- D) The conditions of the financial assistance and any consequences of not adhering to these conditions
- E) Cost of the activity being supported
- F) Conditions to be met before the financial assistance is provided
- G) Maximum Payable amount
- H) Participants may be required to repay the amount of any financial assistance provided to the participant to which they are not entitled. Including:
 - I. The amount of any payment made to the participant in error
 - II. The amount of any payment made for costs in excess of the amount actually incurred by the participant for those costs
 - III. The amount of any payment that were used for costs that were not eligible for reimbursement under the agreement with the participant
 - IV. Where financial assistance is no longer available from service Canada through Foundry because of reductions or cancelations in funding.

Please add any additional information required by your community to the following template including logos and branding. It is recommended that you consult the appropriate legal and financial representatives within your organization to ensure that all of your agency's requirements have been met.



Foundry Works' Youth and Service Provider Financial Assistance Agreement Template

Foundry Works Program

Foundry Works is a youth supported employment program that provides flexible, wrap-around services to help youth with barriers who are currently not in education, employment or training identify their education goals, develop work skills, and gain paid work/study experience to successfully transition into the labour market.

Foundry Works is a unique service model that integrates employment, training, and education supports with other health services. Foundry Works is currently accessible to youth in 12 communities across BC and through Foundry's virtual team.

The Foundry Works program supports youth, aged 15-24 through:

- Individualized sessions with an employment specialist to identify and attain their education/employment goals.
- Opportunities to engage in employment and accredited training or educational programs to support skills required by the labour market.
- Work placement opportunities that match employers with participants who are interested in pursuing careers in their industries.

As part of the Foundry Works program, participants may be eligible to access funding to support their involvement in the program as they work towards their education, employment, or training goals. Eligibility will be determined on a case-by-case basis, depending on participants' unique needs and the program's ability to provide funding. Participants who are eligible for financial supports may receive assistance with costs associated with:

- Living expenses
- Transportation
- Tuition and training
- Materials, supplies, and books
- Disability supports
- Professional fees

**Participant should be aware that receiving financial assistance from Foundry Works program may impact income sources such as Employment Insurance (EI) and PWD. It is the participant's responsibility to discuss this potential impact and any reporting requirements with their income assistance/ benefits program.*



Youth who are eligible for financial assistance are:

- 15-24 years of age.
- A Canadian citizen, permanent resident or a protected person as defined by the Immigration and Refugee Protection Act. (Service Canada).
- Legally entitled to work in British Columbia and Canada (Service Canada).
- A participant of the Foundry Works program and have been identified as having a need for financial assistance.

Expectations for youth who receive financial assistance through Foundry Works include:

- Have provided information to support the request for financial assistance (as applicable).
- Will use the funds provided to them as outlined in this financial assistance agreement with Foundry.
- Will repay the amount of any financial assistance provided to the participant to which they are not entitled. Including:
 - The amount of any payment made to the participant in error.
 - The amount of any payment made for costs more than the amount actually incurred by the participant for those costs.
 - The amount of any payment that were used for costs that were not eligible for reimbursement under the agreement with the participant.
 - Where financial assistance is no longer available from service Canada through Foundry because of reductions or cancelations in funding.

Details of Financial Assistance

Participant's Name	
Purpose of the financial assistance (if multiple please list all purposes)	
Cost of activity being supported (if applicable)	
Maximum amount available through financial assistance program	
Amount received by participant (if multiple please list all payments)	
Living Expenses Calculation	Hours spent in training or intervention _____ X \$15.20 (minimum wage equivalent) = _____ Total received

- As outlined above, _____ (participant name) has accepted financial assistance as a participant in the Foundry Works program to be used as described in this agreement.



- Financial assistance will be provided by Foundry Works as a payment of _____ (amount) provided on _____ (date), to cover costs/ and or living expenses incurred by the participant for the period of _____ (start date) to _____ (end date).
- Failure to meet the conditions of this agreement may result in the termination of financial assistance and or repayment of funds provided through the financial assistance program.

Participant's Name (please print)

FWs Employment Specialist (please print)

Participant's Signature

FWs Employment Specialist Signature

Date

Date



Participant Work Placement and Wage Subsidy Agreement with Employers

This agreement is to support work experience or wage subsidy for participants in the Foundry Works program where an employment opportunity is offered by an employer to a participant and is facilitated by Foundry.

Each agreement must contain the following:

- A) Name of Employer
- B) Associated dates
 - I. Effective date
 - II. Duration of the agreement
 - III. Date signed
- C) Acknowledgement that representatives of Canada have the right to access the employer's business premises or site of the employer where the work experience is taking place to monitor the work experience.
- D) The purpose of the financial assistance
- E) The financial and non-financial conditions attached to the assistance and the consequence of failing to adhere to these conditions
- F) The allowable costs or types of classes of expenditures eligible for reimbursement
- G) The conditions to be met before payment is made
- H) Schedule and basis of payment
- I) The maximum amount payable
- J) Acknowledgement for the employer to repay overpayments, unexpected balances, and disallowed expenses

Please add any additional information required by your community to the following template including logos and branding. It is recommended that you consult the appropriate legal and financial representatives within your organization to ensure that all of your agency's requirements have been met.



Foundry Works' Work Placement and Wage Subsidy Agreement Template

Foundry Works Program

Foundry Works is a youth supported employment program that provides flexible, wrap-around services to help youth with barriers who are currently not in education, employment or training identify their education goals, develop work skills, and gain paid work/study experience to successfully transition into the labour market.

Foundry Works is a unique service model that integrates employment, training, and education supports with other health services. Foundry Works is currently accessible to youth in 12 communities across BC and through Foundry's virtual team.

The Foundry Works program supports youth, aged 15-24 through:

- Individualized sessions with an employment specialist to identify and attain their education/employment goals.
- Opportunities to engage in employment and accredited training or educational programs to support skills required by the labour market.
- Work placement opportunities that match employers with participants who are interested in pursuing careers in their industries.

As part of the Foundry Works program, participants have access to funds for training, transportation, and a wage subsidy program to support their employment goals.

Employer Wage Subsidy Work Placement Opportunity

Foundry Works can provide youth with access to a wage subsidy benefit as an incentive for employers to hire and train youth for their business. The youth's wage is subsidized by the program for an agreed upon amount of time. This program supports youth who have experienced barriers to entering the competitive labour market.

The wage subsidy program also reduces the risk for an employer to hire a youth who is a good fit for their business but may need additional training or support to be successful.

Youth who are eligible for the Wage Subsidy and Work Placement Program are:

- 15-24 years of age.
- A Canadian citizen, permanent resident or a protected person as defined by the Immigration and Refugee Protection Act. (Service Canada).
- Legally entitled to work in British Columbia and Canada.
- A participant of the Foundry Works program.

**Benefits for employers who partner with Foundry Works to offer work placements**

- Foundry Works will help employers to hire youth with the training and certifications they need for the job.
- Youth hired through Foundry Works will be supported by the Foundry Works team to help promote success on-the-job.
- Employers who partner with Foundry Works increase the diversity of their workforce.
- Foundry Works will help employers find youth who are the right fit for their team.

Employer eligibility for the Foundry Works wage subsidy program:

- Have a legally registered business name and number.
- Have been in business for at least one year.
- Have a regular vacant position to fill that is part of your business operations.
- Have an opportunity for long-term employment following a work placement.
- Pay a reasonable and competitive wage.

Expectations from the employer:

- Be committed to training the employee for the position.
- A willingness to support and accommodate employability needs.
- The employer is required to submit monthly reports or a copy of the employee's pay stub to Foundry Works showing the employee's hours and wages.
- The Employer is required to issue pay cheques on paydays. Foundry Works will reimburse the wage subsidy amount on a monthly basis after receiving a claim for actual wages paid once the hours worked by the participant have been confirmed.
- The employer can proceed with their own interviewing process, just like with other candidates applying for a competitive job and make a decision to accept or decline the referred participant.
- When required, the employer will support site visits by the Foundry Works staff to ensure that the experience is taking place in a safe environment and the experience is being carried out in accordance with the terms of the workplace experience agreement
- Allow a representative of Service Canada the right of access to the employer's business premises or site of the employer where the work experience is taking place to monitor the work experience



Workplace Experience Agreement

Company	
Employer Contact	
Address/ Postal Code	
Phone Number	
Email	
Foundry Works Participant	
Description of role/ workplace experience	

I agree to provide a quality employment opportunity for a participant of the Foundry Works program. As a workplace partner of this program, I will:

- A quality employment opportunity experience for ____ weeks starting on _____, ending on _____.
- Pay the participant \$____/hr and be responsible for deducting and remitting all source deductions (CCP, EI) and insuring the employee is under WCB.
- Provide regular feedback to the participant about their work performance and provide a safe environment for them to learn and grow as an employee.
- Consider continuing their employment after the workplace experience is completed.
- Understand that the participant has been hired as per any regular staff member, and is subject to follow up procedures and policies, and that I, the employer has the ability to terminate employment if necessary.
- Repay any overpayment, unexpected balances, and disallowed expenses provided by Foundry during the work placement.

In return, for your commitment, we will:

- Provide a wage subsidy of \$____/hour. The \$____/hour will be applied towards the participant's hourly wage to a maximum of ____ weeks. The participant's wage will be subsidized for a minimum of ____ hours/week and a maximum of ____ hours/week for ____ weeks within the time frame of _____ until _____.
- Provide the forms you (the employer) will need to claim in order to obtain the wage subsidy reimbursement amount for the wages paid to the participant (as described above).
- Provide support to you (employer) and the participant during the work placement.

Failure to Meet the Conditions of this Agreement

Failure to meet the conditions of this agreement may result in the termination of the wage subsidy program with Foundry Works.

Employer Name (please print)

FWs Employment Specialist (please print)



Employer Signature

FWs Employment Specialist Signature

Date

Date

Wage Reimbursement

Company	
Employer Contact	
Address/ Postal Code	
Phone Number	
Email	
Foundry Works Participant	
Description of role/ workplace experience	

Pay period: _____ to _____

Total hours worked by the participant: _____

Amount to be reimbursed:

_____ Hrs x \$ _____ = _____
Total hrs worked Hourly reimbursement rate agreed Reimbursement Amount

Proof of payment to participant attached: ☐ Yes (pay statement)

I confirm that the information above is correct.

Employer's Name (print)

Signature

Date

Please submit to: *Centre contact information*



Service Canada Requirements for Foundry Works

Verifying Participant Eligibility: Guide for Contribution Recipients

1. PURPOSE

This guide has been developed to help you ensure that all youth recruited or accepted for Foundry Works are eligible to participate in activities funded under Service Canada [Youth Employment and Skills Strategy Program (YESSP)].

2. ROLE OF THE CONTRIBUTION RECIPIENT

It is entirely your responsibility, as the contribution recipient, to verify eligibility before recruiting or accepting a participant into Foundry Works.

2.1 PARTICIPANT ELIGIBILITY

Prior to accepting or recruiting an individual as a participant in Foundry Works, program staff shall verify that the individual is:

- 15 – 24 years old
- Not employed, in training, or education; in less than 15 hours of employment, training, or education; or experiencing multiple barriers to employment, training, or education
- Interested in participating in the Foundry Works program.

Additional criteria for Service Canada include:

- A Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act
- Legally entitled to work in Canada; and,
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

* Individuals that do not meet the additional requirements for Service Canada funding are supported through MSDPR.

❖ **There are no exceptions to these eligibility criteria for Service Canada.**

❖ Verifying eligibility before intake will protect you from incurring expenses for participants who do not meet all eligibility criteria. **Service Canada will not reimburse any costs associated with a participant who is not eligible.**

3. CLARIFICATION OF CRITERIA

3.1 Age: A person must be at least 15 years old and no older than 24.5 **on the start date of the intervention** to be eligible to participate.

In most provinces and territories, approval from the provincial or territorial government, school board or other authority is required for a youth aged 15 to work instead of attending school. Permission of a parent

or guardian may also be required. Ensure that you are meeting the specific requirements for your province or territory. For information on hiring youth in BC please see [Hiring Youth in BC](#).

- 3.2 Citizenship:** To participate under the Service Canada agreement, a person must be a Canadian citizen, or permanent resident or a protected person as defined by the [Immigration and Refugee Protection Act](#). A protected person is someone who has been granted refugee protection under the Act.
- 3.3 Entitled to Work in Canada:** All Service Canada participants must have a Social Insurance Number (SIN) and be otherwise entitled to work in Canada. If a person does not have a SIN or identification with a date of birth, you may advise them on how to obtain the necessary documents. Instructions for obtaining a SIN are available [online](#).

Social Insurance Numbers that begin with a “9” are issued to temporary workers who are not Canadian citizens, permanent residents or persons who have been granted refugee status in Canada. Temporary workers therefore are not eligible under Service Canada.

Anyone assigned a SIN beginning with “9” who has since become a Canadian citizen or permanent resident must notify the Canada Employment Insurance Commission of that change. The Commission will provide a new SIN. If a potential participant is awaiting a new SIN, you must see Government of Canada documents confirming the change in status in order to confirm that the person is eligible to participate.

- 3.4 Entitled to Work in BC:** You must ensure that anyone you select for participation in your project is entitled to work in BC. [Please see Employment Standards for BC](#).

4. VERIFYING ELIGIBILITY

You must verify a person’s eligibility by checking the SIN papers **and** a valid piece of government-issued identification with a date of birth (preferably a photo identification such as a driver’s licence or medical card). You do not have to copy the identification documents or data, or share the information with ESDC; however, you should record on the participant’s file which documents you used to establish their eligibility.

If you are dealing with a person virtually, you still have to take the necessary steps to verify eligibility. For example, you may accept scanned or photocopied versions of the required documents, or you may view these documents using virtual meeting software.

5. OTHER CONSIDERATIONS

5.1 Participation in Other Programs

A participant should be receiving only one source of program assistance for a given employability need at any given time. Sources of assistance may be complementary, addressing different needs, but should not duplicate or overlap. It is your responsibility to ask whether a potential participant is receiving supports through other programs or projects.

If there is duplication with another program but the Foundry Works model is better suited to the person’s needs, the person may withdraw from the other program in order to participate in Foundry Works.

Ultimately, you must ensure that anyone accepted for your project will not be receiving assistance from other sources simultaneously for the same purpose.

5.2 Employment Insurance (EI) Claimants

Youth who are in receipt of EI benefits (EI claimants) are eligible to participate in Foundry Works . As the contribution recipient, you can decide to accept an EI claimant for your project; your Service Canada program officer does not have a role in this process. However, since participation in Foundry Works can affect a claimant's EI benefits, the procedures described below should be followed.

The claimant should contact a Service Canada EI Agent regarding their planned involvement in Foundry Works. The person may contact the EI call centre at 1-800-206-7218 or 1-800-808-6352 or use the [eServiceCanada Service Request form](#).

Your role, as the contribution recipient, is to provide the claimant with information related to their participation in Foundry Works so that they can provide complete and accurate details to the EI Agent. As an alternative, the claimant may provide you with permission to participate in the discussion with the EI Agent.

The necessary project-related information includes:

- Program name: Foundry Works (Youth Employment and Skills Strategy Program)
- Types of interventions and activities planned for the claimant
- Hours, days and duration of their participation
- Amounts and types of financial supports that the claimant may receive during the program (including amounts for living expenses, completion bonuses, and other supports)

The EI Agent will use these details to determine the impact that project participation and related financial assistance would have on benefit entitlement and will inform the claimant accordingly. This insight will enable the claimant to make an informed decision about whether it is in their best interest to participate in the Foundry Works program. The EI Agent will not make any decision concerning the claimant's eligibility for the program or provide approval/permission for participation in the program.

Those who have had an EI claim in the past but who no longer are receiving benefits (former claimants) also are eligible to participate in Foundry Works.

Participant Information Template (PIT)

PART A INTERVENTIONS PROVIDED TO THE PARTICIPANT

Name of Contribution Recipient:

Project Number:

Intervention Titles: **(tick one or more option)**

Interventions start date: 2021-12-02- (yyyy-mm-dd)

☐ Employment Services

☐ Employment Skills Training

☐ Accredited Skills Training

☐ Quality Employment Opportunity

PART B - PARTICIPANT PERSONAL INFORMATION

Preferred Name

First Name
(as it appears on SIN card)

Last Name
(as it appears on SIN card)

Social Insurance Number

Date of Birth (yyyy-mm-dd)

Postal Code:

Language Preference

☐ English

☐ French

PERSONAL INFORMATION ON EMPLOYMENT EQUITY

Gender

☐ Male

☐ Female

☐ Trans Female

☐ Trans Male

☐ Non Binary

☐ Agender

☐ Two-Spirit

Member of a Visible Minority

☐ Yes

☐ No

Person with Disability

☐ Yes

☐ No

Indigenous Group **(tick one option)**

☐ Registered on-reserve

☐ Registered off-reserve

☐ Non Status

☐ Metis

☐ Inuit

☐ N/A

New Immigrant *see definition on page 3

☐ Yes

☐ No

Are you enrolled in another supported employment program?

☐ Yes

☐ No

Are you on Employment Insurance?

☐ Yes

☐ No

Level of Education (Please check the box that best describes your current situation) (tick more than one box)

- | | | |
|--|---|------------------------|
| <input type="checkbox"/> Elementary incomplete | <input type="checkbox"/> Elementary complete | Year completed (yyyy): |
| <input type="checkbox"/> Secondary incomplete | <input type="checkbox"/> Secondary complete | Year completed (yyyy): |
| <input type="checkbox"/> Post-secondary incomplete (College, CEGEP, etc... | <input type="checkbox"/> Post-secondary complete (College, CEGEP etc) | Year completed (yyyy): |
| <input type="checkbox"/> University incomplete | <input type="checkbox"/> University complete | Year completed (yyyy): |

☐ I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void and will be cause for termination, whenever discovered.

Participant signature:

PART C - TO BE COMPLETED BY THE CONTRIBUTION RECIPIENT AFTER THE INTERVENTION

INITIAL RESULT UPON COMPLETION

Participant Completed Interventions

Date of Completion (yyyy-mm-dd):

Participant is now (tick one of the boxes)

- ☐ Employed in quality employment
- ☐ Self-employed in quality employment
- ☐ Returned to school
- ☐ Not employed
- ☐ Not returned to school
- ☐ Cannot be reached

Participant Did Not Complete Interventions

Date of Early Termination (yyyy-mm-dd):

Reason (tick one of the boxes)

- ☐ Not employed
- ☐ Not returned to school
- ☐ Cannot be reached
- ☐ None of the above (e.g. maternity leave)

-
- ☐ 12 week follow-up for "not employed", "not returned to school" and "cannot be reached" results

Result (tick one of the boxes)

- ☐ Employed in quality employment
- ☐ Self-employed in quality employment
- ☐ Returned to school
- ☐ Cannot be reached
- ☐ None of the above

For Quality Employment Opportunities / Competitive Employment:

National Occupational Classification

North American Industry Classification System

Small or Medium Enterprise (between 1 - 499 employees)

☐ Yes

☐ No

Type of Employer

- ☐ Private ☐ Public ☐ Not-for-Profit ☐ Other:

Participant received supports to enable them to participate in quality employment opportunity / entrepreneurship skills training

☐ YES

☐ NO

Definitions:

Employment Services:

Assist participants in searching for and obtaining work or education. This is provided through one on one sessions and will include but not limited to, topics such as career and occupational information, career decision-making processes, mentoring, coaching, job search techniques, job application processes, resume and cover letter preparations and job interview preparation.

Employment Skills Training:

These are offered in group settings e.g. group workshops. These trainings will allow participants to learn or enhance skills transferable to the work place. Topics cover some of what is offered by the employment services intervention. Other topics may include: communication skill, writing, reading, working with others, digital technology and continuous learning. It also includes on the job and industry based trainings and certifications such as WHMIS, First Aid/CPR, ProServe, Serve it Right etc i.e. short term certificates that are pre-requisites for a job they are applying for.

Accredited Skills training (AST):

This is offered on an individual basis to enable a participant to take courses that will fill specific, identified gaps in their education and skill development, taking into consideration labour market needs. The courses must be delivered by an accredited institution registered with the province. Each centre will have a written agreement with the participant stating the funding will be paid directly to the participant who will pay the training institution for their tuition, books, fees, etc.

Assistance may be provided for courses aimed at improving job-readiness or providing necessary job qualifications where the following conditions have been met:

- The course is a necessary and logical step towards the youth's employment goal
- The course is provided by an institution registered with the province/territory
- For an occupation-specific course, labour market information supports the course selection (i.e. there are good employment prospects for that occupation in the location the youth intends to work/live).

Examples: Pre-apprenticeship courses, distance education/ e-learning, language training, apprenticeship

Quality Employment Opportunity is defined as a non-competitive work experience that is co-created by the employer and the employment specialist and could include a wage subsidy. Must ensure the following minimum requirements, as well as at least one of the following additional requirements:

Minimum requirements:

Work environment must be safe, respectful, inclusive, free of harassment, abuse and discrimination and in compliance with all applicable laws.

Additional requirements:

- Work experience offers skills development and training opportunities
- Work experience is related to the interests and pursuits of youth
- Work experience offers a salary that is above the minimum wage
- Work experience offers opportunities for advancement

Visible Minority: none white person.

Person with a Disability: Use the terms Cognitive Disability (neurodiverse, Intellectual disability, Learning Disability, Developmental Disability, Autism Spectrum Disorder; Emotional Disability – MHSU, anxiety, depression and Physical Disability – functional limitations including musco-skeletal, eyesight, hearing impairment etc.

New Immigrant: is a person who has moved from their country of origin (their homeland) to another country to become a citizen of that country and has been in that country for less than 5 years.

Instructions

Participant Information Template (PIT)

Purpose of the PIT

The PIT will be provided to Contribution Recipients (CRs) by the Grants and Contribution Practitioners (GCPs) once the funding agreement is signed. The PIT can be used to collect or compile information required by Schedule C of the funding agreement. Other formats may be used as long as all information required in Schedule C is captured.

Though the Contribution Recipient is not required to use the PIT, it is highly recommended that they do as it contains clear directions on how to provide all the required information in Schedule C.

Contribution Recipients must inform the participants that this information is collected and shared with the Department for evaluation of the program which occurs on a 5 year cycle and will be disposed of appropriately afterwards.

Contribution Recipients will need to keep and store this template safely for each participant until the Department creates fields in Grant & Contribution Online System (GCOS) and the Department's internal tracking system. At that time, further guidelines will be provided.

The instructions in the table below provide guidelines to understand and use the PIT.

Instructions	
Part A	Interventions Provided to the Participant
<p>*Note: the PIT does not make a distinction between Interventions, Supports and Activities, therefore any support or activity provided or completed by the Participant (e.g. supports such as Coaching and Mentorship) would be checked as an Intervention.</p>	
Employment Services	<ul style="list-style-type: none"> Select this intervention if you are working with the participant in one on one sessions to assist them in searching for and obtaining work or continuous education. (see Page 3 of the PIT for a detailed definition)
Employment Skills Training	<ul style="list-style-type: none"> Select this intervention when you check <i>Employment Services</i> as most topics will be covered in one on one sessions as well as group workshops. Group workshops should target pre-employment activities for additional development prior to advancing to a work experience. (see Page 3 of the PIT for a detailed definition) <i>* Short pre-requist certifications for jobs such as WHMIS, First Aid, CPR, Serve it Right etc are covered in this intervention</i>
Accredited Skills Training	<ul style="list-style-type: none"> Select this intervention if the participant will be participating in courses that are specific and identify gaps in their education and skill development. The courses must be delivered by an accredited institution registered with the province (e.g. universities and colleges). (see Page 3 of the PIT for a detailed definition)
Quality Employment Opportunity	<ul style="list-style-type: none"> Select this intervention if the participant will complete a work experience co-created by the employment specialist and the employer to make them more job ready i.e. ready for a competitive job. It could include a wage subsidy. (See Page 3 of the PIT for a detailed definition) <ul style="list-style-type: none"> Quality Employment needs to meet the minimum requirement defined on the PIT and at least one of the additional requirements listed. As long as one of the additional requirements is met, the work experience placement qualifies.

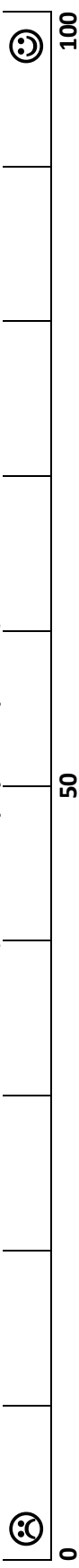
	<ul style="list-style-type: none"> ○ If the work experience does not meet the minimum requirement and at least one of the additional requirements, then the work experience placement would not qualify as an intervention.
Part B	Participant Personal Information
Participant Eligibility	<ul style="list-style-type: none"> • Contribution Recipients are responsible for verifying the eligibility of all youth recruited as per Schedule C of the CR funding agreement, clause 1. • Participants must meet the following: <ul style="list-style-type: none"> ○ Meet NEET criteria i.e. not in employment, education or training or is in <15 hrs of school or employment; ○ between the ages of 16 and 24 (inclusive) at the start of the intervention; ○ Canadian citizens, permanent residents, or protected persons as defined by the Immigration and Refugee Protection Act; ○ legally entitled to work in Canada; and, ○ legally entitled to work according to the relevant provincial/territorial legislation and regulations. ○ <u>Must not be enrolled</u> in another supported employment program when they enroll with Foundry Works. • Ensure that you get the person's legal first and last name as well as their Social Insurance Number the way its written on their SIN card. <p><u>Notes:</u></p> <ul style="list-style-type: none"> ▪ <i>Participants in receipt of EI are eligible to participate in the FW Program! <u>However</u>, they must first consult with their Service Canada Office before participating. Participants on EI will not get Foundry Works participants allowance or hourly wage. They will however have access to FWs resources and services.</i> ▪ <i>If an ineligible participant is accepted into the project, related expenditures would not be reimbursed.</i>
Personal Information	<ul style="list-style-type: none"> • While sharing this information with Employment and Social Development Canada (ESDC) is the choice of the participant, it is recommended that participants provide this information as this data assists ESDC in understanding success and reach of the program and allows for future improvements. It is also used for the ongoing evaluation of the program over a 5 year cycle. • "Personal Information on the Employment Equity" section will help CR's to report yearly on the Result Annual Report Tool.
Part C	To be Completed by the Contribution Recipient after Intervention
End Date of Interventions	<ul style="list-style-type: none"> • An end date for each intervention is no longer required. • The only required End date for the interventions is either a completion date or early termination date once <u>all</u> interventions are completed. • PIT should be completed on GCOS once participant reaches 9 month mark or achieves their outcome within the 9 months.
Participant Results	<ul style="list-style-type: none"> • The Initial Result is captured at the 9 month mark unless the participant achieved their outcome earlier. • The date should reflect the last day the participant partook in an intervention, and the initial result should reflect the participant's immediate status upon completion or early termination. • The 12 week follow-up section should be completed 12 weeks after the completion or early termination date, if the initial status of the participant was either: <ul style="list-style-type: none"> ○ Not employed; ○ Not returned to school;

	<ul style="list-style-type: none"> ○ Cannot be reached.
Results for Participants rejoining the project for a second time	<ul style="list-style-type: none"> • If the Participant rejoins the project at a later date post 1 year, work with the participant under MSDPR funds and report their outcome under MSDPR
For Quality Employment Opportunities / Competitive Employment	<ul style="list-style-type: none"> • This section should be completed if the participant partook in a Quality Employment Opportunity or Competitive Employment I • This section should be completed at the same time as the Initial Result is captured. • The information in this section is in relation to the employer where the work experience took place, whether through the Quality Employment Opportunity or Competitive Employment
National Occupational Classification (NOC)	<ul style="list-style-type: none"> • The NOC provides a standardized language for describing the work performed by Canadians and serves as a framework to: <ul style="list-style-type: none"> ○ define and collect statistics ○ manage information databases ○ analyze labour market trends ○ extract practical career planning information • For more information, please visit link: National Occupational Classification
North American Industry Classification System (NAICS)	<ul style="list-style-type: none"> • The NAICS has been developed by the statistical agencies of Canada, Mexico and the United States. • For more information, please visit link: North American Industry Classification System

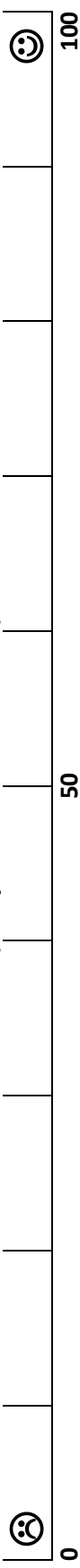
My Life Tracker

Put a mark at the place on the line that shows how you have been feeling over the past week (or since your last session) in each of the following areas:

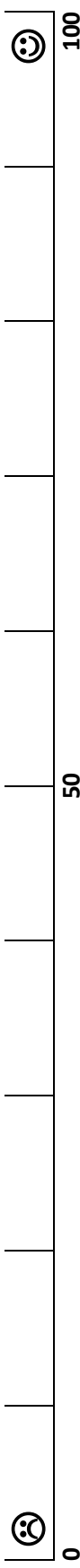
Your general well-being
(Emotional, physical, spiritual)



Your day-to-day activities
(Study, work, leisure, self-care)



Your relationship with friends



Your relationship with family



How you are coping
(Dealing with life, using your strengths)

