



## Service Canada Requirements for Foundry Work & Education Program

### 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 Work & Education Program (FW&EP) 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 Work & Education Program.**

##### 2.1 PARTICIPANT ELIGIBILITY

Prior to accepting or recruiting an individual as a participant in Foundry Work & Education Program, 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 Work & Education 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 Work & Education Program model is better suited to the person’s needs, the person may withdraw from the other program in order to participate in Foundry Work & Education Program.

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 Work & Education Program. 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 Work & Education Program 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 Work & Education Program. 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 Work & Education Program 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 Work & Education Program (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 Work & Education 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 Work & Education Program