

POLICY & PROCEDURE:

EMPLOYMENT START-UP BENEFIT

POLICY REFERENCE:

Directive 31.0

Legislative Authority: Part VII, Section 55(6)

CRITERIA:

1. Mandatory items of assistance for **eligible participants** (single person, head of family, spouse or same-sex partner or dependent adult).
2. Available to participants who;
 - **start** full-time, part-time, or casual employment (including self-employment), or
 - **change** employment with a current or new employer (must be a significant change in job duties/requirements, positions) or
 - **start** an employment assistance activity including training, community placement and/or employment placement
3. Employment Start-Up Benefits (ESUB) are available to cover initial costs/expenses which must be met in order to facilitate employment participation or activity

Allowable Employment Assistance Expenses

The following are common types of expense items, but are not limited to the following;

- transportation costs .25/km
- appropriate work wear
 - boots \$ 75 - \$100
 - pants \$ 25 - \$ 50
 - shoes \$ 60 - \$ 80
 - gloves \$ 10 - \$ 15
 - hard hat \$ 15 - \$ 20
 - safety glasses \$ 5 - \$ 10

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- tools and equipment \$ based upon position
- grooming costs
 - haircut \$ 10 - \$ 20
- licensing fees and association costs - determined based upon actual
- Social Insurance Card
 - initial card no fee
 - replacement card \$ 10
- Birth Certificate
 - first card \$ 25
 - replacement \$ 35

Restrictions

1. ESUB is not to be used for the following:

- Union Initiation Fees
- Vision Care
- Students or students pending OSAP

2. The maximum benefit payable is \$253.00 per twelve month period (benefit can be issued in increments up to the maximum based upon the circumstances)

PROCEDURE:

1. Ontario Works Case Manager receives information from the participant that they have costs associated with beginning employment or an employment assistance activity
2. Ontario Works Case Manager requests participant provide a list in writing itemizing the required needs including associated costs

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3. Ontario Works Case Manager requests participant provide written verification of new job or employment assistance activity
4. Ontario Works Case Manager creates a note in SDMT with the details of the request

Note Category: Payments/benefits
Note Type: Benefits
Subject: Employment Start-Up Benefit

The note should detail

- the reason for the request
- the name of the employer, training program, community placement agency, etc.
- whether the activity is full-time or part-time and number of hours
- the verification/documentation submitted supporting the request
- the items/expenses required and associated costs
- confirmation that the request was received in writing or under exceptional circumstances where it is a verbal request
- details regarding any information the participant has been asked to submit
- any previous ESUB received in the past 12 months
- decision to approve or deny request and reason
- amount approved
- method of payment - to the participant or third party

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5. Ontario Works Case Manager will search SDMT to determine if the participant has received ESUB in the past 12 months and ensure that the approved amount does not exceed the allowable maximum
6. Ontario Works Case Manager will not approve the benefit until all required documentation has been provided
7. Once the Ontario Works Case Manager has received all required information regarding the Employment Start-Up Benefit request, they will have the authority to approve or deny it. They must document their decision by appending the original note in SDMT
8. The Ontario Works Case Manager will advise the participant in writing of their decision when denying the benefit.
9. Requests that exceed the allowable limits outlined in the policy, do not meet prescribed conditions as listed or require further clarification must be forwarded to the Team Leader for approval

Method of payment

1. The preferred method is direct payment to the client
 - The Ontario Works Case Manager will create a benefit in SDMT and issue the payment
2. Where the payment is being directed to a third party the Ontario Works Case Manager will advise them to forward an invoice to the Finance Clerk for payment

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- The Ontario Works Case Manager will create the benefit in SDMT leaving the Release Date blank
 - When the invoice has been received by the Finance Clerk, they will verify the benefit has been approved by searching for the applicable note
 - The Finance Clerk will search for the created benefit, complete the Release Date, verify the payment amount, append the original note and issue the payment
3. Vouchers are to be used when time restriction does not permit the issuance of a system-generated cheque
- The Ontario Works Case Manager will create the benefit in SDMT entering the amount of the voucher and leaving the Release Date blank
 - A copy must be forwarded to the Finance Clerk
 - Once the invoice is received from the vendor, the Finance Clerk will search for the created benefit, revise the amount of the benefit based upon the invoice, complete the Release Date, verify the payment amount, append the original note and issue the payment
4. Payment will not be completed if the item has been purchased prior to approval being provided except under exceptional circumstances (must be forwarded to the Team Leader for approval)

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Reviewed and Approved By:

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02/05/09

Date

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02/05/09

Date