

Youth Investment Fund

Procedures & Guidelines



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1. Youth Investment Fund Introduction

There are many factors that may result in significant employment barriers for youth such as childhood trauma, poverty, disability, or generational dependence on income assistance. The Youth Investment Fund encompasses a variety of initiatives that aim to reduce these barriers by providing youth with opportunities for experiential learning about themselves, their career goals, their communities, and/or the labour market.

Funding is granted for projects providing employment-focused supports and services aimed at increasing skills development, enhancing youth employability, supporting transitions to and success in employment, and promoting self-sufficiency.

Funded projects must support young people between the ages of 15-24 who are attached to the Department of Opportunities and Social Development (OSD) or are considered 'at risk' of becoming attached. This would include (but is not limited to):

- Dependents of Employment Support and Income Assistance (ESIA) recipients;
- Post-secondary student whose family is attached to ESIA (Student Family Members);
- Youth recipients of ESIA;
- Youth attached to Child and Family Wellbeing (CFW);
- Youth attached to the Halifax Youth Attendance Centre or Integrated Youth Services;
- Youth from underrepresented and underserved communities including:
 - Black or African Nova Scotian descent;
 - Indigenous youth;
 - Newcomer/immigrant youth; or
 - Youth living with a disability.

To successfully enter and maintain attachment to the labour market, youth require programming that supports competency development from the four following Employability Dimensions:

EMPLOYABILITY DIMENSION	DEFINITION	ASSOCIATED ACTIVITIES
Career Decision Making	Relates to the type of competencies/abilities a person needs to make informed career choices. Such skills are demonstrated by exploration of strengths and needs, establishment of priorities and preferences, selection of a potential occupation and setting criteria for alternative choices, exploration of career options, and making an appropriate career choice.	1. Assessment – Employment Readiness 2. Case Management
Skills Enhancement	Relates to the type of generic and/or occupational competencies a person needs to perform in a specific occupation. Generic skills refer to more general competencies and life skills and may include interpersonal skills, self-management skills, literacy and numeracy. Occupational skills refer to technical or professional competencies required to perform a specific occupation or a range of specific occupations.	1. Skill Enhancement – <i>Job Specific</i> 2. Skill Enhancement – <i>Pre-Employment</i> 3. Skills Enhancement – <i>Job Specific – Mentoring</i> 4. Skills Enhancement- <i>Essential Skills – Workshops</i> 5. Integrated Programming – <i>Service Learning</i> 6. Work Experience - <i>Volunteer</i> 7. Work Experience - <i>Paid</i>

Job Search	Relates to the type of competencies and abilities a person requires for effective job search or independence in job search. Job search skills include applying job search techniques such writing a resume, use of labour market information, networking, and employer contact skills including interview skills, cover letter writing, and initiating follow up contact, etc.	1. Job Search - Networking 2. Job Search – Individual 3. Job Search – Job Development 4. Job Search – Mentoring 5. Job Search - Workshops
Employment Maintenance	Relates to the type of competencies or abilities a person needs to keep work; these may overlap with generic skills included under the Skills Enhancement Dimension. It is an Employment Maintenance need rather than Skills Enhancement Dimension need when the issues identified have impacted on previous employment.	<i>Can be woven into all activities.</i>

The information contained in this document will become part of an agreement with the province for the delivery of Youth Investment Fund Projects. Please read this entire Program Guideline document.

2. Applying for the Youth Investment Fund

Applicant Eligibility Requirements

Eligible applicants under the Youth Investment Fund 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.

Applicants must:

- Provide proof of registration with the Registry of Joint Stocks (societies, partnerships, companies);
- Demonstrate capacity to supervise and support project participants;
- Demonstrate an understanding of the unique needs of eligible youth and the required capacity to meet those needs;
- Be willing to enter and abide by a contracted agreement as required; and
- Demonstrate the capacity to administer, report on, and financially manage a funded agreement.

Registering Your Organization

All organizations entering into an agreement for delivering Youth Investment Fund Projects in Nova Scotia must first be registered as a LaMPSS organization.

Labour Market Programs Support System (LaMPSS) is a bilingual, online system that is used by NS departments and agencies to administer labour market programs and services.

This is a one-time registration process. Once registered, it will provide you with the ability to utilize the LaMPSS self-service capabilities. LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for specific labour market programs as well as submitting required financial and activity reports online. If your organization has not previously registered with LaMPSS, you can request a LaMPSS registration form by contacting: 1-877-404-7074.

Applying Online Using LaMPSS Self-Serve

Once you are a registered LaMPSS user, you can apply for funding online using the self-service capability. To apply online, go to www.gov.ns.ca/lampss.

Completing an Application Form

This section provides supporting information required to complete the application form for the Nova Scotia Department of Opportunities and Social Development, Employment Support Services, Youth Investment Fund Program:

Organization Information

Enter the name and complete mailing address for your organization (this should be prepopulated on the application form).

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

Project Details

Please provide the following:

Project Title	Provide a title specific to this project.
Agreement Start Date	Indicate the start date for the project.
Agreement End Date	Indicate the end date for the project.

Past Agreements

Provide information relating to past agreements with the Department of Opportunities and Social Development.

Project Description

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

1. Project Description

The proposal must include a detailed project description that identifies the name of the project, all planned activities to be funded under the Youth Investment Fund, and the delivery method (in-person vs virtual). The project description must explain how the project activities will contribute to the achievement of the objectives of the proposed project.

2. Project Objectives

The proposal must include a description of the project objectives. Objectives should be clear and concise and provide details on how these objectives will be measured and reported.

3. Mission, Vision, and Values

The proposal must include a written statement that clearly defines the organization's mission, vision, and values and describes how the project is in alignment with these guiding statements. Please describe the organization's expertise with respect to the project activities and target clientele.

4. Strong Demonstration of Need

The proposal must demonstrate the need for the project in your community, how the need was identified, how this project does not duplicate existing services and why your organization is the best choice to deliver the project.

5. Project Outcomes

A description of the project's intended outcomes should be provided which outlines the expected results, impacts, or changes realized.

6. Engaged Employer List

When proposing activities designed to introduce participants to employment, the proposal must include a list of engaged employers who will support competency development.

7. Participant Intake

The proposal must explain how and when participants will be served during the contract period.

8. Partner Organizations

The proposal must list all partner organizations and identify their roles, responsibilities, and financial contributions (monetary or in-kind). Please specify whether these contributions have been confirmed at the time of the application submission.

9. Organizational Capacity

The proposal must outline your organization's **approach/policies** in relation to:

Occupational Health and Safety

How does your organization prioritize the safety of participants and staff through established policies and procedures (e.g. background checks, reporting and feedback mechanisms, training, mental well-being support, etc.). Please provide any existing organizational policies.

Please note: Funded organizations are required to have injury-related insurance for participants and staff.

Human Resource Management

What is your organization's approach to HR management? Staff development? Employee evaluation? General HR policies? In proposing to work with youth participants, what competencies, requirements (records checks) and policies will be applied in recruitment and delivery?

Anti-discrimination and Anti-racism

Please provide a copy of your organizations written policies concerning the delivery of services

consistent with the *Nova Scotia Human Rights Act*, as well as policies, procedures, and staff training to support the implementation of an anti-racist service system.

Children and Adults in Need of Protection

Please provide a copy of your organization's policies and procedures regarding reporting suspected abuse, as required under the Children and Family Services Act, or Adult Protection Act. This includes communication to staff about their legal responsibility to formally report suspected cases of abuse or neglect.

Financial Management Practices

Please provide a copy of your organization's financial policies and processes that promote transparency, accountability and compliance with the Registry of Joint Stock Companies as well as the ability to comply with financial and activity reporting required by YIF. These should cover key areas including, but not limited to budget preparation, signing/spending authorities, internal controls, etc.

Board Governance & Audited Financial Statements

Please provide a copy of your organization's by-laws and most recent AGM report. Eligible applicants will be required to submit an annual Audited Financial Statement every 3 years. Annual Financial Reviews conducted by a Chartered Accountant may be accepted in the interim years.

Communication

Please describe your safety and privacy protocols with respect to program staff and participant communication. Please outline expectations for acceptable devices and mechanisms of communication between program staff and participants before, during and after the program. This includes the use of organizational devices and social media accounts.

Safe Space

Please describe how your organization will provide human-centered programming that is culturally attentive, trauma-informed, and equitably accessible. Service providers will consider the following when establishing programming:

- Providing lunches/snacks
- Clothing and food banks within the site or nearby
- Free access to Wi-Fi, computers and printers
- Space to relax and socialize
- Transportation methods available to and from the site
- Space decorations with art that celebrates diversity
- Provisions for accessible physical spaces

Agreement Contact

Select the person in your organization who can be contacted to negotiate and finalize your application by choosing from the list provided on the form. If the appropriate contact name is not included in the list, please click "New" and complete the new contact information fields.

Project Location(s)

Please provide the location(s) where all activities will occur. If services are delivered at one main location,

please provide details.

Participants

The Youth Investment Fund has a primary focus of providing project intervention to youths between the ages of 15-24 who are attached to the Department of Opportunities and Social Development (OSD) or are considered 'at risk' of becoming attached. This would include but is not limited to:

- Dependents of Employment Support and Income Assistance (ESIA) recipients;
- Post-secondary student whose family is attached to ESIA (Student Family Members);
- Youth recipients of ESIA;
- Youth attached to Child and Family Wellbeing (CFW);
- Youth attached to the Halifax Youth Attendance Centre or Integrated Youth Services;
- Youth from underrepresented and underserved communities, including:
 - Black or African Nova Scotian descent;
 - Indigenous youth;
 - Newcomer/immigrant youth; or
 - Youth living with a disability.

Please provide the total number of participants expected for this project.

Please note: Exceptions for younger cohorts will require ESS program approval in advance of submission. Please contact essprogram@novascotia.ca for more information.

Project Activities

The tables below outlines the required information for each eligible activity under the Youth Investment Fund. Only complete the required information for those eligible activities that you are proposing for your project.

Note: You must choose at least one of the eligible activities.

Assessment – Employment Readiness	
Brief Description	Assessment with project interventions provides an opportunity for a more in-depth determination of the youth's needs as it relates to successful completion of the other project activities, progress to employment and/or attachment to labour market. The youth's strengths and challenges will be assessed, including essential skills, in relation to becoming successfully employed and will identify the types of assistance and support that would be most helpful.
Expected Results	Please indicate the number of participant assessments that you expect to complete.
Where does this activity take place	Select "All Locations"
Expected number of participants	Provide the expected number of youth participants for this activity.

Case Management	
Brief Description	This activity refers to the management of a participant through a series of steps designed to take them from a situation of unemployment to finding and maintaining employment, or increasing employability, including individual assessment, development of a mutually agreed upon Action Plan, and follow-up to ensure that the plan is being followed and is achieving expected outcomes.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select "All Locations"
Expected number of participants	Provide the expected number of youth participants for this activity.

Skill Enhancement – Pre-Employment	
Brief Description	This activity refers specifically to the delivery of interventions to develop personal management skills such as the basic behaviours and abilities needed for an individual to function effectively in the workplace. Examples of personal management Interventions might include punctuality, grooming, etiquette, personal responsibility, communication skills, conflict management, digital literacy, financial literacy, etc. List the personal management components of your program and provide details.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select "All Locations"
Expected number of participants	Provide the expected number of youth participants for this activity.

Skill Enhancement – Job Specific	
Brief Description	Prior assessment is required to confirm youth participant's readiness and ability to meet requirements for successful participation. List the types of Job Specific skills provided in your project and give details. Job Specific skills are skills that go beyond the essential skills and are necessary to perform a specific job. Some examples may include Industry Specific Skills Training; First Aid, Occupational Health and Safety, WHMIS, etc.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select "All Locations"
Expected number of participants	Provide the expected number of youth participants for this activity.

Skill Enhancement – Job Specific - Mentoring	
Brief Description	This activity refers to the delivery of a one-on-one relationship with a successful role model who provides real world advice and encouragement related to the participant's target industry or field.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Skill Enhancement – Essential Skills - Workshops	
Brief Description	This activity provides a workshop-style learning experience - short sessions with no ongoing commitment - to enhance one or more of the Essential Skills - Reading Text; Document Use; Numeracy; Writing; Oral Communication; Working with Others; Continuous Learning; Thinking Skills; Computer Use.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Job Search – Networking	
Brief Description	This activity refers to connecting and partnering with Employers to introduce youth participants to employment. This is critical when developing Project curriculum to ensure the job specific training aligns with current labour market needs.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Job Search – Individual	
Brief Description	This activity refers to individual sessions that enhance skills needed to conduct a successful job search, such as: resume writing; interviewing; job search strategies; networking. List the types of Job Search skills provided in your project and give details.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Job Search – Job Development	
Brief Description	This activity refers to working intensively with multiple-barriered youth to develop appropriate employment opportunities that are reflective of employers' human resource needs as well as participant skills.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Job Search – Mentoring	
Brief Description	This activity refers to a one-on-one relationship with a successful role model who provides real world advice and encouragement to a youth who is actively engaged in a job search.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Job Search – Workshops	
Brief Description	This activity refers to short group sessions to enhance the skills needed for youth to conduct a successful job search. This includes resume writing, interviewing, search strategies, networking, etc.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Integrated Programming – Service Learning	
Brief Description	This activity refers to a project in which participants deliver a useful service to the community to gain work experience and enhance pre-employment skills (self-management and interpersonal abilities needed for an individual to function effectively within society and the workplace). List the types of integrated programming provided in your project and give details.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select “All Locations”
Expected number of participants	Provide the expected number of youth participants for this activity.

Work Experience - Volunteer	
Brief Description	This activity includes services that provide unpaid work experience placements for the purposes of Career Decision Making and/or Skill Enhancement. Projects that will include a work placement experience for participants must include a formalized training plan for each individual placement. Provide details on the experience.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select "All Locations"
Expected number of participants	Provide the expected number of youth participants for this activity.

Work Experience - Paid	
Brief Description	This activity includes services that provide work experience for the purposes of direct transition to employment and skills development with a specific employer and/or sector. A Project's financial contribution towards a wage must meet and not exceed current Nova Scotia minimum wage rate.
Expected Results	Provide details on the expected outcomes and how they will be measured.
Where does this activity take place	Select "All Locations"
Expected number of participants	Provide the expected number of youth participants for this activity.

Project Budget

Approved Youth Investment Fund projects are eligible for expenses in pre-approved categories, including program delivery, operational, and other cost categories. The tables below outline budget categories and eligible costs considered under each category.

Budget Category	Eligible Costs
Program Delivery	
Salaries: Wages	➤ Please provide a breakdown by position to reflect rate per hour, number of hours per week, and number of weeks for the Project. ➤ The positions included should only be those directly linked to the activities and direct delivery of the project and not include existing positions/employees of the organization. ➤ Please attach a job description for each position.
MERC (Mandatory employment-related costs)	➤ Mandatory Employment Related Costs (MERC) based on NS Labour Standards Code includes Canada Pension Plan (CPP), Employment Insurance (EI), and Vacation Pay, based on wages in the absence of paid vacation leave. ➤ Employer portions are eligible costs. ➤ Please provide breakdown by position for all staff involved in the project, per Labour Standards Code & Canada Revenue

	Agency.
Staff Health & Dental Benefits	➤ Benefit costs are eligible where warranted by current organizational Human Resources/Personnel Policies to a maximum contribution level of 50% of benefit cost. ➤ Please provide breakdown per position.
Staff Pension Benefits	➤ Employer contribution, which cannot exceed 50% of the employee costs. ➤ Please provide a breakdown by position.
Other HR Related Benefits	➤ Workers' Compensation coverage. ➤ Please provide a breakdown by position.
Professional Development	➤ Approval is at the discretion of the department.
Travel	➤ 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	➤ 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.
Incidental Supports	➤ Training allowance up to a maximum of \$150 per month (approval is at the discretion of the department) ➤ Please provide a breakdown
Childcare	➤ Not an allowable expense
Training	➤ Costs to cover short term certification courses ➤ Note: Detailed rationale must be provided if sponsor is requesting funding for free training available at SkillsOnline NS
Participant Related Special Needs	➤ Participant Related Special Needs for ESIA youth recipients should be provided through the ESIA program. ➤ For ESIA dependents and non- ESIA youth, special needs are at the discretion of the Department and must not exceed ESIA Special needs rates. ➤ Requested special needs are to be specific to project activities.
Program Materials	➤ Includes participant related program material, supplies, books, graduation, etc. Any material or equipment specific to the project's mandate. ➤ Nutritional snacks, meals (at reasonable cost) for workshops.
Program Professional Fees	➤ Purchase of professional services for specialized workshops/service offerings

Travel	➤ As an item of special need under ESIA policy, individual 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	➤ 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	➤ Professional fees that are specific to the project and required to meet the proposed objectives (options explored), 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 square footage 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.

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

Please include your complete project costs and requested amounts by the budget category and provide a rationale (*this is in addition to a detailed project description* identifying any planned activities to be funded under the Youth Investment Fund).

Note: It is recommended that you complete both the project budget on the application form and the related Itemized Budget Breakdown template together, before you move on to the next section of the application.

Project Cash Flow

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

Legal Signing Officers

Provide the appropriate/legal signing requirements for your organization.

Supporting Documentation

You can attach any supporting documents with your application.

The table below outlines documents that must be included with the Youth Investment Fund application:

Document	Mandatory	Document Topic	Additional Requirements
Itemized Budget Breakdown	Yes	Itemized Budget Breakdown	This information should be provided using the Itemized Budget Template for the Youth Investment Fund.
Audited Financial Statement	Yes	Financial statement	Eligible applicants are required to submit an annual Audited Financial Statement every 3 years and an annual financial review conducted by a Chartered Accountant in the interim years.

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 Nova Scotia Department of Opportunities and Social Development 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 click the "submit" button. This will connect you with the LaMPSS system to submit the application.

Please note: An agreement will only be approved when all required forms have been completed. There is a 120-day calendar timeline to open, complete and submit an application. After 120 days an application must begin 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) to enable the organization to make any requested edits and then resubmit.

3. Service Registration - Youth Investment Fund

LaMPSS includes a set of functions to help your organization manage the services to be delivered under your agreement; register participants in those services (if applicable); and facilitate reporting requirements.

LaMPSS Service Registration enables provincial accountability, program evaluation and transformational initiatives by:

- Providing a means for organizations to configure and maintain services.
- Providing a means to register uniquely identified clients, indicate what services they receive and capture client characteristics.

- Providing automated reports and analysis tools that reduce the complexity and effort required to compile program participation data.

Completing Service Registration on LaMPSS will not be mandatory for all organizations funded through the Youth Investment Fund. The requirement for service registration will be confirmed upon project agreement signing.

Please note: If the requirement for Service Registration on LaMPSS is confirmed via your project agreement, please refer to **Appendix A** for further information on what will be required.

4. Youth Investment Fund – Reporting Requirements

The requirements for Activity and Financial reports for the Youth Investment Fund are to be outlined in the signed agreement between the service provider and the Department of Opportunities and Social Development (OSD). OSD may include reporting requirements in a YIF agreement, in addition to those referenced below, to reflect unique activities and evaluation opportunities. Please see below for information on standard reporting requirements:

Reporting Online Using LaMPSS Self-Serve

Reports should be submitted online using LaMPSS self-serve at www.gov.ns.ca/lampss.

Completing an Activity Report

This section provides supporting information required to complete an activity report:

Project Activities

The tables below outline the reporting requirements for each eligible activity. Please provide this information for each activity as it relates to your project objective.

Assessment – Employment Readiness	
Update / Status this Period	Provide the number of new assessments and the number of updated assessments.
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Case Management	
Update / Status this Period	Provide the number of new participants in case management along with the total number to date.
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Skill Enhancement – Pre-employment	
Update / Status this Period	Provide a list and a brief summary on each of the Life Skills, Essential Skills and/or Job Search Skills etc delivered during this period. Include detail on: - How this activity is progressing - Indicate challenges or successes
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Skill Enhancement – Job Specific	
Update / Status this Period	Provide a list and a brief summary on each of the Job Specific Skills delivered during this period. Include detail on: - How this activity is progressing - Indicate challenges or successes
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information</u>

Skill Enhancement – Job Specific - Mentoring	
Update / Status this Period	Provide a list and a brief summary on each of the mentoring activities delivered during this period. Include detail on: - How this activity is progressing - Indicate challenges or successes
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Skill Enhancement – Essential Skills - Workshops	
Update / Status this Period	Provide a list and a brief summary of each of the essential skills workshops delivered during this period and include the number of participants who attended.
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Job Search – Networking	
Update / Status this Period	This activity refers to connecting and partnering with Employers to introduce youth participants to employment. Provide a list and summary of each of the employer connections and the number of youths participating.
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Job Search - Individual	
Update / Status this Period	This activity refers to individual sessions that enhance skills needed to conduct a successful job search, including: resume writing; interviewing; job search strategies; networking. List the types of Job Search skills provided in your project and give details regarding: - How this activity is progressing - Indicate challenges or successes List the number of sessions held including dates.
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Job Search – Job Development	
Update / Status this Period	This activity refers to working intensively with multiple-barriered youth to develop appropriate employment opportunities that are reflective of employers' human resource needs as well as participant skills. List the number of sessions/meetings held and include dates. Please provide details regarding: - How this activity is progressing - Indicate challenges or successes
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Job Search – Mentoring	
Update / Status this Period	This activity refers to a one-on-one relationship with a successful role model who provides real world advice and encouragement to a youth who is actively engaged in a job search. Provide a breakdown of the number of one-on-one sessions with participants along with details regarding: - How this activity is progressing - Indicate challenges or successes
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Job Search – Workshops	
Update / Status this Period	This activity refers to short group sessions to enhance the skills needed for youth to conduct a successful job search. This includes resume writing, interviewing, search strategies, networking, etc. List the number and types of workshops provided along with details regarding: - How this activity is progressing - Indicate challenges or successes
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Integrated Programming – Service Learning	
Update / Status this Period	This activity refers to a project in which participants deliver a useful service to the community to gain work experience and enhance pre-employment skills (self-management and interpersonal abilities needed for an individual to function effectively within society and the workplace). List the types of integrated programming provided in your project and give details. Indicate challenges or successes.
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Work Experience (Volunteer)	
Update / Status this Period	Provide a list of the types of Work Experiences delivered during this period and a brief summary on each. Include detail on: - How this activity is progressing or concluded - Indicate challenges or successes - The number of unpaid work experience placements
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Work Experience (Paid)	
Update / Status this Period	Provide a list and a brief summary on the direct employment outcomes delivered during this period. Include detail on: - How this activity is progressing - Indicate challenges or successes - Total number of direct employment outcomes
Number of unique participants	Provide the actual number of unique participants for this activity during this reporting period. <u>Please do not include the names of project participants in your activity report submitted through LaMPSS. Service Registration will securely capture this private information.</u>

Participants

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

Enter the actual number of participants during this reporting period for each participant group. Include participants in all relevant participant groups. For example, a participant may be part of more than one participant group, they may be both male and unemployed, and you would report this participant in both sections.

Unique participant – the activity reports for this program ask that you report on the number of unique participants that have participated in this time period. A unique participant should only be counted once for that activity. For example, if you had an activity running and during the last reporting period there were 5 participants and in this reporting period those 5 are still participating but 3 more have joined the group, **for the purpose of reporting unique participants, you would just report on the 3 new people**

that have joined the group. So, in this example, your first report would have reported on the 5 original participants and your second report would report 3 new participants that joined during this reporting period.

Additional Reporting Requirements:

Provide any notes or documentation relevant to the additional reporting conditions outlined in the signed project agreement.

In addition to formal reporting requirements, it is imperative that agreement managers are fully aware of any real or anticipated change in circumstances, as it occurs, to the organization or the project plan that has potential to impact the project finances, participant experience, deliverables, outcomes and/or objectives. Timely notice ensures agreement managers and the organization have the ability to mitigate any risk to the project plan and/or outcomes. Each activity report must also reference these changes in circumstance and provide detail around potential impacts and progress to date in any implemented resolutions.

Supporting Documentation

You can include any supporting documents with your activity report.

Reporting Notes

Provide any additional information. Participant information is only to be entered via approved Service/Participant Registration processes. Please ensure electronic activity reports do not include identifying information.

Completing a Financial Report

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

Project Costs

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

Project Cash Flow

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

Supporting Documentation

You can attach any supporting documents with your financial report.

Reporting Notes

Provide any additional information.

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 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 application.

5. Terms and Conditions

The following are additional terms and conditions of funding under this program:

1. Applicable Regulations

All ESIA youth participants and project service delivery activities are subject to compliance and adherence to [ESIA regulations](#).

2. Budget

- This program will not pay for costs incurred prior to the start date of the project.
- Capital assets, not already available within the project sponsor's organization, may be considered eligible if they are necessary for the operation of the project or service being considered. Please provide a breakdown and rationale to keep the equipment upon completion of the project.
- Rent will only be provided for project space owned by the project sponsors when the sponsor is able to demonstrate that the space is frequently rented to an outside person/agency and that dedicating the space to the project will result in a loss of revenue.
- If payments made to the project sponsor exceed the total actual cost of the project, the unused portion of the funds must be returned to the Department of Opportunities and Social Development payable to the Minister of Finance within 30 days of project end date.
- Project budgets are subject to adjustments based on financial reporting, including changes to the financial transaction schedule.

3. Agreement Length

Agreements/projects should be no more than one year in length. Exceptions may be provided at the discretion of the Department.

4. Liability Insurance

All projects funded through this program are required to have adequate liability insurance covering everyone on the project including employees, participants, directors of the organization and volunteers.

5. Criminal Record, Vulnerable Sector & Child Abuse Checks

Copies of current criminal record, vulnerable sector and child abuse registry checks for all service provider staff attached to the project must be provided (allow 10 business days for processing for child abuse registry checks).

6. Participant and staff safety

Service providers prioritize the safety of participants and staff through established policies and procedures that may include, but are not limited to, conducting background checks, ensuring safe work / training environments through reporting and feedback mechanisms, providing necessary training for job safety, and offering support for mental well-being.

7. Occupational Health and Safety

Service providers have policies intended to protect the safety of staff and participants that are aligned with the current *Nova Scotia Occupational Health & Safety Act*. This includes a policy regarding staff and participants' personal safety when performing their work in the community.

8. Staff Diversity and Inclusion

- Service providers must strive to reflect the diversity of the Nova Scotian population with particular attention given to the diversity of their local communities at every level of the organization (e.g., board of directors, leadership, direct service staff members). In addition, the service provider will offer a safe and inclusive environment where staff and participants from diverse backgrounds feel that their voices are equal and heard.
- Service providers must recognize the strengths and challenges of underrepresented youth, promoting inclusivity by recruiting staff that have diverse backgrounds, including those who have common experiences, offering inclusivity training, and implementing inclusive recruitment strategies.

9. Staff Competencies: Service Providers must employ staff who meet the following competencies:

Competency Area	Sub-Areas
Knowledge of OSD programs	• Program staff have working knowledge of OSD programs across ESIA, CFW and DSP (or will readily obtain knowledge before programming commences). • Program staff work collaboratively with OSD (as needed) to ensure participants: a. are supported in accessing employment related special needs (if applicable), b. have accurate information on declaring wages (i.e. ESIA earned income exemption policy) c. are provided alternative resources to meet program participation and employment needs (if at risk but not OSD attached).
Employment-related	• Program staff are trained to inform participants about available support, whether through the program, community resources (e.g., the nearest Nova Scotia Works Centre), or employment-related special needs funding from OSD.
Skills development	• Principles of learning • Materials selection • Research-based support, activities, workshops, and programs • Support, activities, workshops, and programs within a culturally informed context
Health and safety	• Safety • Physical well-being

	Emotional well-being
Cultural & identity attentiveness	- Self-reflection - Identification of biases and prejudices - Cultural knowledge and awareness: historical and present-day contexts - The role of racism, discrimination, and marginalization on youth - Exploring values, traditions, and beliefs
Community collaborations	- Access to supports and services for youth - Collective and collaborative case planning with other service providers - Relationship building with other service providers and community resources - Support transitions to and from other services
Staff practice	- Work strategies - Reflective practice and self-awareness - Legal and ethical practice - Boundaries - Confidentiality - General practice and model fidelity - Goal based work - Research based tools - Use of tools and strategies for purposeful and solution-based conversations - Trauma informed practice

10. Training and Development

- The service provider embraces a workplace of learning and provides professional development opportunities for staff to enhance their skills in delivering employability-related programming to youth. Professional development should incorporate cultural attentiveness and promote a learning culture.

11. Program Evaluation

- The service provider is responsive to ad hoc requests from the department, providing additional statistics and insights as needed, showcasing a commitment to comprehensive program evaluation.
- The service provider may be asked to support program evaluation by actively seeking additional feedback from participants and program staff who support the program. This may include surveys, interviews, focus groups, or feedback forms that seek to understand areas of strength, opportunities for improvement, and / or impacts of the program.

12. Equity

The service provider intentionally reviews its existing program, policies, and procedures to prevent, detect, and remedy practices that create power imbalances and inequity.

13. Policies and Procedures for Engagement

Service providers develop policies and procedures that describe accountability measures and safeguards for both program staff and participants during communication. This includes safety and privacy protocols. Consideration should be given to the specific needs of youth in the community, organizational resources, and purpose / intent of the communication.

14. Participant privacy and confidentiality

The service provider takes all reasonable steps to protect the privacy and confidentiality of participants receiving services. This includes:

- Maintaining information about a participant only as required to provide support and services.

Participants are informed about the supports and services, as well as the potential need to share information at the start of their participation in a program through program consent forms.

- Sharing information about a participant only with written consent, unless there is reason to believe the safety of the participant is in jeopardy, and / or as required by legislation or other ethical or legal duties to report.

15. Record Management

The service provider creates records that may include information such as participant contact details, program activities, referrals, plans, and consent forms. Any information that is collected, is entered into a records management system in a timely manner.

16. Record Storage

The service provider stores all records in a secure and organized manner that allows for easy access and information sharing when necessary. This may include the use of digital storage systems with appropriate security measures to protect against unauthorized access or loss of data.

17. Record Retention

The service provider closes files upon the conclusion of a participant's engagement in the program. Records are maintained for a period of 7 years after the file is closed or not receiving services. Files are securely destroyed using appropriate disposal methods. The organization also maintains records in a manner that supports audit controls and implements a data backup and recovery plan to restore records in the event of data loss or corruption.

18. Continuous Improvement

The service provider remains aware of ongoing labour market trends to inform program offerings and identifies opportunities to enhance program delivery. This may include participation in Communities of Practice to share learnings, hear from other service providers, and build networks of support.

19. Sustainability Planning

The service provider develops a plan to sustain their organization by considering their operational, capital, and risk management needs. This may include consideration of applicable legislation, regulations, by-laws, and other governing factors.

20. Cultural supports

Cultural support service providers are contracted to support community organizations implementing projects for African Nova Scotian and / or Black youth and Indigenous youth, respectively or other underrepresented or underserved groups. They are responsible for coordinating unique project development supports and providing access to funding for organizations delivering YIF projects for these populations.

6. Contact Information

All questions pertaining to the interpretation or application of these procedures and guidelines, including any budget exceptions, are subject to review and final approval of the Manager of Employment Support Services (division). For further information, please contact essprogram@novascotia.ca.

Appendix A: Service Registration Requirement

If the requirement for Service Registration on LaMPSS is confirmed via your project agreement, your organization must collect client profile and outcome indicators for each participant registered in your service offerings.

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.

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 later.

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 Youth Investment Fund include:

- Assessment - Employment Readiness
- Case Management
- Skill Enhancement – Job Specific
- Skill Enhancement – Pre-Employment
- Skill Enhancement – Job Specific – Mentoring
- Skills Enhancement - Essential Skills – Workshops
- Integrated Programming - Service Learning
- Work Experience - Volunteer
- Work Experience - Paid
- Job Search - Networking
- Job Search - Individual
- Job Search - Job Development
- Job Search - Mentoring
- Job Search - Workshops

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 Youth Investment Fund agreement.

Intake form and Notice of Collection, Use, and Disclosure

Service providers are required to collect personal information from individuals to verify their eligibility as participants, as well as to enable the Department of Opportunities and Social Development 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 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 because of the disclosure. It must also be documented that the individual consents to the use and sharing of that information as it has been explained to them.

A Service Registration intake form is available to your organization in LaMPSS. The form includes an intake section which contains the "core" person characteristics (name, address, gender, date of birth) plus a generated list of "additional" client characteristics that are required under your agreement. The form also has a consent section containing an approval form to acknowledge the participant's understanding of Collection, Use and Disclosure.

The following fields will be required to be completed through the intake form:

- Name, Address, Gender, Date of Birth
- Intake - Referral Source
- Designated Group
 - Aboriginal Identity
 - African Nova Scotian
 - Disability Support Program Participant
 - ESIA Recipient
 - Immigrant
 - Immigration Year
 - Persons with Disabilities
 - Visible Minority
 - Youth
 - 2SLGBTQIA+
 - Francophone / Acadian
- Disability
 - Disability Type - Visual Impairment/Blind
 - Disability Type - Hearing Impairment/Deaf
 - Disability Type - Attention Deficit (ADD/ADHD)
 - Disability Type - Dexterity Impairment
 - Disability Type - Learning Impairment
 - Disability Type – Mobility
 - Disability Type - Developmental
 - Disability Type - Cognitive
 - Disability Type - Emotional/Mental Health
 - Disability Type - Episodic
 - Disability Type - Other
 - Disability – Level of Daily Difficulty
 - Disability - Frequency of Limited Daily Activity
 - Disability – Impact on Daily Activity
- Pre-Intervention
 - Education Level
 - Employment Status
 - Primary Labour Market Detachment Reason

To capture this information, service providers may use collection methods that fit best for their participants. This includes in person and telephone interviews. However, once completed and printed, each participant in the service must sign the form.

Participant Outcomes

Using Service Registration, service providers are required to enter participants into each of their service offerings and must track the following immediate outcomes with respect to their participation:

- Immediate Outcome - Intervention Outcome
- Immediate Outcome - Credential/Certification Earned
- Immediate Outcome - Employment Status
- Immediate Outcome - Employment Details
- Immediate Outcome - Hours Worked/Week

- Immediate Outcome - Avg Weekly Earnings
- Immediate Outcome - Participant's Employer Name
- Immediate Outcome - Primary Withdrawal Reason
- Immediate Outcome - Withdrawal date
- Immediate Outcome - Barrier to Progress - First Choice (if applicable)
- Immediate Outcome - Barrier to Progress – Second Choice (if applicable)

For data collection on client outcomes and impact indicators (immediate outcomes), service providers can use collection methods that fit best for their clients (including in person and telephone interviews).

Service Registration - Reporting Deadlines

Service Registration Reporting Requirement	Deadline for completion
Service Setup	1 week after project start date
Service Format	1 week after project start date
Service Naming Convention	1 week after project start date
Service Types	At point of application
Intake Form and Notice of Collection, Use and Disclosure	1 week after project start date
Service Status Update	Completion status must be entered within 1 week of service end date.
Participant Data	• All participants must be registered in the service(s) within 1 week of project start date. • All mandatory pre-intervention fields must be completed for each participant within 1 week of project start date. • Any changes to registration status must be made within 1 week of change. • Project completion for funding period must be documented for all participants within 1 week of project completion. • All mandatory post-intervention (immediate) fields must be completed for each participant within 2 weeks of service end date.

Service Registration Support

Any questions regarding service registration can be directed to your Agreement Manager at the Department of Opportunities and Social Development or visit [LaMPSS | novascotia.ca](https://lamppss.novascotia.ca).