



START

Program Guidelines

Department of Labour and Advanced Education
Skills and Learning Branch
Employment Nova Scotia



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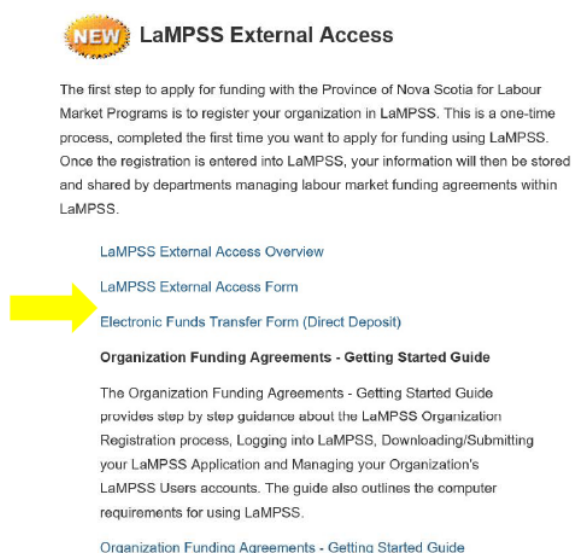
START Program Introduction

The START Program is administered by Employment Nova Scotia, a division of Skills and Learning Branch of the Department of Labour and Advanced Education (LAE), through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Program in Nova Scotia focused on providing consistency in processes and improving services to labour market agreement holders.

LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs as well as submitting required financial and activity reports online.

All organizations entering into an agreement for delivering Labour Market Programs in Nova Scotia must first be **registered as a LaMPSS organization**. This is a one-time registration process. Once registered, we will provide you with the ability to utilize the LaMPSS self service capabilities. If your organization has not previously registered with LaMPSS, you can access a LaMPSS External Access Form by visiting the LAE website:

<https://novascotia.ca/lae/lampss/lampss.asp>.



NEW LaMPSS External Access

The first step to apply for funding with the Province of Nova Scotia for Labour Market Programs is to register your organization in LaMPSS. This is a one-time process, completed the first time you want to apply for funding using LaMPSS. Once the registration is entered into LaMPSS, your information will then be stored and shared by departments managing labour market funding agreements within LaMPSS.

[LaMPSS External Access Overview](#)

[LaMPSS External Access Form](#)

[Electronic Funds Transfer Form \(Direct Deposit\)](#)

Organization Funding Agreements - Getting Started Guide

The Organization Funding Agreements - Getting Started Guide provides step by step guidance about the LaMPSS Organization Registration process, Logging into LaMPSS, Downloading/Submitting your LaMPSS Application and Managing your Organization's LaMPSS Users accounts. The guide also outlines the computer requirements for using LaMPSS.

[Organization Funding Agreements - Getting Started Guide](#)

Please read this entire Program Guidelines document. The information contained in this Program Guidelines document will become part of an agreement with the Province for delivery of Labour Market Programs. If you require any assistance completing your application, please contact Employment Nova Scotia at **1-877-223-0888**. On site application assistance is available to employers for this program.

Financial incentives will be provided to employers with a labour need willing to support ready-to-work Nova Scotians. Incentives will vary depending on the type of employment offered, the skill level of the employee and other factors.

Expected Results

- Successful job opportunities between employers and employees, resulting in ongoing employment and/or gained work experience.
- Eligible Nova Scotians will acquire work experience needed for the benefit of both the employer and the employee, resulting in sustainable labour market attachment for Nova Scotians and appropriate labour market supply for employers.

Program Guiding Principles

- Both employers and participants benefit from this program.
- Participants should be hired in positions that are part of the employer's normal business operations and not in specially created jobs or projects that would not be sustained without the financial assistance (Exceptions will be made if the purpose for creating a specific job or project is to provide a short term on the job training experience to an unemployed Nova Scotian who will then transfer those skills to another employment situation).
- The subsidy should ideally lead to a permanent job with the funded employer or at minimum, a subsequent one with another employer, and should be provided to a client who will benefit from the work experience.
- Employment must comply with provincial employment standards legislation.
- The wage must meet the provincial minimum wage legislation as well as the market wage rate for the proposed employment.
- Support to employers will enable them to take the time they need to develop the skills and abilities of a new employee thereby maximizing the employee's potential and contributing to the ongoing success of the enterprise.
- Will not be used to fund municipal, provincial or federal positions that would normally be considered part of the public service.
- Will not be used for positions funded by any monies received through the provincial or federal government.

- START applications will be assessed based on 1 individual per agreement (requests for additional participants may be supported - Certain conditions apply).
- Sponsors may be eligible for additional agreements six (6) months after the end date of their current agreement (Requests for additional agreements may be supported – Certain conditions apply).

Roles and Responsibilities

Employment Nova Scotia (ENS):

Defines the program, sets baseline standards for service delivery and quality. This includes:

- Designing the program and setting program policy
- Developing reporting requirements and tools
- Assess applications and determine funding eligibility amounts
- Providing advice and guidance that clarifies ENS expectations
- Ensuring transparency and accountability by monitoring and evaluating delivery performance against agreement commitments and guideline compliance
- Issuing funds and recovering overpayments where required
- Providing employers with appropriate program guidelines
- Work with employers and applicants on application and report submission

Employers:

Employers are responsible for:

- Developing, supervising and providing a valuable work experience
- Providing ongoing employment; except in exceptional cases (See ENS for details)
- Paying a full wage to the participant including the payment of mandatory employment related costs (MERC)
- Provide feedback to Employment Nova Scotia on the program including how participants are progressing and the impact of the program on the business

Organization Eligibility Requirements

START is available to all businesses, organizations (Not for profit and Social Enterprises*) that have business locations and jobs in Nova Scotia.

Companies with headquarters outside of Nova Scotia are eligible to apply **only** if they also have a physical location in Nova Scotia. There will be a focus on Small to Medium sized enterprises.

* According to Industry Canada, Small to Medium sized Enterprises are defined as: Small Business – less than 100 staff and Medium Business – less than 500 staff.

http://www.ic.gc.ca/eic/site/cis-sic.nsf/eng/h_00005.html#employment_size_category

**Social Enterprise – A business or organization operated for the purpose of addressing social, economic or environmental challenges.

Participant Eligibility Requirements

The START program will be available for residents of Nova Scotia who are:

- Canadian citizens or permanent residents who are legally entitled to work in Canada.
- Unemployed, particularly but not limited to individuals who self-identify as one or more of the following:
 - Mi'kmaq or Indigenous; recent graduates (within the last three years); persons with disabilities; recent immigrants (within the last three years); African Nova Scotians; visible minority (including Persons of African Descent); Acadian and francophone Nova Scotians; workers over 55 years of age; youth; women; income assistance recipients; people who were formerly self-employed; people who have been out of the labour market for a length of time or are entering the labour market for the first time, or who have low levels of literacy and essential skills.

START is also open to:

- Unemployed International Graduates who meet the following requirements:
 - Must have graduated from a Nova Scotia public post-secondary institution, such as a college, trade/technical school, university, a private post-secondary institution;
 - OR a Nova Scotia private institution authorized under the Private Career Colleges Act to confer degrees but only if enrolled in one of the programs of study leading to a degree as authorized by NS and not in all programs of study offered by private institution.

- Graduates must have studied in NS for at least 2 years (not necessarily consecutive). Normally this means the student graduated with a Canadian post-secondary credential that requires at least two academic years of study. However, there is **one exception**. If the graduate completes a one-year graduate degree in NS after completing another program of at least one academic year in Canada. The graduate must earn both credentials from a post-secondary institution recognized by a province. Also, must finish the programs within two years of each other. This exception applies only to one-year graduate degrees. One-year certificates and diplomas do not count.
- The Graduate must have a valid post – grad work permit;
- The Occupation must be a NOC code O, A or B (professional occupations);
- The position must be for a minimum of one year.

Family Hiring Policy

Labour and Advanced Education (LAE) encourages a fair and transparent hiring and selection process for job placements. LAE will provide incentives to employers to support the hiring of immediate family members only where it supports the employment of individuals from certain groups that are underrepresented in the labour market, and where the employer has followed a fair hiring process.

Individuals who self-identify as one or more of the following may be eligible:

- Mi'kmaq or Indigenous
- African Nova Scotian
- Visible minority (including Persons of African Descent)
- Persons with disabilities (consisting of a physical, cognitive or mental impairment that presents a persistent barrier to work)

A fair hiring process includes:

- advertising the position, (which can include language that indicates a preference for candidates from one of the populations above);
- interviews; and
- a rationale for selection

Immediate family member – father, mother (or alternatively stepfather, stepmother, foster parent or guardian), brother, sister, spouse (including common-law partner residing with the sponsor), child (including child of common-law partner), stepchild or ward of the sponsor, or any relative permanently residing in the employer's household.

Eligible and Ineligible Types of Employment

The employment offered under the program provides work experience and is not intended to be used for very large numbers of employees at one time. Wages earned by the individual are insurable and are provided directly by the employer.

Employment should be for a minimum of 30 hours per week. A minimum of 15 hours per week may be considered for recently established small businesses creating a part-time position which will eventually develop into a full-time position or in cases where special accommodations need to be considered for Persons with Disabilities, or in cases where this level of employment is the norm for the industry.

The following employment is not eligible:

- Employment that is paid strictly on a commission basis, or by the kilometer;
- Employment that is already funded through the Labour Market Development Agreement (LMDA), Workforce Development Agreement (WDA), or through Department of Community Services (DCS);
- Employment that will displace current employees, or those on layoff, vacation, parental or sick leave.

The expectation is that the incentive will lead to ongoing employment with the employer or a subsequent employer. However, the incentive may be applied to a short-term job* if:

- It is providing valuable work experience with transferable skills, **AND**
 - It will significantly improve the client's chances of obtaining subsequent employment with another employer.
- OR
- The job is related to a priority sector or industry where a short-term contract is being implemented (i.e. Muskrat Falls project).

**A short-term job is defined as one that has a defined start and end with little likelihood of continuing.*

Funding is not intended to take the place of summer employment programs.

Applying for START Funding

In June 2019 a new version of the START Application was introduced. Changes to the START application make it more user-friendly and eliminate the requirement for the START Supplementary Form.

Applications can no longer be submitted using the previous version of the START Application. Please review the following sections to access a START Application today.

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: <https://lampss.gov.ns.ca>.

Once in LaMPSS, select “Organization Homepage” and then “Programs and Services” on the left-hand navigation panel. From the list of programs delivered through LaMPSS select “START” and a pop-up will appear with a brief program description. Select “Apply Now” to access the electronic application.

Applying Using a Paper Application Form

Please Contact 1-877-223-0888 to obtain information on obtaining a paper form.

Applications will be submitted electronically or to a local Employment Nova Scotia office by mail, fax, or dropped off at an Employment Nova Scotia Office and are subject to all the terms of this document.

Completing an Application Form

This section provides supporting information required for completing the application form for the LAE – Employment Nova Scotia’s START Program.

Note: Any areas on the START Application that are highlighted with a **RED** box are **required fields** and the application cannot be submitted until all required fields are completed.

Organization Information

Please provide the following:

ORGANIZATION INFORMATION

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

<p>If your organization name or mailing address has changed, please contact Employment Nova Scotia to obtain a LaMPSS External Access Form to update your information or visit: https://novascotia.ca/lae/lampss/lampss.asp to access this form.</p>	
<p>Number of Employees</p>	<p>List number of full time and part time employees. Total number of employees must be greater than 0.</p>
<p>WCB / Sufficient insurance coverage</p>	<p>Respond 'Yes' or 'No' using the drop-down menu.</p> <p>Employers must ensure that appropriate insurance coverage exists for employee(s) hired under the START Program.</p>
<p>If Yes, please describe</p>	<p>If 'Yes', provide the insurance company's name and policy number.</p> <p>If 'No', you may proceed with the application and provide this information at a later date.</p>

Agreement Contact

Provide the appropriate contact for your organization. Please note that this contact should be an individual empowered to negotiate all or some portions of the agreement.

If you are applying online, this information will be pre-populated with the organization's Primary Contact information; however, you may add one new contact who will subsequently be added to **Organization Contacts** in LaMPSS.

Work Location

If you are applying online, this information will be pre-populated with your Organization's civic address, and you have the option to add multiple locations, if applicable. Please provide the address information for the location where the work will take place. If you have not yet secured a location, please enter your main organization address.

Position Information

The section below outlines the information that Employment Nova Scotia requires about the position(s) for which you are requesting financial assistance through the START Program.

POSITION TYPE

Select "Work Experience-START" from the drop-down menu.

Position Title	Enter the title of the position for which you are requesting financial assistance under the START Program.
Position Description	Describe the job and how filling this labour need will help your business/organization. A Job Description must be attached to this application form. See Supporting Documentation .
Estimated Start Date	Provide the proposed start date for the position. If approved, the agreement start date will be determined through negotiations with Employment Nova Scotia.
Number of Weeks	Provide the number of weeks for which you are requesting assistance. Employment Nova Scotia will assess your application and determine the number of weeks of support.
Seasonal Position	Is the position seasonal in nature? Respond 'Yes' or 'No'.
Hourly Wage	Provide the proposed hourly wage for the position. The wage rate must meet the provincial minimum wage legislation as well as the market wage rate for the proposed position.
Hours/Week	Provide the proposed number of hours per week for the position. Employment should be for a minimum of 30 hours per week, see Eligible and Ineligible Types of Employment .
Designated Trade	Is the position in a designated trade? Respond 'Yes' or 'No'. If 'Yes', select the appropriate trade from the drop-down. For more information please visit the Nova Scotia Apprenticeship Agency website: https://nsapprenticeship.ca/trades .
Work Location	Provide the address information for the location of the position. If you have not yet secured a location, please enter your main organization address.
Federal/Provincial assistance	Will your organization receive financial assistance from other government sources that will support this position? Respond 'Yes' or 'No'.

	If yes, please describe the financial assistance that your organization will receive to support this position (include details such as the funding source, the level of funding and/or its intended purpose).
Other Employees	Respond 'Yes' or 'No'. Please consider the following: - Are there any other employees, currently on lay-off, who previously held the position? - Will this position displace other employees?
BUDGET The project budget is meant to help Employment Nova Scotia understand the costs associated with the hiring of a new employee and how much the employer is requesting for the incentive. The final recommended amount will be determined by Employment Nova Scotia based on a number of factors, including but not limited to: the current skills of the participant, the nature of the employment, the location and what the employer feels is required.	
Salary	Provide the total proposed salary to be paid for this position for the length of time requested. (hourly rate x hours/week x number of weeks = salary requested)
MERC	Provide the total of the Mandatory Employment Related Costs (MERC). These costs include Employment Insurance (EI) premiums, Canada Pension Plan (CPP) contributions and vacation pay. Please consult CRA for rates.
Training	Provide details of training costs, if any, being requested to support this position. Quotes may be provided with the START Application or may requested by Employment Nova Scotia.
Other	Provide details of any additional supports requested beyond wages, MERCs and training. Quotes may be provided with the START Application or may be requested by Employment Nova Scotia.
Do you know who you're hiring?	Respond 'Yes' or 'No'. If 'Yes', additional Employee Information will be requested in the following section.

	<p>If “No”, you may complete and submit the START Application, and are encouraged to contact a Nova Scotia Works Centre in your area where staff may assist you in filling your labour need (https://novascotia.ca/works/).</p>
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Employee Information

Provide all available information about the employee you plan to hire for this position. This information will be used by Employment Nova Scotia staff to assess your START application.

- If you are applying for the START Program to hire an employee who has worked for your company in the past, or is currently working for you, please provide all relevant details including when the employee worked for you and in what capacity.
- If you are applying for the START Program to hire an immediate family member under the [Family Hiring Policy](#), please include a narrative overview of hiring process to demonstrate that the Family Hiring Policy criteria has been met. This should include:
 - How the position was advertised and for how long.
 - An indication of the number of responses received to the advertisement(s) and the number of candidates interviewed.
 - A rationale for the selection of the immediate family member.
 - A description of who was involved in the selection and hiring process and supporting rationale.

In this section, identify the individual within your organization who will be the direct supervisor for this employee.

Please note: If you responded ‘No’ to the question above, this section is not required. If you have not found someone to fill your position(s), please contact a [Nova Scotia Works Centre](https://novascotia.ca/works/) in your area (<https://novascotia.ca/works/>).

Our Nova Scotia Works Centres throughout Nova Scotia have experts on hand to help you discover all the talent our province has to offer. We also have additional services available to help employers with labour needs. Please contact us for more information.

Legal Signing Offers

Provide the appropriate signing officer(s) for this agreement as well as the legal signing requirements for your organization.

Supporting Documentation

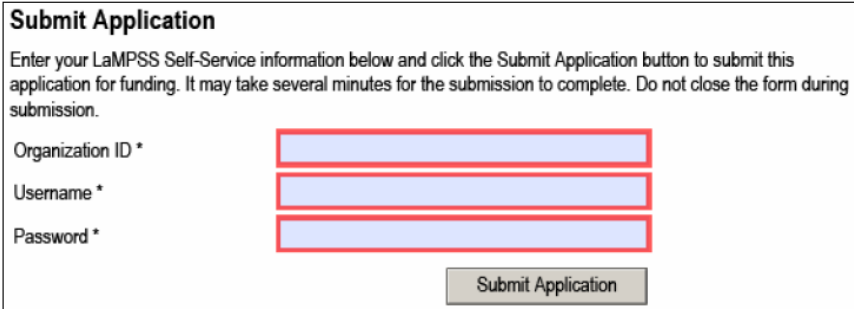
A Job Description must be attached as Supporting Documentation.

Select the type of document from the drop-down menu and click the Attach a Document button to select a file to attach to this application form. **When attaching the Job Description, the Document Type selected from the drop-down menu must be “Job Description”.**

You can attach any other supporting documents with your application.

Submitting Your Application

When you have completed the START Application, you will need to enter your login information (Organization ID, Username and Password) at the bottom of the form, then select “Submit Application”. See below:



Submit Application

Enter your LaMPSS Self-Service information below and click the Submit Application button to submit this application for funding. It may take several minutes for the submission to complete. Do not close the form during submission.

Organization ID *

Username *

Password *

When the “Submit Application” button is selected, the application form will automatically upload into LaMPSS. **If successful, you will receive a message that your application was submitted, and the message will indicate your agreement number.**

Please note: There is a 120-day calendar timeline to open, complete and submit an application. After 120 days you must begin the process again to ensure the application information is current.

Reporting Requirements

The requirements for Activity and Financial Reports will be outlined in the START agreement (Schedule B – Planned Reporting Periods and Payments). Reports should be submitted online using LaMPSS self-serve functionality: <https://lampss.gov.ns.ca>.

Completing an Activity Report

This section provides supporting information required to complete the activity report. If you require onsite assistance with completing this form, please consult with your ENS representative.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the START Program. Provide this information for each activity in your Agreement.

Work Experience	
Update / Status this Period	Please provide information about the participant's progress to date, achievements, issues, concerns, etc.
Number of participants	Provide the actual number of participants (employees) for this activity during this reporting period.
Number employed	Until the subsidy period is over (participant has successfully completed the agreement duration) please indicate 0. At the end of the agreement, please indicate if the participant has been retained by the employer by indicating the number of clients employed.

Participants

Enter the actual number of participants (employees) during this reporting period for all activities and if known, specify the number of participants by target group.

Supporting Documentation

You can attach any supporting documents with your Activity Report. There are no **required** supporting documents for an Activity Report.

Reporting Notes

Provide any additional information, issues, concerns, and feedback on the program and its administration.

Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

Project Costs

Provide the actual costs being reported for each eligible expense for this reporting period under Reported Amount this Period.

Supporting Documentation

You can attach any supporting documents with your Financial Report. No Supporting documents are **required**.

Reporting Notes

Provide any additional information.

Submit Report(s)

Once your organization has finalized the Activity or Financial Report, the report(s) may be submitted to LAE – Employment Nova Scotia 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 as in LaMPSS:

Enter your Organization ID, Username and password and “submit”. This will connect you with the LaMPSS system to submit the report(s).

START Implementation

No financial assistance shall be provided to an employer where the eligible participant is being hired to fill a position left vacant due to a labour dispute at the employer's premises, to fill the position of a worker who has been laid off and is awaiting recall or to displace another worker employed by the employer.

Employer will ensure that it has adequate liability insurance coverage including everyone carrying out activities related to this agreement.

LAE – Employment Nova Scotia's responsibilities with respect to the project are limited to providing financial assistance to the project.

If a participant is terminated, quits or is unable to continue in the position they were hired for, the participant and/or employer must contact Employment Nova Scotia immediately (**within 2 business days**). An assessment will be made based on the time elapsed, funds issued and reason for leaving to determine if the employer will be required to reimburse Employment Nova Scotia. Employers who fire participants without just cause will be required to return funds paid by ENS. Employers with unsafe working conditions as determined by ENS and or Occupational Health and Safety division could also have their agreement terminated.

START is intended to fill a need - to provide funding to employers who need it in order to hire unemployed Nova Scotians who need work experience to get and maintain a good job. START is not intended to create a dependency on government funding.

ENS can choose to terminate an agreement at any time if there is a situation where the employer is not providing an appropriate work experience, is becoming dependent on funding, has an unsafe work environment or is not using the program for its intent. An overpayment may also be created for funds issued.

Employers may be given approval to hire individuals prior to the agreement being signed or LaMPSS data input complete. This approval will be given in written form (letter or electronic mail). If such approval is provided, an employer may hire the individual at their own expense until the approval process is finalized. Information should be input into LaMPSS to indicate the approval.

The Nova Scotia Apprenticeship Agency delivers the Apprenticeship START Program which encourages employers to register, retain and support their apprentices to completion during their apprenticeship journey. For more information on the Apprenticeship START Program and how to apply, visit <https://www.nsapprenticeship.ca/agency/forms-publications#accordion4>.