Job Creation Partnerships Program Guidelines

Department of Labour, Skills and Immigration

Employment Nova Scotia

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Job Creation Partnerships (JCP) Introduction

The Job Creation Partnerships (JCP) employment program is designed to support projects that will provide Labour Market Development Agreement (LMDA) eligible participants with opportunities to gain work experience that will improve their employment prospects.

While project activities should benefit both the participant and the community, the focus of JCP is to aid participants in acquiring work experience, leading to the acquisition of new employment related skills. Project activities are incremental to and not part of the sponsor's normal operations and are not-for-profit activities. Financial Assistance to participants is not insurable earnings. Eligible sponsors include: Businesses, Federal Crown Corporations and comparable Provincial Crown Corporations, Organizations, Individuals, Municipal governments, Band/tribal councils, Public Health and Educational Institutions.

The Service Provider must also comply with the program guidelines as set out in this document.

Program Guiding Principles

- Participants will gain recent and/or new work experience
- Financial assistance for income support under JCP funds and/or Employment Insurance Benefits for those participants who are active EI claimants up to a maximum EI rate (non-insurable)
- Participants may receive an additional wage top up from the sponsor/employer
- Enables activities that benefit the community that normally would not take place
- Project activities are incremental to and not part of the sponsor's normal operations, are not-for-profit activities and will be finite in nature

Roles and Responsibilities

Employment Nova Scotia (ENS)

Defines the program and sets baseline standards for service delivery and quality by:

- Designing the program and setting program policy
- Developing reporting requirements and tools
- Providing advice and guidance in relation to the delivery of the JCP program
- Ensuring transparency and accountability by monitoring and evaluating delivery performance against agreement commitments and guideline compliance

Organizations/Employers

- Provide a valuable work experience to an eligible client
- Supervise and mentor the client
- Provide financial and/or activity reports to Employment Nova Scotia

Overview of Application Process

Employers who wish to apply for funding must be registered LaMPSS users, complete and submit the application form in its entirety, along with required supporting documents and be eligible as per Organization eligibility requirements.

Participant Eligibility Requirements

The JCP program must only be used to assist eligible individuals who:

- Are Canadian citizens or permanent residents legally entitled to work in Canada,
- Are LMDA eligible,
- Have a Return to Work Action Plan that identifies that the JCP work experience being considered supports a reasonable occupational goal for them.

To be LMDA eligible, individuals must meet one of the following:

- Have a current Employment Insurance (EI) claim.
- Have received benefits under the EI emergency response benefit within the previous 60 months.
- Have been employed with gross insurable earnings of $2000 or higher annually, in at least 5 of the last 10 years.

When participant LMDA eligibility has been confirmed the final decision on participant selection rests with the project sponsor.

Please read this entire Program Guidelines Document. The information contained in this Program Guideline document will become part of an agreement with the Province for delivery of Labour Market Programs.

Family Hiring Policy

Labour, Skills and Immigration (LSI) encourages a fair and transparent hiring and selection process for job placements. LSI 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.

If you are applying for this program to hire an immediate family member under the Family Hiring Policy, please include a narrative overview of the 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.

Applying for JCP Program Funding

The following sections will guide you through the Job Creation Partnerships application process.

Ensure You Have Access to LaMPSS

The Labour Market Programs Support System (LaMPSS) is a common system developed to administer labour market programs in Nova Scotia. LaMPSS provides applicants with online self-serve applications for funding for labour market programs. Required financial and activity reports can also be submitted online.

Before applying for JCP program funding, your organization must be registered in LaMPSS. This is a one-time registration process completed the first time you apply for funding using LaMPSS.

Once registered, you will be provided with access to LaMPSS self-serve and can continue with your application.

To register with LaMPSS:

1. Download 2 forms from the LaMPSS website at https://novascotia.ca/lae/lampss/lampss.asp:
    - LaMPSS External Access form
    - Electronic Funds Transfer (EFT) form

2. Complete the LaMPSS External Access form. Make sure that:
    - Your organization's legal name matches that which is on the Registry of Joint Stock Companies
    - Your organization's address is the actual address, not the address of an accountant or an owner/employee's home address
    - Your organization's name and address match those on the void cheque attached to the EFT form
3. Complete the Electronic Funds Transfer form. This form allows the provincial government to issue your payments by direct deposit. This form must be submitted with a bank teller's stamp or a void cheque.

Submit both forms together following the submission options listed at the top of the LaMPSS External Access Form.

Once your LaMPSS access has been granted, the person you identified as your primary contact on the LaMPSS External Access Form will receive an "Invitation for Access to LaMPSS" email invitation. The invitation link will expire within 30 days of when it was issued.

Once you click the invitation link, you are navigated to My NS Account. A My NS Account is required to access LaMPSS. If you currently do not have a My NS Account, you can create an account or you can log in to a current My NS Account by entering your login credentials.

Once you have entered the confirmation code that you have received via email, you will receive confirmation that your My NS Account is now linked to your LaMPSS account. Going forward, you will use your My NS Account username and password to log in to LaMPSS.

Select a Funding Program

Once you have logged in to LaMPSS, click on 'Programs and Services' under 'Apply for Funding' in the left navigation menu.

From the list of programs delivered in LaMPSS, select the 'Apply' hyperlink for Job Creation Partnerships. Clicking on the name of the program will display a window with a brief program description where you can also select 'Apply Now'. You will be redirected to the online form portal.

Alternately, you may have been provided with a direct link to the JCP application. This link will open directly to the online form portal.

Review Program Application Overview

The landing page for the program will display key information about the program application:

- **Before you Begin -** Provides key information and instructions regarding the application form and program requirements.
- **Required Documents** - Provides a list of documents you will be required to submit as part of the application, if any.
- **Important Links -** Provides a link to the program website as well as any other important websites or resources.

Below this information is a 'Start Now' button. Click 'Start Now' to begin your application.

If you have not already logged into LaMPSS and are accessing the form through a direct link, you will be taken through the login screens.

The first screen will require you to enter your LaMPSS Organization ID and User ID, then the second screen will require you to enter your password and agree to the Terms of Use. If you have forgotten your password, use the Forgot Password prompt to receive a new temporary password by email.

Form Link

Once you launch the application form, you will receive an email with a direct link to your newly created form. Use this link to return directly to the form without navigating through LaMPSS.

Form Access

When an application form is created, the user who creates it becomes the owner. Additional access for other users within your organization can be managed in LaMPSS.

Refer to the Form Access instructions at https://novascotia.ca/lae/lampss/lampss.asp for details on access management.

Application Form Section List

The first page of the application form is a Form Section list, providing quick navigation and an overview of your progress in completing the application.

At the top of the page will be several links:

- **Important Links** – Dropdown list of the links provided for the program.
- **Manage Access** – Link to the LaMPSS screen used to manage who within your organization can access and edit the application form.
- **Return to Overview** – Link to the previous screen with key information about the program application.
- **Exit to LaMPSS** – Link to navigate directly into LaMPSS.

You can use the Form Name field to enter a unique name for this form that can help you find it again later (e.g., Project XYZ or Fall 2021 Application). This may be useful if you have or plan to apply for multiple programs in LaMPSS.

Finally, the Form Section list will display the sections required for the application form. The title of each provides a link to that section. As the sections are updated, the Last Updated and Last Updated By columns will display the date and user who most recently edited the section. Once a section has been saved, the Status column will update.

Select 'Save and Continue' at the bottom of the page to begin the application or use the Form Section list to jump directly to a specific screen.

Some screens require a previous screen to be completed before the information can be updated. In this situation, an error message will display on accessing the screen.

Completing an Application Form

This section provides supporting information required when completing the application form for the JCP Program.

Organization Information

This is the information you provided on your LaMPSS External Access form. Please complete a new form if the information is out of date. You may also update the information here.

Date Established in Nova Scotia	Provide the date your organization was established in Nova Scotia. If located outside NS, enter N/A.
Website	Provide your organization's website address.
Organization Mandate	In a couple of sentences or bullets, describe what your organization does, including product lines, services, and unique features.
NAICS Code	Select your organization's classification under the North American Industry Classification System. Details can be found at: https://www.statcan.gc.ca/eng/subjects/standard/naics/2017/v3/index
HST Rebate %	If you are a not-for-profit, you must provide your HST rebate percentage to be considered for reimbursement. If you make profit, enter 0.
Service Language	Indicate your preferred language in which to receive service.
Correspondence Language	Indicate your preferred language in which to receive correspondence.

Contact Information

Specify the appropriate person in your organization who can be contacted with respect to this application (if required).

If the default information loaded is correct, click Save and Continue to proceed. Otherwise, select an existing contact from your organization's LaMPSS users using the dropdown menu or select the radio button to add a new contact.

Project Location

Identify the location(s) where the activities will take place. Multiple locations can be added. If the default information loaded is correct, click 'Save and Continue' to proceed.

If any information is missing from an existing or added address, an error message will be displayed in red text at the top of the screen.

For each location, use the Edit button located to the right of the address to update the information. A popup window will appear for each location for you to update the location details or provide missing information (e.g., county). Click 'OK' to close the popup window.

If you have not yet secured a location, please enter your main organization address.

Project Details

Provide key details about your application:

Project Title	Enter a name or title for the project.
Agreement Start Date	Enter a start date for the proposed project.
Agreement End Date	Enter an end date for the proposed project.
Previous Agreement Renewal	Indicate if the application is a renewal of a past agreement.
Previous Agreement	If yes to the above, indicate the previous agreement number or project name.
Project Description	Provide an executive summary / description of the project being proposed with the request for funding. A detailed project description/proposal may be added to the Supporting Document section of the application

Project Activities

The following table outlines the required information for each project activity. If you are requesting funding for more than one activity, use the Add Project Activity option to add multiple activities.

For each activity, a popup window will appear for you to provide information. You will first be required to select the Activity Type from a dropdown list. This list will display only the activities that are available for this funding program.

Click 'OK' to close the popup window once complete.

Activity Type	Displays the activity selected. Use the dropdown list to change the activity, if required.
Activity Type Definition	Displays a *read-only*, generic description of the activity.
Activity Start Date	Enter the start date for this activity.
Activity End Date	Enter the end date for this activity.
Activity Description	Provide a description with the specifics of this activity.
Expected Results	Provide a description of the results you expect to be achieved for this activity.

Location	Select the location where the activity will take place. If the desired address does not appear, return to the Locations section of the application form and add an additional address.
Expected Number of Participants	Enter the expected number of participants for this activity.
Expected Number to Achieve Employment	Enter the number of participants expected to achieve employment for this activity.
Expected Activity Budget/Cost	Enter the expected total cost for this activity.

Project Participants

Provide detail on all the expected participants to be served by the proposed project:

Expected # of Participants	Enter the overall number of participants

Project Budget

You must provide a project budget IF you are requesting overhead costs. The following table outlines possible budget categories. On the application enter the complete project costs and requested amounts by budget category. HST should be included in each category. You must also provide the rationale and details for each requested amount in the "Itemized Budget Breakdown" template. This can be downloaded from the ENS website.

This worksheet must be attached to your application as a Supporting Document. Participant wages are NOT to be included in the project budget, please include the proposed wage in the Itemized Budget Breakdown.

If you are not applying for overhead costs, leave this section blank.

Salaries	Required to deliver project activities (hourly rate x hours per week x number of weeks = annual salary per position requested)
MERC	Includes non-participant mandatory employer related costs (EI, CPP, vacation pay). Please consult CRA for rates.
Incremental Supports	Includes dependent care, travel (In limited and exceptional circumstances and subject to negotiation and approval).
Disability Supports	Includes participant supports such as: note takers, sign interpreters, incremental costs, adaptive technology, applicable staff training.
Program Materials	Includes participant program-related materials, supplies, books.
Program Professional Fees	Includes participant program-related guest speakers, vocation/needs, assessments (in limited and exceptional circumstances)
Recurring	Banking, utilities, telephone, fax, internet, postage, courier, printing, photocopier

Professional Fees	Includes Building Maintenance, Bookkeeping, Equipment Maintenance, Security, Required Membership fees for staff, business licenses, permits, IT, legal fees
Equipment	Includes purchase /lease/repairs/rent of computers, fax machines, photocopiers, software, furniture, other
Facility Lease/Rent	Includes applicable lease/rent costs for both non-applicant owned and applicant owned premises) For applicant-owned premises, the following formula will be applied: *85% x fair market value.* Although the applicant may use a variety of calculations to determine an amount to include in the proposal, in all cases the negotiated cost cannot be higher than the value of lost opportunity.
Advertising/Promotion	Includes advertising, promotion, signage, brochures
Office Supplies	Includes paper, pens, pencils, binders, subscriptions
Travel	Travel for staff directly delivering the project includes transportation costs, taxi, kilometric charges, etc., as per staff travel claims. Due diligence must be demonstrated in reimbursing for overnight accommodations and costs associated with out-of-province travel must be negotiated with ENS in advance. Provide details within the financial submission e.g., mileage rate, reason for travel, number of trips, accommodation and meals, etc. Mileage and meal allowances must not exceed provincial rates.
Insurance	Includes fire, theft, liability, accidental
Capital	Items in excess of $1000 including HST. Subject to negotiation on disposition of asset at agreement end

Project Cash Flow

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

Legal Signing Officers

Provide the appropriate signing officers for this project agreement as well as the Signature Conditions (i.e., legal signing requirements) for your organization.

Use the Add Legal Signing Officer option to add each signatory. Adding a person as a Legal Signing Officer does not create LaMPSS access for that individual.

For each person, a popup window will appear for you to provide details, including whether this person's signature is required for a legal agreement. Click 'OK' to close the popup window once complete.

Supporting Documentation

The table below outlines the documents that must be included with this application. Attach each of the listed documents separately using the Add button to the right of the document name.

Each of the mandatory documents must be attached before LaMPSS will allow submission of your application. Additional documents can be attached as well, if desired.

Job Descriptions	Provide job descriptions for all positions funded or partially funded by agreement. Include hours of work, suggested wage rate, position title, description of duties.
Organization Overview	Provide following information about your organization: years in business, bookkeeping and financial controls.
Itemized Budget Breakdown	ONLY required when overhead is requested. Include requested amounts in each category and rationale

Form Summary & Submit Your Application

The final screen provides the opportunity to view and download a summary of your application form. Click the 'View/Download Summary' button to view the application information in a popup window.

The 'Download PDF' button in the popup window can be used to save a copy to your device. Clicking 'Edit' on any section in the popup window will navigate directly to that section of the application form.

If there are sections that have not been completed on the form a warning message in a blue box will display at the top of the Form Summary screen. The form cannot be submitted until all sections are complete.

Once all sections are complete, the 'Submit' button will become available. Click the button to submit your application. Once the submission is complete you will receive a confirmation message.

Financial and Activity Reporting

Financial and activity reports for your agreement can be submitted online using the LaMPSS Forms Portal. Refer to the self-serve guides at https://novascotia.ca/lae/lampss/lampss.asp for details on how to access and submit these reports.

Budget Flexibility

Sponsors may adjust the Operational Costs /Standard and Exceptional/Capital Assets categories by up to 10% without ENS discussion or approval.

Sponsors may move funds from the Operational Cost Categories to increase the Participant Program Delivery Cost categories by up to 10% without prior ENS discussion or approval.

Sponsors must notify the department in writing of any adjustments to the Project Budget under this category.

Any adjustments to the Project Budget other than those noted above must be approved by ENS prior to the adjustment being made.

With prior written consent of Employment Nova Scotia sponsors may also exercise budget flexibility beyond 10%, so long as the total agreement value is not affected, and project activities are not impacted. **The exception is the Salaries and Benefits category as the wage category has its own "Wage Policy".**

Sponsors may not make adjustments if those adjustments result in any increase in the amount of total contribution from Employment Nova Scotia. Any increase to the agreement value requires a request for an amendment.

Job Creation Partnership Program Terms & Conditions

The maximum duration of an agreement for a JCP project is 52 weeks.

Hours of work should be based on the number of hours normally considered to be full time for the occupation.

In the case of participants with disabilities, part-time work can be acceptable as long as it is substantial enough for the participant to gain valuable work experience.

The number of hours of work per week must not exceed that allowed under provincial labour legislation and may be dictated by local guidelines or labour market information. JCP activities:

- Must provide LMDA eligible participants with opportunities to gain work experience that will improve their ability to gain new employment.
- Must be supported by a Return to Work Action Plan (RTWAP) that identifies that the JCP work experience being considered supports a reasonable occupational goal for the LMDA eligible participant.
- Must be finite in nature and have a defined start and finish date. The defined start and end date are determined on the basis of the work required to complete the activity.
- Must be incremental and discrete and not part of the sponsor's normal operations. Incremental activities normally must be specific to an additional undertaking of the organization.
- Must be of a not-for-profit nature. A not-for-profit activity is an activity whose reason for being and first purpose is not to make a profit.
- The intent of JCP is to assist participants in successfully finding ongoing employment, therefore the sponsor should allow participants reasonable time off to attend job interviews.

JCP Activities must not:

- Displace existing employees and/or volunteers.
- Replace any employee on lay-off and/or awaiting notice of recall. Replace an employee absent as a result of a labour stoppage or labour-management dispute.
- Create a dependency, either for the sponsor or a beneficiary of a service delivered with JCP funding that cannot be addressed when the project is over.
- Enable a business to improve its position in the marketplace or result in personal or private financial gain.
- Be in direct competition with local businesses whose revenue comes from similar activities.

Insurance

The Employer will ensure that it has adequate liability insurance coverage including all participants engaging in activities related to this agreement. Employment Nova Scotia does maintain insurance coverage for JCP participants. Please contact your ENS officer for more information.

If a JCP participant is injured doing activities that are not part of the project, the sponsor might be liable. Please contact ENS for additional information.

Workers Compensation

Employers are responsible to protect their workers from injury or illness in the workplace. Most employers must have workplace insurance coverage by law through Provincial Workers' Compensation (WCB). **Only workers being paid wages authorized as a project cost under section "Staff Wages" are eligible for WCB.** If they are not on the sponsors' payroll, there is no mechanism to have premiums paid for them.

Please note that JCP participants are normally not eligible for WCB coverage, because there is no Employer/Employee working relationship and their support is not insurable.

Therefore, they would be covered under the insurance for participants maintained by the province. If the sponsor feels that additional coverage is required and secures such insurance for the participants through other means, such as a private insurance policy, this would be an eligible cost under the JCP project.

Contact Information

For further information please contact Employment Nova Scotia at 1-877-223-0888.