

To apply for funding with the Province of Nova Scotia for Labour Market Programs, your organization first needs to request access to LaMPSS. This is a one-time process, completed the first time you want to apply for funding using LaMPSS. Once your access has been entered into LaMPSS, your information will then be stored and shared by the four departments managing labour market funding agreements within LaMPSS.

1. Department of Community Services (DCS) - Employment Support Services Division
2. Nova Scotia Office of Immigration (NSOI)
3. Nova Scotia Apprenticeship Agency (NSAA)
4. Labour and Advanced Education which includes the following divisions:
 - Employment Nova Scotia (ENS)
 - Workplace Initiatives (WI)
 - Adult Education (AE)

Attached is the LaMPSS External Access form, as well as, an Electronic Funds Transfer (EFT) form. It is a requirement of the provincial government to have payments issued by direct deposit; therefore the Electronic Funds Transfer (EFT) form must be submitted with a bank teller's stamp **or** a void cheque, along with your LaMPSS External Access form. Ensure the information you submit on your LaMPSS External Access meets the following criteria:

- The organization name on the joint stock registry must match the legal name provided on the LaMPSS External Access form
- The organization name and address on the void cheque must match the name/address supplied on the LaMPSS External Access form
- The organization address on the LaMPSS External Access form must be the address of the organization (not an accountant or your home address)

Summary – Name and address of your organization must match joint stocks and the banking information provided (void cheque and EFT form).

Complete the forms and return to LaMPSS Operations Support by e-mail, fax or mail to:

LaMPSS Operations Support
Labour and Advanced Education
PO Box 383
Halifax, Nova Scotia B3J 2P8

email: lampss@novascotia.ca
Toll Free: 1-877-404-7074
Metro: (902) 424-1075
Fax: (902) 424-0804

Once granted access to LaMPSS, the primary contact (identified on your form) will receive an email from lampss@novascotia.ca containing your LaMPSS Organization ID, User ID, password and link to the LaMPSS website. **Once you receive this information you can then apply for program funding.** The primary contact also has the ability to create additional LaMPSS User ID's for your organization.

If you have any questions regarding the completion of the LaMPSS External Access form or using the LaMPSS self-serve application process, please contact LaMPSS Operations Support at the contact information above.