



START

EXTERNAL PROGRAM GUIDELINES

Updated July 2020

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

Table of Contents

START Program Introduction.....	3
Pre-Application Conditions	3
START Program	4
Guiding Principles.....	4
Roles and Responsibilities	4
Employment Nova Scotia (ENS).....	4
Employers	5
Early Termination of an Employee	5
Employer Eligibility.....	5
Individual Eligibility.....	6
Individual Applications	7
Family Hiring Policy	7
Eligible and Ineligible Types of Employment	8
Eligible Employment	8
Ineligible Employment	8
Applying for START.....	9
How to Register as a LaMPSS User	9
Application Details.....	11
Organization Information	11
Agreement Contact	12
Work Location	12
Position Information	12
Employee Information.....	14
Legal Signing Offers.....	15
Supporting Documentation.....	15
Submitting Your Application.....	15
Reporting Requirements.....	15

Completing an Activity Report.....16

- Agreement Activities16
- Employees/Participants16
- Supporting Documentation.....16
- Reporting Notes16

Completing a Financial Report.....17

- Project Costs17
- Supporting Documentation.....17
- Reporting Notes17

Submitting Report(s).....17

START Follow-up17

Other Resources.....18

Introduction

The START Program, “START”, is a wage incentive program administered by Employment Nova Scotia (ENS), a division of the Skills and Learning Branch of the Department of Labour and Advanced Education (LAE).

START is designed to foster successful job opportunities between employers with a labour need and ready-to-work unemployed Nova Scotians. It is intended to result in ongoing employment and/or valuable work experience.

The amount of financial support available through START is dependent upon the type of employment being offered, the skill level of the unemployed individual, the financial support being requested by the employer, and other factors. The amount of financial support made available through START is assessed by ENS on a case-by-case basis, to a maximum of \$25,000 per hire.

START is not intended to be used for more than one employee per application. Employers may contact ENS to discuss applications for more than one employee. These will be assessed by ENS on a case-by-case basis and, in exceptional circumstances, an employer may be permitted to hire more than one individual through START.

The following guidelines contain important details about START, including detailed employer and employee eligibility criteria, and how to apply.

The following support is available through the START Program

1. Funding to offset the salary and mandatory payroll deduction costs of a new hire
2. Funding to offset the training costs of a new hire (1 price quote is required)
3. Funding to offset the equipment and/or miscellaneous costs of a new hire (2 price quotes are required)

Up to a maximum of \$25,000 per hire, and at ENS' discretion.

Pre-Application Conditions

Before applying for START, it is important to be aware of the following:

- An employer can submit only one (1) application for START (step by step details on how to submit an application are contained below)
 - A potential employee (or START “match”) must submit an application with the assistance of a local [Nova Scotia Works Centre](#). They cannot be approved for the START program without completing this step.
- A complete application must prove that the employer:
 - Has workplace accident/injury insurance coverage for employees (coverage details must be provided on the application)

- Is in compliance with the [Registry of Joint Stock Companies](#) requirements because most businesses and non-profits need to register before they start operating. (ENS will confirm this through a search of the [Registry Database](#).)
- ENS will not review incomplete applications.
 - Communication will be issued by ENS to the applicant confirming that the file is incomplete and has been closed. Applicants are strongly encouraged to submit a complete application and to contact ENS if they have questions during the submission process.

START Program

The information that follows will become part of an agreement with the Province of Nova Scotia. Anyone considering applying for START must read the following guidelines carefully.

Guiding Principles

- Both employers and newly hired employees should benefit from the START program.
- Individuals should be hired into positions that are part of the employer's normal business operations and not into jobs that have been specially created for the purposes of using START funding.
- Positions must not require ongoing funding from ENS in order to be sustainable.
 - Exceptions will be made if the purpose for creating a specific job is to provide short term on-the-job training to an unemployed Nova Scotian who will then transfer those skills to another employment situation.
- The START Program should ideally lead to a permanent job with the employer or, at minimum, a subsequent one with another employer.
- START will not be used to fund municipal, provincial or federal positions that would normally be considered part of the public service.

Roles and Responsibilities

Employment Nova Scotia (ENS)

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

- Designing the program and setting program policy.
- Developing reporting requirements and tools.
- Assessing applications and determining funding eligibility amounts.
- Providing advice and guidance that clarifies ENS' expectations.
- Monitoring and evaluating delivery performance against agreement commitments.
- Issuing funds and recovering overpayments where required.
- Providing employers with appropriate program guidelines.

- Working with employers and applicants on application and report submission.

ENS reserves the right to terminate an agreement at any time if the employer is not using the program in its intended manner or the employer has become dependent on ENS funding; meaning that the employer has only one source of income to meet its payroll obligations.

- In these cases, the employer may be required to return funds advanced nor will they be eligible for reimbursement for expenses incurred.

Employers

Employers are responsible for:

- Developing, supervising and providing a valuable work experience to eligible employee(s) hired through START.
- Recruiting and hiring eligible employee(s). See [Other Resources](#) if assistance is needed recruiting employees.
- Paying a full wage to the eligible employee(s) including the payment of mandatory (income tax, EI, CPP) and voluntary (pension, health benefits) payroll deductions.
- Providing feedback to Employment Nova Scotia on the program, including how participants are progressing and the impact of the program on the business/organization.
- Adhering to employment rights under the [Labour Standards Code](#) and [Occupational Health and Safety Act](#).
- Practicing public health directives under the Health Protection Act [Order](#).
- Contacting ENS immediately if an employee is terminated, quits or is unable to continue in the position for which they were hired.

Early Termination of an Employee

If an employee is terminated, quits or is unable to continue in the position they were hired for, the employer must contact ENS immediately (within a maximum of 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 terminate employees hired under the START program 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 have their agreement terminated, and be required to repay funds to ENS.

Employer Eligibility

START is available to all businesses and organizations (Not for profit and Social Enterprises*) including those under the direction and ownership of Band Councils in Nova Scotia 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.

START funding is prioritized to assist small (less than 100 staff) to medium (less than 500 staff) sized enterprises. 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.

Individual Eligibility

To apply for the START Program as an individual, they must be:

- Unemployed and actively seeking full time or increasing employment, and
- A resident of Nova Scotia, and
- Canadian citizens or permanent residents who are legally entitled to work in Canada.
- They may self-identify as one or more of the following groups:
 - 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
 - Persons who were formerly self-employed
 - Persons who have been out of the labour market for a length of time
 - Persons who are entering the labour market for the first time
 - Persons who have low levels of literacy and essential skills.

The START Program is also available to unemployed International Graduates who meet the following requirements:

- Must have graduated from a Nova Scotia (NS) public post–secondary institution, such as a college, trade/technical school, university, or private post–secondary institution;
- **OR** a NS private institution that is authorized under the [Private Career Colleges Act](#) only if the graduate was enrolled in a program that led to a degree authorized by NS;
 - Not all programs of study authorized by private institutions are eligible for START.
- Graduates must have studied in NS for at least 2 years, but not necessarily consecutively.
 - This means the student graduated with a Canadian post–secondary credential that requires at least two academic years of study.

- There is one (1) exception which applies only to one-year graduate degrees. One-year certificates and diplomas do not qualify for the exception. Graduates must meet the following criteria:
 - The graduate completes a one-year graduate degree in NS after completing another program of at least one academic year in Canada; and
 - Both credentials are from a post-secondary institution recognized by NS; and
 - The programs are completed within two years of each other.
- The Graduate must have a valid post graduate work permit;
- The Occupation must be a [NOC \(National Occupational Classification\)](#) code O, A or B (professional occupations);
- The position funded through START must be available for a minimum duration of one year.

Individual Applications

To apply for START, an individual must:

- Contact a Nova Scotia Works Employment Services Centre to schedule an appointment.
- During the appointment, individuals will be asked to provide details about their current employment situation, academic achievements, work history, and barriers to employment.
- If you are eligible for the START program, NS Works will help:
 - Develop a Return to Work Action Plan, and
 - Apply for a START Marketing Letter, and/or
 - Apply as an individual under the START Program when an employer offers work experience as an offer of employment.

START is not intended for students or persons who have removed themselves from the labour market.

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:

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

A fair hiring process includes:

- advertising the position, (which can include language that indicates a preference for candidates from one of the populations above);
- conducting interviews; and
- having clearly documented rationale to support the selection of the individual.

Immediate family member is defined as: father, mother (or alternatively stepfather, stepmother, foster parent or guardian), brother, sister, spouse (including common-law partner residing with the employer), 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

Eligible Employment

- Must be for a minimum of 30 hours per week
 - A minimum of 15 hours of employment 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
 - cases where special accommodations need to be considered for Persons with Disabilities, or
 - cases where this level of employment is the norm for the industry.

It is ENS' expectation that the wage incentive will lead to ongoing employment with the employer receiving START funding, or a subsequent employer. However, the incentive may be applied to a short-term job (one that has a defined start and end date with little likelihood of continuing), if:

- It is providing valuable work experience with transferable skills, **AND**
- It will significantly improve the employee's chances of obtaining subsequent employment with another employer.

OR

- The job is related to a priority sector (Ocean Technology, Information Communication Technology, Financial Services, Clean Technology, Aerospace and Defense, Life Sciences) or industry (Agriculture, Forestry) where a short-term contract is being implemented.

Ineligible Employment

- 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, maternity/parental, or sick leave, and
- Summer employment.

Applying for START

Employers may be given approval to hire individuals prior to the START agreement being signed with ENS. This approval will be given in written form (letter or electronic mail). If such approval is provided, an employer must hire the individual at their own expense until the START approval process is finalized.

START is not intended to be used for more than one employee per application. Employers may contact ENS to discuss applications for more than one employee. These will be assessed by ENS on a case-by-case basis and, in exceptional circumstances, an employer may be permitted to hire more than one individual through START.

Employers may be eligible for an additional agreement six (6) months after the end date of their current agreement. This will require a new application.

Please review the following sections before submitting a START application.

Step 1: Ensure your Business has Access to LaMPSS

The START Program is administered through the web based Labour Market Programs Support System (LaMPSS). LaMPSS allows you to apply for funding online for ENS' labour market programs.

- Before applying for START, your organization must **first be registered in LaMPSS**.
- This is a one-time registration process.
- Once registered, you will be provided with access to LaMPSS self service capabilities.
- Once you have LaMPSS access, you can continue with the START application process (see Step 2 below).

If circumstances prevent you from being able to apply online, please contact ENS at **1-877-223-0888** for assistance.

How to Register as a LaMPSS User

LaMPSS is a common tool and method for administering Labour Market Programs in Nova Scotia.

If your organization or business has not previously registered with LaMPSS, you must download and complete the [LaMPSS External Access Form](#).

Scroll down and select the 2nd form under the 'LaMPSS External Access' header. It's located here:

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](#)

When completing the LaMPSS External Access form:

- Check the box called 'new access' in the upper left-hand corner
- Ensure all sections of the form are fully completed
- Under the section called "For Statistical Purposes Only" indicate that you are applying for the START Program
- Attach an [Electronic Funds Transfer Form \(Direct Deposit\)](#)
- Submit the completed forms – LaMPSS External Access and Electronic Funds Transfer (Direct Deposit) following the submission options listed at the top of the form

IMPORTANT: An incomplete LaMPSS External Access form and absence of the Electronic Funds Transfer Form will result in a delayed assessment of your LaMPSS application.

Step 2: Select "Apply Now" in LaMPSS

- The primary contact will receive an email from lampss@novascotia.ca containing your LaMPSS Organization ID, User ID, password and link to the LaMPSS website when access to LaMPSS is granted. **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.)
- To apply for START, 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.

Step 3: Complete the Application Information

Applying Using a Paper Application Form

Paper applications will only be accepted if circumstances prevent the employer from applying online. If you must submit a paper application, please contact 1-877-223-0888 for assistance.

Application Details

This section outlines the information that must be included with the START application.

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

Organization Information

Applications must contain the following:

<p>ORGANIZATION INFORMATION</p> <p>Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.</p> <p>If you are a current agreement holder with ENS, and your organization name or mailing address has changed, please contact Employment Nova Scotia (1-877-223-0888) to obtain a LaMPSS External Access Form to update your information or visit: https://novascotia.ca/lae/lampss/lampss.asp to access the form.</p>	
<p>Number of Employees</p>	<p>List the number of full time and part time employees currently employed. 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>If 'No', your application will be closed by ENS. Employers must ensure that appropriate workplace accident/injury 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>NOTE: ENS will only assess complete applications. Failure to provide workplace accident/injury insurance details will result in the application being deemed incomplete and will be closed.</p>

Agreement Contact

Provide the appropriate contact for your organization. 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. You have the option to add multiple locations, if applicable. Provide the address information for the location where the work will take place. If you have not yet secured a location, enter your main organizational 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 to be supported through the START Program.
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.
	Provide the proposed number of hours per week for the position.

Hours/Week	Employment must be for a minimum of 30 hours per week, unless certain conditions apply. 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 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, 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 its intended purpose).
Other Employees	Respond 'Yes' or 'No'. Please consider the following: <ul style="list-style-type: none"> - Are there any other employees currently on lay-off, vacation, maternity/parental, or sick leave who previously held the position? - Will this position displace other employees?
<p>BUDGET</p> <p>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 START wage 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 of employment, and the level of funding requested by the employer.</p>	
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 Canada Revenue Agency (CRA) for rates.
Training	Provide details of training costs, if any, being requested to support this position.

	One (1) quote may be provided with the START application. If not included with the application, the quote will be requested by ENS when training is identified.
Other	Provide details of any additional supports requested beyond wages, MERC, and training. Other supports may include equipment, software, and/or assistive devices. Two (2) quotes may be provided with the START application. If not included with the application, quotes will be requested by ENS when other costs are identified.
Do you know who you're hiring?	Respond 'Yes' or 'No'. If 'Yes', additional employee information will be requested in the following section. If "No", you may still complete and submit the START Application, however you are encouraged to contact a Nova Scotia Works Centre in your area where staff can assist you in filling your labour need. (https://novascotia.ca/works/).

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](#), you must include a narrative (written) overview of the hiring process to demonstrate that the Family Hiring Policy criteria have 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 for the decision to hire.

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: "Do you know who you're hiring", contact a [Nova Scotia Works Centre](#) in your area for assistance.

Our Nova Scotia Works Centres are located throughout Nova Scotia and have experts on hand to help you discover all the talent our province has to offer. For more information about how they can assist you, contact them at <https://novascotia.ca/works/>

Legal Signing Offers

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

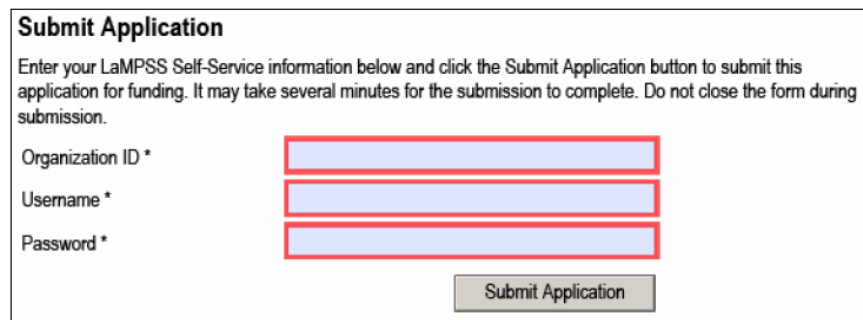
Supporting Documentation

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 the 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; you are not limited to the job description.

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. If you do not receive a message, please try again.**

Important: 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 START Program requires employers to submit LaMPSS reports on the dates identified in their START agreement with ENS. Both an activity report and a financial report will be required at the end of the agreement with additional reporting dates selected at ENS’ discretion based on the agreement length and agreement history.

Both reports must be submitted online using LaMPSS self-serve functionality:
<https://lampss.gov.ns.ca>.

Completing an Activity Report

This section provides details about the information that will be required by ENS when you are preparing to submit the activity report. If you require assistance completing the activity report in LaMPSS, please contact Employment Nova Scotia at **1-877-223-0888**.

Agreement Activities

The table below describes the reporting requirements for each eligible activity under the START Program. You must provide this information for each activity in your agreement.

Work Experience	
Update / Status this period	Provide information about the START employee’s progress in the position. Please use the job description as a guide to provide specific details about work related achievements and/or challenges.
Number of participants	Provide the actual number of employees participating in the START agreement activity during the reporting period.
Number employed	Until the wage incentive period ends, and the agreement activities have ended please use the number zero in this block. At the end of the agreement, if the employee has accepted an offer of employment please use the number one (1) in this block; use a number greater than one (1) if the agreement supported more than one employee and an offer of employment has been accepted by more than one (1) employee.

Employees/Participants

Enter the actual number of employees/participants during this reporting period for all activities and specify the number of employees/participants by target group is known. You may select unemployed if target group details are unknown.

Supporting Documentation

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

Reporting Notes

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

Completing a Financial Report

This section provides details about the information that will be required by ENS when you are preparing to submit the Financial Report. If you require assistance completing the Financial Report in LaMPSS, please contact Employment Nova Scotia at **1-877-223-0888**.

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.

Submitting Report(s)

Once your organization has finalized the Activity Report and the Financial Report, the reports may be submitted to ENS using the LaMPSS self-serve system.

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

START Follow-up

You will be contacted by ENS **within two (2) months of hiring an eligible employee** to respond to some questions for the purposes of monitoring your agreement. The questions will help ENS gather information about employment status and assist with program evaluation.

ENS may contact you, the employer, and the employee(s) more than once during the agreement to discuss the agreement activities.

At the end of the agreement, ENS will contact you, the employer, and employee(s) to discuss the employee's progress and employment status.

You will be asked to provide payroll documents for the employee(s) hired through the START Program. The purpose of these documents is to prove actual wages paid and employee deductions. Proof may include, but not be limited to pay stubs, copies of cancelled cheques, or a copy of direct deposit reports.

Other Resources

[Nova Scotia Works Centres](https://novascotia.ca/works/) are located across the province (<https://novascotia.ca/works/>). These centres have experts on hand to help you discover all the talent our province has to offer. You are encouraged to learn more about the services available to you through these centres, and ENS' Employer Engagement Specialists.

1. *Employer Services*

Examples of the services available, include but are not limited to:

- Free job advertising on Nova Scotia Works' internal job board, Facebook page and website
- Help developing competency-based job descriptions
- Recruitment and referral of potential job candidates
- Help matching employee's skills with employer's needs
- Employee transition support during closure or layoffs
- Employment maintenance support and retention
- Information on wage subsidy programs
- Job fair coordination and promotion support for employers

2. *Individual Services*

Examples of the services available, include but are not limited to:

- Return to Work Action Plan development
- Employment workshops – resume writing, interview skills, job search, etc.
- Access to the Nova Scotia Works' internal job board, Facebook page and website
- Job fairs
- Transition support during closure or layoffs
- Information about wage subsidy programs and referral to potential employers
- Information about skills development programs