



# Ontario Works

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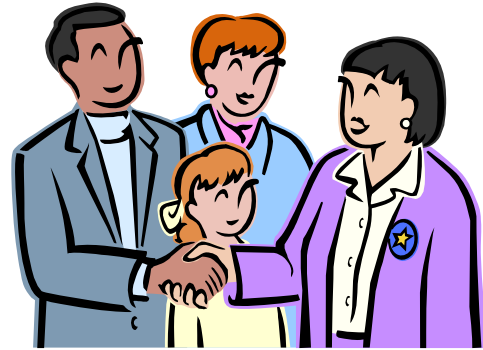
## Employment Information

## Presentation

This information will give you a brief overview of the Ontario Works Employment Program and the resources that are available to our clients.



# Ontario Works

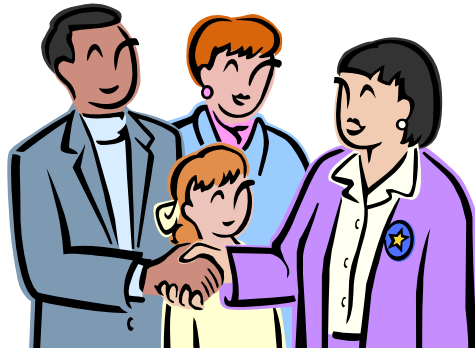


is an **employment agency** designed to help individuals to get back to work and achieve self-sufficiency as quickly and as efficiently as possible. Our County of Renfrew Social Services team is eager to work hand in hand with clients to provide support while they are temporarily out of work.

# Ontario Works



provides financial and employment  
assistance to people in financial need.



Our team will work closely with clients to connect them to their community, to important job skills and training, and to the local job market.



Ontario Works provides increased resources to enable clients to find the shortest route to employment.

# Mandatory Literacy Assessment

A short language and math screening assessment may be given to clients at any time while they are on Ontario Works.



If a client **does not** have his/her grade 12 or equivalent, he/she will be given the assessment after the Information Session.

This is **not a pass or fail**, but rather an assessment of skills and **will not** affect eligibility.



After the assessment, clients will be able to review their results with an Ontario Works Agent to help develop or update their participation plan.

If it looks like their literacy skills may be a barrier to getting or keeping a job, the Ontario Works Agent may refer the client to a literacy professional to determine (with the client's input) what type of literacy training plan is best for them (one-on-one, group, part-time, etc).

**THIS ASSESSMENT IS THE FIRST STEP TO  
ASSIST WITH DEVELOPING A CLIENT'S  
EMPLOYMENT GOALS**

# Mandatory Requirements

## **Taking part in Ontario Works is mandatory**

In order to be eligible for benefits, clients are required to:

- ✓ Look for and accept offers of employment
- ✓ Participate in Community Placements
- ✓ Make use of the various employment supports

- ✓ Complete or upgrade their education
- ✓ Participate in Literacy Upgrading and Training

Depending on what is in

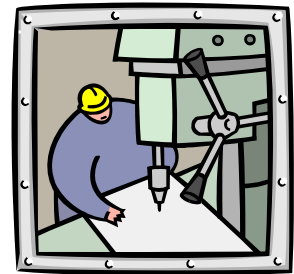


**the client's**

**Participation Agreement**

# The Participation Agreement

All employable people receiving social assistance in Ontario, under the Ontario Works Act, will be expected to participate in a plan of employment related activities to maintain their eligibility for benefits.



# The Ontario Works Participation Agreement (PA)

will outline the activities required of a client.



Clients will work closely with an Ontario Works Agent to determine and agree to the items contained in this document.

# Verification Interview Process

At the Verification Interview clients will meet with an Ontario Works Agent

and



the Participation Agreement will be created during this interview.



The Participation Agreement will be updated as required or on a regular basis.

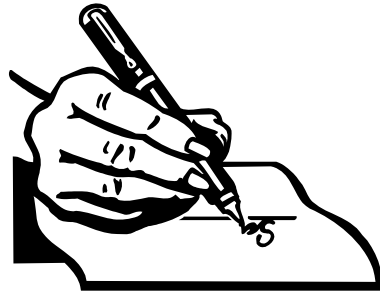
Failure to comply with the Participation Agreement may affect a client's ongoing eligibility.

**Clients must** take active steps to find work

**Ontario Works must** take the necessary active measures to help their clients

# Mandatory Requirements

If a client refuses to participate in any part of Ontario Works, or is not making reasonable efforts in an activity, he/she will be given a written notice....



stating why the Agent believes they are in **non-compliance** and information regarding any reduction or cancellation of their financial assistance.

# Non Compliance

(not following the PA)

If they are single, their benefits will be cancelled.

After their non-compliance penalty period, in order to re-qualify for assistance they will need to re-apply and meet the requirements of Ontario Works.



If the client is a member of a family, the amount of assistance received by the family will be reduced by their share.

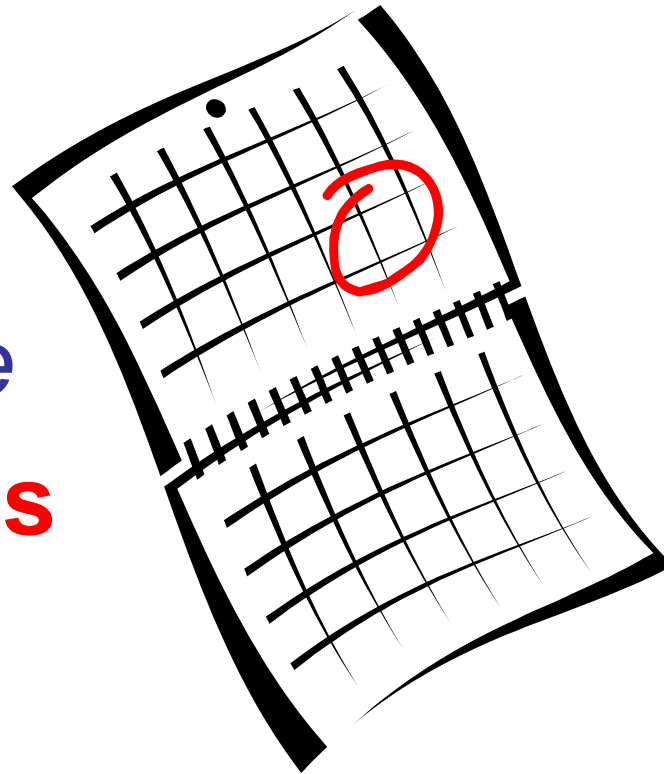


After their non-compliance penalty period, they will need to **contact their Ontario Works Agent to re-negotiate their participation agreement to be added to the benefit unit.**

# Non-Compliance Penalty

*1st time*

**3 months**



*2nd and  
subsequent  
occurrences*

**6 months**

# Rights and Responsibilities

When clients attend their first appointment with Ontario Works they will be given a Rights and Responsibilities sheet to read while they wait to see an Ontario Works Agent.



During the Verification Interview the Ontario Works Agent will review the Rights and Responsibilities sheet with the client to discuss anything that they do not understand.



# Ontario Works Activities

Ontario Works offers clients the chance to take part in a range of activities.



These activities will help them to become self-sufficient and provide them with opportunities to contribute to their community.

# Ontario Works Activities

- ✓ Employment Supports
- ✓ Community Participation Placements
- ✓ Employment/Job Placements
- ✓ LEAP



# Employment Supports

Employment Supports provide resources which will help clients become more job ready. Access and assistance to:



Information on how to conduct a job search



Resume preparation/update



Returning to school for upgrading

# Employment Supports



Learning to read or write



Tips and techniques on how to win the interview



Job-specific skills training



Basic life skills training



# Community Participation Placements

Provide opportunities for clients to

- ✓ Gain valuable work experience
- ✓ Earn references to add to their resume
- ✓ Make contacts for future employment



In addition, clients will be

**making a valuable contribution to  
their community**

# Employment/Job Placements

This program is designed to assist Ontario Works clients secure paid employment.

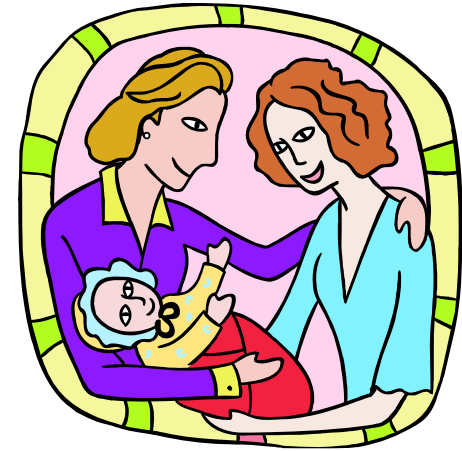
Consists of matching clients to employers ensuring a **“best fit”** for both parties.

Supports and incentives to clients and employers.



Provision of employment related expenses to the client, as well as child care expenses.

Guidance and assistance to clients who wish to start their own business (self employment).

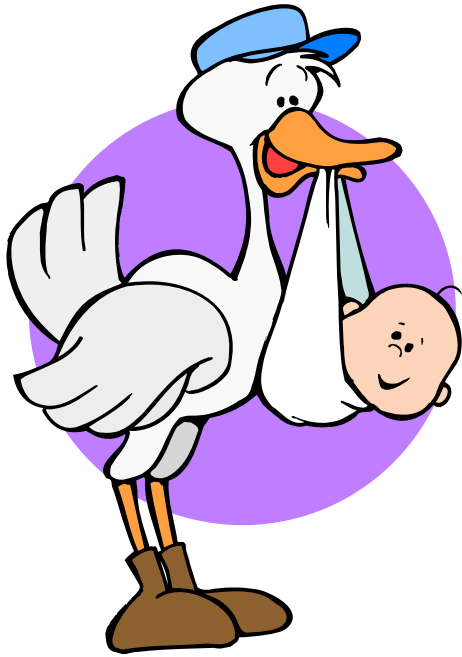


## **Who can Participate?**

**Motivated individuals who are job ready**

# LEAP

(Learning, Earning and Parenting)



Participation is mandatory for young parents age 16-17 who have not completed high school and are receiving benefits in their own right.

Parents aged 18-25 may wish to voluntarily participate.

# LEAP

Parents receiving benefits for child only may also voluntarily participate.

Supports and incentives are available for all active clients.



## Other Employment and Employment Assistance Activities Benefit (OEAEAB)

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When a client starts a new job less than 30 hours per week or an employment assistance activity.

Help is available for advance child care payments, transportation costs, work boots, work clothes and uniforms and other necessary work or employment assistance related expenses.



# Activity/Job Search Form

It is important that clients record all of their daily job search activities and employment contacts on their Activity/Job Search Form.



# Employment Resource Area

Access to photocopier, fax machine, and computers.

Free pamphlets and publications.

Information concerning educational institutions.

Local and area newspapers.



# Ontario Works

Before **leaving** Ontario Works clients are encouraged to contact their Ontario Works Agent as they may be entitled to additional assistance/benefits such as...





## Extended Employment Health Benefit (EEHB)

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This benefit is for clients who have obtained employment and do not have medical coverage with their new employer.

Clients who leave Ontario Works for employment will be provided with health benefits for a transitional period of up to one year or until the employer offers health benefits, whichever comes first.

Clients who have been on Ontario Works for 1 month, and who have started a full-time job or have increased their earnings and are ineligible for Ontario Works, may be eligible for the Extended Employment Health Benefit.

# Full-time Employment Benefit (FTEB)

To cover expenses associated with starting full-time work.

A full-time job consists of working 30 or more hours per week. The 30 hours may be from working a combination of 2 part-time jobs.

If a client has been receiving Ontario Works assistance for 3 months or more, and will be starting a full-time job, Ontario Works can help with covering some of the expenses related to going to work.



Self-employed clients are not eligible for this benefit.



# Ontario Works

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Ontario Works is the new way of delivering social and employment support services. The program brings financial assistance and employment support services together to foster client independence while providing an opportunity to contribute in the community.

