

Self Employment Program Guidelines

Department of Labour and Advanced Education /
Employment Nova Scotia LAE/ENS

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1 Self Employment (SE) Introduction

Self Employment is a Program administered by Employment Nova Scotia through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Programs 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 them 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 LaMPSS organizations. 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 request a LaMPSS registration form from the Provincial contact identified in these guidelines.

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.

The Self Employment program provides funding to organizations to assist eligible unemployed clients with starting their own business. Support to clients includes orientation, information sessions and workshops, application and business plan assessment, business plan development and review, follow-up and mentoring. Eligible coordinators include: Businesses, including federal crown corporations and comparable provincial/territorial crown corporations, organizations, individuals, municipal governments, band/tribal councils, public health and educational institutions. The Service Provider must also comply with these program guidelines.

Program Guiding Principles

The objective of SE is to help individuals to create jobs for themselves by starting a business.

Guiding Principles

The funding process will be guided by the following principles:

- *Maximum benefits to unemployed clients:* Successful proposals/applicants will demonstrate benefits to clients with respect to their reintegration into the labour market
- *Organizational appropriateness:* The organization/agency/business delivering the program/project must be experienced in providing the type of program or service applied for
- *Demonstrated need:* The successful proposal will target needs of unemployed Nova Scotia clients and will not duplicate but complement existing services
- *Fairness and transparency:* Clear, published criteria are intended to give all eligible organizations an equal opportunity to access funding;
- *Balance:* Approved projects will benefit urban and rural areas, as well as Acadian and Francophone communities; and special interest groups

- *Clear accountability:* Accountability measures will ensure that public dollars are invested wisely and results are achieved.

Funding review factors – an overview of how proposals will be reviewed

<i>Factor</i>	<i>Description</i>
<i>Compliance with the Terms and Conditions of the specific program applied for</i>	Application must meet the program requirements and program guidelines, and must include all necessary completed documentation.
<i>Organizational appropriateness:</i>	<p>Proposal must demonstrate the following:</p> <ul style="list-style-type: none"> • Organization’s vision, mandate and mission, along with overall objectives and goals are relevant to the proposed project to be delivered. For example, an organization that normally offers research services should not be offering to deliver client training • Organization’s experience in delivering direct client-specific programs; • Organization has good standing with the local registrar of societies or other governing body
<i>Organizational capacity/:</i>	<p>To ensure that an organization is viable and has the capacity to deliver the proposed project, program officers will assess that your proposal/organization :</p> <ul style="list-style-type: none"> • Demonstrates financial viability; • Demonstrates Adequate client and budget tracking systems; • Demonstrates community support and partnerships; and • Demonstrates previous experience administering a project of this nature • Demonstrates that staff are trained and experienced in the services offered • Identifies alternate sources of funding if applicable • Has adequate bookkeeping and financial controls <p>Officers will also consider previous performance with respect to the submission of financial claims and activity reports, management of slippage and HR issues, results achieved in comparison to goals and objectives.</p>
<i>Demonstration of need:</i>	<ul style="list-style-type: none"> • The proposal must demonstrate the needs for the proposed project in your community, how were these needs identified and how the project does not duplicate existing services, • Information from conducted evaluations; client feedback

	<ul style="list-style-type: none"> • Evidence that this project is not a duplication of another project.
Relevance and significance:	ENS will only provide funding for projects that contribute to identified priorities
Availability of funding:	<p>Decisions will be dependent on amount of funding available.</p> <ul style="list-style-type: none"> • Consideration will also be given to: • Project costs requested – are they reasonable and relate to the project • Are project activities clearly identified with expected outcomes and timelines • Are project activities achievable within proposed timeframes

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
- Providing service guidelines
- Developing reporting requirements and tools
- Clarifying service delivery and performance expectations
- Providing advice and guidance that clarifies ENS expectations to organizations developing projects
- Ensuring transparency and accountability by monitoring and evaluating delivery performance against agreement commitments and guideline compliance

Service Providers:

Deliver services in accordance with agreement, service guidelines, performance and accountability requirements and standards:

SE Coordinators provide entrepreneurial support in the form of technical and consultative expertise to help participants assess their suitability for self employment and their business opportunities, develop a business plan, and implement their business. Entrepreneurial support provided by SE Coordinators may include workshops, coaching, mentoring, and access to specific business implementation training to enable eligible participants to develop and implement their business plans.

Specific services offered by SE Coordinators may include:

- Information sessions to insured individuals potentially interested in SE
- Orientation sessions to enable insured individuals to assess risk, business viability, and personal suitability for self employment
- Provide recommendation to client's case manager concerning client's suitability for SE and the viability of their business concept
- Mechanisms for independent review for viability of the proposed business concepts and business plans
- On-site monitoring as participants develop their businesses
- Post-project participant follow-up and support

Overview of Application Process

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

Service Standards

Internal service standards are developed and monitored by the service provider.

Participant eligibility requirements

The SE program must only be used to assist individuals who:

- Are Canadian citizens or permanent residents legally entitled to work in Canada
- Meet the definition of an insured participant pursuant to Section 58 of the *Employment Insurance (EI) Act*
- Have a Return to Work Action Plan (RTWAP) that identifies SE as an appropriate intervention for them

2 Applying for Self Employment Program Funding

Applying Online Using LaMPSS Self Serve

Once you are a registered LaMPSS user, you can apply for funding on line using the self service capability. To apply on line go to: www.gov.ns.ca/lampss

Applying Using a Paper Application Form

Please Contact 1-877-223-0888 to obtain information.

Applications will be submitted to a local Employment Nova Scotia office, and are subject to all of the terms of this document.

Completing an Application Form

This section provides supporting information required in completing the application form contents for LWD/ENS/SE Program.

Organization Information

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

If your organization name or mailing address has changed, please contact your Provincial contact to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. Include Self Employment in the title.
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

Past Agreements

Indicate if this is a renewal of a past agreement, along with the agreement number

Project Description

In this section provide a brief summary of the project. You should include such details as: a brief summary of the activities, intended duration of agreement (in weeks) client group and number of clients to be served (including a separate indication of carry-over clients if applicable), area to be served, Please note that this section has a limit of 300 words. You will have the opportunity to provide more detail about each activity, as well as budget detail, policy information, client service, intake etc. in the mandatory attachment section of these guidelines.

Attach a detailed project description / proposal to the application

You may attach a detailed proposal in this section. This is not a mandatory attachment.

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.

Language Preference

Provide your language preference.

Project Location(s)

Please provide the address information for the location of the activities. If you have not yet secured a location, please enter your main organization address.

Participants

Enter the total number of participants expected for this project.

Enter the number of clients expected for each participant group. Include clients in all relevant participant groups. (i.e., a participant may be part of more than one participant group).

Participant Groups

- Aboriginals
- Active EI Claimants
- African Nova Scotians
- Displaced Workers
- EI Eligible Clients
- Female
- Francophone/Acadian
- Immigrants
- Income Assistance Recipients
- Older Workers
- Persons with Disabilities
- Youth with Employment Barriers

Project Activities

The table below outlines the required information for each eligible activity for the SE Program. This is the complete set of eligible activities.

<i>Skill Enhancement – Self Employment – Business Plan Assessment - Coaching</i>	
Brief Description	Provide Coaching - one on one intensive support and feedback - focused on initial assessment of a Business Plan prepared by a participant who is pursuing Self Employment (intake and orientation) Describe how you plan to deliver this activity (acceptance of referrals, assessment process etc.)
Expected Results	Please describe the intended outcome of this activity including the number of SE applications and business concepts assessed monthly
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the total expected number of individuals who will engage in an assessment of their application and business concept.

<i>Skill Enhancement – Self Employment – Business Plan Development - Coaching</i>	
Brief Description	Provide Coaching - one on one intensive support and feedback - to help a participant complete a Business Plan in preparation for Self Employment.

	(i.e., 10 week BP development process) Describe how you will delivery this activity, what happens if the client is not recommended to continue.
Expected Results	Describe the Outcome of this activity including the expected number of participants recommended to participate in business plan development monthly
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the total expected number of participants for this activity.

Skill Enhancement – Self Employment - Business Plan Review - Coaching

Brief Description	Review and recommendation of the Business Plan. Provide Coaching- one on one intensive support and feedback- to complete a final review of a Business Plan in preparation for Self Employment (may include an independent review). Describe how you will delivery this activity, review the business plan, whether there is board approval. Describe the process.
Expected Results	Describe the outcome of the Business Plan Review and recommendation for support for implementation of their business plan. Provide a monthly breakdown of those recommended for implementation
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the total expected number of participants who will have their Business Plan reviewed and recommended for implementation.

Skill Enhancement - Self-Employment - Mentoring

Brief Description	Provide Self Employment Mentorship - a one on one relationship with a successful self-employed role model who provides real world advice and encouragement to a participant who is pursuing Self Employment Describe how you will delivery this activity
Expected Results	Please describe the intended outcome for mentoring and a monthly breakdown of clients

Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
<i>Skill Enhancement – Self Employment - Workshops</i>	
Brief Description	<p>Deliver a Workshop-style learning experience - short group sessions with no ongoing commitment - to enhance Self Employment Skills - the skills needed to start and run your own business, such as: business plan creation, financing, bookkeeping, accounting and marketing.</p> <p>Please provide information about the orientation/ information sessions and workshops to be included (a schedule of workshops should be attached to the application) and the number of Information/ orientation sessions and workshops conducted.</p>
Expected Results	What are the expectations of workshop delivery, provide a monthly breakdown of workshops delivered
Where does this activity take place	Identify the location for each activity.

<i>Skill Enhancement - Self-Employment - Business Plan Follow Up - Coaching</i>	
Brief Description	<p>Provide Coaching for ongoing Follow Up as a participant develops their business.</p> <p>Describe how organization will support the client during Business Plan implementation.</p>
Expected Results	What is the result of monitoring and follow up.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	How many individuals will be engaged in follow up and monitoring?
Expected number who achieve employment	Please indicate the number of participants you expect to be operating their business at the end their SE agreement. This is defined as working full-time with their business as the primary source of income.

Project Budget

Please download the Itemized Budget Breakdown from

<http://www.gov.ns.ca/employmentnovascotia/forms-resources/documents/Updated-Template-ItemizedBudgetBreakdown.doc>

You will be required to submit it with your application.

The following table outlines the eligible costs and specific instructions for each budget category funded by the SE Program. Please include your complete project costs and requested amounts by budget category.

Budget Category	Eligible Costs
<i>Program Delivery</i>	
<i>Salaries and Benefits</i>	
<i>Salaries</i>	<p>Staff Salaries</p> <p>Provide the total amount of requested salaries</p> <p>**Please refer to Salary policy in the Terms and Conditions section of this document</p> <p>You will also be required to provide detail about each position in the Itemized Budget Breakdown</p> <p>http://www.gov.ns.ca/employmentnovascotia/forms-resources/documents/Updated-Template-ItemizedBudgetBreakdown.doc</p>
<i>Mandatory Employer Related Costs (MERC)</i>	<p>EI, CPP and Vacation Pay</p> <p>-includes benefits; CPP, EI, Vacation Pay based on wages and non locked-in RRSP employer contributions where applicable, considering maximum yearly contributions</p>
<i>Other HR Related Costs</i>	<p>Includes health, dental, insurance premiums, pension</p> <p>NOTE: Maximum 50% employer contribution will be supported for such things as pensions and medical plans. For more information, please refer to the Salary Policy in the Terms and Conditions section of this document.</p>
<i>Participant Program Delivery</i>	
<i>Participant</i>	
<i>Incremental Supports</i>	<p>Living expenses</p> <p>dependent care and travel (in exceptional circumstances).</p>
<i>Disability Supports</i>	<p>Includes participant supports such as: note takers, sign interpreters, adaptive technology, applicable staff training</p>

<i>Program Materials</i>	Includes participant program related materials, supplies, books and testing materials.
<i>Program Professional Fees</i>	Includes participant program related guest speakers, vocation/needs, assessments
<i>Operational Standard</i>	
<i>Recurring</i>	Banking, utilities, telephone, fax, internet, postage, courier, printing, photocopier.
<i>Professional Fees</i>	Building maintenance, bookkeeping, equipment maintenance, security, Required membership fees for staff, business license, permits, IT, legal fees, snow removal and legal fees
<i>Staff Training and Development</i>	Can include conferences and short term training courses/programs for staff; must be relevant and reasonable according to the duration of the project. Diploma and complete degree programs are not applicable. Includes associated registration, mileage, meal allowances & accommodation. Limited to conferences in Nova Scotia and subject to negotiation.
<i>Equipment</i>	Includes purchase\lease\repairs\rent of computers, fax machines, photocopiers, furniture, software including renewals, staff accommodation disability supports
<i>Facility Lease/Rent</i>	Includes applicable lease\rent costs for both non-applicant owned and applicant-owned premises. For applicant-owned premises, the following formula will be applied: <i>85% x fair market value</i> 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
<i>Facility Repairs</i>	Includes applicable repair /leasehold improvements for either non applicant owned or applicant owned.
<i>Advertising and Promotion</i>	Includes advertising, brochures, promotion and signage.
<i>Office Supplies</i>	Includes materials supplies used to run the day to day operations of the project such as paper, pens, pencils, binders, subscriptions. Negotiated based on historical costs

	or substantiated estimates.
<i>Travel</i>	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.
<i>Insurance</i>	Includes fire, theft, liability, WCB, accidental
<i>Exceptional</i>	
<i>Capital</i>	Items that exceed \$1000 including HST. Subject to negotiation on disposition of asset at agreement end.
<i>Administrative</i>	
<i>Administrative</i>	
<i>Administrative-Inclusive</i>	% of total agreement value. Covers ENS contribution to centralized administration costs, previously considered OI. See end of guidelines for a complete list of eligible/ineligible costs.

Project Cash Flow

A Cash Flow is required for all SE agreements.

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

Legal Signing Offers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

Supporting Documentation

You can attach any supporting documents with your application.

The table below outlines documents that must be included with the Self Employment Program application. Note that there are mandatory types of attachments: Organization Overview, Project Summary, Itemized Budget Breakdown and Supplementary Information, Policy and Service Standards.

Document	Document Topic	Requirements
<i>Job Descriptions</i>	Job Description	Applicants should provide job descriptions for all positions funded or partially funded by agreement that are included in the salary budget category. Include hrs of work, position title and description of duties.
<i>Organization Overview</i>	Org Overview	Applicants should provide the mission, vision or mandate of organization. How is it structured (i.e., board of directors) how long has the organization been operating. Provide history of agreements with Employment Nova Scotia, past results etc. Describe why your organization is the appropriate service provider for this program. (Max 2 pages)
<i>Itemized Budget Breakdown</i>	Itemized Bdgt Brkdw	Retrieve from ENS website, and provide rationale for costs requested http://www.gov.ns.ca/employmentnovascotia/forms-resources/documents/Updated-Template-ItemizedBudgetBreakdown.doc
<i>Policy</i>	Policy	HR policies. Please submit sections referring to all types of leave, travel policy and rates, employment benefits etc.
<i>Supplementary Information</i>	Supplementary Info	Client flow documents; describe how clients are served, internal processes, participant groups, referrals,
<i>Service Standards</i>	Service Standards	Provide copy of organizational service standards.

Submitting Your Application

Once your organization has finalized the application including the attachment of all the required templates, and projects costs less cash and in-kind contributions, the application may be submitted to the Department using the LaMPSS self-serve system.

In this section of the application enter the following information that would have been received when your organization was registered as in LaMPSS.

Enter your organizations ID, username and password and “submit.” This will connect you with the LaMPSS system to submit the application.

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.

Once submitted, Organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer network) to enable the organization to make any requested edits and then resubmit.

3 Self Employment Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for SE are outlined in the agreement. The schedule of when reports are due will be provided at the time of agreement signing. NOTE: Organizations that submit paper applications are still able to submit electronic activity and financial reports.

Organizations are also required to submit monthly client progress reports. Monthly client progress reports are available on our web-site at http://www.gov.ns.ca/employmentnovascotia/forms-resources/documents/SEBParticipantMonthlyReport_000.doc

Reporting Online Using LaMPSS Self Serve

Reports should be submitted online using LaMPSS self serve functionality at www.gov.ns.ca/lampss .

Submitting Paper Reports

Please Contact 1-877-223-0888 to obtain information.

Paper reports will be submitted to a local Employment Nova Scotia office, and are subject to all of the terms of this document.

Completing an Activity Report

This section provides supporting information required to complete the activity report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the Self Employment Program. Provide this information for each activity in your Self Employment agreement.

<i>Skill Enhancement- Self Employment- Business Plan Assessment- Coaching</i>	
Update / Status this Period	Provide number of client applications and/ or business plans assessed and number of clients recommended for acceptance to the program.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.

<i>Skill Enhancement- Business Plan Development- Coaching</i>	
Update / Status this Period	Provide information about clients in the Business Plan Development phase.

	Also include information about clients who may have left the program.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.

<i>Skill Enhancement- Business Plan Follow-up- Coaching</i>	
Update / Status this Period	Provide information about clients who have successfully completed the Business Plan process and whose business has been started
Number of Unique Participants	Provide the actual number of clients being monitored during business plan implementation and the number of clients who have completed the program and are in business /employed.
Number who achieve employment	Provide the actual number that achieved employment.

<i>Skill Enhancement- Business Plan Review - Coaching</i>	
Update / Status this Period	Provide information about Business Plans reviewed and the number recommended for implementation.
Number of Unique Participants	Provide the number of clients in the Business Plan Review phase of the program.

<i>Skill Enhancement- Self-Employment- Mentoring</i>	
Update / Status this Period	Provide information about the mentor relationships, including who was contacted, etc.
Expected Results	Provide the actual number of visits / contacts between clients and mentors.

<i>Skill Enhancement- Self Employment- Workshops</i>	
Update / Status this Period	Provide the actual number of Orientation/ information sessions and workshops. Also provide workshop subject.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.

Participants

Enter the actual number of clients during this reporting period for each participant group. Include clients in all relevant target groups. (i.e., a participant may be part of more than one target group).

Participant Groups

- Aboriginals
- Active EI Claimants
- African Nova Scotians
- Displaced Workers
- EI Eligible Clients
- Female
- Francophone/Acadian
- Immigrants
- Income Assistance Recipients
- Older Workers
- Persons with Disabilities
- Youth with Employment Barriers

Supporting Documentation

You can attach any supporting documents with your activity report.

Reporting Notes

Provide any additional information.

Financial Report

This section provides supporting information required to complete the financial report.

Budget Flexibility

Sponsors may adjust spending within a cost category without prior Employment Nova Scotia (ENS) discussion or approval as long as the total budget amount for the cost category is not altered. ***The exception is the Salaries and Benefits category as the wage category has its own “Wage Policy”.***

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.

Project Costs

Provide the actual costs for each eligible expense for this reporting period.

Project Cash Flow

Provide an updated cash flow estimate for the remainder of the agreement.

Supporting Documentation

You can attach any supporting documents with your financial report.

Reporting Notes

Provide any additional information.

Submitting Your Reports

Once your organization has finalized the report including the attachment of all the required templates, the report may be submitted to the Department 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 in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

4 Self Employment Program Terms & Conditions

Salary Policy

The following approach will be used for identifying wages as negotiated.

Wages will continue to be negotiated with organizations by position based on a defined number of hours per week and an agreed hourly wage, however, once the wages are negotiated and approved, the Financial Schedule will no longer show this detailed breakdown.

Specific clauses will be inserted in the financial schedule of an agreement, identifying specific conditions required when exercising flexibility.

NOTE: While position wages may be adjusted based on operational requirements, the total wages per annum cannot exceed the maximum amounts specified. Any wage adjustments, including temporary acting pay or temporary replacements will be guided by the following limitations:

- **changes must not result in additional funds being added to the total annual wage budget or overall budget,**
- **project activities must remain consistent with original project objectives,**
- **wage change decisions must not negatively impact project performance, expected targets or service to clients, and**
- **re-allocation of wages from vacant positions to other positions will not warrant permanent rate increases to other positions.**

AND: No positions can be eliminated without ENS prior approval and a corresponding decrease in the budget as approved by ENS;

AND: Wage increases outside the negotiated approved amounts will not be considered for future negotiation purposes. ENS wage contributions and any increases will be based on the approved amount of the last previous agreement.

In addition to the wages, ENS is setting limits on the contribution toward employee pension, RRSP and other HR benefits and medical plans. The common contribution for the majority of private & public pension plans is 50% paid by the employer. We have determined that this is a reasonable contribution and have set this as a maximum.

Also note that if the contribution is for a private RRSP rather than a registered pension plan, the sponsor contribution is included in the employee's overall income and is subject to income tax. Please verify with CRA how to report and tax this income.

Centralized Administration (Organization Infrastructure) Eligible Cost Listing:

- Professional fees to cover centralized administration salaries
- Meeting room rentals
- Board and Volunteer travel (within Nova Scotia only)
- Director's liability Insurance
- Board expenses for meetings, food expenses in limited circumstances
- Training and Development for Board members
- Audit costs
- Additional leasehold improvements, equipment costs, office supplies, advertising, rent, repairs

Ineligible costs:

- Costs associated with fundraising activities
- Canada Revenue Agency or payroll penalties
- Parking Tickets
- Parking Passes
- Food (not typically an eligible expense, except in cases where there is a modest offer of nourishment at a conference or if a working lunch is required)
- Legal fees and court awards for inappropriate dismissal
- Illegal activities
- Membership fees for private clubs, (i.e., gyms, golf courses, etc.).
- Staff salary bonuses
- Since there is flexibility to make adjustments to salaries under the new wage policy, no further salary top ups or increase in hours for individuals negotiated in the wage category is allowable under administration.
- Purchase of alcoholic beverages
- Purchase of illegal substances
- Unreasonable gifts for recognition
- Costs incurred before or after the start date of the project
- Losses and deficits incurred by funded organizations

Self Employment Terms and Conditions

Self-Employment is an employment benefit, which supports eligible insured participants to become self-employed. The Self-Employment benefit allows participants to concentrate on making their business successful by providing them with advice and support while they develop and/or implement their business plans. This objective is achieved by providing:

- Financial assistance and entrepreneurial support to eligible participants to help them start their own businesses and become self-employed
- A contribution to eligible coordinators to assist eligible participants to become self-employed

It should be noted that financial assistance is not provided to an eligible participant for investment purposes. It is intended to cover basic personal living expenses during the initial stages of their business.

The decision to enter into an SE agreement with an eligible EI recipient is based on a Return to Work Action Plan (RTWAP), eligibility requirements and viability of the business concept, as well as the impact on the local labour market. There is no automatic entitlement to financial assistance and all applications are assessed on a client-by-client basis. It is also important to note that since funding under this benefit is not an automatic entitlement and is discretionary, there are no formal appeal rights associated with it.

The key elements of the SE benefit include:

- Information sessions to insured participants potentially interested in SE
- Client orientation sessions to enable eligible participants to assess risk, opportunities of self-employment and personal suitability.
- A grant agreement to support approved participants to develop and/or implement their business plan, based on the viability of the proposed business concept.
- A contribution agreement with SE coordinators to provide support to the participant, including entrepreneurial support (may include workshops, coaching, mentoring) and access to specific business implementation training to enable eligible participants to develop and implement their business plans.
- Mechanisms for review of the viability of the proposed business concept and subsequent business plan.
- On-site monitoring of the development and/or implementation activities of the business plan.

Client Referral to the Self Employment Benefit

Clients who are referred to an SE coordinator by an EAS service provider/case manager must complete the following program requirements:

- A completed mutually agreed upon RTWAP developed in collaboration with an EAS service provider/case manager that has an established goal of self-employment. The completed RTWAP indicates that the client, in consultation with the EAS service provider/case manager, has identified a primary need within one or more of the four employability dimensions that both the case manager and client believe can be partly or fully addressed through SE.
- A statement completed by the EAS service provider/case manager which confirms their completion of an assessment of the client's employment situation and they agree/disagree that the Self-Employment benefit is the most appropriate to assist the client in obtaining employment.

In this statement, the EAS service provider/case manager confirms the following employment benefit eligibility requirements:

- The client has a mutually agreed upon Return to Work Action Plan confirming that SE is the most appropriate employment benefit for the client.
- The client has a demonstrated need for business guidance in the development and implementation of their business plan through a need for entrepreneurial skills.
- In addition, the client has demonstrated a need for financial support to cover basic living allowance while establishing their business.
- Client eligibility for benefit programming as an insured participant is confirmed.
- The client has a completed application for SE.

Upon receipt of the appropriate documentation from the client, the SE coordinator’s responsibilities include:

- Reviewing the client’s documentation to make sure that all necessary information has been included.
- Meeting with the client and discussing their business concept to determine its viability.
- Reviewing the client’s needs for entrepreneurial skills development and determining how best SE can address them. Part of this discussion could include a further validation of what had been previously determined by the client and case manager during client assessment (e.g., client’s need for business support in the development and implementation of their business).
- Assisting the client in finalizing their se application for its submission to employment Nova Scotia (ENS) for final review and acceptance/rejection. The client, or the coordinator on behalf of the client, should forward all application documentation including the “letter of support”, to employment Nova Scotia. Approval and communication related to approval are the responsibility of ENS.
- Providing the client with the needed supports to maximize the potential for successful outcomes.
- Providing “milestone” feedback to the client’s case manager and apprising them of any significant events that might impact on the clients continued participation in the program.
- Providing information to the employment Nova Scotia project officer particularly if there are significant events related to the client’s participation (e.g., client’s acceptance and termination).

5 Contact Information

For further information please contact 1-877-223-0888.

6 Self Employment Definitions

Term	Definition
Active case managed client-	A case managed client who is currently in an employment intervention, scheduled to begin an intervention or has used the services of the service provider in the last three months.
Intervention	Is defined as an activity designed to resolve an employment deficiency experienced by an individual preventing them from finding, obtaining or maintaining suitable employment.
Unemployed	For the purpose of SE is defined as individuals who: <ul style="list-style-type: none"> • Are not working at all and are actively seeking employment • Are working less than an average of 20 hours per week and are seeking full time employment; or in the case of persons with disabilities who are unable to work full-

	<p>time and are seeking to increase employment</p> <ul style="list-style-type: none"> • Are in receipt of notice of imminent lay-off • Must leave their current occupation due to medical reasons.
<p>Full-time participation</p>	<p>Clients are expected to devote a minimum of 35 hours per week developing and implementing their business plan. This may vary for clients with a disability, based on their Return to Work Action Plan.</p>
<p>Eligible business structures</p>	<ul style="list-style-type: none"> • <i>Sole proprietorship</i>: The SE participant owns 100% of the business and has complete control of the business; • <i>Partnership</i>: The partnership agreement must reflect that the SE participant is a general partner, the major decision maker and have control of the venture; • <i>Corporation</i>: The SE participant who intends to form a corporation must jointly hold the majority of voting shares; • <i>Cooperatives</i>: The SE participant who intends to be an owner/member in a new worker cooperative. • <i>Franchises</i>: An individual interested in opening a franchise operation may be supported under SE if he/she has some flexibility with respect to operating the franchise and making business decisions. If the parent company exercises complete control and the franchise operator/SE participant has no flexibility with respect to the business (e.g. staffing, marketing, and day to day operations) then the participant would have little need for the support offered by the SE Coordinator. <ul style="list-style-type: none"> ○ Even if support/training is provided by the parent company, it should not be assumed that there is no need for SE entrepreneurial training, advice and/or mentorship and that the client would not benefit from such support offered under SE. However, SE support should be different from what is offered by the parent

	<p>company.</p> <ul style="list-style-type: none">○ SE Coordinators are in a good position to assess whether these clients will have any discretion in business operations and whether he/she could benefit from participation.
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