

# Targeted Wage Subsidy Program Guidelines

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

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## 1 Targeted Wage Subsidy (TWS) Introduction

Target Wage Subsidy 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 Program 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 you 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 a LaMPSS organization. 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 objective of TWS is to encourage employers to hire individuals whom they would not normally hire in the absence of a subsidy. TWS is a client-based program intended to assist eligible unemployed individuals to obtain employment by providing employers with financial assistance towards their wages. Potential TWS participants must meet eligibility criteria and should be those whose likelihood of finding employment will be improved through the provision of a wage subsidy. Approval is based on the needs of the participant, however, employers also benefit from this program. Normally the subsidy should lead to a permanent job with the employer. Employment should comply with federal or provincial employment standards legislation. The wage should meet the provincial minimum wage legislation as well as the market wage rate for the proposed employment.

### **Program Guiding Principles**

TWS is a client-based program intended to assist certain unemployed individuals to obtain employment by providing employers with financial assistance towards their wages.

### **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 performance expectations
- Providing advice and guidance that clarifies ENS expectations
- Ensures transparency and accountability by monitoring and evaluating delivery performance against agreement commitments and guideline compliance

### **Employers:**

Employers are responsible for:

- Providing a valuable work experience;
- Providing fulltime employment; and
- Pay a full wage to the participant including mandatory employer related costs and claiming for reimbursement, as percentage of cost, as per the agreement. (Employers may be eligible to receive an advance of the subsidy for wages and should discuss this option with agreement manager)

### **Overview of Application Process**

Employers who wish to apply for funding must be a registered LaMPSS user, complete and submit application form in its entirety, along with required supporting documents and be eligible as per organization eligibility requirements. Please call 1-877-223-0888 for information on how to become a LaMPSS user. (Registered as a LaMPSS Organization)

### **Organization Eligibility Requirements**

TWS is available to businesses, organizations, municipalities, band/tribal councils, public health and educational institutions.

### **Participant Eligibility Requirements**

The TWS program must only be used to assist eligible 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; and
- have a Return to Work Action Plan (RTWAP) that identifies that the TWS work experience being considered is an appropriate intervention for them.

## 2 Applying for Targeted Wage Subsidy 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: <http://www.gov.ns.ca/lampss>.

### Applying Using a Paper Application Form

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

Applications will be submitted electronically or to a local Employment Nova Scotia office by mail, fax or dropped off 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/TWS 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:

<b>Project Title</b>	Provide a title specific to this position(s).
<b>Agreement Start Date</b>	Provide the proposed start date for position
<b>Agreement End Date</b>	Provide the proposed end date for position

As TWS is centered on the needs of the client, both the percentage and duration of the wage subsidy will vary depending upon the employment readiness of each individual.

The hiring of the participant will not commence until an agreement has been signed with ENS and the agreement start date established.

#### Past Agreements

Please provide information relating to past agreements

#### Project Description

Please provide the following information:

- Duration of agreement (in weeks).
- Client's name and position participant will be working in. (briefly describe the position)

- Skills to be obtained.
- Plans for supervision

***Attach a detailed project description / proposal to the application***

If you wish, you can provide additional information to this application by attaching a document.

**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)**

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.

**Project Activities**

The tables below outline the required information for the TWS Program. This is the complete set of eligible activities.

<b><i>Work Experience – Wage Subsidy</i></b>	
<b>Brief Description</b>	<p>Provision of a work experience for a participant whose likelihood of finding employment will be improved through the provision of a wage subsidy. This may include (for example) individuals who do not have recent work experience, or who for other reasons would have difficulty getting initially hired in order to prove themselves to employers.</p> <p>Provide the name and of participant and additional information about the position and skills to be attained as well as a brief timeline</p>
<b>Expected Results</b>	<p>Secure employment with this employer or improve the likelihood of employment.</p> <p>Is it expected that the participant will remain at the end of the subsidy?</p>
<b>Where does this activity take place</b>	<p>Identify the location for each activity.</p>
<b>Expected number of participants</b>	<p>Provide the expected number of participants.</p>

<b>Expected number who achieve employment</b>	Please indicate the number of clients who are expected to be hired full time at the end of the agreement.
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### Project Budget

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

Budget Category	Eligible Costs
<i>Participant Program Delivery</i>	
<i>Participant</i>	
<i>Wages</i>	Includes participant wages.
<i>Mercs</i>	Includes participant MERCs (CPP, EI, vacation pay, etc.)
<i>Incremental Supports</i>	Eligible incremental costs available to participants under TWS in exceptional circumstances are: dependent care costs, transportation costs, accommodation costs and disability needs costs.

### Project Cash Flow

Please provide a breakdown of wage amounts to be paid monthly. Consider organization payroll cycle in this projection.

### 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 TWS Program application.

Document	Document Topic	Requirements
<i>Job Descriptions</i>	Job Description	Please provide job descriptions for all positions funded or partially funded by agreement. Include hrs of work, position title, description of duties , hourly rate
<i>Organization Overview</i>	Org Overview	Please provide following information about your organization: Years in business, bookkeeping and financial controls including timing of payroll (weekly or bi-weekly) and number of employees.

## 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.

One 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 Targeted Wage Subsidy Services Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for TWS are outlined in the agreement.

### Reporting Online Using LaMPSS Self Serve

Reports should be submitted online using LaMPSS self serve functionality at:

<http://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 TWS Program. Provide this information for each activity in your Labour Market Agreement.

<b>Work Experience – Wage Subsidy</b>	
<b>Update / Status this Period</b>	Please provide information about the participant(s) progress to date, achievements, issues, concerns.
<b>Number of unique participants</b>	Provide the actual number of participants for this activity during this reporting period.
<b>Number who achieved employment</b>	Until the subsidy period is over (client has successfully completed the agreement duration) please indicate 0. At the end of the subsidy, please indicate if the client has been retained by the employer by indicating the number of clients employed.

### **Participants**

Enter the actual number of participants during this reporting period for all activities.

### **Supporting Documentation**

You can attach any supporting documents with your activity report.

### **Reporting Notes**

Provide any additional information, issues concerns, positive feedback

### **Financial Report**

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

### **Project Costs**

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

### **Project Cash Flow**

Please provide any updates to your Cash flow projections.

### **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, and projects costs less cash and in-kind contributions, the reports 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 as in LaMPSS.

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

## 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.

## 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 the needs of unemployed Nova Scotia clients and will not duplicate but rather 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

Factor	Description
<b>Compliance with the Terms and Conditions of the specific program applied for</b>	Application must meet the program requirements and program guidelines, and must include all necessary completed documentation.
<b>Organizational appropriateness:</b>	<p>Proposal must demonstrate the following:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Organization's experience in delivering direct client-specific programs;</li> <li>• Organization has good standing with the local registrar of societies or other governing body</li> </ul>
<b>Organizational capacity/:</b>	<p>To ensure that an organization is viable and has the capacity to deliver the proposed project, your proposal must:</p> <ul style="list-style-type: none"> <li>• Show alternate funding sources;</li> <li>• Demonstrate financial viability;</li> <li>• Demonstrate Adequate client and budget tracking systems;</li> <li>• Demonstrate community support and partnerships; and</li> <li>• Show previous experience administering a project of this nature</li> <li>• Demonstrate that staff are trained and experienced in the services offered</li> </ul> <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>
<b>Demonstration of need:</b>	<ul style="list-style-type: none"> <li>• 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,</li> <li>• Information from conducted evaluations; client feedback</li> <li>• Evidence that this project <b>is not a duplication of another project.</b></li> </ul>

<b>Relevance and significance:</b>	ENS will only provide funding for projects that contribute to identified priorities
<b>Availability of funding:</b>	Decisions will be dependent on amount of funding available.

## 4 Targeted Wage Subsidy Program Terms & Conditions

The jobs for which incentives may be provided to employers must normally be full time, unless part-time work is appropriate due to the special needs or circumstances of the insured participant. There must also be the prospect of long term employment either with the employer or another employer.

No financial assistance shall be provided to an employer where the eligible participant is being hired to fill a position left vacant due to a labour dispute at the employer's premises, to fill the position of a worker who has been laid off and is awaiting recall or to displace another worker employed by the employer.

The employer agrees to hire the employee(s) and provide them with employment in accordance with the activity plan in the agreement

Employer will ensure that it has adequate liability insurance coverage including everyone carrying out activities related to this agreement.

This Agreement is an agreement for a contribution only, not a contract for services or a contract of service or employment. The Department's responsibilities with respect to the Project are limited to providing financial assistance to the project.

The TWS program may not support employment based on 100% commission. However, employment which includes some earnings based on commission may be supported under TWS, provided the individual is paid a set wage negotiated based upon the market wage rate (over and above any commission-based earnings that may be provided). Any earnings based on commission are not considered eligible for reimbursement under TWS.

TWS must not be used for the following purposes:

- To provide assistance to employers to hire an individual they would have hired in the absence of a subsidy.
- To help an employer resolve cash flow problems by subsidizing a position they could not otherwise afford.
- To help employers hire individuals in the cooperative education program (as these individuals are considered full-time students).

## **5 Contact Information**

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