
JobsNL Wage Subsidy Program Guidelines

Advanced Education, Skills and Labour
Government of Newfoundland and Labrador

Last Updated July 7, 2017

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1. JobsNL

1.1 Overview

JobsNL Wage Subsidy is designed to bring employers and employees together by providing funding to employers to create employment opportunities. The program supports employer/employee connections that promote sustainable long-term employment or seasonal employment. Priority for funding may be given to occupations and sectors identified by the Department.

JobsNL provides a 50% subsidy to a maximum of \$8/hour towards the hourly wage, in combination with a flexible duration of 10 - 26 weeks; maximum funding per position is \$7,280 for the combined subsidy and duration of employment under the program.

1.2 Eligibility

Eligible Applicants

Private or not-for-profit sector employers that are incorporated or sole proprietorships, and registered to conduct business in the province of NL are eligible to apply. Employers are expected to pay the local prevailing wage rate. All public entities, including agencies, boards and commissions, are not eligible for subsidy.

Eligible Participants

Participants shall be:

1. A resident of the province;
2. A Canadian citizen or permanent resident entitled to work in Canada;
3. Unemployed or underemployed (underemployed being someone who has been employed on average less than 20 hours per week or in a field not related to their training);
4. The participant shall not be receiving a Federal or Provincial Government pension, receiving Workplace NL benefits, or receiving another benefit prescribed by the Minister;
5. Recent post-secondary graduates who have not obtained employment in their field of study are eligible for this program. Recent post-secondary graduates are defined as those who have completed a post-secondary program that was:
 - a. A minimum duration of one academic year or other program, as approved by the Department;
 - b. Within the past two years, or as approved by the Department; and
 - c. Directly related to the position of employment.

The participant shall not be currently employed, receiving a federal or provincial government pension, receiving Workplace NL benefits, or receiving another benefit prescribed by the Minister.

Eligible Funding

One participant must be identified per application. Consideration may be given to more than one participant per employer in exceptional circumstances and based on available budget. A separate

application is required for each position under the program. No change of employee is permitted under JobsNL Wage Subsidy. Should the subsidized employee terminate, for any reason, a new JobsNL application would have to be submitted to request subsidy of a new individual.

Funding shall be as follows:

1. A 50 per cent subsidy to a maximum of \$8 per hour toward the hourly wage shall be provided for a period of 10 - 26 weeks. The length of the agreement shall be negotiated between the Department's representative and the employer. The maximum program contribution cannot exceed \$7,280, regardless of combination of the number of weeks and the hourly rate; and
2. The hours shall be a maximum of 40 hours per week and a minimum of 30 hours per week, as outlined in the official agreement between the employer and the Province. Individuals with a disability, who may be negatively impacted by maintaining the minimum of 30 hours per week, will be considered for eligibility under this program with the provision of a flexible work arrangement.

No cost will be incurred in relation to, or wages paid to a third party (e.g., participant, administrative staff, research subject or any other party) who is a member of the immediate family of the employer will be eligible for reimbursement under an agreement, unless the Department is satisfied that the participation, recruitment or hiring of that third party was not the result of nepotism, and that the position could not be filled by another individual due to exceptional circumstances (i.e., positions required specific expertise or qualifications). Immediate family is defined as spouse, parent, grandparent, child, sibling, in-law, or other persons residing in the employer's household.

Eligible Positions

JobsNL provides employers with temporary wage subsidies as an incentive to hire eligible participants whom they would not normally hire in the absence of such financial assistance. Subsidies assist to offset the costs needed to orient and supervise participants until they become fully productive in their jobs.

The expectation is that the subsidy will lead to permanent employment with the employer. However, the JobsNL subsidy may be applied to a short-term job if:

1. It is providing valuable work experience;
2. It is a job that the employer is planning to fill (with or without the subsidy); and
3. It will significantly improve the client's chances of obtaining subsequent employment with another employer.

All positions shall be:

1. Incremental, that is, not currently in the existing business. It should be an additional position reflecting growth in the operation. However, consideration will be given to positions where an incumbent has voluntarily vacated a position within an organization, leaving a position unfilled. This does not include maternity leave replacements, as the intent is that the incumbent will return to their same position, unless otherwise approved by the province;

2. The position to be subsidized shall not be:
 - a. Part of the regular staff, including seasonal staff of the employer, owner, operator, or created by the displacement of an existing employee, including individuals on lay-off, maternity leave or awaiting notice of recall;
 - b. Filled by promoting or reassigning an existing employee, unless the previous position is filled;
 - c. Vacant as a result of a labour stoppage or labour-management dispute;
 - d. The result of a reduction in regularly scheduled hours or period of work;
 - e. Performing personal services;
 - f. Paid solely by commission or output. While the JobsNL program does not support employment based on 100 per cent commission, employment which includes some earnings based on commission may be supported under JobsNL 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 JobsNL; or
 - g. Subsidized by another Government wage subsidy program or core funding from Government;
3. Comply with all provincial/territorial employment standards legislation; and
4. A position filled prior to approval, is not eligible for subsidy, unless otherwise approved by the Province. Each case shall be judged on its own merit and include a recommendation based on the circumstances. A decision will be made in consultation with the Client Services Manager as per the procedure for Exceptional Circumstances (follow up on where this is in new policy and include detail that references this process in procedures). In the event approval is given to fund a position filled prior to an official approval, the start date on the Agreement must be on or after the official date of approval.

Ineligible Positions

JobsNL must not be used for the following purposes:

1. To provide assistance to employers to hire an individual they would have hired in the absence of a subsidy;
2. To help an employer resolve cash flow problems by subsidizing a position they could not otherwise afford;
3. Work-term placements for post-secondary students are not eligible for funding; and
4. To help employers hire individuals in the cooperative education program (as these individuals are considered full-time students).

2. Labour Market Programs Support System (LaMPSS)

The JobsNL Wage Subsidy program is administered by the Department using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador, focused on providing consistency in processes and improving services to labour market program agreement holders.

All organizations entering into an agreement for delivering Labour Market Programs in Newfoundland and Labrador must first be registered as a LaMPSS organization. This is a one-time registration process. If your organization has not previously registered with LaMPSS, you can obtain a LaMPSS registration form at http://www.aesl.gov.nl.ca/lampss_public/index.html.

The functionality of 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. Once available, we will provide you with user access enabling the ability to utilize the LaMPSS self-service capabilities.

Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of JCP program.

3. Applying for JobsNL Wage Subsidy Program Funding

Applying Online

Once you are a registered LaMPSS user, and program availability is advertised, you can apply for funding online using the self-serve capability. To apply online go to:

<https://lampss-org.aes.gov.nl.ca/login/login.aspx?ReturnUrl=%2f>

Organization Information

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

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – JobsNL Wage Subsidy"
Contact Person	Name, title, telephone number and email address of person(s) to contact for additional information
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

Past Agreements

Please provide information relating to past agreements. Include previous agreement number, if available.

Project Description

Provide a description of the position to be subsidized, hourly salary to be paid, hours of work, long-term plans for the position and the credentials of the person being sought, including educational background and other eligibility characteristics. Please include the details of the salary calculations and the amount

of funding requested. This section is limited to 300 words. You may include a detailed proposal with your application. However, it is not mandatory.

Agreement Contact

Provide the appropriate primary contact for your organization including the title and contact information. Please note that this contact should be an individual empowered to negotiate this agreement on behalf of your organization.

Language Preference

Provide your language preference - English or French.

Project Location(s)

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet secured a location, please enter your main organization address and advise the Department at a later date of the project address.

Participants

Enter the total number of Project Participants (clients) expected to be served in this project. Under this program (JobsNL), one participant per application is the norm.

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

Project Activities

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

On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

Work Experience	
Brief Description	The outcome of this program is to provide work experience leading to employment. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Describe the long-term expectations for the position and the experience that the subsidized individual will receive.
Where does this activity take place	Identify the location for this activity.
Expected number of project participants	One per application

Project Budget

The following table outlines all of the eligible cost categories and items for JobsNL Program along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project.

Budget Category	Eligible Costs
Participant Program Delivery	
Wages	50% of the total of the hourly salary to be paid to the individual during the period of subsidization to a maximum of \$8 per hour. Note, the subsidy cannot exceed \$7,280 (e.g., \$8 an hour times 35 hours a week times 26 weeks)

Example 1 In this example, an employer wants to hire a new employer for 26 weeks at 35 hours per week and pay him \$15 per hour. The resulting total PROJECT COST would be \$13,650 (e.g., \$15 times 35 hours times 26 weeks). Given that the wage subsidy covers 50% of the wage rate to a maximum of \$8 an hour, in this case the hourly subsidy would be \$7.50 per hour. Therefore, the resulting REQUESTED AMOUNT would be \$6,825 (i.e. \$7.50 times 35 hours times 26 weeks).

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Wages	\$13,650.00	\$6,825.00
Subtotal	\$13,650.00	\$6,825.00
less: Cash Contributions	\$6,825.00	
less: In-kind Contributions	\$0	
Total	\$6,825.00	\$6,825.00
Budget Total	Project Cost	Requested Amount
Subtotal	\$15,600.00	\$6,825.00
less: Cash Contributions	\$6,825.00	
less: In-kind Contributions	\$0	
Total	\$6,825.00	\$6,825.00

Example 2: In this example, an employer wants to hire a new employee for 26 weeks at 40 hours per week and pay her \$20 per hour. The resulting total PROJECT COST would be \$20,800 (i.e. \$20 times 40 hours times 26 weeks). Given that the wage subsidy covers 50% of the wage rate to a maximum of \$8 an hour, in this case the hourly subsidy would be \$8.00 per hour. It would appear the resulting REQUESTED AMOUNT would be \$8,320 (i.e. \$8 times 40 hours times 26 weeks). However, the maximum subsidy is \$7,280 (based on \$8 per hour times 35 hours a week times 26 weeks) so the REQUESTED AMOUNT is the maximum which \$7,280.

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Wages	\$20,800.00	\$7,280.00
Subtotal	\$20,800.00	\$7,280.00
less: Cash Contributions	\$13,520.00	
less: In-kind Contributions	\$0	

Total	\$7,280.00	\$7,280.00
Budget Total	Project Cost	Requested Amount
Subtotal	\$20,800.00	\$7,280.00
less: Cash Contributions	\$13,520.00	
less: In-kind Contributions	\$0	
Total	\$7,280.00	\$7,280.00

Legal Signing Officers

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

Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Job Description	Attach a description for the position that a wage subsidy is being sought

Submitting Your Application

Once you have completed the application including the attachment of all required documentation, the application will be submitted to AESL using the LaMPSS Self-Serve system.

In this section of the application enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

If you have completed the application form on paper, mail your completed application form and the required attachments to the local AESL office.

4. JobsNL Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for JobsNL are outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

4.1 Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the JobsNL Program.

Activity Type	Work Experience
Start Date	Enter the start date of this activity in your project.
End Date	Enter the end date of this activity in your project.
Activity Description	Enter the description of the activity in your project.
Update / Status this Period	Describe the activities that the individual has been involved with and indicate whether or not they are still employed with your organization. Also, indicate if there have been any changes in their hours of work and the number of hours worked during the reporting period.
Number of participants	1

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

Reporting Notes

Provide any additional information for this reporting period.

4.2 Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

Project Costs

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

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Financial Report.

Reporting Notes

Provide any additional information for this reporting period.

4.3 Submitting Your Reports

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system. Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

If you have completed the Activity and Financial reports on paper, mail your completed reports to the local AESL office.

For any clarification or additional information, please contact your Agreement Manager directly.