

---

# School to Work Transitions Program Guidelines

---

Advanced Education, Skills and Labour  
Government of Newfoundland and Labrador

Last Updated July 25, 2017

## Table of Contents

1. School to Work Transitions .....	3
1.1 Overview .....	3
2. Labour Market Programs Support System (LaMPSS).....	3
3. Applying for School to Work Transitions Program Funding.....	3
Applying Online.....	3
Organization Information .....	3
Project Details .....	4
Past Agreements .....	4
Project Description.....	4
Agreement Contact.....	4
Language Preference .....	4
Project Location(s) .....	4
Participants .....	4
Project Activities .....	5
Project Budget.....	5
Project Cash Flow.....	5
Legal Signing Officers .....	5
Supporting Documentation .....	6
Submitting Your Application .....	6
4. School to Work Transitions Program Reporting Requirements.....	6
4.1 Completing an Activity Report .....	6
Project Activities .....	6
Supporting Documentation .....	7
Reporting Notes .....	7
4.2 Completing a Financial Report .....	7
Project Costs .....	7
Supporting Documentation .....	7
Reporting Notes .....	7
4.3 Submitting Your Reports.....	7
5. School to Work Transitions Program - Additional Terms & Conditions.....	7

## 1. School to Work Transitions

### 1.1 Overview

The School to Work Transitions Program works in partnership with Employment Corporations/Agencies to develop employment opportunities for high school students who have developmental (intellectual) disabilities. The School to Work Transitions Program provides the necessary supports to ensure individuals participate in meaningful, integrated employment. Supports range from orientation and work analysis to full-time support from a job trainer to ensure that required duties are completed to the satisfaction of the employer.

## 2. Labour Market Programs Support System (LaMPSS)

The School to Work Transitions 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](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 School to Work Transitions program.**

## 3. Applying for School to Work Transitions 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:

<b>Project Title</b>	Provide a title specific to this project. For example: "Your Organization's Name – School to Work Transitions"
<b>Agreement Start Date</b>	Provide the proposed start date for project
<b>Agreement End Date</b>	Provide the proposed end date for project

**Past Agreements**

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

**Project Description**

Please provide a brief outline of the project. For example:

"The School to Work Transitions Program works in partnership with Employment Corporations/Agencies to develop employment opportunities for high school students who have developmental (intellectual) disabilities. The School to Work Transitions Program provides the necessary supports to ensure individuals participate in meaningful, integrated employment. Supports available range from orientation and work analysis to full-time support from a job trainer to ensure that required duties are completed to the satisfaction of the employer."

A proposal is not required when applying for School to Work Transitions.

**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.

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 School to Work Transitions 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.

<b>Work Experience – Job Coaching</b>	
<b>Brief Description</b>	Orientation to a workplace/ specific duties supporting transition to employment intended to assist the client in reaching the maximum level of employment capacity. Describe how you plan to deliver this activity as part of your project agreement.
<b>Expected Results</b>	How many individuals you expect to serve through intake process.
<b>Where does this activity take place</b>	Identify the location for this activity.
<b>Expected number of project participants</b>	Please provide the expected total number of clients that will participate in this activity.
<b>Expected number who achieve employment</b>	Please provide the expected total number of clients that will achieve employment as a result of this activity. (Include employment with job trainer and purchased support agreements).
<b>Activity Budget / Costs</b>	Please provide the expected costs for this activity.

**Project Budget**

The following table outlines all of the eligible cost categories and items for School to Work Transitions 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.

<b>Budget Category</b>	<b>Eligible Costs</b>
<b>Salaries and Benefits</b>	
<b>Salaries</b>	Job Trainer Salaries including MERC. Unionized Corporations should also include collective agreement costs.

**Project Cash Flow**

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

**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
<b>Financial Statement</b>	Most recent quarterly financial statement
<b>Participant List</b>	Please complete and provide the continuing and new client list.

### 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. School to Work Transitions Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for School to Work Transitions 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 School to Work Transitions Program.

Activity Type	Work Experience
<b>Update / Status this Period</b>	Monthly reporting to be completed in ARMS. Quarterly activity and financial reports to be completed and submitted in LaMPSS.
<b>Number of participants</b>	Please provide the number of clients that participated in this activity during this period, the total participants to date and the number of clients expected for the remainder of the project.
<b>Number who Achieved Employment</b>	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to employment as a result of this activity for the remainder of the project.
<b>Activity Costs Incurred</b>	Please provide the actual costs for this activity.

### **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.

## **5. School to Work Transitions Program - Additional Terms & Conditions**

An annual audit by an external auditor must be provided to the Department no later than 90 days after the end of the government's fiscal year (March 31).