
Student Summer Employment Program – High School (SSEP-HS) Component Program Guidelines

Advanced Education, Skills and Labour
Government of Newfoundland and Labrador

Version 1.6
Effective Date April 01, 2017

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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 the Student Summer Employment Program-High School.

1. Student Summer Employment Program – High School (SSEP-HS) Introduction

The Student Summer Employment Program – High School (SSEP-HS) provides funding to assist *not-for-profit organizations* in creating summer employment for students **currently** enrolled in Level I, II or III.

Through this program, students benefit by gaining valuable work experience which will facilitate future labour market participation and assist in offsetting the cost of Post-Secondary education.

Not-for-profit Organizations, School Districts and Municipalities are eligible for the program; Federal/Provincial Government departments do not qualify.

High School students hired under this program must be legally entitled to work in Canada and not be an immediate family member as defined in the Terms and Conditions.

The subsidy for not-for-profit organizations approved under this program will be 100% of the current minimum wage plus 15% to help cover the mandatory employment related costs (MERCs) to the maximum hours approved. Employers can request a duration of 4 to 8 weeks and up to 40 hours per week. (A minimum of 20 hours per week must be provided to maintain the subsidy.)

Further details on the program can be found in the relevant Terms and Conditions which can be found at http://www.aesl.gov.nl.ca/students/pdf/high_school_terms_conditions_summer.pdf. This includes employer responsibilities, maximum and minimum hours and weeks, duration of the program (i.e. start and end dates).

2. Labour Market Programs Support System (LaMPSS)

The SSEP-HS is administered by the Advanced Education, Skills and Labour Department using the Labour Market Programs Support System (LaMPSS). LaMPSS is an online system used to administer the department's labour market programs, including SSEP-HS in Newfoundland and Labrador.

The first step to apply for funding under the department's labour market programs, including SSEP-HS, is to **register your organization in LaMPSS. This is a one-time process**, and is required before you want to apply for funding using LaMPSS. Once the registration process is complete, your organization's information will then be stored in LaMPSS to facilitate future applications.

LaMPSS provides you with the ability to:

- Submit applications for funding online
- Submit activity and financial reports online
- View current and past funding agreements and payment history
- Update your own organization information in LaMPSS

- Identify your government contact person for information on your agreement(s)
- Receive ongoing user/technical support.

If your organization has not previously registered with LaMPSS, you can do so online using the LaMPSS registration form at http://www.aesl.gov.nl.ca/lampss_public/index.html.

Once registered, your organization will be provided with user access enabling the ability to utilize the LaMPSS self-service capabilities.

3. Applying for SSEP-HS Program Funding

Applying Online

Once you are a registered LaMPSS user, you can apply for funding online using the self-serve capability through your organization's Home Page using your supplied **Organization number**, **User ID** and **Password**. Simply go to: <https://lampss-org.aes.gov.nl.ca/login/login.aspx> to log in and apply.

If you are having difficulty or unable to complete an application for funding online, please contact **1-800-563-6600** and staff will assist you with your online application. Only under exceptional circumstances will a paper application be accepted.

Completing an Application Form

This section provides supporting information that you will need to complete the application form outlining required content. **Any fields with an asterisk are required and cannot be left blank.**

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online through your Organization's Home Page, this information will be pre-populated from the information submitted in the LaMPSS registration process.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: Employer Name - " Summer Student Employment Program – High School" or Employer Name - " SSEP-HS"
Agreement Start Date	Provide the proposed start date for project (employment).
Agreement End Date	Provide the proposed end date for project (employment).

Past Agreements

If you have had past agreements with AESL, please provide information relating to them. Include previous agreement number(s), if available.

Project Description

Please provide a brief outline of the project. The following 6 items must be included in the Project Description.

Number	Item
1	The number of students requested i.e., 1 ,2 ...
2	The hourly wage for each position (student)
3	The number of hours requested per position i.e., 35 hours per week
4	Who will supervise the student
5	A brief description of any training that will be provided if applicable
6	A brief description of how the student will benefit from this experience

Note: You do not need to include the duties here as they will be required in a later section. If you wish to expand on the details of the project, a more comprehensive description can be attached at the end of the online application.

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 and someone the Department can contact to answer any questions or provide additional information, if required.

Project Location(s)

Please provide the address information for the location(s) where the bulk of project activities will take place. If you have not yet secured a location, please enter your main organization address and advise AESL at a later date of the project address. This information is required to assist Advanced Education, Skills and Labour in tracking where students are employed across the province.

Participants

Enter the total number of students requested on this project; **i.e. if you are requesting 3 students, note that here.**

Project Activities

There is only one eligible activity for the Student Summer Employment Program – **Work Experience**. On your Application Form provide a brief description of the duties the student will perform.

Activity Name – “Work Experience”	
Activity Description	Please provide a brief description of the duties the student will perform.
Expected Results	Describe the benefit achieved from the approval of a student for your organization.
Where does this activity take place	Identify the location for this activity.
Expected number of Project Participants	Enter number of students requested.
Expected number who achieve employment	Use the same number as above
Activity Budget/ Cost	Overall cost to the employer for the duration of the position(s) i.e., \$10.75 per hour x 40 hours per week x 8 weeks = \$3440.00

Project Budget

On your online Application Form, a table similar to the one below outlines all of the eligible cost categories and items for the SSEP-HS along with a brief description. Please read the example below to help enter this information correctly.

Cost Item	Project Cost	Requested Amount
Wages	A	B
Subtotal		
Less: Cash Contributions	C	
Less: In-kind Contributions	D	
Total		
Budget Total	Project Cost	Requested Amount
Subtotal	This cell will calculate itself.	This cell will calculate itself.
Less: Cash Contributions	This cell will calculate itself.	
Less: In-kind Contributions	This cell will calculate itself.	
Total	This cell will calculate itself.	This cell will calculate itself.

Not-for-Profit Organizations Only

The subsidy for not-for-profit organizations approved under this program will be 100% of the current minimum wage (\$10.75) plus 15% to help cover the mandatory employment related costs (MERCs).

As an example, if your not-for-profit organization were requesting 2 positions x 9 weeks per position times 35 hours per week, you would fill the table as listed below.

The Project Cost would be 2 students x 9 weeks x 35 hours per week x \$10.75 plus an additional 15% for mandatory employment related costs (MERCs).

Project Cost = 2 x 9 x 35 x \$10.75 = \$6,772.50 plus an addition 15% x (\$6,772.50) equals **\$7,788.38**

Enter this amount for **Project Cost (A)** and **Requested Amount (B)** and enter a **Cash Contribution (C) of zero** unless you intend to pay the student more than minimum wage in which case the Project Cost will go up correspondingly but the Requested Amount must remain the same. For **In Kind Contributions (D) for this program, enter zero.** In Kind Contributions are not applicable for this program.

The rest of the totals will automatically calculate for the rest of the page.

Project Cash Flow

Please provide an estimate of the monthly cash flow for the requested project expenses based on the Agreement Start and End Dates you indicated under Project Details.

Legal Signing Officers

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

Supporting Documentation

If you wish to attach any documents you consider relevant to your application (i.e., detailed project description, etc.), attach it by selecting the Document Type you want to attach and saving it to your application.

Please take note of the following requirement. Further direction will be sent to you on this requirement, if your application is approved.

Document	Content
Student Contact and Consent Form	A standard AESL Student Contact and Consent form will be required if your project is approved and before funds can be disbursed under the program. This form is required to be completed by the student and returned within 14 days of the agreement being approved.

Submitting Your Application

Once you have completed the application including the attachment of any documentation, the application may 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.

4. Additional Terms & Conditions – SSEP-HS

Required Submission of Activity and Financial reports

Activity and Financial Reports and copy of the payroll for the student(s) are required to be submitted within the 30 days of the agreement’s finish date.

Failure to submit claims as stated will result in the employer’s forfeiture of the subsidy.

Not-for-profit organizations who receive an initial up front subsidy will be requested to return funding if the requested reports and copy of the payroll are not submitted. To avoid this situation, employers are advised to submit their reports immediately, once the student finishes employment.

Private Sector employers who do not submit the required documentation within the 30 days of the finalization of the agreement will have the agreement declared null and void and no payments will be issued.

5. Contact Information

For any clarification or additional information, please contact your Agreement Manager directly or call 1-800-563-6600.