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# Student Summer Employment Program – Post-Secondary (SSEP-PS) Program Guidelines

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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 agreement with the Province of Newfoundland and Labrador for the delivery of the Student Summer Employment Program - Post-Secondary.**

## **1. Student Summer Employment Program – Post-Secondary (SSEP-PS) Introduction**

**The Student Summer Employment Program – Post-Secondary (SSEP-PS)** provides funding to assist *private sector businesses* and *not-for-profit organizations* create summer employment for post-secondary students.

Through this program, students benefit by gaining valuable work experience that will facilitate future labour market participation.

Not-for-profit and private sector employers, with an established operation in the province, are eligible for the program.

Post-Secondary students hired under this program must be entering or returning to post-secondary training within the next year and must be legally entitled to work in Canada.

The subsidy for **not-for-profit organizations** approved under this program will be 100% of the current minimum wage plus 15% to help offset the mandatory employment related costs (MERCs) to the maximum hours approved. The subsidy for **private sector employers** shall be \$5 per hour to the maximum number of hours approved. Employers can request subsidy for 5 to 12 weeks, and up to 40 hours per week. (A minimum of 25 hours per week must be provided to maintain the subsidy.)

**The Official Approval that will be communicated to all successful applicants will be the definitive document of the number of positions, hours per week and number of weeks approved, regardless of what is requested at time of application.**

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/post\\_secondary\\_terms\\_conditions\\_summer.pdf](http://www.aesl.gov.nl.ca/students/pdf/post_secondary_terms_conditions_summer.pdf). This includes employer responsibilities, maximum and minimum hours and weeks, and duration of the program, i.e., start and end dates.

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

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

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

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 on-line using the LaMPSS registration form at [http://www.aesl.gov.nl.ca/lampss\\_public/index.html](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-PS Program Funding

#### Applying Online

Once you are registered as a 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> to log in and apply.

If you are having difficulty with the process or unable to complete an application for funding online, please contact **1-800-563-6600**. Staff will redirect you to someone who can assist with the on-line 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:

<b>Project Title</b>	Provide a title specific to this project. For example: <b>Employer Name – Summer Student Employment Program - PS</b>
<b>Agreement Start Date</b>	Provide the proposed start date of the project (employment).
<b>Agreement End Date</b>	Provide the proposed end date of the project (employment).

#### Past Agreements

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

## Project Description

Please provide a brief outline of the project. The **following six 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., 20 hpw, 30 hpw, etc.
4	Identify 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, i.e., if it provides career related experience or development of new skills

**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 detailed description can be attached at the end of the application.

## Agreement Contact

Provide the appropriate primary contact for your organization including their title and contact information.

Please note the contact(s) should be an individual(s) 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), specifically where most of the project activities will take place. If you have not yet secured a location, please enter your main organization address and advise AES at a later date of the project address.

This information is required to assist the AESL in tracking where students are employed across the province. **NOTE:** *If you are an employer applying for multiple “geographically separate” locations throughout the province, a separate application must be completed for these areas i.e., if you have a location in Corner Brook and Clarenville, or St John’s and St. Anthony, etc. then separate applications should be submitted.*

## Participants

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

## Project Activities

Only one eligible activity is required for this SSEP-PS 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. Priority will be given to positions that offer opportunities enhanced employment experiences for

	students.
<b>Expected Results</b>	Describe the benefit achieved from the approval of a student for your business/organization.
<b>Where does this activity take place</b>	Identify the location for this activity.
<b>Expected number of Project Participants</b>	Enter number of students requested.
<b>Expected number who achieve employment</b>	Use the same number as above.
<b>Activity Budget/ Cost</b>	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 = \$3,440

### Project Budget

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

Cost Item	Project Cost	Requested Amount
Wages	A	B
<b>Subtotal</b>		
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.

There are two costing models possible for SSEP-PS, one for not-for-profit organizations and one for private employers. The above table is intended to help you calculate your contribution. See below examples to help employers.

#### Private Sector Employers

Private sector employers are eligible for a subsidy of \$5 per hour towards the hourly wage for the student.

An example of the cost to hire one (1) student at the minimum hourly wage rate of \$10.50 per hour (employer can pay more than the minimum hourly wage rate) for eight (8) weeks at 40 HPW is as follows:

**Project Cost (A) = 1 x 8 x 40 x \$10.75 = \$3,440 (Project Cost for one student.)**

**Requested Amount (B) = 1 student x 8 weeks x 40 hpw x \$5 (allowable subsidy rate) = \$ 1,600 (Requested Amount for one student.)**

*This is the amount a private sector employer is eligible for based on the subsidy rate of \$5 towards the hourly wage.*

**Cash Contribution (C)** from the employer = \$3,440 - \$1,600 (subsidy amount) = **\$1,840** (This amount is the employer's **Cash Contribution**)

For **In-kind Contributions (D)** in this program, enter **zero**. In-kind contributions are not applicable for this program.

### Not-for-Profit Organizations

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

An example of a not-for-profit organization applying for two (2) positions at the minimum hourly wage rate of \$10.75 per hour for nine weeks each at 35 hours per week is as follows:

**Project Cost (A)** = 2 x 9 x 35 x \$10.75 = \$6,772.50 plus an additional 15% x (\$6,772.50) equals **\$7,788.38** (**Project Cost** for two students.)

Enter the same **Project Cost (A)** amount in the **Requested Amount (B)** and enter the **Cash Contribution (C)** as zero, unless you, as the employer, intend to pay the student more than minimum wage, in which case the Project Cost will go up accordingly but the Requested Amount must remain the same based on maximum contributions allowable under the program.

For **In-kind Contributions (D)** enter zero. In-kind contributions are not applicable for this program.

### Project Cash Flow

Please provide an estimate of the monthly cash flow (anticipated cost for wages, etc.) for the requested project expenses based on the Agreement Start and End Dates you provided under Project Details.

### Legal Signing Officers

Provide the appropriate signing officers for this project and the legal signing officers for your organization. These individuals must have signing authority on behalf of the business / organization and sign Activity and Financial Reports.

### 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 requirements. Further direction will be sent to you on these requirements, if your application is approved.

Document	Content
<b>Student Contact and Consent Form</b>	A standard AESL Student Contact and Consent form <b>will be required if your project is approved and before funds can be disbursed under the program</b> . This form is required to be completed by the student(s) and

	returned to AESL within 14 days of the agreement being approved.
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### Submitting Your Application

Once you have completed the online application, including the attachment of all required documentation, the application is 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 Organization’s ID, Username and Password using the link

[http://www.aesl.gov.nl.ca/lampss\\_public/index.html](http://www.aesl.gov.nl.ca/lampss_public/index.html)

Click the submit box. You will be connected with the LaMPSS System and your application will be submitted electronically.

## 4. SSEP - PS Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for SSEP - PS are outlined in your agreement. Reports should be completed online using LaMPSS Self-serve functionality.

### 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 SSEP - PS Program.

Activity Type	Work Experience
Start Date	Enter the start date of the agreement.
End Date	Enter the end date of the agreement.
Activity Description	Enter the description of the work completed on the agreement.
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 AESL requests specific supporting documents, attach them to your Activity Report.

### Reporting Notes

Provide any additional information for this reporting period.

### 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

**Payroll documents for the subsidized employee are required for verification purposes; attach them to your Financial Report prior to submission.**

## Reporting Notes

Provide any additional information for this reporting period.

## Submitting Your Reports

Once you organization has finalized your reports, submit them using LaMPSS Self-serve.

Once you have completed the Activity and Financial reports they can be submitted to AESL using the LaMPSS Self-Serve system. The payroll information should be attached at this time.

[http://www.aesl.gov.nl.ca/lampss\\_public/index.html](http://www.aesl.gov.nl.ca/lampss_public/index.html)

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, please scan & email, fax or mail your completed reports to agreement manager or the local AESL office. Office locations can be found at:

[http://www.aesl.gov.nl.ca/career/employment\\_centres.pdf](http://www.aesl.gov.nl.ca/career/employment_centres.pdf)

## 5. Additional Terms & Conditions – SSEP-PS

### 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.

## 6. Contact Information

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