

**Ministry of Community  
and Social Services**

Social Assistance  
Service Delivery Branch

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May 20, 2016

**MEMORANDUM**

**TO:** CMSM's / DSSAB's / First Nation OW Full Delivery Sites

**FROM:** Paul Baldassarro  
Social Assistance Program Manager  
Social Assistance Service Delivery Branch  
North Region

**SUBJECT: Release of the 2016-17 Ontario Works Budget Packages**

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We are pleased to announce the release of the 2016-17 Ontario Works Budget Packages and supporting material.

The following documents, as well as the Training Videos, are now available on the [Ontario Works Extranet](#) and are intended for use by CMSMs, DSSABs and First Nations full delivery partners:

- Consolidated Ontario Works Budget Package (primary);
- Ontario Works Budget Package for First Nations (full delivery);
- Addiction Services Initiative (ASI) Budget Package;
- 2016-17 User Guide (Ontario Works Budget Package);
- 2016-17 Service Planning Guidelines;
- 2016-17 Service Planning Template; and
- 2016-17 ASI Service Planning Template
- 2016-17 Outcome Indicators Definitions and Descriptions.

**Program Delivery Funding Allocations:**

The Ministry Notional Program Delivery Funding (PDF) allocations were previously communicated by your respective Program Supervisors. Final allocations will be confirmed following the release of Printed Estimates.

Indigenous and Northern Affairs Canada (INAC) has advised First Nations directly of their funding commitments for 2016-17.

### **Ontario Works Budget Submission and Service Plan Template/Addendum:**

Ontario Works delivery partners are required to submit a full Service Plan at the beginning of each two-year business cycle. As of 2016-17, all delivery partners will be required to provide an Addendum to their Service Plan in the second year of the business cycle along with their annual Budget Submission to support negotiations with their Program Supervisor.

As you know, delivery partners may submit their Service Plan/Addendum using the Ontario Works Service Plan Template available on the Ontario Works Extranet site or in an alternate format, provided that sufficient information required for approval is included.

Previously, there were separate Service Plan Templates for municipal and First Nations delivery partners. Based on feedback from SASDB, First Nations delivery partners and the Ontario Native Welfare Administrators Association, the Service Plan Template has been streamlined for ease of use by all Ontario Works delivery partners and includes specific instructions for First Nations that are moving to full delivery.

### **Inclusion of Ministry Priorities in the Service Plan Addendum:**

Ontario Works delivery partners play a key role in delivering on many of the government's priorities and have the ability to leverage provincial investments in infrastructure, education and social services to create new opportunities for our clients. While the Service Plan provides an opportunity for delivery partners to reflect community-based needs and priorities, it can also demonstrate linkages between local service delivery and key provincial areas of focus.

As part of the Addendum to the existing two-year Service Plan, Ontario Works delivery partners will describe the specific activities they will undertake to address three of the Ministry's key priorities in 2016-17:

1. Improved service coordination and communication between Ontario Works and Ontario Disability Support Program (ODSP) delivery offices within the service area, including transfers between programs, business protocols, shared case management when appropriate, and expanded and strengthened access to employment services for ODSP clients and people with disabilities within the community.
2. Stronger collaboration with local economic development organizations to identify, expand and leverage provincial investments in infrastructure and resource development to provide opportunities for Ontario Works clients and disadvantaged populations to access skills training, work experience, and new jobs.
3. Establishing local partnerships with community organizations to develop protocols to support Ontario Works clients, marginalized or disadvantaged groups across service sectors including: health, developmental services, housing, education, training or violence against women prevention.

In recognition of the uniqueness of our full delivery First Nations communities, Program Supervisors have the flexibility to make adjustments to these three priorities for First Nations delivery partners so that they are appropriate and relevant to be included in the Service Plan Addendum.

### **Program Delivery Funding and Outcomes Achievements:**

As you know, delivery partners are required to set employment outcomes as part of the Service Contract process. Under PDF up to 15% of Upload funding can be recovered based on under-achievement of contracted employment outcome targets.

As the Ministry moves forward with our work to review the availability of data and the appropriateness of the current outcome measures tied to PDF, the Ministry will waive any potential recoveries for under-achievement in 2016-17 for all municipal and full delivery First Nations.

Setting employment outcomes remains an important part of the Ontario Works Service Contract process and this year a reduced set of outcome measures will be included as part of all municipal and full delivery First Nations Service Contracts.

The following four indicators currently available in the SAMS Transition Performance Reports (available to CMSM's/DSSAB's) are the only ones to be used in the negotiation of outcomes with all delivery partners:

- Average Monthly Employment Earnings per Case;
- % of Caseload with Employment Earnings;
- % of Terminations Exiting to Employment; and
- % of Caseload Exiting to Employment.

Delivery partners are required to include a minimum of two weighted outcomes in their service contracts. Proportional weighting represents the priority that delivery partners place on each outcome during the planning cycle. The minimum required weighting may be as low as zero for all but two measures to allow delivery partners to invest in the strategies that better reflect their caseload, local conditions and offer the best results to their clients. The maximum weighting that can be assigned to any one earnings and/or employment outcome is 600 of the 1,000 annual points.

A communication is being sent to the First Nations technology providers to advise them of the change in tracking earning and employment outcome indicators.

### **Addiction Services Initiative:**

As of February 29, the monitoring process as part of the ongoing work with ASI renewal closed. Sites will, however, continue to monitor, track, and report on participant progress until November 30, 2016 ensuring that each participant's progress is tracked for 9-12 months.

The 2016-17 ASI Service Planning Template outlines potential adjustments and updates to targets to reflect any major changes in the ASI over the past year. For 2016-17, the expectation is for ASI sites to work closely with their SASD office to develop and complete their ASI Service Plans, detailing any adjustments and updates, as well as address the additional specific questions posed in the template.

In recognition of the delay in the release of the Budget Packages, the deadline for Budget Submissions and Service Plan Addendums for delivery partners has been extended to **June 30, 2016**.

Please note there has been a change to the Ministry e-mail address to be used for submission of all reports. **Completed budget submissions and related materials are to be sent to [NorthRegionTP@ontario.ca](mailto:NorthRegionTP@ontario.ca)**

If you have questions on this material, please contact your Program Supervisor.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Baldassarro". The signature is fluid and cursive, with the first name "Paul" and last name "Baldassarro" clearly distinguishable.

Paul Baldassarro  
Social Assistance Program Manager

- c. Sante Bergamin, Business Analyst  
Municipal/First Nations Program Supervisors