

Ministry of Advanced Education
and Skills Development

Employment and Training Division
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Ministère de l'Enseignement supérieur
et de la Formation professionnelle

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Memo To: Fern Dominelli, CAO
Manitoulin-Sudbury District Services Board
Cc: Donna Stewart, Director of Integrated Social Services

From: Amy Breault
Employment and Training Consultant
Ministry of Advanced Education and Skills Development

Date: 29/12/2017

RE: COJG Site Compliance Evaluation/File Review Visit Feedback Report for
Manitoulin-Sudbury District Services Board - 4087 conducted on
13/12/2017

On behalf of the Ministry of Advanced Education and Skills Development, I would like to thank you and your staff for meeting with me during my visit on December 13, 2017 to your COJG site. I appreciated your responsiveness in completing the site compliance process for your organization.

As part of the review, I randomly selected 6 employer files, and all corresponding participant files.

Summary of Key Observations and Action Items

Key Observations	Recommendations	Actions completed or in progress
Use of Reasonability Checklist not implemented (effective May 12, 2017)	Ensure Reasonability Checklist and all supporting documentation is used and included in all files.	
Employer Service Plan and Participant Service Plan not in files.	Ensure Employer Service Plan and all Participant Service Plans are included in each file.	
Application form dated after start date of training	Training cannot take place prior to application approval as this automatically disqualifies the application. SP to ensure application date and training	

	agreement are signed prior to start date of training or decline the application.	
Participant registration form signature issues	All participant registration forms must be present in the file and SP must ensure participant has signed and dated the application no later than the training start date.	
Employer attestation of in-kind contribution not in file	Employer attestation of in-kind contribution must be in files when in-kind contribution is accessed.	
Training outcome report not in file	Training outcome report must be included in all files and show evidence of the participant's training activities.	
Proof of payment to training provider not in file	Documentation must be included showing that the employer provided proof of payment to the training provider for training. Disbursements should match amounts listed in the COJG training agreement. (receipt, bank statement, cancelled cheque) Quotes can be included in the file for verification of cost of training when assessing the file however they do not show valid proof of payment.	

Please respond to this report by 15/01/2018.

If you have any questions or concerns please contact me at 705-235-1956

Sincerely,



Amy Breault

*Employment and Training Consultant
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I have reviewed the information noted above relating to the monitoring process.

Dominique Morin
Service Delivery Manager (SDM)

[Date]