

# CHANGES TO THE EMPLOYMENT PLAN STANDARDS

## QUICK REFERENCE SHEET

#	TOPIC	DESCRIPTION
1.	New <b>AT</b> code	Denotes clients who are attending <b>Activities Toward Independence</b> such as a community outreach service.
2.	New <b>NM</b> code	Denotes clients who are attending a non-ministry funded program such as those that are: <ul style="list-style-type: none"> <li>➤ federally funded or</li> <li>➤ community programs such as Aboriginal, Employment Assisted Service (EAS) English as a Second language (ESL), <b>and</b></li> <li>➤ last at least one month, and a minimum of 3 days per week.</li> </ul>
3.	Waived EP	Employment Plans may be waived in exceptional circumstances: <ul style="list-style-type: none"> <li>➤ Clients with severe physical conditions, eg, terminal illness;</li> <li>➤ Clients with severe mental issues, eg, someone likely to qualify for PPMB or PWD but refuses to apply because of severe mental health issues.</li> </ul>
4.	Regional Negative Reporting Information	Ministry-funded employment-related programs, such as JP, TFJ, CAP, BEP: reviews are to include regional negative reporting information. Non-attending clients should be interviewed to determine eligibility.
5.	Supervised Independent Work Search (SIWS)	An EP review process for clients who are highly employable, with recent work history, job-search skills and high levels of personal motivation may not require participation in an employment-related program.
6.	SIWS EP Extensions	Extensions to the 90 day EP term will require an Amended EP, signed by the client and approved by the DS.
7.	SIWS 30 Day Review Requirement	The EP must be reviewed at least every 30 days and may include: <ul style="list-style-type: none"> <li>➤ Work Search Activities Record (HR77)</li> <li>➤ resume</li> <li>➤ phone call or</li> <li>➤ interview</li> </ul>
8.	Time Limits 22 – 24 EP Review Requirements	<ul style="list-style-type: none"> <li>➤ 30 calendar day reviews must occur at the 22, 23 and 24 month periods.</li> <li>➤ 24+ clients must adhere to EP commitments.</li> </ul>
9.	EP Compliance and Sanctions for AT and NM	<ul style="list-style-type: none"> <li>➤ AT client circumstances should be taken into consideration when reviewing the EP.</li> <li>➤ TL 21 23 clients: the review process must maximize the client's potential for independence. Clients must understand consequences of EP non-compliance.</li> </ul>
10.	Time Limits: AT and NM clients	Description of steps taken if client appears non-compliant and sanctions may be applied.
11.	Time Limits: SIWS clients	Description of steps taken if client appears non-compliant and sanctions may be applied.