



**ABORIGINAL LABOUR FORCE
DEVELOPMENT CIRCLE
&
MIZIWE BIIK
ABORIGINAL EMPLOYMENT & TRAINING**

PROGRAM DESCRIPTIONS

Revised 2019

TABLE OF CONTENTS

ALFDC TARGETED WAGE SUBSIDY PROGRAM.....	3
ALFDC DIRECT COURSE PURCHASE – PURCHASE OF TRAINING.....	4
ALFDC SELF-EMPLOYMENT ASSISTANCE	6
ALFDC LOCAL LABOUR MARKET PARTNERSHIPS	7
ALFDC MOBILITY ASSISTANCE.....	8
ALFDC SUMMER STUDENT CAREER PLACEMENT.....	9
ALFDC STAY IN SCHOOL INITIATIVE	10
ALFDC YOUTH WORK EXPERIENCE.....	11
ALFDC COMMUNITY YOUTH FORUM	12
ALFDC INCARCERATED TRANSITIONS PROGRAM	13
ALFDC JOB CREATION PARTNERSHIPS.....	14
ALFDC EMPLOYMENT ASSISTANCE SUPPORT MEASURE	15
ALFDC APPRENTICESHIP PROGRAM.....	16
ALFDC APPRENTICESHIP FINANCIAL SUPPORT PROGRAM	18
ALFDC SUMMER YOUTH ENTREPRENEURIAL PROGRAM	19
ALFDC ALTER-ABLED INITIATIVE	21
ALFDC SMALL BUSINESS SUPPORT PROGRAM	22
ALFDC EMPLOYMENT SEARCH SUPPORT PROGRAM	23
ALFDC EMPLOYMENT SUPPORT PROGRAM-EMPLOYMENT START-UP	24
ALFDC TRAINING PROGRAM COMPLETION BONUS	25
APPENDIX A: SALARY RANGE GUIDELINES FOR PROJECT STAFF.....	26
APPENDIX B – TRAINING ALLOWANCES	27
APPENDIX C – CHILD CARE RATES.....	28

ALFDC TARGETED WAGE SUBSIDY PROGRAM

Acronym: TWS

Funding Sources:

EI, CRF, Youth, Alter-abled

Objective:

To encourage employers to hire employees and to provide on the job as well as off the job training that will lead to sustainable employment.

Eligible Coordinators:

- Businesses
- Organizations
- Public health and education institutions
- Municipal governments
- Native band councils

Eligible Participants:

Unemployed or under employed individuals facing employment disadvantages.

Duration:

Projects may last up to 52 weeks.

Eligible Financial Contributions:

- Negotiated wage subsidy
- A negotiated contribution towards the employer's share of MERC
- Necessary training costs to be negotiated

ALFDC DIRECT COURSE PURCHASE – PURCHASE OF TRAINING

Acronym: POT

Funding Source:

CRF, EI, Youth and Alter-abled

Objective:

To assist persons who require assistance to overcome existing or anticipated labour market barriers by arranging a variety of training courses with **qualified trainers**.

Eligible Sponsors:

- Businesses
- Educational institutions
- Qualified trainers

Eligible Clients:

- Persons who require assistance to overcome existing or anticipated labour market barriers
- Unemployed / underemployed persons who require assistance to overcome existing or anticipated labour market barriers
- Underemployed individuals can be supported in part time courses if their job is in jeopardy or if they are underemployed in chosen field (*tuition and course costs only*), or if their existing job is low skilled (*severely underemployed*)
- Out of regular high school at least one year if requesting assistance with a skilled course
- Out of regular high school at least two years if requesting assistance with upgrading
- Client must be a worker client (labour force attachment) not a student client

Duration:

- Training may last up to 52 weeks.
- 60 weeks will be considered for literacy issues

Eligible Financial Contributions:

- Employment insurance while on project and while client has EI benefits
- Training allowance at 100% of employment insurance for EI exhaustees
- Training allowance as per schedule A for EI reach back clients
- Training allowance as per schedule A for EI ineligible clients
- Training allowance extension for an additional three weeks for job search
- Transportation costs negotiated locally
- Child care costs negotiated locally
- Actual negotiated course costs
- Living away from home allowance negotiated locally
- Negotiated one time client support

Eligible Course Purchases:

- Courses must be full time – minimum of 20 hours per week
- Part time courses may be considered for unemployed individuals only if full time is not available. i.e. remote communities – alter-abled clients
- Conferences and workshops are **not eligible**

ALFDC SELF-EMPLOYMENT ASSISTANCE

Acronym: SEA

Funding Source:

EI, CRF, Youth, Alter-abled

Objective :

To assist unemployed persons to become self-employed by starting viable businesses.

Eligible Participants:

Unemployed individuals wishing to start their own business.

Duration:

Projects may last up to 52 weeks.

Eligible Financial Contributions:

- Employment insurance while on project (if eligible)
- Training allowance determined locally for EI exhaustees
- Training allowance determined locally for EI reach back clients
- Training allowance determined locally for EI ineligible clients
- Child care costs: Actual costs for registered daycare, child care rates for non- registered day care as per schedule
- Provides funding to community agencies or organizations that may provide assistance such as counselling, technical support and training to cover costs of support
- Start-up funds may be available

ALFDC LOCAL LABOUR MARKET PARTNERSHIPS

Acronym: LLMP

Funding Source:

EI

Objective:

To encourage communities to take responsibility for their own employment and training related needs by building on the capacities and strengths of the organization and relationships that already exist in the community.

Other Objectives:

- Enhance community networking
- Enhance decision making
- Reduce or eliminate duplication and overlap
- Better utilize (financial/human) resources
- Increase available local labour market information

Financial Assistance:

A contribution to the costs of activities such as:

- Research (i.e.: profile of the unemployed, potential employment opportunities)
- Development of strategic plans
- Promotion of local labour market partnerships
- Communications (i.e.: share best practices)
- Coordination (i.e.: community-based approach)

ALFDC MOBILITY ASSISTANCE

Acronym: MA

Funding Source:

CRF

Objective:

To assist individuals with jobs that are available in other localities.

Eligible Participants:

- Mobile individuals who are unemployed or about to become unemployed and who have few or no possibilities of employment locally.
- Guaranteed employment must be verified via letter from employer.

Eligible Financial Contributions:

- Negotiated mileage, travel and accommodation costs

ALFDC SUMMER STUDENT CAREER PLACEMENT

Acronym: SCP

Funding Source:

CRF, YOUTH, Alter-abled

Objective:

To encourage employers to create career related summer jobs for students

Eligible Employers:

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- Native band councils

Eligible Participants:

- Full time students who intend to return to school. 14-30
- Under 35 for Alter-abled participants

Duration:

Training may last up to 20 weeks.

Eligible Financial Contributions:

- Negotiated wage subsidy up to the provincial adult minimum wage rate
- Negotiated contribution towards MERC

ALFDC STAY IN SCHOOL INITIATIVE

Acronym: SIS

Funding Source:

CRF, Youth, Alter-abled

Objective:

To allow eligible stakeholders to hire an individual to work with students at risk of becoming a drop-out and work with students to stay in school. Individual will work with both elementary and secondary school students.

Eligible Stakeholders:

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- Native band councils

Eligible Participants:

Elementary or secondary students at risk of dropping out of school between the ages of 15-30.

Duration:

Projects may last up to 52 weeks

Eligible Financial Contributions:

- Wages for administrative staff up to the prevailing wage rate
- Negotiated contribution towards the MERC
- Necessary overhead costs to be negotiated
- Negotiated contribution towards incentive awards such as wages for job placements, incentive for participating in workshops etc.
- Transportation for participants
- Speakers / training costs

ALFDC YOUTH WORK EXPERIENCE

Acronym: YWE

Funding Source:

CRF, Alter-abled

Objective:

This employment and training measure is designed to benefit Aboriginal youth (18-30) by providing high quality work experience.

Eligible Participants:

- Unemployed Aboriginal youth between the ages of 18 – 30 that have not successfully been able to find employment in their chosen career or educational paths.
- Participants must not be in school or returning to school.
- Barriers must be assessed by the employment counselor

Eligible Employers:

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- Native band councils
- The employer will provide a work/training plan that will be assessed by the employment counselor prior to entering an agreement

Duration:

To be negotiated up to 16 weeks, however, the assistance can evolve to a Target Wage Subsidy.

Eligible Financial Contributions:

- Wage rate to be negotiated
- Negotiated employment supports i.e. transportation, child care
- Negotiated one time client support
- Negotiated special costs for access for alter-abled clients

ALFDC COMMUNITY YOUTH FORUM

ACRONYM: CYF

Funding Source:

CRF, Alter-abled

Objective:

To provide community youth groups with financial assistance that will promote discussion and planning around employment and career goals. The sponsor/youth group will host/plan career fairs, lectures, employment workshops or other related activities. This program is designed to promote information sharing between the participants, between employers, educators and elders. It is expected they will form relationships with other organizations that will build a foundation fostering the needs of the community's youth.

Eligible Participants:

Aboriginal youth between the ages of 15- 30 years of age.

Eligible Sponsors:

Aboriginal community based not-for-profit organizations.

Duration:

To be negotiated.

Requirements for the Measure:

The sponsor/youth group will be responsible for providing the LDM with an outline of the workshop(s) including an agenda, the names of the participants attending, the topic or theme of the forum (i.e.: career planning through mentoring, how to find a job, picking a career...) a list of the desired goals expected from the forum, and a narrative of the forum at the completion.

Eligible Financial Contributions:

Overhead costs that will cover the costs of rent, honorariums, refreshments, printed materials, equipment based on \$50 per participant to a maximum of \$5,000

ALFDC INCARCERATED TRANSITIONS PROGRAM

ACRONYM: ITP

Funding Source:

CRF

Objective:

This program allows counselors to work with individuals to implement a positive post.

Eligible Participants:

This program is designed for access to those serving sentences in a federal or provincial correction system.

Duration:

Three months prior to release.

Requirements:

The participant will undergo a detailed assessment with an Employment Counsellor to determine the suitability and desire of the participant to achieve the end goal. A short and long term action plan will be developed and post release program interventions will be negotiated with the LDM or client origin.

Eligible Financial Contributions:

- Negotiated start-up costs for individual, upon release
- Negotiated supporting interventions to run concurrent to individuals release date

ALFDC JOB CREATION PARTNERSHIPS

Acronym: JCP

Funding Source:

EI, CRF, Alter-abled

Objective:

To provide opportunities for unemployed workers to maintain and develop skills in order to **enter** or **re-enter** the workforce.

Eligible Coordinators:

- Businesses
- Organizations
- Public health and educational institutions
- Municipal and provincial governments
- Native band councils.

Eligible Participants:

- Unemployed workers
- Experienced with no job expectation

Duration:

Project may last up to 52 weeks.

Financial Assistance:

- Employment insurance or enhanced top up to maximum EI rate to current wage rate while on the project, employer may top up to prevailing wage rate
- Training allowance to maximum EI rate or prevailing wage rate for EI exhaustee clients
- Training allowance to maximum EI rate or prevailing wage rate for EI ineligible clients
- Training allowance extension for an additional three weeks for job search
- Necessary overhead costs to be negotiated
- Necessary MERC if necessary
- Non-taxable, non insurable for allowances

ALFDC EMPLOYMENT ASSISTANCE SUPPORT MEASURE

Acronym: EASM

Funding Source:

EI, CRF and Alter-abled

Objective:

To help local community organizations to provide employment services to unemployed persons or to provide employment supports to individuals

Eligible Coordinators:

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- Native band councils

Duration

Projects may last up to 52 weeks.

Financial Assistance:

- Wages for administrative staff to prevailing wage rate
- Negotiated necessary overhead costs
- Negotiated special costs such as disabled participation, necessary capital costs or leasing to a maximum of \$10,000
- Income support for participants:
 - Employment insurance during intervention
 - Training allowance at 100% of EI rate exhaustees.
 - Training allowance as per Schedule A for EI reach back clients
 - Training allowance as per Schedule A for EI ineligible clients
 - Transportation costs negotiated locally
 - Child care costs negotiated locally
 - Negotiated one time client support determined locally
 - Uniforms, medicals, CPIC's, books, etc.

ALFDC APPRENTICESHIP PROGRAM

Acronym: AOP

Funding Source:

CRF, EI, Youth, Alter-abled

Objective:

To encourage qualified employers to hire and retain apprentices for the duration of their apprenticeship program according to MTCU standards.

Eligible Participants:

Individuals that meet the trade standards according to MTCU and eligible to become an apprentice

Eligible Sponsors:

- Business or organizations approved by MTCU

Duration:

- 1-4 years dependent upon the specific trade

Financial Assistance- Wages:

- Negotiated wage reimbursement possibly utilizing the following examples and consideration of availability of funds:
- Reversing Graduated scale
 - Year 1- 75% reimbursement on the apprentice wage
 - Year 2- 50% reimbursement on the apprentice wage
 - Year 3- 40% reimbursement on the apprentice wage
 - Year 4- 25% reimbursement on the apprentice wage
- Graduated Scale
 - Year 1- 25% reimbursement on the apprentice wage
 - Year 2- 40% reimbursement on the apprentice wage
 - Year 3- 50% reimbursement on the apprentice wage
 - Year 4- 75% reimbursement on the apprentice wage
- Purchase of Training
 - Tuition payment for in-school portion of apprenticeship if employer does not cover

- Employment Supports- Tools and Safety Equipment
 - Negotiated contribution to this cost
- Living Away From Home, Training allowances, Transportation
 - Negotiated Cost to be done locally

ALFDC APPRENTICESHIP FINANCIAL SUPPORT PROGRAM

Acronym: AFSP

Funding Source:

CRF, EI, Youth, Alter-abled

Objective:

To encourage and support apprentices for the duration of their apprenticeship program.

Eligible Participants:

Individuals that meet the trade standards according to MTCU and eligible to become an apprentice

Eligible Sponsors:

- Persons enrolled in an apprenticeship program

Duration:

- 1-4 years dependent upon the specific trade

Eligible Financial Contributions:

- Start-up funds
- Stipend support while attending in-class training
- Completion bonus of \$750 for each level of apprenticeship completed
- On-the-job training wage top up to meet standard rates of pay
- Subject to availability of funds

ALFDC SUMMER YOUTH ENTREPRENEURIAL PROGRAM

Acronym: EEP

Funding Source:

CRF, Youth

Objective :

To benefit Aboriginal youth by providing an incentive grant for the operation of a summer business.

Eligible Participants:

- Unemployed youth 15-30, up to age 35 for Alter-abled
- Previous experience in entrepreneurial grant programs

Duration:

Projects may last up to 12 weeks

Ineligible Business Activities:

- Partnerships
- Multi-level marketing
- Commissioned sales
- Telephone marketing
- Sale of tobacco, alcohol, gaming and religious items

Financial Assistance:

- One time grant of up to \$1,500 to be negotiated locally

Requirements for Measure

- Current resume attached to the application
- Copy of participants previous school upon completion of project
- Three letters of support from potential customers
- A quote from relevant company providing business insurance if applicable
- Approved participant must submit monthly reports with photos

- Approved participant must set-up a chequing account
- Financial forecast identifying cashflow requirements indicating such costs as supplies, equipment, wages, stipends, etc.

ALFDC ALTER-ABLED INITIATIVE

Acronym: AAI

Funding Source:

CRF, EI

Objective:

- To reduce reliance on Income Support programs
- To promote access of the alter-abled to Employment and Training Programs
- To increase availability of work related supports
- To encourage employers to make appropriate job / workplace accommodations
- To promote employment and self-employment opportunities for alter-abled aboriginal peoples

Eligible Participants:

Aboriginal persons, who self-identify as having a disability, are in need of assistance to prepare for, find and maintain employment and self-employment

Eligible Employers/Training Providers:

- Businesses
- Public health and educational institutions
- Community based organizations
- Native band councils

Duration:

- To be negotiated locally maximum of 52 weeks

Eligible Financial Contributions:

- Participant equipment and services
- Capital cost to be negotiated
- Overhead costs, to be negotiated
- Negotiated wage subsidies
- MERC
- Employment related course costs

ALFDC SMALL BUSINESS SUPPORT PROGRAM

Acronym: SBS

Funding Source:

CRF

Objective:

To assist entrepreneurs or potential entrepreneurs who require assistance in developing their business skills, to attend relevant workshops, conferences or seminars

Eligible Participants:

Private, for-profit, Aboriginal business owners or individuals who can demonstrate the benefits of attendance of the workshop, conference or seminar and how it would increase their business potential and can demonstrate the need for financial assistance as determined by the LDM

Duration:

Conference, workshops, seminars not exceeding five days

Eligible Financial Contributions:

- Negotiated fees to a maximum of \$500.00
- Travel expenses may be considered – negotiated costs

ALFDC EMPLOYMENT SEARCH SUPPORT PROGRAM

Acronym: ESSP

Funding Source:

CRF, EI, Youth and Alter-abled

Objective:

To assist persons in seeking employment by providing a tablet for support.

Eligible Clients:

- Actively seeking employment and working with an Employment Counsellor

Duration:

- One time access

Eligible Financial Contributions:

- Tablet to assist with employment seeking
- Subject to availability of funds

ALFDC EMPLOYMENT SUPPORT PROGRAM-EMPLOYMENT START-UP

Acronym: ES

Funding Source:

CRF, EI, Youth and Alter-abled

Objective:

To assist persons who have recently obtained employment.

Eligible Clients:

- Recently employed persons
- Letter of employment to be provided

Duration:

- One time access per employment

Eligible Financial Contributions:

- Assistance up to \$750 per fiscal year
- \$250 in receipts to be submitted
- Assistance may be used for clothing or uniforms, safety shoes or work boots, tools and special equipment, grooming costs, transportation, licensing fees, professional fees, association costs and meals.
- Subject to availability of funds

ALFDC TRAINING PROGRAM COMPLETION BONUS

Acronym: TPCB

Funding Source:

CRF, EI, Youth and Alter-abled

Objective:

To provide an incentive program to persons that complete a training program.

Eligible Clients:

- Persons that have completed a training program
- Proof of completion to be provided

Duration:

- One time access per training

Eligible Financial Contributions:

- Incentive of \$750.00

APPENDIX A: SALARY RANGE GUIDELINES FOR PROJECT STAFF

Salary range guidelines for Project Staff	
Project Coordinator:	\$20.00 per hour
Legal Positions/Social Work Positions:	\$19.00 per hour
Front Line Worker/Bookkeeper:	\$17.00 per hour
Clerical:	\$15.00 per hour

APPENDIX B – TRAINING ALLOWANCES

Status Of Participant	Weekly Training Allowance For Participants Attending Training Programs on a Full Time Basis (25 hours or more)
Participant without dependants	\$300
Participant with dependants who resides with a spouse and whose gross income is more than \$385 per week	\$300
All Other Participants	
i) with one dependant	\$300
ii) with two dependants	\$300
iii) with three dependants	\$300
iv) with four or more dependants	\$300

APPENDIX C – CHILD CARE RATES

Dependants	Number of Hours of Supervision Required Per Day				
	1 Hour	2 Hours	3 Hours	4 Hours	5 or More Hours
For the First dependant	\$4.40	\$8.75	\$13.15	\$17.50	\$20.00
For the Second Dependiant	\$4.40	\$8.75	\$13.15	\$17.50	\$20.00
For the Third Dependiant	\$4.40	\$7.05	\$9.70	\$12.35	\$15.00
For the Fourth Dependiant	\$4.40	\$5.80	\$7.20	\$8.60	\$10.00
Daily Maximum			\$65.00		