

LMAPD

Capability Assessment and Accommodation Program

Program Guidelines

Advanced Education - Labour Market Programs and Services

For organizations seeking to provide assessment services and supports to develop workplace accommodations for individuals.

Version: November 2014

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1. Capability Assessment and Accommodation - Program Description

The **Capability Assessment and Accommodation Program (CAAP)** is administered by Yukon Education as part of the *Canada – Yukon Labour Market Agreement for Persons with Disabilities (LMAPD)*. The program is intended to improve labour market engagement for persons with disabilities in order to better meet the employment needs of Canadian businesses.

This program meets the following goals of the Labour Market Framework for Yukon:

From the Comprehensive Skills and Trades Training Strategy:

- *Facilitate and improve learning and employment transitions.*

From the Recruitment and Retention Strategy:

- *To increase the recruitment of under-represented groups, such as...persons with disabilities.*
- *To increase employers' awareness of the barriers to employee retention.*

The Labour Market Framework is a strategic framework for addressing labour market issues in Yukon. For more information on the Labour Market Framework Strategies, visit: <http://labourmarketframeworkyukon.com>

Key Terms

Disability

For the purpose of applying for funding under the LMAPD, disability is defined as a physical condition, a mental condition or a health problem that restricts the performance of one or more of a person's significant life activities for an extended period.

Objective

To support those organizations providing services which assist eligible participants to determine the accommodations required to gain or maintain a successful employment situation, or to determine that such an outcome is unlikely or undesirable.

Eligible Recipients

Organizations that provide case management or personal services for individuals may apply for support under the Capability Assessment and Accommodation Program.

Eligible Participants

Individuals legally entitled to work in Canada who seek to gain, maintain or return to employment. Participants may be employed, self-employed or unemployed and demonstrate or declare a disability as defined above. A priority is given to those who cannot qualify for other funding sources.

Participants must be case managed, either by a case management service or Yukon Education, and have an Action Plan demonstrating the need for services and supports offered under this program. For more information, please refer to the “Participant Case Management” section of these guidelines.

Key Principles

- Eligible participants engaged under this program must provide informed consent to address an identified or suspected disability.
- Participants will not be charged a fee for services or activities provided under this program.
- The program is centred on developing employment-related accommodations for participants with a strong focus on case management and participant follow up.
- Notwithstanding the program intention, a project outcome which determines that the participant is not ready for employment shall not constitute a project failure.

2. Participant Case Management

Case management is a collaborative process between a participant and her/his case manager to assess, plan, and facilitate activities and services that will meet the employment needs of the Participant. Each step in the case management process is important in developing an action plan that accurately reflects the participant's circumstances, existing skills, employment barriers and the related interventions. An action plan must be developed with the active input and agreement of both the participant and the case manager.

Applications for this program must be submitted or supported by a case management service sanctioned by Yukon Education. This includes:

1. Case managers funded by Yukon Education under Employment Assistance Services:
 - Employment Central;
 - Yukon Council on disABILITY (YCOD) [Whitehorse and Dawson City];
 - AFY Emploi;
 - Klondike Outreach (Dawson City);
 - Watson Lake Outreach.

Contact information for Yukon Employment Assistance Service providers is available on Yukon Education website at

http://www.education.gov.yk.ca/continued/employment_assistance_services.html

2. Organizations that employ a model of case management, such as:
 - Organizations providing employment services to persons with disabilities;
 - First Nation Employment Training Officers, social service officers, education officers or equivalent;
 - Yukon Department of Health Social Services;
 - Yukon Department of Justice;
 - Yukon Workers' Compensation Health and Safety Board.

Such organizations must employ a model that is compatible with the purpose and practice of Yukon Education's case management model.

3. Where no case managing service is available, interested participants should contact Yukon Education directly. See the section “For Further Information”.

3. Developing the Application

A successful Capability Assessment and Accommodation Program application must demonstrate the following:

1. that each participant has or suspects the presence of a disability that impairs her/his ability to gain, maintain or return to employment;
2. participant(s) have been identified and are supported by a case manager; and
3. a documented plan with goals and milestones to implement the required assessment services and accommodations as well as recommendations for ongoing employment supports. Assessments include a broad range of activity. They include individual self-assessment tools such as Myers Briggs or Aurora, medical or personal assessments conducted by third party professionals, or limited interventions with an assessment goal such as a temporary employment placement with the participation of an occupational therapist. Accommodations for employment are those services and supports provided by the recipient organization to the participant and/or his/her employer that enable the participant to gain, maintain or return to employment, such as job coaches or mediators.

Please note: Your application must be approved by Advanced Education before the start of the project.

Project Description: Objective

The Project Description must begin with a single sentence objective which uses S.M.A.R.T. criteria (**S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime limited) in the following format:

<<Between [start date] and [end date], [Participant Case ID] will participate in a plan [name of plan/project] to [determine/develop] the personal accommodation(s) required for the participant(s) to gain, maintain or return to employment.>>

Targeted Participants

Please specify the number of participants expected for this project. If the project is targeting one or more of the specific demographic groups listed below, include the number of participants for each group. Note that participants may be part of more than one group, therefore the total number of participants for the project is not expected to be an exact sum of the participants in each group.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Aboriginals• Education less than high school• Employed• Females• Francophones• Immigrants• Long-Term Unemployed | <ul style="list-style-type: none">• Low Skilled Employed• Males• New / Re-entrants to the Labour Market• Older Workers• Persons with Disabilities• Social Assistance Recipients• Youth |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Project Activities and Expected Results

Eligible Activities

The eligible activities under Capability Assessment and Accommodation Program are detailed below.

Assessment

Services to determine an individual's aptitudes, needs and/or barriers, using predefined tools and techniques or in-depth evaluation and counselling

Assessment – Career Counselling

An in-depth evaluation of an individual's career development options by a qualified counsellor who specializes in helping clients with complex employment barriers

Assessment – Credential Transfer

Evaluation of credentials obtained in other provinces or countries and assistance in getting those credentials recognized/transferred to Yukon/Canada

Assessment – Diagnostic Referral

Referral to professionally qualified diagnosticians to assess physical, social, intellectual and/or psychological traits which may affect a client’s ability to participate in certain employment. Examples: neural-psychological assessment by a registered psychologist to diagnose learning disabilities, or a function assessment by a registered occupational therapist

Assessment – Recognition of Prior Learning (RPL)

Assessment of an adult’s skills, knowledge or competencies that have been acquired through work experience, unrecognized training, independent study, volunteer activities and hobbies

Skill Enhancement – Essential Skills

A learning experience to enhance one or more of the essential skills – reading text; document use; numeracy; writing; oral communication; working with others; continuous learning; thinking skills; computer use

Skill Enhancement – Job Specific

A learning experience to gain specialized skills and/or credentials that are needed for a specific job or field

Work Experience – Job Coaching

Orientation to a workplace/specific duties supporting transition to employment intended to assist the participant in reaching the maximum level of employment capacity

Work Experience –Simulation

A work experience orientation involving a simulation of commercial activities similar to real business

Activity Description and Expected Results

Select the eligible activity that is applicable to your proposed project or service and provide the following additional information:

- Any additional, specific description of the activity;

- The expected, measurable deliverables and results of the activity, such as the findings of an assessment report or recommended participant accommodations for employment ;
- The activity’s location;
- The expected cost, if distinctly measurable from other project activity (e.g., professional fees for consultation or instruction);
- The number of expected participants, (if applicable);
- Expected number who will achieve employment (if applicable).

Project Budget

The application must include a budget to support the activities in your project. The budget should be calculated for the total anticipated project expenditures.

Your budget must be supported by:

- A detailed calculation;
- A rationale for the projected expenditure tied to your proposed activities;
- A monthly forecast of expenditures; and
- A description of other sources of funding.
- While you may use and include any budget tools in creating your budget, the application must reflect the budget categories outlined below.

Eligible Budget Categories

The eligible costs are shown in the following table.

| Eligible Expenditure Categories | Description |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Delivery | Expenditures in this group are directly consumed by the project. |
| Staffing | Expenditures associated with employees hired specifically for the project, or existing staff who are assigned specifically to project activities. |
| Wages/Salaries | Includes both wage and salaried workers. Does NOT include contract workers who are not a part of the organization’s normal payroll. |

| Eligible Expenditure Categories | Description |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Delivery | Expenditures in this group are directly consumed by the project. |
| Staffing | Expenditures associated with employees hired specifically for the project, or existing staff who are assigned specifically to project activities. |
| Mandatory Employer Related Costs | Employment Insurance (EI), Canadian Pension Plan (CPP), mandatory vacation pay (only if paid out), and Yukon Workers' Compensation Health and Safety Board (normally WCB). Calculated based on percentage of wages/salaries. |
| Employer Cost HR Benefits | Employer costs associated with staffing such as additional benefits, group insurance premiums, pension plan contributions, medical and dental plans, fringe benefits, etc. These costs must be supported by the organization's existing HR policy. |

| Eligible Expenditure Categories | Description |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Delivery | Expenditures in this group are directly consumed by the project. |
| Participant | For projects that provide a service to targeted participants. |
| Wages | Used where a recipient has entered into an employer-employee relationship with the project participants (e.g., agreements providing participant wage subsidies). |
| Mandatory Employer Related Costs | As above under Staffing, as it relates to participant wages. |
| Employer Cost HR Benefits | As above under Staffing, as it relates to participant wages. |
| Stipends | Used where a recipient provides regular payments for living supports AND no employer-employee relationship exists between the recipient and the participant. |
| Professional Fees | Third-party professionals providing a service to the project directly to project participants (e.g., guest instructors). |
| Tuition | Payments made for the purpose of procuring formal training provided by a certified training institution, paid either to the participant or directly to the institution. |
| Dependent Care | Payments for professional child care services provided by a certified child care provider, paid either to the participant or directly to the child care provider. |
| Incremental Supports | Supports required during the project that are specific to the project activity, such as books, supplies or safety clothing (required project costs other than tuition). |

| Eligible Expenditure Categories | Description |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Delivery | Expenditures in this group are directly consumed by the project. |
| Participant | For projects that provide a service to targeted participants. |
| Living | Supports provided during the project that assist participants with basic living expenses. Differs from stipends in that it is normally negotiated as needed, and not a regular payroll type expense. |
| Disability Related Supports | Payments to support expenditures associated with a disability, whether the payment is made to the participant or paid directly to the disability support provider. Includes participant supports such as note takers, sign interpreters, adaptive technology and applicable staff training. |
| Transportation | Commuting costs (bus passes, mileage, allowance for local transportation), but not travel. |
| Travel | Planned travel costs provided to the participant as part of the project. Eligible only where there is a specific, dated travel plan in the project activities. Includes transportation, meals and accommodations, and travel per diems. Eligible expenditures are not to exceed the Yukon Employee travel limits found at www.finance.gov.yk.ca . |
| Program Materials | Materials necessary for the project that will be used or consumed by project participants such as supplies, books and testing materials. |
| Special Events | Expenditures associated with planned project events of a public nature (e.g., participant completion activities, skills competitions, participant presentations). |
| Other Participant Costs | A seldom-used category where there is no possibility of using another existing category. |

| Eligible Expenditure Categories | Description |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Delivery | Expenditures in this group are directly consumed by the project. |
| Operating | Operating expenditures are those costs directly consumed by the project, but not for Staffing or Participants. |
| Recurring | Costs for which a regular bill or invoice is normally received such as banking, phone, Internet, fax, postage, courier, printing, photocopying utilities, annual membership fees and dues. |

| Eligible Expenditure Categories | Description |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Delivery | Expenditures in this group are directly consumed by the project. |
| Operating | Operating expenditures are those costs directly consumed by the project, but not for Staffing or Participants. |
| Professional Fees | Work provided by third-party professionals such as: janitorial, bookkeeping, equipment maintenance, security and legal fees. Note: Does not include fees that are already captured in Participant Professional Fees. |
| Honoraria | Services provided by third-party professionals or non-professionals for whom there is no service contract (e.g., mentoring, elder counselling). |
| Staff Development | Expenditures associated with project staff development necessary and beneficial to the project. Such benefit should be apparent during the project term or during predictable project activity post-project (e.g., duty to accommodate training, professional conferences). Travel costs associated with this activity are captured in Travel below. Travel outside the Yukon requires specific authorization by Yukon Education. |
| Equipment | Items necessary for the project that do not meet the conditions of a Capital Expenditure as outlined below. Includes purchase, lease, and rent of computers, fax machines, photocopiers, furniture, and software, including renewals, staff accommodations and disability supports. |
| Facility Lease/Rent | Costs associated with procurement of project facilities such as office rental, off-site training rooms, etc. Includes applicable lease/rent costs for both non-applicant-owned and applicant-owned premises. For applicant-owned premises, the following formula will apply: 85% x fair market value. |
| Leasehold Improvements | Includes applicable renovations/refit/leasehold improvement costs required to a facility (non-applicant-owned and applicant-owned premises) that are necessary for project delivery, and only if they are not part of the lease agreement between the landlord and recipient. |
| Maintenance | Costs associated with regular repair and upkeep of project facilities and equipment. |
| Advertising and Promotion | Includes advertisements, posters, signage, brochures, flyer production, and other promotional items. |

| Eligible Expenditure Categories | Description |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Delivery | Expenditures in this group are directly consumed by the project. |
| Operating | Operating expenditures are those costs directly consumed by the project, but not for Staffing or Participants. |
| Office Supplies | Standard consumable costs required to run the day-to-day operation of the project such as paper, pens, pencils, media discs and USB drives, small devices (staplers, envelope openers) paper clips and staples, provided the items do not meet the conditions of a Capital Expenditure. |
| Travel | Planned travel costs provided to project staff, boards and volunteers as part of the project. Eligible only where there is a specific, dated travel plan in the project activities. Includes transportation, meals and accommodations, and travel per diems Eligible expenditures are not to exceed the Yukon Employee travel limits found at www.finance.gov.yk.ca . |
| Transportation | As above under Participant Costs, but for project staff, boards and volunteers. |
| Insurance | Most projects that provide services to participants will require the recipient to carry relevant insurance coverage such as fire, theft, liability and accidental. |
| Other Operating Costs | A seldom-used category where there is no possibility of using another existing category. |

| Eligible Expenditure Categories | Description |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative | Expenditures in this group represent a reimbursement to the recipient for utilization of their EXISTING resources on the project. |
| Flat Rate | This category is used if the recipient intends to negotiate a percentage calculation for Administrative expenditures AS AN ALTERNATIVE to tracking individual categories. Maximum eligible is 15 per cent of Project Delivery Expenditures. |

OR

| Eligible Expenditure Categories | Description |
|---------------------------------|-------------|
|---------------------------------|-------------|

| | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative | Expenditures in this group represent a reimbursement to the recipient for utilization of their EXISTING resources on the project. Note: Categories listed below are similar to those above. The difference is that these are costs that could be expected to be incurred by the organization even in the absence of a funding agreement. |
| Staffing | |
| Wages/Salaries | |
| Mandatory Employer Related Costs | |
| Employer Cost HR Benefits | |
| Operating | |
| Recurring | |
| Professional Fees | |
| Honoraria | |
| Staff Development | |
| Equipment | |
| Facility Lease/Rent | |
| Maintenance | |
| Advertising and Promotion | |
| Office Supplies | |
| Transportation | |
| Insurance | |
| Banking Charges | |
| Legal Fees | |
| Other Operating | |

Other Sources of Funding

The application form is designed to include other sources of funding required or expected at the time of application. Other funding sources may be actual funds or in-kind donations of human resources, materials and supplies or facilities.

Subtracting the other funding sources from your total budget will yield your request for funding from this program (Total budget minus other funding sources = funding request).

Participant Contribution

A participant will not be charged a fee for services in this project.

Goods and Services Tax (GST)

Consult Revenue Canada to find out if your organization is exempt from GST expenses. If you are claiming GST costs, include them in the category that contains the taxed expense. For example, GST on “Program Materials” expenditures should be included in the “Program Materials” category.

Eligible Expenditures

A project budget is negotiated between the recipient and the agreement manager acting on behalf of Advanced Education. The application budget represents your ‘offer’ which may undergo changes prior to being recommended for approval.

Eligible expenditures are ultimately determined by the terms of the resulting Transfer Payment Agreement and subsequent amendments.

Supporting Documentation

The following documents must be included with your application for funding in order to be complete.

Mandatory

The following documents are mandatory. Note that the application will be returned to the applicant if any are missing.

| Document | Description |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CAAP Application Form | In the case of a formal, professional assessment, the application form must include: <ul style="list-style-type: none">• the name or type of assessment;• the assessor organization and/or individual;• the credentials or certificates of the assessor;• a description of the assessment goal and methodology;• the location of the assessment activity;• the total cost of the assessment; and• the start date and timelines associated with the assessment. |

| | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>In the case of a less formal or practical assessment or accommodations, it must include:</p> <ul style="list-style-type: none"> • the nature of the activity, such as work placement, workshops, or simulated work experience; • the start date and duration of the activity; • the location of the activity; • a description or sample of any tools or materials used; and • the costs associated with the activity. <p>In both cases, you must include the expected output of the activity.</p> <p>The application form can be found at: http://www.education.gov.yk.ca/continued/lmapd.html</p> |
| <p>Action Plan</p> | <p>Action Plan is a tool used in the Case Management process. Action Plan is a collection of activities, known as interventions, that are generally focused on addressing one or more of the participant's identified barriers to employment.</p> <p>The Case Managing organization must attach the Action Plan of all participants identified in the CAAP Application Form.</p> |

If applicable

| | |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Job Description</p> | <p>Provide a description for all positions if funding is requested under the “staffing” budget category.</p> <p>Found at: http://www.education.gov.yk.ca/pdf/job_description_template.docx</p> |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Submitting the Application

There are two ways to apply for the Capability Assessment and Accommodation Program.

Paper/PDF Applications

E-versions of the necessary documents and all of the tools and templates are available at <http://www.education.gov.yk.ca/continued/lmapd.html>

If you prefer, you may contact our office to have hard copy documents mailed to you. These completed and signed forms must be delivered by mail or by fax to Yukon Education. See the section "Contact Information".

Genie

Genie is a secure, web-based application used by Yukon Government and stakeholders for the delivery of labour market programs. Genie users are able to manage their agreements entirely on line, including completing necessary reports, from any location with Internet access.

If you are already a Genie user, you may use the system to apply for the Capability Assessment and Accommodation Program.

Website: <https://genie.gov.yk.ca>

If you would like more information or wish to become a Genie user, please contact Advanced Education prior to submitting your application. See the section "Contact Information"

5. Managing the Agreement

The successful applicant will sign a Transfer Payment Agreement with Yukon Education. The Agreement outlines the project details and activities, the budget as negotiated and agreed upon by both parties, the planned reporting periods and payments, the number of expected participants and the general terms and conditions.

Reporting Requirements

Activity Report

Organizations are required to complete an Activity Report detailing the outcome of the project and the employment results plus any narrative you wish to provide, three months after the completion of the project. An Activity Report template will be provided by Advanced Education.

Follow-up (12-months) Report

Organizations must also provide the results of the project twelve months after completion of the project. A Follow-up Report template will be provided by Advanced Education.

Payments

As above, payment standards will be determined through negotiations between Yukon Education and the recipient.

6. Contact Information

Call: 1-800-661-0408, local 5131.
Email: Contact.education@gov.yk.ca
Fax: (867) 667-8555
Online: <http://www.education.gov.yk.ca/continued/lmapd.html>
Mail: Advanced Education
Yukon Education
Government of Yukon
Box 2703
Whitehorse, Yukon Y1A 2C6
Visit: Yukon Education
1000 Lewes Blvd
Whitehorse YT

7. Terminology

Accommodation

For the purpose of the Capability Assessment and Accommodation program, accommodation for employment is defined as those services and supports provided by the recipient organization to the participant and/or his/her employer that enable the participant to gain, maintain or return to employment, such as job coaches or mediators.

Active EI Claimant

An Active EI Claimant is an individual who, at the time of application for assistance, has an established Employment Insurance Benefit Period. The Employment Insurance Benefit Period is the time an individual may receive Employment Insurance Benefits; normally 52 weeks. The benefit period is determined by Service Canada.

Action Plan

Action plan is a tool used in the Case Management process. Action plan is a collection of activities, known as interventions, that are generally focused on addressing one or more of the participant's identified barriers to employment. The interventions are agreed to by both Case Manager and Participant but often involve a third party for completion, i.e. occupational training, life skills, job finding club, etc. The Case Manager role is that of a mentor, broker and evaluator.

Activity

Activities are actions taken or work performed through which input, such as funds, are mobilized to achieve a particular result. Each program has its own set of activities that may qualify for funding.

Assessment

For the purpose of the Capability Assessment and Accommodation program, assessment includes individual self-assessment tools such as Myers Briggs or Aurora, medical or personal assessments conducted by third party professionals, or limited interventions with an assessment goal such as a temporary employment placement with the participation of an occupational therapist.

Case Management

A well-defined process that consists of:

- 1) Assessing the circumstances of the Participant;
- 2) Developing an Action Plan and managing activities, and;
- 3) Measuring and evaluating results.

Case Management is a collaborative process of assessment, planning, facilitation and services to meet Participants' needs.

Case Manager

Case Managers provide an array of services to assist participants coping with complicated situations in the most effective way possible. They assist the participant in the Case Management process.

The Case Manager identifies the needs and the goals of the participant through the assessment of an individual's circumstances. The Case Manager and participant identify the resources required, and together, formulate an action plan to meet the goals identified. The Case Manager will also help the participant to find the resources, facilitate connections with services, and sometimes advocate on its behalf. The Case Manager maintains communication with the participant in order to evaluate whether the action plan is effective in meeting the participant's goals.

Criteria of Eligibility

Factors used to determine whether an individual or an organization are eligible to participate in a program or activity.

Disability

A physical condition, a mental condition or a health problem that restricts the performance of one or more of a person's significant life activities for an extended period of time.

Eligible

Eligible means meeting the essential criteria **to be considered** under a program. 'Eligible' does not mean 'approved' or 'entitled', only that the individual, organization, activity or expense may legally apply and be considered.

Employed

Employed persons are those who work at a job or business, that is, who have paid work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date). Employment may be permanent or temporary (temporary employment comprises work under a fixed-term contract, in contrast to permanent work where there is no end-date), full-time or part time.

Full-time (work hours) includes employed persons who usually worked 30 hours or more per week, at their main or only job

Part-time (work hours) includes employed persons who usually worked less than 30 hours per week, at their main or only job

Employment Training

Training, whether formally or informally, one-time or on-going, that contributes to an individual's skill set, with the intention of finding, obtaining or maintaining employment.

Immigrant

Persons residing in Canada who were born outside of Canada, excluding temporary foreign workers, Canadian citizens born outside Canada and those with student or working visas.

Occupational Skills Training

Training that is employment or occupation specific and that will enhance skills to find, maintain or obtain employment in a specific occupation. Includes both

vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and on-the-job training.

Older Worker

Yukoners legally entitled to work in Canada who, at the time of application, are 55 years of age or older.

Participant

Any individual who is taking part, i.e. is engaged in an activity/intervention for which funding is requested under this program. Also known as: client, consumer, student or apprentice.

Professional Development

Refers to skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in the workplace.

Recipient

An Individual or Organization that has been, or is being, provided financial assistance from the Government of Yukon as per the terms and conditions of an *Individual Financial Agreement (IFA)* or a *Transfer Payment Agreement (TPA)*.

Self Employed

A worker who works independent of the payer, sets their own hours of work with no overseer, normally provides their own tools, equipment and facility and determines independently which jobs or tasks to undertake. There is no employer/employee relationship between the worker and the payer.

NOTE: This status is determined by Canada Revenue Agency when applied to Employment Programming.

Support

See above definition of “accommodation”.

Transfer Payment Agreement (TPA) and Individual Financial Agreement (IFA)

Funding agreement made between the Government of Yukon and the Recipient based on mutual promises and specific conditions contained in the Agreement. These are the legal instruments that will govern an organization's approved project or an individual's funded activity.

Underemployed

A situation in which a person is employed, but is not in the desired capacity, be it in terms of compensation, hours (under 20 hours per week), skill level, and/or experience.

Unemployed

This category includes those who (a) are on temporary layoff with an expectation of recall and are available for work, or (b) are without work, have actively looked for work in the past four weeks, and are available for work, or (c) have a new job to start within four weeks from reference week, and are available for work.

Youth

A Youth is an individual who, at the time of application for assistance, is between the ages of 16 and 29 inclusive.