



Memorandum

Date: December 29, 2004

To: Community Social Services
Supervisors – EIA and
EIA Rural Program
Managers

From: Pam Goulet, Executive Director
Adult and Children's Programs, and

John Petersen, Executive Director
Employment and Income Assistance
Programs

Telephone:

Subject: **Opportunities for Employment (OFE) Referral Process - REVISION**

Due to administrative difficulties with the recently established Opportunities for Employment (OFE) Referral/Approval form, a new, simpler process for referring EIA participants to OFE has been established. This directive replaces Directive #2004-41.

Effective immediately, staff no longer have to complete the OFE Referral/Approval Form. EIA referrals and OFE Requests for Approval will now be sent by email.

The process is as follows:

1. To refer a participant to OFE, case coordinators are to send an email to ofe@ofe.ca.

The following information must be included in the email referral: participant name, case number, case category; case coordinator name, phone number and district office; date of orientation participant is to attend and which course the case coordinator is referring the participant to. The subject line should indicate an EIA referral.

After the orientation, OFE will reply via email to the case coordinator's email referral with information about the participant's attendance at the orientation. OFE will respond with the following scenarios: participant did not attend; participant attended and will not be accepted (with a reason for non-acceptance); participant attended and is accepted for identified course with the start date also indicated; participant attended and is requesting approval for a different course than what the referral indicated.

2. Should a participant attend an OFE orientation on their own initiative (identified as a Walk-in), OFE will send a Request for Approval email to the case coordinator.

In the email, OFE will indicate the name, case number and category (if known) of the participant; the orientation date that the participant attended; which course the participant is interested in and recommended for; the start date of the course; and a request for the case coordinator to reply to the Request for Approval email by indicating they either Approve; Do not Approve or that they have to meet with the participant before giving a decision.

When an EIA participant attends an orientation as a Walk-in and OFE has emailed a request for approval, case coordinators must reply to the email within five (5) working. Should the case coordinator need to meet with their participant prior to making a decision, the case coordinator must reply within the five days but they then have an additional ten (10) days to make a final

Approved or Not Approved decision. To reply to OFE's request for approval email, simply click on the email reply button, write the response and then click on the send button.

In addition, once participation has been approved by both EIA and OFE, case coordinators are to set up supports in SAMIN. Case coordinators are also to assess for clothing needs for the computer courses and release as required.