

**MÉTIS NATION OF ONTARIO EDUCATION & TRAINING BRANCH  
PROGRAM POLICIES**

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## 1. SUBJECT: CONFLICT OF INTEREST

1. MNOET avoids actual or potential conflict of interest in all aspects of program delivery.
2. A conflict of interest situation may arise when there is a direct financial interest, or an immediate family member involved in an applicant funding decision. Immediate family is defined as: parents; spouses; children, their respective spouses and their children; siblings, their respective spouses and their children.
3. Decision makers in a conflict of interest situation will notify the MNOET management of the nature of the conflict and remove themselves from the decision making process.
4. The Quality Assurance and Contracts Administrator will gather program application information and refer the program applicant to another region for review, assessment and all case management function as necessary.
5. MNOET management and staff must also adhere to the MNO Conflict of Interest policy.

## **2. SUBJECT: ELIGIBLE CLIENTS**

1. Métis persons residing in Ontario.
2. Eligible clients are unemployed.
3. Clients may also be considered for eligibility if they are underemployed, self-employed, or if their current employment is at risk.
4. The minimum eligible age is fifteen (15) years of age.
5. Applicants must participate in an intake and assessment process with MNOET Regional staff.

### **3. SUBJECT: APPLICANT CURRENTLY WORKING**

1. MNOET programs are designed to improve the employment opportunities of unemployed or underemployed applicants and enable them to fully participate in the economy.
2. Employed (full or part time) applicants will only be considered eligible for funding in exceptional circumstances.
3. Applicants must provide evidence that the request is required to maintain their existing employment and/ or will allow them to gain a new position that meets their employment goal.

#### **4. SUBJECT: APPLICANT QUIT EMPLOYMENT**

1. Applicants that have recently quit employment to pursue a training request will be considered eligible for funding only in exceptional circumstances.
2. Applicants must provide reasons for quitting and evidence of how the funding request will allow them to meet their employment goal.

## **5. SUBJECT: OUT OF PROVINCE TRAINING**

1. Out of Province training may only be considered if the applicant provides evidence to the following:
  - a. program is unavailable within Ontario
  - b. program is credible and recognized yet is more cost effective outside Ontario
  - c. program provides a demonstrated link to employment

## **6. SUBJECT: MULTIPLE INTERVENTIONS**

1. Individual applicants are eligible to make one time funding requests to MNOET unless additional requests are identified as eligible under a multiple intervention (ie. academic upgrading combined with a skill course).
2. Regional MNOET staff may determine through the client Assessment process that multiple interventions may be required for an individual applicant to reach their employment goal.
3. Multiple interventions must be documented in the initial return to work action plan in order for additional training to be eligible.
4. Additional interventions that have not been identified as a multiple intervention will only be considered eligible for funding in exceptional circumstances.
5. Applicants must provide evidence that the intervention will directly contribute to full time employment.



## **7. SUBJECT: POST-SECONDARY EDUCATION**

1. A 3-4 year undergraduate Post-Secondary Education program at an accredited recognized College or University or private training institution is not considered eligible for funding.
2. The final year of an undergraduate Post-Secondary Education program may be considered for funding on the condition that the request is within identified regional funding limits and upon completion the clients will be entering the labour market.
3. A Post-graduate program at a College, University or private training institution is not considered eligible for funding
4. A two-year diploma program at an accredited training institution is eligible for funding. Funding can only be committed one year at a time. The second year is dependent on budget availability.

## **8. SUBJECT: APPEALS**

1. An applicant that is denied MNOET funding may appeal a decision.
2. Notice of the appeal process and reasons the request for funding has been denied will be included in a written letter from the MNOET regional office.
3. Upon notification that their request was denied, a client has 10 working days to launch an appeal. The appeal must be in the form of a letter to the RETC. The letter must respond to the specific reasons provided for denying the request and offer further rationale for consideration.
4. The MNOET Regional staff will forward all the information related to that request to the Quality Assurance and Contracts Administrator.
5. Upon receipt the Quality Assurance and Contracts Administrator will schedule a meeting (via teleconference or videoconference) with the Project Review Committee within 10 working days.
6. The Project Review Committee (PRC) will receive a package that contains the initial training application, Regional Advisory Committee (RAC) response, letter of denial and appeal letter.
7. The PRC will render a final decision on the appeal to either approve or deny the appeal within 5 working days of receiving all relevant information. The PRC will send notification of the decision to the Quality Assurance and Contracts Administrator and subsequently inform the MNOET Regional staff. The decision of the PRC is final.
8. If an appeal is denied a letter will be written by the MNOET Regional staff and sent to the applicant, if the decision is reversed the client will be notified and the request can proceed.
9. Copies of all appeals and PRC decisions will be provided to the Director of MNOET and kept on file.
10. Appeals are not permitted on the basis of insufficient funding available

## **9. SUBJECT: CONTRACT APPROVALS**

1. Contract approvals are based on review and recommendation of MNOET Regional staff, Regional Advisory Committee (RAC) and final approval of MNOET management.
2. Approvals are subject to budget availability.
3. Approved contracts must contain all required authorizations and file documentation.

**10. SUBJECT: CONTRACT AMENDMENTS**

1. MNOET Regional staff will complete a contract amendment for any approved contract that requires a change in the total funding amount
2. Amendments that increase the total contract amount by more than \$500 must receive Regional Advisory Committee (RAC) approvals prior to being submitted to MNOET for contracting.

## **11. SUBJECT: ELIGIBLE COSTS**

1. Eligible costs are detailed within the contract agreement and allowance schedule.
2. All eligible costs require approval of MNOET prior to purchase or reimbursement as agreed to within the return to work action plan and contract agreement.

## **12. SUBJECT: CLIENT ATTENDANCE**

1. Clients are required to notify MNOET Regional staff of any absences as well as the training provider.
2. MNOET Regional staff will provide confirmation of authorized or unauthorized absences.
3. Absences without notification, follow up documentation and / or a medical note are considered an unauthorized absence and the time may be deducted from subsequent allowance payments.
4. Clients will be notified of upcoming deductions.

**13. SUBJECT: NON-COMPLETION**

1. If a client is unable to continue in their training program for any reason this must be reported to MNOET Regional staff.
2. If a client fails to inform the MNOET Regional staff, the client may be placed in an overpayment situation and not eligible for future funding considerations until the overpayment is rectified.
3. Extenuating circumstances may be considered with recommendation of MNOET Regional staff and final approval of MNOET Management.

#### **14. SUBJECT: CLIENT CONTRACT TERMINATION**

1. Client is no longer attending the contracted intervention and has not provided adequate response, rationale and/or a medical note.
2. The agreed to terms of the return to work action plan have not been met
3. The client is in an overpayment situation and has not committed to a repayment plan.



## **15. SUBJECT: REMOVAL OF RAC / MAC MEMBERS**

1. RAC/ MAC members may be removed under the following circumstances:
  - member is frequently unavailable for the review process
  - member refuses to review requests
  - member refuses to provide reasons for turning down requests
2. The MNOET Regional staff monitor RAC/MAC response time and activity in order to ensure a consistent system is developed
3. The MNOET Regional staff will attempt to reconcile any review and recommendation problems through ongoing correspondence with the RAC/MAC
4. If these attempts are unsuccessful and problems remain, MNOET Regional staff will contact MNOET Management to report the situation.
5. If all attempts to remedy do not improve the situation the Branch Director shall forward a letter to RAC/MAC member detailing reasons for removal and thanking them for their service.
6. In the event that a RAC member is removed, all MNOET equipment that has been used to review and recommend training will be returned to MNOET.
7. Any expenses incurred after the notice of termination will not be reimbursable by MNOET.