
**Student Summer Employment Program
High School (SSEP-HS)
Program Guidelines to Completing Your Application**

Government of Newfoundland and Labrador

Effective Date March 1, 2023

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Please read this entire Program Guidelines document. The information contained in this guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of the Student Summer Employment Program-High School.

Introduction

The Student Summer Employment Program – High School (SSEP-HS) provides funding to assist not-for-profit organizations in creating summer employment for students currently enrolled in Level I, II or III. Through this program, students benefit by gaining valuable work experience which will facilitate future labour market participation and assist in offsetting the cost of Post-Secondary education. Not-for-profit Organizations, School Districts and Municipalities are eligible for the program; Federal/Provincial Government departments do not qualify.

High School students hired under this program must be legally entitled to work in Canada and not be an immediate family member as defined in the Terms and Conditions.

- The subsidy for not-for-profit organizations approved under this program will be 100 per cent subsidy, up to \$14.50 per hour, plus 15% to help cover the Mandatory Employment Related Costs (MERC) to the maximum hours approved. Employers can request a duration of 4 to 8 weeks and up to 40 hours per week.
- For summer 2023, part-time employment may be considered under this subsidy. Under regular rules, all summer employment must be full-time (minimum of 25 hours per week).

If an employer is unable to hire a high school student, and need to hire a post-secondary student instead, [please email your Agreement Manager for approval.](#)

The Official Approval that will be communicated to all successful applicants and will be the definitive document of the number of positions, hours per week and number of weeks approved, regardless of what is requested at time of application.

Further details on the program can be found in the relevant Terms and Conditions, which can be found at [TERMS AND CONDITIONS](#). This includes eligibility, employer responsibilities, terms of payment and duration of the program.

REGISTERING FOR LAMPSS

All employers are required to be set-up as a government vendor so payment can be issued. Vendor set-up and LaMPSS registration are initiated once you register here [Employer Registration](#).

After registering, a LaMPSS password and user ID is provided (if you do not have one already) in order to log into the [LaMPSS System](#).

It is recommended employers complete this step as soon as possible to avoid delays.

SYSTEM REQUIREMENTS

Before you begin your application, please see [What Are the System Requirements](#) for information on computer compatibility. It provides details on which internet browsers work with the LaMPSS application and what

version of Adobe is required. Should you require assistance with using LaMPSS, please contact our Support Team by email at extorghelp@gov.nl.ca or call 1-844-252-6777 during government business hours.

Applying for SSEP-HS Program Funding

APPLYING ONLINE

Once registered as a LaMPSS user, you can apply for funding online using the self-serve capability through your organization's Home Page using: your supplied Organization number, User ID and Password. Go to <https://lampss-org.aes.gov.nl.ca/login/login> to log in and apply.

If you are having difficulty with the process or unable to complete an application for funding online, please contact 1-800-563-6600 or EmploymentPrograms@gov.nl.ca.

Once you have logged into LaMPSS,

- Click on **Organization Home** on the left menu bar.
- Click on **Programs and Services** under Apply for Funding on the left menu bar
- Click on **Student Summer Employment-High School** from the list of available programs in the center of the page
- Click **Apply Now**
- Click on **Download SSEP Program App Form.pdf**
- Click **Open** (Note: if your document does not automatically open, navigate to Windows Explorer and open the application from your downloads files)

COMPLETING AN APPLICATION FORM

This section provides the specific information that you will need to complete the application form outlining required content. **Any fields outlined with red and with an asterisk are required.**

Organization Information

The name and complete mailing address for your organization will be pre-populated from the information submitted in the LaMPSS registration process.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: Employer Name – Summer Student Employment Program - HS
Agreement Start Date	Provide the proposed start date of the employment.
Agreement End Date	Provide the proposed end date of the employment.

Past Agreements

If you have had past agreements with the Department, please provide information relating to them. Include previous agreement number, if available.

Project Description

Please provide a brief paragraph of the student position you are requesting. This description should include the following items:

- The number of students requested (e.g., 1, 2,3);
- The hourly wage for each position (student);
- The number of hours requested per position (e.g., 20 hours per week; 35 hours per week);
- Identify who will supervise the student;
- A brief description of any training that will be provided, if applicable; and
- A brief description of how the student will benefit from this experience (e.g., if it provides career related experience or development of new skills).

You do not need to include the duties here as they will be required in a later section. If you wish to expand on the details of the project, a more detailed description can be attached as document at the end of the application.

Agreement Contact

If the appropriate primary contact for your organization is not pre-populated in this section of the application, please provide. Please note the contact(s) should be an individual(s) empowered to negotiate this agreement on behalf of your organization and can be contacted to further discuss your application.

Project Location(s)

Please provide the address information for the location(s), specifically where most of the project activities will take place. If you have not yet secured a location, please enter your main organization address and advise the Department later of the project address.

This information is required to assist the Department in tracking where students are employed across the province.

NOTE: If you are an employer applying for multiple “**geographically separate**” locations throughout the province, a separate application must be completed for these areas (e.g., if you have a location in Corner Brook and Clarenville, or St John’s and St. Anthony, then separate applications should be submitted.

Participants

Enter the total number of students requested (e.g., if you are requesting three students, please note that here).

Project Activities

The table below outlines required information under the program.

Activity Type	Select: Work Experience from dropdown menu
Activity Description	Please provide a brief description of the duties the student will perform. Priority will be given to positions that offer enhanced employment experiences for students.



Expected Results	Describe the benefit achieved from the approval of a student for your business/organization.
Where does this activity take place	Identify the location for this activity.
Expected number of Project Participants	Enter number of students requested.
Expected number who achieve employment	Use the same number as above.
Activity Budget/ Cost	Not-for-profit: Overall cost to the employer for the duration of the position(s) (e.g., \$14.50 per hour x 40 hours per week x 8 weeks X 15% MERC = \$5,336)

Sector

To determine the North American Industry Classification System (NAICS) associated with your company, click on the [NAICS website](#) to determine the three digit sector for your organization/business. First click on the applicable two-digit code for your organization (e.g., Code 44-45 Retail Trade). Then locate the applicable three digit subsector category for your organization - enter that three digit code in your registration form (e.g., 445 Food and beverages stores). **Add an Activity** – Not applicable, do not click on this filed, move to Budget section.

Project Budget

On your on-line application, a table similar to the one below outlines all of the eligible cost categories and items for the SSEP-HS, along with a brief description. Please read the example below to help you enter this information correctly in LaMPSS.

There is one costing model for SSEP-HS for not-for-profit organizations. The table and example below is intended to help calculate your contribution.

Cost Item	Project Cost	Requested Amount
Wages	A (see examples below)	B (see examples below)
Subtotal		
Less: Cash Contributions	C (see examples below)	
Less: In-kind Contributions	D (see examples below)	
Total		
Budget Total	Project Cost	Requested Amount
Subtotal	This cell will calculate itself.	This cell will calculate itself.
Less: Cash Contributions	This cell will calculate itself.	
Less: In-kind Contributions	This cell will calculate itself.	
Total	This cell will calculate itself.	This cell will calculate itself.

Not-for-Profit Organizations

Not-for-profit organizations approved under this program will receive 100 per cent of the current hourly minimum wage rate (\$14.50) plus 15 per cent to help cover the Mandatory Employment Related Costs (MERC).

An example of a not-for-profit organization applying for two positions at the minimum hourly wage rate of \$14.50 per hour for nine weeks each at 35 hours per week is as follows:

Project Cost (A) = 2 x 9 x 35 x \$14.50 = \$9,135 plus an additional 15% (\$1,370.25) equals \$10,505.25 (Project Cost for two students.)

Enter the same **Project Cost (A)** amount in the **Requested Amount (B)** and enter the **Cash Contribution (C)** as zero, unless you, as the employer, intend to pay the student more than minimum wage, in which case the Project Cost will go up accordingly but the Requested Amount must remain the same based on maximum contributions allowable under the program.

For **In-kind Contributions (D)** enter zero. In-kind contributions are not applicable for this program.

Project Cash Flow

Please provide an estimate of the monthly cash flow (e.g., anticipated cost for wages) for the requested project expenses based on the Agreement Start and End Dates you provided under Project Details.

Legal Signing Officers

Provide the appropriate legal signing officers for your organization. These individuals must have signing authority on behalf of the business / organization.

How many and what combination of the above persons' signatures are required on a legal document? Please enter the number of legal signing officers.

Supporting Documentation

There are no mandatory documents required to be attached as part of your application. However, you may want to provide additional documents relevant to your application (e.g., detailed project description). To attach the documents, select a document type in the application. Select the first type of document you want to attach from the drop down list, then click on Attach a Document, then add the appropriate file from your computer's directory.

Please take note the following information will be required, if your application is approved. Further direction will be sent to you on approval.

Document	Content
Student Contact and Consent Form	A Student Contact and Consent form will be required if your application is approved and before funds can be disbursed under the program. This form is required to be completed by the student(s) and returned to the Department within 14 calendar days of the agreement being approved.

SUBMIT APPLICATION

Once you have completed the online application, enter your Organization number, User ID and Password (this information was provided when your organization was registered in LaMPSS). Click **Submit Application**, the application is then submitted to the Department.

Once submitted, a message will appear to confirm submission was successful and will provide you with a six-digit agreement number. This number will enable you to check on the status of your application in LaMPSS.

Employers can check the status of their application by logging into LaMPSS at <https://lampss-org.aes.gov.nl.ca/login/login>. Click on **Organization Home** on the left menu bar. There you will see a list of Active Agreements for your organization. Click on the blue hyperlink, this will bring you to the agreement homepage where you can review details.

Should you require additional information, please e-mail EmploymentPrograms@gov.nl.ca.

Additional Terms & Conditions

Activity and Financial Reports and copy of the payroll for the student(s) are required to be submitted within the 30 days of the agreement's finish date (please see [Reporting Requirements](#)).

Failure to submit claims as stated will result in the employer's forfeiture of the subsidy.

Not-for-profit organizations who receive an initial up front subsidy will be requested to return funding if the requested reports and copy of the payroll are not submitted. To avoid this situation, employers are advised to submit their reports immediately, once the student finishes employment.

Reporting Requirements

The requirements for Activity and Financial reports for your SSEP - HS are outlined in your agreement. Reports should be completed online using LaMPSS Self-Serve functionality.

COMPLETING AN ACTIVITY REPORT

This section provides supporting information that you will need to complete the Activity Report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the SSEP - HS Program.

Activity Type	Work Experience
Start Date	Start Date is pre-populated
End Date	End Date is pre-populated
Activity Description	Activity Description is pre-populated
Update / Status this Period	Describe the activities that the individual has been involved with and indicate whether or not they are still employed with your organization. Also, indicate if there have been any changes in their hours of work and the number of hours worked during the reporting period.
Number of participants	Actual number

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

Reporting Notes

Provide any additional information for this reporting period.

COMPLETING A FINANCIAL REPORT

This section provides supporting information required to complete the Financial Report.

Project Costs

Provide the actual costs for each eligible expense for this reporting period.

Supporting Documentation

Payroll documents for the subsidized employee are required for verification purposes; attach them to your Financial Report prior to submission.

Reporting Notes

Provide any additional information for this reporting period.

SUBMITTING YOUR REPORTS

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system <https://lampss-org.aes.gov.nl.ca/login/login>. The payroll information should be attached at this time.

Enter the information that was provided when your organization was registered in LaMPSS – your Organizations number, User ID and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

System Requirements

WHAT ARE THE SYSTEM REQUIREMENTS?

The LaMPSS application works with the following Internet Browsers only:

- Microsoft Edge
- Google Chrome
- Firefox minimum Version 3.0; and
- Safari minimum Version 5.0

Users will also require the following:

- Adobe Reader 9.3.3 or newer (available for free at <https://get.adobe.com/reader/Opens in new window>);
 - Web Browser Pop-up blocker enabled to allow pop-ups; and
-

- Cookies and java script enabled in the Browser

To turn compatibility view off:

- Click on Tools.
- Select “Compatibility View Settings”.
- If the “lampss-org.aes.gov.nl.ca” website is in the “Websites you added to Compatibility View” box – select it and then select “Remove”.
- Uncheck all three boxes at the bottom.
- Select “Close”.
- Refresh the web page.
- Log into LaMPSS
- If issue persists contact extorghelp@gov.nl.ca

To turn compatibility view on:

- Click on Tools.
- Select “Compatibility View Settings”.
- If the “lampss-org.aes.gov.nl.ca” website is not in the “Websites you added to Compatibility View” box – type “lampss-org.aes.gov.nl.ca” into the “add this website” box and click add.
- Select “Close”.
- Refresh the web page.
- Log into LaMPSS
- If issue persists contact extorghelp@gov.nl.ca

USER TECHNICAL SUPPORT

Should you require assistance with using LaMPSS, please contact our Support Team by email at extorghelp@gov.nl.ca or call 1-844-252-6777 during government business hours.

Contact Information

For any clarification or additional information, please contact your Agreement Manager directly, or call 1-800-563-6600, or email EmploymentPrograms@gov.nl.ca.
