

Government of Newfoundland and Labrador

Summer Employment Program for Students (SEPS)

Program Guidelines



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

1.0 Introduction

The Summer Employment Program for Students (SEPS) provides funding to assist private sector businesses and not-for-profit organizations create summer employment for post-secondary and high school students.

Combining the previous high school and post-secondary Student Summer Employment Programs, the new program allows for increased flexibility, giving employers more time to prepare and submit applications, and ensuring prompt notification for employers to hire students.

Through this program, students benefit by gaining valuable work experience that will facilitate future labour market participation. Eligible students must be entering or returning to post-secondary training in the upcoming academic year or be currently enrolled in high school – level I, II or III or moving from the intermediate level (Grade 9) to Level I in September 2024 and both must be legally entitled to work in Canada.

Applicants will be ranked higher on quality placements if they demonstrate:

- An investment above the minimum wage, or by committing to retain the youth as an employee beyond the period of the summer placement;
- How the employer will support the youth during their work placement through observing, evaluating, and providing feedback on job performance;
- How mentoring during the placement will support the career-development for the youth;
- Opportunities for youth to develop the skills needed for employment during the placement; and
- Implementation of measures to provide a work environment free of harassment and discrimination.

For summer 2024, subsidies will be provided as follows:

Private sector employers will be eligible to receive a maximum wage subsidy reimbursement of \$3,000 per full-time equivalent approval.

Not-for-profit employers will be eligible to receive a maximum wage subsidy reimbursement of \$5,000 per full-time equivalent approval.

Employers have flexibility on the number of students hired, hours, and weeks with each approval. **Labour standards must be maintained in any arrangement.**

Official approval will be communicated to all successful applicants and will be the definitive document of subsidy approved amounts, regardless of what is requested at time of application.

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

2.0 Conflict of Interest

The department has the following conflict of interest policy designed to enhance public confidence in the integrity and fairness of the administration of employment service offerings.

This policy ensures that all eligible individuals for employment or participation on a project are treated fairly and are given equal opportunities to apply for and obtain employment as permitted by law.

Should an immediate family member of a board member of a project applicant want to be considered as a participant of a project, in consultation with IPGS, the staff member or board member shall remove themselves from all project administration processes and remove themselves the participant selection process.

1. No federal or provincial governments, government crown corporations or agencies, boards and commissions are eligible for a subsidy;
2. No member of the House of Commons or Member of the House of Assembly of Newfoundland and Labrador will be admitted to any share or part of an agreement or to any benefit arising therefrom.
3. No public employee of the province of Newfoundland and Labrador shall be admitted to any part or share of the payments made pursuant to an agreement or to any benefits arising therefrom except in accordance with the [Conflict of Interest Act, 1995](#);
4. No current or former public office holder or public servant who is not in compliance with the [Values and Ethics Code for the Public Service](#) or the [Conflict of Interest and Post-employment Code for Public Office Holders](#) shall derive a direct benefit from an agreement; and
5. No cost incurred in relation to wages paid to a third-party (e.g., participant, administrative staff, research subject or any other party) who is an immediate family member of the employer who is eligible for reimbursement under an agreement.

The only exception of this policy is when the department is satisfied that the position could not be filled by another individual due to exceptional circumstances (e.g., position required specific expertise or qualifications).

An immediate family is defined as father, mother, stepfather, stepmother, foster parent, brother sister, spouse or common-law partner, child (including child of common-law partner), stepchild, ward, father-in-law, mother-in-law, or other individual residing in the employer's household.

2.0 Labour Market Programs Support System (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, an organization number, user ID and LaMPSS password is provided to the employer (if they do not have one already) at the email address provided on your application

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(Employer Registration form). This information is used to log into the LaMPSS System. Please ensure you check your email, including junk mail, regularly. You can then log into the LaMPSS system and complete your online application.

If you have forgotten your password, please reset it in LaMPSS by clicking on **Forgot Password**. Enter Organization ID and User ID. Click submit and a new password will be emailed to you. If your password cannot be reset, please contact our Support Team by email at extorghelp@gov.nl.ca during government business hours or call 1-844-252-6777.

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

Visit the [Labour Market Programs Support System](#) webpage for more information on LaMPSS, including system requirements. This webpage 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 Group by email at extorghelp@gov.nl.ca during government business hours, or you can call 1-844-252-6777.

3.0 Applying for SEPS Program Funding

3.1 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 Organization number, User ID and Password. Go to the [LaMPSS](#) log in page and apply.

Once you have logged into LaMPSS:

1. Click on **Programs and Services** under **Apply for Funding** on the left menu bar;
2. Locate the **Summer Employment Program for Students** from the list of available programs in the center of the page; and
3. Click **Apply**.

The introduction page for the application will appear. It will provide a list of any mandatory documents required to be submitted with the application. It is recommended to have this information ready before applying.

To initiate the application process, click **Start Now**.

3.2 Completing an Application Form

This section provides specific information that will be required to complete the application form.

3.2.1 Organization Information

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

3.2.2 Agreement Details

Please provide the following:

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Agreement Details	Required Information
Agreement Title	Provide a title specific to this project or application. For example: Employer Name – SEPS
Agreement Start Date	Provide the proposed start date.
Agreement End Date	Provide the proposed end date.
Agreement Description	<p>Please provide a brief paragraph of the student position(s) you are requesting. This description should include the following items:</p> <ul style="list-style-type: none"> • A brief description of any training that will be provided; • 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); and • Any other relevant information. <p>Applicants will be ranked higher on quality placements if they demonstrate:</p> <ul style="list-style-type: none"> • An investment above the minimum wage, or by committing to retain the youth as an employee beyond the period of the summer placement; • How the employer will support the youth during their work placement through observing, evaluating, and providing feedback on job performance; • How mentoring during the placement will support the career-development for the youth; • Opportunities for youth to develop the skills needed for employment during the placement; and • Implementation of measures to provide a work environment free of harassment and discrimination.

3.2.3 Contact Information

If the appropriate primary contact information for your organization is not pre-populated in this section, 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. If the default information is correct, please click the **Save and Continue** button. If you need to include additional contacts, click **Add New Contact** and enter the requested information.

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3.2.4 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).

3.2.5 Participants

Enter the total number of students requested.

3.2.6 Activities

Please provide the following:

Project Activities	
Activity Type	Select Work Experience from the dropdown menu.
Activity Type Definition	Auto populated based on the Activity Type above. No action required.
Activity Start Date	Enter the start date of the Work Experience
Activity End Date	Enter the end date of the Work Experience.
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 hiring of a student for your business/organization
Location	Identify the location for this activity.
Expected Number of Participants	Enter number of students requested.
Sector	To determine the North American Industry Classification System (NAICS) associated with your company, click the drop-down menu and select the three-digit sector for your organization/business.
Job Title	Enter Student(s) Job Title.
Job Description	Please provide a description of the job including required duties and responsibilities.
Hourly rate of pay	Provide the hourly rate of pay for the student(s).
Number of Hours per week	Provide the expected number of hours per week.

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Number of weeks	Provide the number of weeks the position is expected to be filled.
Plan for Supervision	Provide details on how the position will be supervised and what skills and experience the participant will gain as a result of this activity.

3.2.7 Project Budget

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

Participant Program Delivery

Cost Item	Project Cost	Requested Amount
Wages Subsidies and Benefits	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.

There are two costing models possible for SEPS, one for not-for-profit organizations and one for private employers. The examples below are intended to help you calculate your contribution.

3.2.7.1 Private Sector Employers

Private sector employers are eligible for a maximum subsidy of \$3,000 per each full-time equivalent approval.

An example of the cost to hire one (1) student at the hourly wage rate of \$18.00 per hour (employer can pay more than the minimum hourly wage rate of \$15.00) for eight (8) weeks at 40 hours per week is as follows:

Project Cost (A) = 1 x 8 (weeks) x 40 (hours per week) x \$18.00 (hourly wage rate) = **\$5,760**
(Project Cost for one student.)

Requested Amount (B) = \$3,000

Cash Contribution (C) from the employer = \$5,760 - \$3,000 (subsidy amount) = **\$2,760** (This amount is the employer's **Cash Contribution**.)

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

3.2.7.2 Not-for-Profit Organizations

Not-for-profit organizations are eligible for a maximum subsidy of \$5,000 per each full-time equivalent approval.

An example of a not-for-profit organization applying for two positions at \$16.00 per hour for eight weeks each at 35 hours per week is as follows:

Project Cost (A) = 2 x 8 (weeks) x 35 (hours per week) x \$16.00 (hourly wage rate) = \$8,960 plus Mandatory Employment Related Costs (MERC).

Enter the **Project Cost (A)** amount and the **Requested Amount (B)** (up to maximum of \$5,000 per each full-time equivalent position) and enter the **Cash Contribution (C)** (the amount the employer will be required to contribute) if the total project cost is higher than the maximum that can be approved (\$5,000 per each full-time equivalent position).

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

3.2.8 Project Cash Flow

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.

3.2.9 Legal Signing Officers

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

Enter the number of legal signing officers based on how many and what combination of persons' signatures are required on a legal document.

3.2.10 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 from the drop-down menu, click **Add** then attach the appropriate file from your computer's directory.

Each mandatory or additional document must have a unique filename. Individual files cannot exceed **1MB**, or LaMPSS will generate an error message. **The overall submission, including all attachments, cannot exceed 5MB.**

3.2.11 Application Summary and Submission



Once you have completed the online application, employers can click the **View/Download Summary** button to view or download the application.

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If you have completed the application, including the attachment of all required documentation, click the **Submit** button and the application is then submitted to the department for review.

NOTE:

Once you have submitted the application, the following messages may appear:

-  All errors must be corrected before submission can occur.
-  Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section List** hyperlink.

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](#). Click on **Organization Home** on the left menu bar. There you will see a list of agreements for your organization. Click on the blue hyperlink (agreement number), 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.

4.0 Reporting Requirements

The requirements for activity and financial reports for the SEPS program are outlined in your agreement. Reports should be completed online using LaMPSS self-serve functionality.

4.1 Completing an Activity Report

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

Organization Information - this section is for information purposes only and no action is required.

Agreement Detail – this section is for information purposes only and no action is required.

Agreement Title	Agreement Title is pre-populated, no action required
Activity Start Date	Activity Start Date is pre-populated, no action required
Activity End Date	Activity End Date is pre-populated, no action required

4.1.1 Agreement Activity Update

The table below outlines the reporting requirements for the eligible activity for the SEPS program.

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Activity Type	Activity Type is pre-populated with Work Experience, no action required
Activity Start Date	Activity Start Date is pre-populated, no action required
Activity End Date	Activity End Date is pre-populated, no action required
Location	Location is pre-populated, no action required
Activity Description	Activity Description is pre-populated, no action required
Expected Results	Expected Results is pre-populated, no action required
Reporting Requirements	Reporting Requirements is pre-populated, no action required
Update/Status this period	Describe the activities that the individual student has been involved with and indicate whether or not they are still employed with your organization.
Update Actuals	Enter the number of new students (participants) hired during this reporting this period. Do not include any students reported on previous activity reports.

4.1.2 Participants Update

Please provide an update on project participants during this reporting period.

4.1.3 Reporting Notes

Record additional notes or comments for this report.

4.1.4 Summary and Submission



Review all information carefully to ensure the required information has been provided.

To view or print a copy, click **View/Download Summary**.

Click **Submit** on the Summary and Submission page if your activity report is complete.

NOTE:

Once the activity report is submitted, the following messages may appear:

-  All errors must be corrected before submission can occur.
-  Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section List** hyperlink.

4.2 Completing a Financial Report

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

Organization Information - this section is for information purposes only and no action is required.

Agreement Detail – this section in the report is for information purposes only and no action is required.

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Agreement Title	Agreement Title is pre-populated, no action required
Agreement Start Date	Agreement Start Date is pre-populated, no action required
Agreement End Date	Agreement End Date is pre-populated, no action required

4.2.1 Agreement Budget Update

Private Employer - Provide the actual costs incurred for wages for this reporting period.

Not-For- Profit - Provide the actual costs incurred for wages and benefits (MERC) for this reporting period.

4.2.2 Project Cash Flow Update


Provide an estimate of any future monthly expenditures that will be incurred (if applicable).

4.2.3 Reporting Notes

Record additional notes or comments for this report.

NOTE:

Once the Project Cash Flow is entered and saved, the following message **may** appear:

-  Cash Flow amounts indicate that the project will be under or over budget. Please add a Reporting Note to clarify.

4.2.4 Supporting Documents

4.2.4.1 Additional Documents

Provide payroll documents in support of your financial report, select the type of document from the drop-down menu and click **Add** to select and attach the appropriate file from your computer's directory. Payment will not be issued without supporting payroll documents. Click **Save and Continue**.



4.2.5 Summary and Submission

Review all information carefully to ensure the required information has been provided.

To view or print a copy, click **View/Download Summary**.

Click **Submit** on if your financial report is complete.

NOTE: Once the financial report is submitted, the following messages may appear:

-  All errors must be corrected before submission can occur.
-  Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section** List hyperlink.

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5.0 Summer Employment Program for Students - 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 end 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 required to return funding if the requested reports and copy of the payroll are not submitted within the 30 days of the finalization. To avoid this situation, employers should submit their reports immediately, once the student finishes employment.

Private Sector employers who do not submit the required documentation within the 30 days of the finalization of the agreement will have the agreement declared null and void and no payments will be issued.

6.0 Contact Information

6.1 Program Support

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

6.2 Technical Support

Should you require assistance with using LaMPSS, please email extorghelp@gov.nl.ca or call 1-844-252-6777.