

Government of Newfoundland and Labrador

Supported Employment – Newfoundland and Labrador (SE-NL)

Program Guidelines



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Employment and Training Programs

Supported Employment – Newfoundland and Labrador – Program Guidelines

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 Supported Employment – Newfoundland and Labrador.

Application deadline is January 15 of each year.

1.0 Introduction

The **Supported Employment Program** assists adults and high school students with developmental disabilities build the skills necessary for independent employment.

High school students with developmental disabilities are assisted with the transition from high school to work through supported employment during evenings, weekends, or during the summer.

The Supported Program recognizes that communities may use their preferred language, this program uses clinical definitions as outlined in the DSM-5.

Developmental disabilities are a group of conditions that begin before the age of 18 (the developmental period) and may be present at birth or become evident as a child grows. These conditions impact a person's physical, learning, communication or behavioural abilities and can last throughout a person's lifetime, affecting day-to-day functioning. They can include, but are not limited to, intellectual disabilities, learning disabilities and neurodevelopmental disorders, such as autism.

Disability related employment supports provided may range from orientation and work analysis to full-time support in the workplace from a job trainer. An individualized assessment will identify the required supports that are intended to lead to independent employment.

Since a key outcome of the program is to enhance participant independence, family members are not eligible to act as job trainers.

Agencies receive operational and program funding to provide Supported Employment services and are responsible for all aspects of case and agreement management including:

- Participant program eligibility assessment
- Employment plan development
- Individualized employment support assessments
- Job development
- Approval of participant supports
- Contracting with employers

- Employment monitoring
- Budget management
- Reporting to the province.

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.

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).

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 JGRD, the staff member or board member shall remove themselves from all project administration processes and remove themselves the participant selection process.

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.

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2.1 Labour Market Programs Support System (LaMPSS)

This program is administered by JGRD using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is the common system for administering Labour Market Programs in Newfoundland and Labrador. LaMPSS is focused on providing consistency in processes and improving services to labour market program agreement holders.

The functionality of LaMPSS provides employers with self-serve capability, enabling the employer to apply for funding online for labour market programs and submitting required financial and activity reports online.

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 (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.

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3.0 Applying for 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 **Supported Employment – Newfoundland and Labrador** 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:

Agreement Details	Required Information
Agreement Title	Provide a title specific to this project or application. For example: Agency Name – Supported Employment
Agreement Start Date	Provide the proposed start date.
Agreement End Date	Provide the proposed end date.

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Agreement Description

Please provide a description of the project. This description should include the following items:

- A brief description of the activities to be undertaken
- A brief description of how the participants will benefit from this experience; and
- Any other relevant information.

3.2.3 Contact Information

Specify a person in your organization who can be contacted, if required, with respect to this application. If the default information is correct, please click the **Save and Continue** button. If you need to add contacts, click **Add New Contact** and enter the requested information.

Please note the contact(s) should be an individual(s) who can negotiate this agreement on behalf of your organization and can be contacted to further discuss your application.

3.2.4 Location(s)

Please provide the address information for the location(s), specifically where most of the project activities will take place (agency office location). If you have satellite offices, please include those addresses as well.

3.2.5 Participants

Enter the total number of participants expected. This will be the total number of participants expected to be served by the organization during the life of the contract.

3.2.6 Activities

Please provide the following:

Project Activities	
Activity Type	Select the appropriate activities for your project from the dropdown menu. There will be more than one applicable activity.
Activity Type Definition	Auto populated based on the Activity Type above. No action required.
Activity Start Date	Enter the start date of the activity. (April 1)
Activity End Date	Enter the end date of the activity. (March 31)

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Activity Description	Please provide a brief description of how you plan to deliver this activity as part of your project agreement
Expected Results	Describe the benefits to individuals who participate in each activity.
Location	Identify the location for this activity.
Expected Number of Participants	Enter number of participants for each

3.2.7 Project Budget

On your application, enter the amount of funding requested for each required category. HST should be calculated and included where applicable.

Eligible costs may include:

1. Staff Wages
2. Mandatory Employment Related Costs
3. Professional Fees
4. Travel
5. Meeting Room Rental
6. Telecommunications
7. Audit
6. Rent
7. Utilities
8. Furniture
9. Advertising
10. Postage or Courier
11. Bank Charges
12. Insurance
13. Printing
14. Office Supplies
15. Participant Disability Related Employment Support Costs

This may not be an exhaustive list; please refer to the cost categories available in the program application.

Ineligible costs may include, but are not limited to:

1. Costs not associated with the operations of the agency
2. Costs associated with fundraising activities
3. Canada Revenue Agency or payroll penalties
4. Parking Tickets
5. Parking Passes
6. Food (unless modest offering for a conference or working lunch)
7. Banquets
8. Gift Bags

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9. Legal fees and court awards for inappropriate dismissal.
10. Illegal activities
11. Membership fees for private clubs (e.g., gyms, golf courses)
12. Staff salary bonuses
13. Purchase of alcoholic beverages
14. Purchase of illegal substances
15. Gifts of recognition
16. Costs incurred before the start date or after the end date of the project; or
17. Losses and deficits incurred by funded organizations
18. MERC is not to be included in a purchased support agreement; the employer is responsible for these costs
19. Participant supports not identified in the assessment or supports not identified as leading to independent employment

3.2.8 Project Cash Flow

Provide an estimate of the monthly cash flow 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 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

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

3.2.10.1 Mandatory Documents

There are mandatory documents required to be attached as part of your application. To attach the documents, select a document type from the drop-down menu, click **Add** then attach the appropriate file from your computer directory.

Required documents are as follows:

1. A list of board and staff members including contact information (email and telephone)
2. A copy of Director's Liability Insurance coverage and the receipt verifying that premiums have been paid and the covering period of the insurance.
3. An internally prepared financial statement identifying current financial status of organization
4. A list of anticipated participants with corresponding funding identified

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5. An itemized budget breakdown completed on the [zero-based budgeting worksheet](#) providing sufficient details and rationale for requested funds to support the request for each operational cost. Please include a full outline of **any other** funding sources used for the Supported Employment Program and a breakdown which identifies the portion allocated to supplement JGRD funding.
6. Most recent AGM or Board of Director's minutes (signed by two board members)
7. A detailed project description outlining:
 - How services provided meet the intent of the Supported Employment program
 - The expertise and competencies of staff as it relates to your organization's services and the Supported Employment Program, including staff's expertise to assess the employment supports required for persons with developmental disabilities to obtain independent employment
 - Details of other insurances outside of Director's Liability
 - Activity objectives that are clearly outlined and are specific, measurable, attainable, relevant and time based.
 - Collaboration by agencies to reduce duplication, share administrative functions or infrastructure, create efficiencies, meet objectives, and deliver quality services.

3.2.10.2 Additional Documents

Organizations can provide additional documents in support of their application. Within the Supporting Documentation section in the application, organizations can select the type of document from the drop-down menu, click **Add** to select, attach the appropriate file from your computer's directory, and click **Save and Continue**.

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.

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.

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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 the status of your application in LaMPSS.

Organizations 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 contact your Agreement Manager directly, or call 1-800-563-6600 or email EmploymentPrograms@gov.nl.ca.

4.0 Reporting Requirements

The requirements for activity and financial reports for Supported Employment – Newfoundland and Labrador are outlined in your agreement. Reports should be completed online using LaMPSS.

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 Supported Employment program.

Activity Type	Activity Types are 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

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Location	Location is pre-populated, no action required
Activity Description	Activity Description is pre-populated, no action required
Expected Results	Expected Results are pre-populated, no action required
Reporting Requirements	Reporting Requirements are pre-populated, no action required
Update/Status this period	Describe the activities that have occurred during the quarter using the reporting requirements listed above.
Update Actuals	Enter the number of new participants during this reporting this period. Do not include any participants reported on previous activity reports.

4.1.2 Participants Update

Please provide an update on **new** project participants for this reporting period.

4.1.3 Reporting Notes

Record additional notes or comments for this report. Please see Schedules D and J of your agreement.

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.

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

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

Provide the actual costs incurred for this reporting period. Be prepared to provide supporting documentation if requested.

4.2.2 Project Cash Flow Update

Provide an estimate of any future monthly expenditures that will be incurred. **It is expected that cash flows be updated every quarter.**

NOTE:

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

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

4.2.3 Reporting Notes

Record additional notes or comments for this report.

4.2.4 Supporting Documents

Please be prepared to provide supporting expenditure documentation if requested.

4.2.4.1 Mandatory Documents

Mandatory documents are not required for the submission of your financial reports.

4.2.4.2 Additional Documents

Additional documents are not required for the submission of your financial reports.

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.

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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.

5.0 Contact Information

5.1 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.

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5.2 Technical Support

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

