



## Opportunities Fund Program Targeted Wage Subsidy Application Package Checklist

- Eligibility confirmation (applicant)
  - Ineligible for Employment Insurance Benefits as confirmed by an eligibility check submitted by the Case Manager to the Community Coordinator who confirms with Service Canada
  - Have a self-identified disability or chronic illness that is a barrier to employment
  - Unemployed or working less than 20 hours per week
  - Be eligible to work in Canada
  
- Eligibility confirmation (employer)
  - In business over 1 year
  - Has business licence
  - Has WorkSafeBC coverage for employees
  - Not temporary employment
  - Client not on payroll prior to wage subsidy
  - Applicant filling vacant or newly created position
  - Minimum hours 20 per week
  - Job description provided
  - Training plan developed
  - Agreed to hire applicant after successful wage subsidy
  
- Opportunities Fund Referral Form
  
- PIF (participant information form) printed doubled sided on 8½" by 14" paper
  
- Consent to release information forms completed (Employer and Case Manager)
  
- Return to Work Action Plan
  
- Job Description
  
- Training plan
  
- Current resume
  
- Rationale that includes an overview of the client's suitability for this training and subsequent employment in the field chosen
  
- Documentation of recent 3 mo. job search with no results
  
- Supporting documentation (e.g. formal assessments verifying readiness and supports required, etc)
  
- Details of the disability supports needed on the job