



**ABORIGINAL LABOUR FORCE  
DEVELOPMENT CIRCLE  
&  
MIZIWE BIIK  
ABORIGINAL EMPLOYMENT & TRAINING**

**PROGRAM DESCRIPTIONS**

Revised 2024

## TABLE OF CONTENTS

<b>ALFDC TARGETED WAGE SUBSIDY PROGRAM.....</b>	<b>3</b>
<b>ALFDC DIRECT COURSE PURCHASE – PURCHASE OF TRAINING .....</b>	<b>4</b>
<b>ALFDC SELF-EMPLOYMENT ASSISTANCE .....</b>	<b>6</b>
<b>ALFDC LOCAL LABOUR MARKET PARTNERSHIPS .....</b>	<b>7</b>
<b>ALFDC MOBILITY ASSISTANCE.....</b>	<b>8</b>
<b>ALFDC SUMMER STUDENT CAREER PLACEMENT.....</b>	<b>9</b>
<b>ALFDC STAY IN SCHOOL INITIATIVE .....</b>	<b>10</b>
<b>ALFDC YOUTH WORK EXPERIENCE.....</b>	<b>11</b>
<b>ALFDC COMMUNITY YOUTH FORUM .....</b>	<b>12</b>
<b>ALFDC INCARCERATED TRANSITIONS PROGRAM .....</b>	<b>13</b>
<b>ALFDC JOB CREATION PARTNERSHIPS.....</b>	<b>14</b>
<b>ALFDC EMPLOYMENT ASSISTANCE SUPPORT MEASURE.....</b>	<b>15</b>
<b>ALFDC APPRENTICESHIP PROGRAM.....</b>	<b>16</b>
<b>ALFDC APPRENTICESHIP FINANCIAL SUPPORT PROGRAM .....</b>	<b>18</b>
<b>ALFDC SUMMER YOUTH ENTREPRENEURIAL PROGRAM.....</b>	<b>19</b>
<b>ALFDC ALTER-ABLED INITIATIVE .....</b>	<b>21</b>
<b>ALFDC SMALL BUSINESS SUPPORT PROGRAM .....</b>	<b>22</b>
<b>ALFDC EMPLOYMENT SEARCH SUPPORT PROGRAM.....</b>	<b>23</b>
<b>ALFDC EMPLOYMENT SUPPORT PROGRAM-EMPLOYMENT START-UP .....</b>	<b>24</b>
<b>ALFDC TRAINING PROGRAM COMPLETION BONUS .....</b>	<b>25</b>
<b>APPENDIX A: SALARY RANGE GUIDELINES FOR PROJECT STAFF.....</b>	<b>26</b>
<b>APPENDIX B – TRAINING ALLOWANCES .....</b>	<b>27</b>
<b>APPENDIX C – CHILD CARE RATES.....</b>	<b>28</b>

## **ALFDC TARGETED WAGE SUBSIDY PROGRAM**

Acronym: TWS

### **Funding Sources:**

EI, CRF, Youth, Alter-abled

### **Objective:**

To encourage employers to hire employees and to provide on the job as well as off the job training that will lead to sustainable employment.

### **Eligible Coordinators:**

- Businesses
- Organizations
- Public health and education institutions
- Municipal governments
- First Nations band councils

### **Eligible Participants:**

Unemployed or under employed individuals facing employment disadvantages.

### **Duration:**

Projects may last up to 52 weeks.

### **Eligible Financial Contributions:**

- Negotiated wage subsidy
- A negotiated contribution towards the employer's share of MERC
- Necessary training costs to be negotiated

## **ALFDC DIRECT COURSE PURCHASE – PURCHASE OF TRAINING**

Acronym: POT

### **Funding Source:**

CRF, EI, Youth and Alter-abled

### **Objective:**

To assist persons who require assistance to overcome existing or anticipated labour market barriers by arranging a variety of training courses with **qualified trainers**.

### **Eligible Sponsors:**

- Businesses
- Educational institutions
- Qualified trainers

### **Eligible Clients:**

- Persons who require assistance to overcome existing or anticipated labour market barriers
- Unemployed / underemployed persons who require assistance to overcome existing or anticipated labour market barriers
- Underemployed individuals can be supported in part time courses if their job is in jeopardy or if they are underemployed in chosen field (*tuition and course costs only*), or if their existing job is low skilled (*severely underemployed*)
- Out of regular high school at least one year if requesting assistance with a skilled course
- Out of regular high school at least two years if requesting assistance with upgrading
- Client must be a worker client (labour force attachment) not a student client

### **Duration:**

- Training may last up to 52 weeks.
- 60 weeks will be considered for literacy issues

**Eligible Financial Contributions:**

- Employment insurance while on project and while client has EI benefits
- Training allowance at 100% of employment insurance for EI exhaustees
- Training allowance as per schedule A for EI reach back clients
- Training allowance as per schedule A for EI ineligible clients
- Training allowance extension for an additional three weeks for job search
- Transportation costs negotiated locally
- Child care costs negotiated locally
- Actual negotiated course costs
- Living away from home allowance negotiated locally
- Negotiated one time client support

**Eligible Course Purchases:**

- Courses must be full time – minimum of 20 hours per week
- Part time courses may be considered for unemployed individuals only if full time is not available. i.e. remote communities – alter-abled clients
- Conferences and workshops are **not eligible**

## **ALFDC SELF-EMPLOYMENT ASSISTANCE**

Acronym: SEA

### **Funding Source:**

EI, CRF, Youth, Alter-abled

### **Objective :**

To assist unemployed persons to become self-employed by starting viable businesses.

### **Eligible Participants:**

Unemployed individuals wishing to start their own business.

### **Duration:**

Projects may last up to 52 weeks.

### **Eligible Financial Contributions:**

- Employment insurance while on project (if eligible)
- Training allowance determined locally for EI exhaustees
- Training allowance determined locally for EI reach back clients
- Training allowance determined locally for EI ineligible clients
- Child care costs: Actual costs for registered daycare, child care rates for non- registered day care as per schedule
- Provides funding to community agencies or organizations that may provide assistance such as counselling, technical support and training to cover costs of support
- Start-up funds may be available

## **ALFDC LOCAL LABOUR MARKET PARTNERSHIPS**

Acronym: LLMP

### **Funding Source:**

EI

### **Objective:**

To encourage communities to take responsibility for their own employment and training related needs by building on the capacities and strengths of the organization and relationships that already exist in the community.

### **Other Objectives:**

- Enhance community networking
- Enhance decision making
- Reduce or eliminate duplication and overlap
- Better utilize (financial/human) resources
- Increase available local labour market information

### **Financial Assistance:**

A contribution to the costs of activities such as:

- Research (i.e.: profile of the unemployed, potential employment opportunities)
- Development of strategic plans
- Promotion of local labour market partnerships
- Communications (i.e.: share best practices)
- Coordination (i.e.: community-based approach)

## **ALFDC MOBILITY ASSISTANCE**

Acronym: MA

### **Funding Source:**

CRF

### **Objective:**

To assist individuals with jobs that are available in other localities.

### **Eligible Participants:**

- Mobile individuals who are unemployed or about to become unemployed and who have few or no possibilities of employment locally.
- Guaranteed employment must be verified via letter from employer.

### **Eligible Financial Contributions:**

- Negotiated mileage, travel and accommodation costs



## **ALFDC SUMMER STUDENT CAREER PLACEMENT**

Acronym: SCP

### **Funding Source:**

CRF, YOUTH, Alter-abled

### **Objective:**

To encourage employers to create career related summer jobs for students

### **Eligible Employers:**

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- First Nations band councils

### **Eligible Participants:**

- Full time students between the ages of 14-30 who intend to return to school
- Under 35 for Alter-abled participants

### **Duration:**

Training may last up to 20 weeks.

### **Eligible Financial Contributions:**

- Negotiated wage subsidy up to the provincial adult minimum wage rate
- Negotiated contribution towards MERC

## **ALFDC STAY IN SCHOOL INITIATIVE**

Acronym: SIS

### **Funding Source:**

CRF, Youth, Alter-abled

### **Objective:**

To allow eligible stakeholders to hire an individual to work with students at risk of becoming a drop-out and work with students to stay in school. Individual will work with both elementary and secondary school students.

### **Eligible Stakeholders:**

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- First Nations band councils

### **Eligible Participants:**

Elementary or secondary students at risk of dropping out of school between the ages of 15-30.

### **Duration:**

Projects may last up to 52 weeks

### **Eligible Financial Contributions:**

- Wages for administrative staff up to the prevailing wage rate
- Negotiated contribution towards the MERC
- Necessary overhead costs to be negotiated
- Negotiated contribution towards incentive awards such as wages for job placements, incentive for participating in workshops etc.
- Transportation for participants
- Speakers / training costs

## **ALFDC YOUTH WORK EXPERIENCE**

Acronym: YWE

### **Funding Source:**

CRF, Alter-abled

### **Objective:**

This employment and training measure is designed to benefit Indigenous youth (18-30) by providing high quality work experience.

### **Eligible Participants:**

- Unemployed Indigenous youth between the ages of 18 – 30 that have not successfully been able to find employment in their chosen career or educational paths.
- Participants must not be in school or returning to school.
- Barriers must be assessed by the employment counselor.

### **Eligible Employers:**

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- First Nations band councils
- The employer will provide a work/training plan that will be assessed by the employment counselor prior to entering an agreement

### **Duration:**

To be negotiated up to 16 weeks, however the assistance can evolve to a Target Wage Subsidy.

### **Eligible Financial Contributions:**

- Wage rate to be negotiated
- Negotiated employment supports i.e. transportation, child care
- Negotiated one time client support
- Negotiated special costs for access for alter-abled clients

## **ALFDC COMMUNITY YOUTH FORUM**

ACRONYM: CYF

### **Funding Source:**

CRF, Alter-abled

### **Objective:**

To provide community youth groups with financial assistance that will promote discussion and planning around employment and career goals. The sponsor/youth group will host/plan career fairs, lectures, employment workshops or other related activities. This program is designed to promote information sharing between the participants, between employers, educators and elders. It is expected they will form relationships with other organizations that will build a foundation fostering the needs of the community's youth.

### **Eligible Participants:**

Indigenous youth between the ages of 15- 30 years of age.

### **Eligible Sponsors:**

Indigenous community based not-for-profit organizations.

### **Duration:**

To be negotiated.

### **Requirements for the Measure:**

The sponsor/youth group will be responsible for providing the LDM with an outline of the workshop(s) including an agenda, the names of the participants attending, the topic or theme of the forum (i.e.: career planning through mentoring, how to find a job, picking a career...) a list of the desired goals expected from the forum, and a narrative of the forum at the completion.

### **Eligible Financial Contributions:**

Overhead costs that will cover the costs of rent, honorariums, refreshments, printed materials, equipment based on \$50 per participant to a maximum of \$5,000

## **ALFDC INCARCERATED TRANSITIONS PROGRAM**

ACRONYM: ITP

### **Funding Source:**

CRF

### **Objective:**

This program allows counselors to work with individuals to implement a positive post.

### **Eligible Participants:**

This program is designed for access to those serving sentences in a federal or provincial correction system.

### **Duration:**

Three months prior to release.

### **Requirements:**

The participant will undergo a detailed assessment with an Employment Counsellor to determine the suitability and desire of the participant to achieve the end goal. A short and long term action plan will be developed and post release program interventions will be negotiated with the LDM or client origin.

### **Eligible Financial Contributions:**

- Negotiated start-up costs for individual, upon release
- Negotiated supporting interventions to run concurrent to individuals release date

## **ALFDC JOB CREATION PARTNERSHIPS**

Acronym: JCP

### **Funding Source:**

EI, CRF, Alter-abled

### **Objective:**

To provide opportunities for unemployed workers to maintain and develop skills in order to **enter** or **re-enter** the workforce.

### **Eligible Coordinators:**

- Businesses
- Organizations
- Public health and educational institutions
- Municipal and provincial governments
- First Nations band councils.

### **Eligible Participants:**

- Unemployed workers
- Experienced with no job expectation

### **Duration:**

Project may last up to 52 weeks.

### **Financial Assistance:**

- Employment insurance or enhanced top up to maximum EI rate to current wage rate while on the project, employer may top up to prevailing wage rate
- Training allowance to maximum EI rate or prevailing wage rate for EI exhaustee clients
- Training allowance to maximum EI rate or prevailing wage rate for EI ineligible clients
- Training allowance extension for an additional three weeks for job search
- Necessary overhead costs to be negotiated
- Necessary MERC if necessary
- Non-taxable, non insurable for allowances

## **ALFDC EMPLOYMENT ASSISTANCE SUPPORT MEASURE**

Acronym: EASM

### **Funding Source:**

EI, CRF and Alter-abled

### **Objective:**

To help local community organizations to provide employment services to unemployed persons or to provide employment supports to individuals

### **Eligible Coordinators:**

- Businesses
- Organizations
- Public health and educational institutions
- Municipal governments
- First Nations band councils

### **Duration**

Projects may last up to 52 weeks.

### **Financial Assistance:**

- Wages for administrative staff to prevailing wage rate
- Negotiated necessary overhead costs
- Negotiated special costs such as disabled participation, necessary capital costs or leasing to a maximum of \$10,000
- Income support for participants:
  - Employment insurance during intervention
  - Training allowance at 100% of EI rate exhaustees.
  - Training allowance as per Schedule A for EI reach back clients
  - Training allowance as per Schedule A for EI ineligible clients
  - Transportation costs negotiated locally
  - Child care costs negotiated locally
  - Negotiated one time client support determined locally
  - Uniforms, medicals, CPIC's, books, etc.

## **ALFDC APPRENTICESHIP PROGRAM**

Acronym: AOP

### **Funding Source:**

CRF, EI, Youth, Alter-abled

### **Objective:**

To encourage qualified employers to hire and retain apprentices for the duration of their apprenticeship program according to MTCU standards.

### **Eligible Participants:**

Individuals that meet the trade standards according to MTCU and eligible to become an apprentice

### **Eligible Sponsors:**

- Business or organizations approved by MTCU

### **Duration:**

- 1-4 years dependent upon the specific trade

### **Financial Assistance- Wages:**

- Negotiated wage reimbursement possibly utilizing the following examples and consideration of availability of funds:
- Reversing Graduated scale
  - Year 1- 75% reimbursement on the apprentice wage
  - Year 2- 50% reimbursement on the apprentice wage
  - Year 3- 40% reimbursement on the apprentice wage
  - Year 4- 25% reimbursement on the apprentice wage
- Graduated Scale
  - Year 1- 25% reimbursement on the apprentice wage
  - Year 2- 40% reimbursement on the apprentice wage
  - Year 3- 50% reimbursement on the apprentice wage
  - Year 4- 75% reimbursement on the apprentice wage
- Purchase of Training
  - Tuition payment for in-school portion of apprenticeship if employer does not cover



- Employment Supports- Tools and Safety Equipment
  - Negotiated contribution to this cost
- Living Away From Home, Training allowances, Transportation
  - Negotiated Cost to be done locally

## **ALFDC APPRENTICESHIP FINANCIAL SUPPORT PROGRAM**

Acronym: AFSP

### **Funding Source:**

CRF, EI, Youth, Alter-abled

### **Objective:**

To encourage and support apprentices for the duration of their apprenticeship program.

### **Eligible Participants:**

Individuals that meet the trade standards according to MTCU and eligible to become an apprentice

### **Eligible Sponsors:**

- Persons enrolled in an apprenticeship program

### **Duration:**

- 1-4 years dependent upon the specific trade

### **Eligible Financial Contributions:**

- Start-up funds
- Stipend support while attending in-class training
- Completion bonus of \$750 for each level of apprenticeship completed
- On-the-job training wage top up to meet standard rates of pay
- Subject to availability of funds

## **ALFDC SUMMER YOUTH ENTREPRENEURIAL PROGRAM**

Acronym: EEP

### **Funding Source:**

CRF, Youth

### **Objective :**

To benefit Indigenous youth by providing an incentive grant for the operation of a summer business.

### **Eligible Participants:**

- Unemployed youth 15-30, up to age 35 for Alter-abled
- Previous experience in entrepreneurial grant programs

### **Duration:**

Projects may last up to 12 weeks

### **Ineligible Business Activities:**

- Partnerships
- Multi-level marketing
- Commissioned sales
- Telephone marketing
- Sale of tobacco, alcohol, gaming and religious items

### **Financial Assistance:**

- One time grant of up to \$1,500 to be negotiated locally

### **Requirements for Measure**

- Current resume attached to the application
- Copy of participants previous school upon completion of project
- Three letters of support from potential customers
- A quote from relevant company providing business insurance if applicable
- Approved participant must submit monthly reports with photos

- Approved participant must set-up a chequing account
- Financial forecast identifying cashflow requirements indicating such costs as supplies, equipment, wages, stipends, etc.

## **ALFDC ALTER-ABLED INITIATIVE**

Acronym: AAI

### **Funding Source:**

CRF, EI

### **Objective:**

- To reduce reliance on Income Support programs
- To promote access of the alter-abled to Employment and Training Programs
- To increase availability of work related supports
- To encourage employers to make appropriate job / workplace accommodations
- To promote employment and self-employment opportunities for alter-abled aboriginal peoples

### **Eligible Participants:**

Indigenous persons, who self-identify as having a disability, are in need of assistance to prepare for, find and maintain employment and self-employment

### **Eligible Employers/Training Providers:**

- Businesses
- Public health and educational institutions
- Community based organizations
- First Nations band councils

### **Duration:**

- To be negotiated locally maximum of 52 weeks

### **Eligible Financial Contributions:**

- Participant equipment and services
- Capital cost to be negotiated
- Overhead costs, to be negotiated
- Negotiated wage subsidies
- MERC
- Employment related course costs

## **ALFDC SMALL BUSINESS SUPPORT PROGRAM**

Acronym: SBS

### **Funding Source:**

CRF

### **Objective:**

To assist entrepreneurs or potential entrepreneurs who require assistance in developing their business skills, to attend relevant workshops, conferences or seminars

### **Eligible Participants:**

Private, for-profit, Indigenous business owners or individuals who can demonstrate the benefits of attendance of the workshop, conference or seminar and how it would increase their business potential and can demonstrate the need for financial assistance as determined by the LDM

### **Duration:**

Conference, workshops, seminars not exceeding five days

### **Eligible Financial Contributions:**

- Negotiated fees to a maximum of \$500.00
- Travel expenses may be considered – negotiated costs

## **ALFDC EMPLOYMENT SEARCH SUPPORT PROGRAM**

Acronym: ESSP

### **Funding Source:**

CRF, EI, Youth and Alter-abled

### **Objective:**

To assist persons in seeking employment by providing a tablet for support.

### **Eligible Clients:**

- Actively seeking employment and working with an Employment Counsellor

### **Duration:**

- One time access

### **Eligible Financial Contributions:**

- Tablet to assist with employment seeking
- Subject to availability of funds

## **ALFDC EMPLOYMENT SUPPORT PROGRAM-EMPLOYMENT START-UP**

Acronym: ES

### **Funding Source:**

CRF, EI, Youth and Alter-abled

### **Objective:**

To assist persons who have recently obtained employment.

### **Eligible Clients:**

- Recently employed persons
- Letter of employment to be provided

### **Duration:**

- One time access per employment

### **Eligible Financial Contributions:**

- Assistance up to \$750 per fiscal year
- \$250 in receipts to be submitted
- Assistance may be used for clothing or uniforms, safety shoes or work boots, tools and special equipment, grooming costs, transportation, licensing fees, professional fees, association costs and meals.
- Subject to availability of funds



## **ALFDC TRAINING PROGRAM COMPLETION BONUS**

Acronym: TPCB

### **Funding Source:**

CRF, EI, Youth and Alter-abled

### **Objective:**

To provide an incentive program to persons that complete a Miziwe Biik training program.

### **Eligible Clients:**

- Persons that have completed a Miziwe Biik training program
- Proof of completion to be provided

### **Duration:**

- One time access per training

### **Eligible Financial Contributions:**

- Incentive of \$750.00

**APPENDIX A: SALARY RANGE GUIDELINES FOR PROJECT STAFF**

<b>Salary range guidelines for Project Staff</b>	
Project Coordinator Trainee:	\$22.00 per hour
Legal Positions/Social Work Positions Trainee:	\$22.00 per hour
Front Line Worker/Bookkeeper Trainee:	\$21.00 per hour
Clerical Trainee:	\$20.00 per hour

**APPENDIX B – TRAINING ALLOWANCES**

<b>Status Of Participant</b>	<b>Weekly Training Allowance For Participants Attending Training Programs on a Full Time Basis (25 hours or more)</b>
Participant without dependants	\$300
Participant with dependants who resides with a spouse and whose gross income is more than \$385 per week	\$300
<b>All Other Participants</b>	
i) with one dependant	\$300
ii) with two dependants	\$300
iii) with three dependants	\$300
iv) with four or more dependants	\$300

**APPENDIX C – CHILD CARE RATES**

<b>Dependants</b>	<b>Number of Hours of Supervision Required Per Day</b>				
	<b>1 Hour</b>	<b>2 Hours</b>	<b>3 Hours</b>	<b>4 Hours</b>	<b>5 or More Hours</b>
For the First dependant	\$4.40	\$8.75	\$13.15	\$17.50	\$20.00
For the Second Dependiant	\$4.40	\$8.75	\$13.15	\$17.50	\$20.00
For the Third Dependiant	\$4.40	\$7.05	\$9.70	\$12.35	\$15.00
For the Fourth Dependiant	\$4.40	\$5.80	\$7.20	\$8.60	\$10.00
Daily Maximum			\$65.00		