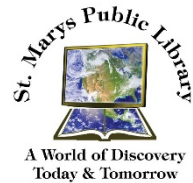


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# St. Marys Public Library Adult Learning Department



Policy Type: Operational

Policy Number: OP-01AL

Policy Title: Training Support Policy

Policy Approval Date: May 2019

Policy Review Date: May 2022

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## 1. Objective

In accordance with the Ministry of Training, Colleges and Universities Agreement and the Service Provider Guidelines for the Literacy and Basic Skills program, provisions are in place to offer training supports for learners who are registered with the Adult Learning Programs of Perth (Adult Learning). Training Support is available as a means of reducing and removing barriers to participation in the Literacy and Basic Skills program.

## 2. Policy Statement

2.1. This policy sets out the process that staff use to provide Training Support to Learners.

## 3. Types of Coverage

3.1. As outlined in the Ministry of Training, Colleges and Universities Agreement for Literacy and Basic Skills, Training support is available for the following:

- a. Child Care;
- b. Transportation;
- c. Academic Credential Assessment;
- d. Accommodation(s) for persons with disabilities; and
- e. Other subsidy requests.

## 4. Cost Coverages

- 4.1. Learners who receive support from Ontario Works, Ontario Disability Support Program, Workplace Safety and Insurance Board or any other government funded agencies may not be eligible for Training Support if support is covered by those outside agencies;
- 4.2. Training support is only intended to subsidize the list of coverages stated within this policy. It is provided to assist with costs that are a barrier to attending the Adult Learning Program;
- 4.3. Child Care Expenses:
  - a. May be covered up to a rate of \$5.00 per hour per child up to \$25.00 per day; and
  - b. Are eligible for reimbursement provided the Child Care Providers are not the spouse or relatives living with learners.

- 4.4. Mileage:
- a. May be provided to Learners who live outside the catchment area of St. Marys or Stratford; and
  - b. Mileage may be reimbursed at a rate of up to \$0.30 per kilometer, to a maximum agreed upon by the Program Coordinator and Chief Executive Officer of Library Services.
- 4.5. Taxi Fare may be subsidized:
- a. If the weather is not suitable, within reason, for walking;
  - b. If the distance from the Learner's residence to the Literacy and Basic Skills classroom is greater than one and one-half (1.5) Kilometer; and
  - c. If the Learner is physically unable to walk due to an injury, illness or other medical condition.
- 4.6. Academic Credential Assessment:
- a. May be subsidized up to \$100 for the application fee to write the Grade Twelve Equivalency Exam (G.E.D.); and
  - b. Subsidy amount will be determined based on criteria set forth by the Administration.
- 4.7. Other Subsidy Requests
- a. Learners may request subsidy for additional support other than listed above. Provided the request is reasonable and specific to the learner's ability to use the service, a funding request will be considered for approval by the Administration; and
  - b. Funding for subsidy requests are based on the financial capacity of the Adult Learning annual budget. As such, the Adult Learning Program is not obligated to cover any subsidy costs within this policy, including other subsidy requests.

## **5. Payment of Expenses and Documentation**

- 5.1. Adult Learning will maintain supporting documentation for all training support disbursements, including learners' applications for training support, attendance records, original receipts, type of expense, and amounts paid out;
- 5.2. As per the Canada Revenue Agency requirements regarding taxable benefits, Training Support is taxable under *The Income Tax Act*. T4A slips will be issued to Learners receiving Training Support in excess of \$500.00 per year;
- 5.3. The Adult Learning Centre follows the Town of St. Marys procedures and policies regarding finances and payments. In order to process payment of Training support, Learners must complete a direct deposit form and attach a void cheque;
- 5.4. Along with 5.1., Learners must sign a Training Support invoice for any support provided. This will also be signed by staff and act as proof of Training Support reimbursement submission. This is a Ministry mandate;
- 5.5. Taxi fares will be approved by the Adult Learning Program. The coordinator of the program will set up a payment plan through the local taxi company should learners be approved for this reimbursement;
- 5.6. Child Care will be reimbursed monthly, upon Learner approval. Learners will complete a reimbursement claim form and submit to Adult Learning Coordinators; and
- 5.7. Parking tokens and bus tickets will be provided to learners who drive a personal vehicle or take public transit. Upon approval, tokens/tickets will be provided to learners up to a maximum determined by the Program Co-ordinator.

## **Related Documents**

*Ministry of Training, Colleges, and Universities Agreement*  
*Service Provider Guidelines for the Literacy and Basic Skills*

## **History**

Date of Creation: May 2019

Date of Latest Board Approval:

Date(s) of Revision(s):

Date of next scheduled review: May 2022