

# EMPLOY PEI

## PROGRAM INFORMATION



**Employ PEI** is an employment benefit program which is designed to encourage employers to hire eligible individuals and provide them with an on-the-job work experience to enhance their skills and employability.

### ELIGIBILITY INFORMATION-INDIVIDUALS

#### Labour Market Development Agreement (LMDA)

To be eligible for participation in the LMDA portion of the *Employ PEI* program, you must:

- be unemployed and legally authorized to work in Canada (Canadian citizen or permanent resident); and
- have a current claim for Employment Insurance benefits; or
- have a previous EI claim whose benefit period ended in the preceding 36 months; or
- have a previous benefit period that began in the preceding 60 months, during which the individual was paid maternity or parental benefits, after which they left the labour market to care for a newborn or newly adopted child and are now seeking to re-enter the labour market; and
- have a Return to Work Action Plan that identifies (a) lack of marketable skills as an employment barrier and (b) the need for new or additional occupational skills in order to find employment.

Other criteria may apply.

#### Labour Market Agreement (LMA)

To be eligible for participation in the LMA portion of the *Employ PEI* program, you must be:

- an unemployed individual;
- non-EI eligible;
- a member of one of the LMA priority groups;

- a recent post-secondary graduate and out of school 6 months to 5 years; or
- an individual experiencing the effects of the economic downturn; or
- an individual who is low skilled.

### ELIGIBILITY INFORMATION-ORGANIZATIONS

Eligible organizations on Prince Edward Island may include:

- Businesses, organizations, municipalities, band/tribal councils, and public health and educational institutions.

### WHAT ELSE DO I NEED TO KNOW?

Financial assistance in the form of a subsidy is provided to employers to cover the costs of wages paid to the participant. Financial assistance may also be provided to cover all or a portion of the costs related to the special needs of persons with disabilities.

Your application must be approved by SkillsPEI before activities funded under this program begin.

The maximum duration of an agreement with an organization or employer is 52 consecutive weeks.

### WHO DELIVERS EMPLOY PEI?

**SkillsPEI** delivers *Employ PEI* and other *Prince Edward Island Employment Benefits and Support Measures*.

### APPLICATION INFORMATION

Both the individual and organization must complete separate applications when requesting assistance under the *Employ PEI* program.

#### Individuals

Individuals applying for assistance under the *Employ PEI* program must ensure that the following documentation is completed:

- *Employ PEI* individual application;
- As part of the application process, it is necessary for individuals to have a needs assessment completed and to develop a Return to Work Action Plan with a case manager. The case manager's statement of support is required before SkillsPEI can assess your application. Please contact **1-877-491-4766** or your local SkillsPEI office for information on where you can access this service.

#### Organizations

Organizations seeking assistance under the *Employ PEI* program must ensure the *Employ PEI* organization application is complete and submitted to SkillsPEI.

### Office Locations

**Charlottetown**  
Atlantic Technology Centre  
90 University Avenue, Suite 212  
Ph: (902) 368-6290  
Fax: (902) 368-6340

**Charlottetown**  
Sullivan Bldg.  
16 Fitzroy St, 1<sup>st</sup> Floor  
Ph: (902) 368-5805  
Fax: (902) 368-5909

**Summerside**  
Access PEI  
120 Harbour Drive  
Ph: (902) 438-4151  
Fax: (902) 438-4096

**O'Leary**  
Future Tech West  
454 Main Street  
Ph: (902) 859-8898  
Fax: (902) 859-8895

**Montague**  
541 Main Street  
Ph: (902) 838-0674  
Fax: (902) 838-8090

[www.skillspei.com](http://www.skillspei.com)

**1-877-491-4766**

