

## Essential Job Start Financial Supports

When a job seeker has a confirmed job offer and requires gear, clothing, or a certificate to start a new job we may be able to help!

Before you start the job, purchase the item, or enroll in the course drop by one of our offices to see if we can help purchase the essentials required for your first day of work.

### Eligibility

The following must be verified prior to being approved for the support:

- ✓ Do you meet basic eligibility criteria for the Employment Program of BC?
  - This means you have not started the job and are un/under employed and are legally eligible to work in BC (or meet an allowable exception).
    - Unemployed means you are not working or a full time student (current or returning to studies).
    - Underemployed means you are working less than 20 hours/week. If hours are irregular or recently changed, we take an average.
    - Legally eligible to work in BC means your Social Insurance Number starts with any # other than 9 and you are 16 years of age or older.
- ✓ Do you have a confirmed job offer?
  - Evidence of this generally includes a written formal notice on company letterhead, including at least the anticipated start date and job title.
    - See below for other items that may also need to be included in this letter.
- ✓ What is essential for you to start the job?
  - If an employer requires a specific short-term orientation and certificate course, clothing, supplies, tools, or equipment this will need to be detailed specifically in the letter confirming the job offer.
  - Other financial supports could include:
    - Transportation – Commuting
    - Dependent Care
    - Personal Grooming and Hygiene
    - Employment Related Disability Supports
    - Licenses
- ✓ Do you lack the means to cover all or part of the costs?
  - This is determined through a confidential financial needs assessment.

Through the Employment Program of BC we offer a wide range of employment services and supports at **no charge**.

All job seekers are welcome to use our self-serve area for their employment related needs. This includes photocopying, faxing, scanning, telephone, job board, computers and basic guidance or advice (e.g. proof reading and tips). All are free!

More focused and individualized supports are available to eligible job seekers. This could include one-to-one job coaching; work placements; wage subsidies; training; self-employment; customized employment or job development; specialized assessments and much, much more!

Let us know how we can help you reach your employment goal!

# Frequently Asked Questions

## What is a short-term orientation and certificate course?

Short-term orientation and certificate (STOC) courses meet minimum, mandatory entry requirements for an occupation or industry. Examples of common STOC courses include: Workplace Hazardous Materials Information System, Emergency First Aid, World Host (formally known as Super Host), Serving it Right, Food Safe, or Basic Computer Training.

Eligible courses lead to a certificate, are provided by qualified instructors, are not generally offered by employers, and are not free in the community. As well, the training is universally accepted in an industry/sector and is not a specific or unique requirement of an individual employer.

As well, the course cannot exceed five days (or 30 hours in duration). If you need more than one STOC course to start a job, they cannot exceed ten days in total (or up to 60 hours total).

## Can my employer make the request for me?

We can only accept requests for support directly from job seekers. Employers are welcome to call their local office for additional information and are encouraged to provide copies of this fact sheet to job candidates offered a position.

## What if my request is denied?

If it is determined that a job seeker's request for essential job start supports is unreasonable, inappropriate or not required, based on Program policy, we may deny the request. We will provide reasons for the denial and potential alternate resources.

## What if I have a disability?

Let us know how we can help you reach your goal! Employment related disability supports are available through the Employment Program of BC.

### MORE INFORMATION

#### Serving Cranbrook and Kimberley Areas:

39-13<sup>th</sup> Avenue South Cranbrook, BC

Phone: 250.489.5117

Email: [reception@ekemployment.org](mailto:reception@ekemployment.org)

#### Serving Golden Area:

205-421 9<sup>th</sup> Avenue North Golden, BC

Phone: 250.344.5413

Email: [gesinfo@ekemployment.org](mailto:gesinfo@ekemployment.org)

#### Serving Elk Valley and South Country Areas:

302c 2<sup>nd</sup> Avenue Fernie, BC

Phone: 250.423.4204

Email: [fernie@ekemployment.org](mailto:fernie@ekemployment.org)

#### Serving Columbia Valley Area:

2-1313 7<sup>th</sup> Avenue Invermere, BC

Phone: 250.341.6889

Email: [cvinfo@ekemployment.org](mailto:cvinfo@ekemployment.org)

[www.ekemployment.org](http://www.ekemployment.org)

Toll Free 1.855.651.3027