

# Employment Insurance Benefits & Employment Ontario Documentation

## SERVICE CANADA:

### Employment Insurance Benefits

- Apprentices participating in a block intake can apply for E.I. benefits through the Service Canada website ([www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)) up to 7 days prior to the start of their classes.
- The E.I. reference code is located on the **Letter of Confirmation** which is sent to you by the Skilled Trades Ontario (STO) once you have paid your classroom fees.
- Any questions related to your E.I. benefits should be directed to Service Canada at 1-800-206-7218.

## MINISTRY OF LABOUR, IMMIGRATION, TRAINING AND SKILLS DEVELOPMENT:

### Employment Ontario Documentation

- Apprentices registered in a block intake will be meeting with Ministry Representatives during their first week of classes. Please note that this session is **mandatory**.
- Please ensure that you have government photo identification with you for this documentation session.
- In order to speed up your application please be prepared to provide the following documentation for the various types of allowances:

**Living Away from Home Allowance**– If a participant must maintain a primary residence and has to pay for a second residence while on training they may qualify for a weekly allowance. **No additional documentation is required.**

**Commuting Allowance** – May be paid to cover the cost of travel to the city/town limits. Travel within the city/town is not reimbursed. Travel distance from residence to training institution must be greater than 24 kilometers one way and applicant is not in receipt of a Living Away from Home Allowance or One Time Travel Allowance. Verification of kilometers travelled one-way from residence to training institution is required so **please provide a printout from Google Map.**

**One Time Travel Allowance** – An allowance may be paid to cover the costs of travel between home and the location of the training at the beginning and end of the course. The most practical and economical mode of travel may be

considered. Verification of kilometers travelled one-way from residence to training institution is required so **please provide a printout from Google Map**

**Childcare Allowance** – A maximum allowance per child may be paid. **A receipt from the caregiver, confirming the childcare dates and actual costs of childcare is required.**

**Direct Deposit** – Apprentices who would like to have their pay directly deposited into their bank accounts should provide a void cheque during the documentation session. **A cheque or paper from the bank with all banking information is acceptable. Hand-written banking information will not be accepted.**