

Community Workforce Response Grant (CWRG) Participant Pre-Screen Checklist

The Agreement Holder is responsible for ensuring that Participants meet eligibility requirements outlined in this document. If Participants are found to be ineligible, the amounts in Schedule A of your Agreement will be reduced accordingly.

You may use the checklist below or use the relevant information contained in the document to create your own checklist to pre-screen potential applicants. For eligible Participant requirements, please refer to the [stream criteria](#) under which you have applied.

Note: The checklist below is provided to help you identify ineligible Participants before the first day of training. A funding requirement is that all Participants must complete their own Participant Information Form (PIF) online. **Invitations to Participants to submit a PIF should be forwarded once you have confirmed their eligibility.** PIFs must be submitted by the Participant 5 days before the first day of skills training. PIFs will not be accepted beyond 7 days after training begins.

CWRG is not authorized to consult with or advise Participants about their EI and IA benefits. Please do not refer Participants to the CWRG.

Community Workforce Response Grant (All Streams)		
Does the Participant reside in B.C.?	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>
At the time of training, is the Participant at least 16 years old?	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>
Does the Participant have a Social Insurance Number (SIN)?	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>
Is the Participant enrolled in any other federally or provincially funded training programs at the same time as this project?	Yes/Ineligible <input type="checkbox"/>	No/Eligible <input type="checkbox"/>
Are any Participants receiving Employment Insurance (EI) benefits or Income Assistance (IA)? NOTES: <ul style="list-style-type: none"> • Service Canada may not permit recipients of special EI benefits (maternity, parental, medical, caregiver, etc.) to take part in skills training projects. Instruct the Participant to contact Service Canada to confirm eligibility to attend training. • Prior to enrolling an IA recipient as a participant in the training project, inform them that it is their responsibility to contact the Service Delivery Division (Ministry of Social Development and Poverty Reduction) at 1-866-866-0800 to approve their enrollment in CWRG training. Failure to do so could impact their IA benefits. • Have you informed EI or IA recipients in your project, and the CWRG, of the correct and confirmed start/end dates for skills training? Failure to do so could jeopardize the EI or IA benefits of those Participants. 	Yes/See NOTES <input type="checkbox"/>	No/Eligible <input type="checkbox"/>

Note: The Ministry of Social Development and Poverty Reduction (SDPR) must be informed of the correct training start and end dates to prevent interference with benefits. Please refer to Appendix A in the stream criteria to learn who is responsible for contacting SDPR.		
Has a Participant taken part in any other CWRG funded training projects in the last 12 months? Each stream has a limit on the amount of federal funding a Participant can access each fiscal year. Please refer to the Eligible Costs section in the specific stream criteria to learn more about the limits.	Yes/Ineligible <input type="checkbox"/>	No/Eligible <input type="checkbox"/>
Is the Participant Training-ready? <i>Participant already has the basic life and essential skills required to enter and complete the Skills Training Project.</i>	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>
Is the Participant Unemployed or employed Part-time, Seasonally, Casually, or Precariously? <i>Part-time: employed 30 hours or less per week. Precariously: employed, but at risk of losing a job and in need of training for a new job.)</i>	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>

Stream-Specific Eligibility Criteria

Emerging Priorities		
<p>Is the Participant a Canadian Citizen; or a Permanent Resident; or Protected person entitled to work in Canada?</p> <p>Please note:</p> <ul style="list-style-type: none"> ○ For Skills Training under 6 months, Protected Persons (SINs begin with '9') will need to provide a <u>protected status document*</u> and a <u>work permit</u>, which must both be valid throughout the training period. ○ For Skills Training over 6 months, Protected Persons (SINs begin with '9') will need to provide a <u>protected status document*</u>, a <u>work permit</u>, and a <u>study permit**</u>, which are all valid throughout the training period. <p>* Protected persons can present the following documents as proof of their status:</p> <ol style="list-style-type: none"> 1) A decision letter (Notice of Decision) from the Immigration and Refugee Board (IRB) or, 2) A Verification of Status document from the Department of Citizenship and Immigration Canada <p>** Some participants may be eligible to train without a study permit under a temporary public policy.</p>	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>

Indigenous Communities		
Is the Participant an Indigenous person (First Nation, Inuit or Métis)?	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>

Workforce Shortages		
<p>Is the Participant a Canadian Citizen; or a Permanent Resident; or Protected person entitled to work in Canada?</p> <p>Please note:</p> <ul style="list-style-type: none"> ○ For Skills Training under 6 months, Protected Persons (SINs begin with '9') will need to provide a <u>protected status document*</u> and a <u>work permit</u>, which must both be valid throughout the training period. ○ For Skills Training over 6 months, Protected Persons (SINs begin with '9') will need to provide a <u>protected status document*</u>, a <u>work permit</u>, and a <u>study permit**</u>, which are all valid throughout the training period. <p>*Protected persons can present the following documents as proof of their status:</p> <ol style="list-style-type: none"> 1) A decision letter (Notice of Decision) from the Immigration and Refugee Board (IRB) or, 2) A Verification of Status document from the Department of Citizenship and Immigration Canada <p>** Some participants may be eligible to train without a study permit under a temporary public policy.</p>	Yes/Eligible <input type="checkbox"/>	No/Ineligible <input type="checkbox"/>
<p>Priority should be given to Participants who are vulnerable or underrepresented.</p> <p>Vulnerable:</p> <ul style="list-style-type: none"> ▪ Refugees and protected persons ▪ Youth at risk including youth in care or former youth in care (aged 16-29) ▪ Persons with a disability ▪ Older workers 55+ ▪ Individuals facing barriers to employment such as former inmates or the chronically unemployed <p>Underrepresented:</p> <ul style="list-style-type: none"> ▪ Landed immigrants to Canada within the past five years ▪ Youth (aged 16-29) ▪ Indigenous peoples ▪ Women training in underrepresented fields such as trades, natural resources or technology. 	Yes/Priority <input type="checkbox"/>	No/Lower Priority <input type="checkbox"/>

Community Response Stream		
<p>Is the Participant a Canadian Citizen; or a Permanent Resident; or Protected person entitled to work in Canada?</p> <p>Please note:</p> <ul style="list-style-type: none"> ○ For Skills Training under 6 months, Protected Persons (SINs begin with '9') will need to provide a <u>protected status document*</u> and a <u>work permit</u>, which must both be valid throughout the training period. ○ For Skills Training over 6 months, Protected Persons (SINs begin with '9') will need to provide a <u>protected status document*</u>, a <u>work permit</u>, and a <u>study permit**</u>, which are all valid throughout the training period. <p>* Protected persons can present the following documents as proof of their status:</p> <ol style="list-style-type: none"> 1) A decision letter (Notice of Decision) from the Immigration and Refugee Board (IRB) or, 2) A Verification of Status document from the Department of Citizenship and Immigration Canada <p>** Some participants may be eligible to train without a study permit under a temporary public policy.</p>	<p>Yes/Eligible</p> <p><input type="checkbox"/></p>	<p>No/Ineligible</p> <p><input type="checkbox"/></p>
<p>Priority will be given to Projects that target directly impacted workers, as well as other community members, residing in a community directly affected by old-growth deferrals or a downturn in the forest sector. The identification of these communities must be verified by the Ministry of Forests and the Ministry of Jobs, Economic Recovery and Innovation.</p> <p>Participants must be:</p> <ul style="list-style-type: none"> • At least 16 years old • Residing in B.C. • Have a Social Insurance Number (SIN) • Training-ready • Unemployed, or employed Part- time, Seasonally, Casually, or Precariously employed*. <p>*Full-time employees who have been handed lay-off notices are considered precariously employed.</p> <p>For employment status definitions (including Unemployed, Seasonal, Casual, Part-Time and Precarious) refer to Appendix D. Participants who are employed Full-time are not eligible for training. The Applicant may wish to apply to the BC Employer Training Grant Program.</p>	<p>Yes/Priority</p> <p><input type="checkbox"/></p>	<p>No/Lower Priority</p> <p><input type="checkbox"/></p>

Examples of Ineligible Participants (All Streams)

- Participants who are employed in full-time **permanent** positions while taking part in the CWRG-funded project.
- Participants who are under 16 years old at the time of training.
- Participants who reside outside of B.C.
- Participants who do not have a SIN.
- Participants who submit PIFs more than 7 days after training begins.
- Participants not designated under the Immigration and Refugee Protection Act which include, for example, temporary foreign workers and international students.
- A former CWRG Participant who has reached the per Participant funding maximum for the fiscal year (April 1 to March 31). For example, a Participant who received \$15,000 in stipend funding through the Emerging Priorities stream would not be eligible to take part in the project funded by the Indigenous Communities stream.