	PROGRAM & FUNDING GUIDELINES
Policy Title/Subject: SUMMER STUDENT EMPLOYMENT PROGRAM GUIDELINES	
	Revision Date(s): January 19, 2016

Employers should provide students with meaningful work experiences at either an entry or more advanced level that is consistent with the student's personal career goal area or field of study. Employers are responsible for job posting, interviewing and selecting their own participants for employment. All selected participants have to fill in a Participant Information Form, which will be mailed to your organization if you are approved for funding. Please mail these immediately to ACCESS Program Officer, Elaine Clare at 108-100 Park Royal, West Vancouver, BC V7T 1A2 or fax to 604-913-7938 ext 229.

Project Deadline for ACCESS summer student employment program is March 25, 2022.

Project Start and End Date
- The earliest start date is May 9, 2022 with application received and approved prior to this start date. Please allow 5 to 10 working days for ACCESS to process applications.
- The latest project end date is August 26, 2022.
- The maximum number of weeks for a project is 16 weeks.

Eligible Participants
Participants in these programs that are hired by the Employer are those who:
- Were registered as full-time students during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Must be 15 years of age and over at the time of intake/selection; no exception will be considered outside of this age restriction;
- Are not attending full-time classes while carrying out the job pursuant to the Agreement that ACCESS has with the Employer;
- Are a Canadian citizen, permanent resident and are off-reserve Indigenous (that is, status or non-status Indian, Inuit, or Metis) and
- Are legally entitled to work according to BC provincial legislation and regulations.

Contributions
The summer student employment program funding is only for not-for-profit Indigenous groups and organizations.

The following wage subsidies and up to 12% mandatory employer-related costs (MERCS) are available and according to the student's level of education:

- For secondary students and post-secondary students continuing their studies - contributions are available up to $ 15.20 employment related costs, such as WCB, 4% vacation pay and employer's portion of EI and CPP expenses).
- It is recommended that employers top up student wages to recognize levels of work experience and education.
- The maximum number of participants for a wage subsidy program per organization is one (1).

Payment Advances
- Initial advance of 50% after contract has been signed and received at ACCESS.
- Final advance of 50% will be held back until after the project has ended and reporting requirements have been met.

Reporting Requirements
All funded projects must submit a final activity and one financial report. The activity report includes a written summary of the project's activities to date, description of project and participant on-the-job progress to date; and other general comments and feedback on the project. The final activity reports should include written feedback from all participants.

The financial report is due after project completion date, includes a spreadsheet of the budget and actual expenditures to date for wages, vacation pay, WCB, EI and CPP expenses. Financial documents verifying expenditures and payment receipts include employee payroll summaries or subledgers, copies of bank deposit slips for payments received, copies of Revenue Canada remittances, and copies of general ledgers. All financial documentation should be kept on file for financial monitors. A financial monitor may be set up at any time during ACCESS' fiscal year and at a mutually convenient time for both the EMPLOYER and ACCESS finance staff.

Final Reports:
- The project coordinator and all students on the project should contribute to the final activities report.
- The activity and financial reports and documents will be reviewed and approved by ACCESS prior to payment of final claim amount. Any project surplus should be remitted to ACCESS.