



Schedule C Guide

The Schedule C form is an authorization from the participant in training or employment of the collection of personal information. It is required by both federal and provincial government programs that fund the employment and training activities of the Sustainable Employment Department, or SED at the KRG.

This means that for all job creation and training activities where the KRG has a funding agreement with the coordinator, a completed and signed Schedule C form is required for each participant.

Why is it important?

1. It is required by KRG's funding partners to account for the employment and training funds that are distributed within its programs;
2. It enables Service Canada and Emploi-Québec to verify who is eligible for EI and to determine if any additional funding or services can be obtained for the benefit of its clientele;
3. It allows our department to show the Federal or Provincial government how many people are interested in certain trainings to validate, and to further plan for the needs in the region.

What is the process?

1. Instructor/coordinator fills out:
 - a. Project ET – the file number assigned to the project funding agreement and provided to you by a KRG Program Officer once your application is received.
 - b. Training Start and End Date - please indicate the **actual** start and end dates of the training or employment.
2. The participant fills in all of the fields in the Participant Information section **at the beginning of employment or training.**
3. Instructor/coordinator **reviews the information thoroughly** before submitting it.
4. Submit the completed forms immediately after collecting them.
 - a. **For Instructors at KI:** Scan and send all Schedule C forms to the Development Agent at KI who is organizing the training. The Development Agent will transmit to the KRG.
 - b. **For all others,** send directly to either:
 - i. your assigned Program Officer
 - ii. SED general inbox etprograms@krg.ca
 - iii. or fax to [819-964-2934](tel:819-964-2934)

Important Notes

- Program Officers will ask coordinators for the Schedule C's soon after activities have started, so please ensure to **submit them as soon as possible.**
- Schedule C forms are required before financial claims can be reimbursed.



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Confidentiality

By completing and signing the Schedule C, participants give their consent to the collection, use and sharing of the information on this form by the KRG and its funders to provide services to the population.

The KRG takes confidentiality seriously and will take all reasonable measures to ensure the confidentiality of information exchanged. The information collected:

- will not be used for the purposes of soliciting
- will not have any impact on the individual's income taxes, personal financial situation or eligibility for any benefits, including EI.
- is protected under Canada's *Privacy Act*

To read the full excerpt on confidentiality from one of the KRG's agreements with Service Canada, please see the ***Excerpt from the KRG-Service Canada Agreement*** document in Partner Resources.

Right of Refusal

It is every participant's right to refuse to complete this document. However, if an individual chooses not to sign the Schedule C, the coordinator **will not be able** to receive funding from the KRG for this individual's employment or training, as this authorization is needed before we can exchange personal information with the Federal and Provincial governments.

Summary

1. Schedule C forms support the KRG in continuing to distribute funding for job creation and training initiatives in Nunavik;
2. Schedule C forms should be completed by each participant on the first day of training or employment;
3. Forms should be completed, reviewed for accuracy and then submitted to the KRG as soon as possible.

Questions?

Email our department at etprograms@krg.ca