CANADA DIGITAL ADOPTION PROGRAM

Boost Your Business Technology Funded Work Placement Subsidy FAQs

POWERED BY MAGNET

Innovation, Science and Economic Development Canada

Canada

SME application process

What is the process for CDAP eligible clients to access the pool of talent for the wage subsidy?

Eligible SMEs can post a job on Magnet to the Boost Your Business Job Board to access the pool of talent from Youth Boost. They can also recruit talent on their own.

Does the employer have to reach a certain amount of remuneration before applying for the subsidy?

No, SMEs can apply as soon as they are eligible. Placements must be for 12 weeks and a minimum of 450 hours to be eligible for the full subsidy.

What are the required documents from the SME to receive the youth wage subsidy?

Magnet collects Terms and Conditions, Youth Attestation Form, Payment Attestation form, Invoice, and Surveys

How long does an application take to be processed?

The payment process may take up to 90 days after the completion of the 450 hours of work required and the submission of all necessary forms and documentation.

What is the duration that an SME has to apply for the wage subsidy after being approved by ISED?

The deadline to submit applications for eligible placements is September 30, 2024. Magnet may accept applications for eligible placements that occur before the CDAP completion date of March 31, 2025.

Youth application process

How can people apply to become wage subsidy eligible talent to support CDAP clients? (i.e. what is the process, qualifications, etc.)?

You do not need to apply to become eligible to be a youth participant of the funded work placement. Youth can join Youth Boost to access the Boost Your Business Job board to apply for CDAP jobs. Youth eligibility is included in the presentation.

Could you please define the "youth" aspect? What is the age group and/or qualifications needed?

- Ages 18-30
- Canadian citizens, permanent residents, or refugees with the right to work in Canada.
- Currently enrolled in post-secondary program of study in college, university, CEGEP, Polytechnic institute or private training institution in relevant fields OR Recent graduates (within 2 years) from college, university, CEGEP, Polytechnic institute, or private training institution (digital skills programs).
- The youth participant must not have previously benefited from a completed CDAP Boost Your Technology Work Placement.
- Youth participants having previously participated in Grow Your Business placements are eligible.

Hiring process

Where can an eligible SME find a postgraduate youth to take advantage of the $7300 wage subsidy program that goes along with the plan? Is there a database they need to search?

Organizations interested in posting a job on the Boost Your Business Job board to connect with eligible Youth and recruit for your position can log into their Magnet account and click the deep link in their profile. Additionally, eligible SMEs can post a job to any additional job board to find a youth participant for their placement.

Does the youth have to be hired for a certain duration?

Placement can be full or part-time. The youth participant must work a total of 450 hours, for 12 consecutive weeks, in order to receive the full subsidy amount. The subsidy amount is also dependent on the hourly wage paid out to the youth participant.

Can the employer hire a youth of their choice (they found on their own)?

Yes, there is no requirement for Youth Participants to come from the Magnet network. They can come from their own network or referrals, as long as the youth selected meets the eligibility criteria requirements

Who pays the youth? Who contracts the youth?

The employer is responsible for paying the youth participant on their organizations payroll. The wage subsidy is reimbursed to the employer at the end of the placement after all documents have been submitted and approved.

What schools are eligible to hire a participant from for the funded work placement?

Here's a link to the recognized Canadian post secondary institutions or the recognized private institutions participant of the program: https://www.canada.ca/en/employment-social-development/programs/designated-schools.html

Use of the wage subsidy

Can the wage subsidy be used towards salaries of existing staff to increase/change their hours and/or dedicate them to the implementation of the CDAP plan?

We are currently in discussion with the funder to determine eligibility of existing staff members for the funded work placement.

Can an SME apply for more than 1 Post-Secondary youth grants if they require more resources? If so, will it be a $7300 grant per youth or is the maximum grant amount of $7300?

Eligible businesses are entitled to one application for up to $7,300.

Is the youth wage subsidy a one-time payment? Or is it distributed on a monthly basis covering a certain percentage of the wage until the total amount reaches the max of 7,300?

Eligible businesses will receive one payment for up to $7,300 after meeting the requirements and completing the application process. Once approved the subsidy will be paid out upon final review which may take up to 90 days after completing the 450 hours of work required and filling out required forms and documentation.

If the youth quits halfway through, can the SME hire a replacement to finish off the remaining 12 weeks or does the 12 weeks begin again?

The SME will have the option of either being reimbursed proportionately to the previous placement's number of hours, or they may hire an additional youth to continue working within the placement until 450 hours are reached to receive full reimbursement. It is important to note the SME should contact Magnet if they choose to hire an additional participant as the application information will need to be updated and documentation for both placements will be required for application processing.

Do all of the employee's tasks have to be related to digital transformation?

The youth participant will be supporting the employer in implementing digital adoption activities outlined within the digital adoption plan.

Resources

Is there contact information available to SMEs/DAs for questions regarding the youth wage subsidy?

SMEs can reach out to boostyourbusiness@magnet.today