

ENVIRONMENTAL YOUTH CORPS (EYC) INTERNSHIP PROGRAM



Internship Host Information

Welcome to the EYC Internship Program! We're looking forward to working together to support a rewarding, successful internship. Please review the following summary of key steps throughout your internship and frequently asked questions.

Before the Internship

- Sign and send the following documents to eyc@eco.ca:
 - Host Agreement, Intern Agreement, and Participant Information Form**
 - Electronic Funds Transfer (EFT) form**
 - Copy of a void cheque**
- [Login to your ECO Canada account](#) and note your Host Report due dates, located under the "Employer Services" tab and "Internship subsidies."
- Confirm that your intern has also noted the Intern Report due dates in his or her ECO Canada account.

Before the Internship Document Checklist:

- Host Agreement**
- Intern Agreement**
- Participant Information Form**
- Electronic Funds Transfer (EFT) form**
- Copy of a void cheque**

During the Internship

- Submit your **Host Reports** and **salary verification documents** by the indicated due dates.
Note: We require these documents before we can release your scheduled wage subsidy payments. Failure to submit documentation on time can result in termination of your internship.
- To access your Host Reports, login to your ECO Canada account, go to the "Employer Services" tab, scroll down to "Internship subsidies" and click "Reporting."
- Have your intern submit the **Intern Reports** by the indicated due dates.
- Receive periodic monitoring calls or site visits from the EYC Internship Team.

During the Internship Document Checklist:

- Host Reports**
- Intern Reports**
- Salary documents**

End of the Internship

- Complete your **Final Host Debriefing** report (accessible through your ECO Account).
- Have your intern complete the **Final Intern Debriefing Report**.
- Submit a copy of your intern's **final salary verification documents**.

End of the Internship Document Checklist:

- Final Host Debriefing Report**
- Final Intern Debriefing Report**
- Final salary documents**

Have questions or need more information? Contact us at: eyc@eco.ca or 403-233-0748.

Frequently Asked Questions

How much money will my organization receive?

Your organization will receive a subsidy for 50% of your intern's salary (up to a maximum of \$15,000) from his or her start date to the end of the funding cycle. Please refer to Item #5 of your **Host Agreement** for specific figures.

When are the wage subsidy payments issued?

We'll issue your first wage subsidy installment 3 months after the internship start date, provided that we have received your Host Report, your Intern's Report, and salary verification documents for the period.

You'll receive subsequent wage subsidy installments according to the payment schedule listed under Item #6 in your Host Agreement.

What types of salary verification documents are acceptable?

ECO Canada requires official proof of salary payment for your intern. Pay stubs are the most widely accepted form of documentation, as they show your intern's year-to-date totals. If your intern is paid by cheque, we require copies of all cheque stubs issued to your intern.

ECO Canada will subsidize the intern's wage in addition to any mandatory employer related costs (such as CPP and EI). Please ensure that your salary documentation shows these breakdowns.

What if my intern is paid more or less than I indicated on the application?

The salary figures you provided in your application are used to estimate the subsidy amount and payment schedule. If there are any discrepancies between your application figures and the actual figures, ECO Canada will make an adjustment to your final payment.

How do I submit Host Reports and salary documentation?

The link to each of your Host Reports will become accessible one month before the report is due. To submit your Host Report and salary documentation, [login to your ECO Canada account](#), go to the "Employer Services" tab, scroll down to "Internship subsidies," and click "Reporting."

How does my intern submit Intern Reports?

The link to each Intern Report will become accessible one month before the report is due. To access the Intern Report, your intern can login to his or her ECO Canada account, go to the "My Jobs" tab, scroll down to "My Internship" and click "Reporting."