



Work Experience Opportunities Grant (WEOG) – Agency Checklist

Pre-Placement Requirements

- Create and approve a work experience description for each placement and go through hiring process.
- Confirm participant eligibility and collect proof
- Ensure your Finance and HR teams are familiar with WEOG requirements and have them contact the CRA directly with any related questions.
- Check Collective Agreement (if unionized) to ensure compliance with placements.
- Confirm participant eligibility (BCEA, Disability, Indigenous Federal equivalent, or Ministry).
 - * See page 2 WEOG Income Verification Guidelines
- Employee files created and maintained for data collection, reporting, and audit purposes (including verification, personal contact information, etc.)
- [Pre-placement surveys completed \(agency\)](#).
- [Pre-placement surveys completed \(participant\)](#).
- Provide participant with "Declaring stipend income on monthly report to the Ministry "document.

Durning Placement

- Provide supervised, time-limited work experience (200–240 hours per participant depending on intensity level).
- Monitor placements and provide positive reinforcement and feedback.
- Attend Communities of Practice (CoPs).
- Attend check-ins with UWBC when requested. (in-person or virtual).
- Advise UWBC promptly of any major interruptions or changes affecting successful completion.
- Submit all placement updates or changes using the [Placement Update Form](#)
- Collect participant success stories. Sharing publicly requires a release form signed by the participant.

Post-Placement Requirements

- Please ensure all placements are completed and all funds are fully spent by February 28, 2027, as this deadline is firm and cannot be extended.
- [Post-placement surveys completed \(agency\)](#)
- [Post-placement surveys completed \(participant\)](#).
- [Participant evaluation](#) (one per participant, to be completed by agency)
- Final report submitted to UWBC within a month of completing placements, final due date is March 31, 2027
- Provide UWBC with documentation if requested for audit purposes



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