

Date: 20th April 2020

A2E Circular 01/2020

To: Beneficiaries / Contact Persons
Stakeholders

Re: Access to Employment Aid Scheme (A2E) Scheme Payment Timeframes

As you are aware beneficiaries of the (A2E) can claim the salary cost every 26 weeks (i.e. twice annually) or following a premature termination as quoted in the A2E Guidance Notes and the A2E Grant Agreement signed by both the A2E Project Leader and the A2E Beneficiary.

As part of Jobsplus commitment to assist employers such payment timeframes will be revised, and beneficiaries will be allowed to claim the reimbursement of the salary cost upon completion of every **13 weeks** or after **26 weeks** or **once following premature termination**. It is up to the employer to opt to any preferred payment timeframes.

In view of the above the Grant Agreement will be amended as follows:

A2E Grant Agreement -Article 6.1 - Payment Procedures and Reimbursement Process

The Aid shall be claimed by the Employer, maximum twice (2) annually, upon completion of every twenty-six (26) weeks or once (1), in the event of the premature termination of the grant Agreement for any reason whatsoever.

To be amended as follows:

The Aid shall be claimed by the Employer, maximum four times (4) annually, quarterly or upon completion of every twenty-six (26) weeks or once (1), in the event of the premature termination of the grant Agreement for any reason whatsoever.

Procedure for the receipt of applications and claims for reimbursement during the ongoing COVID-19 outbreak:

Prospective applicants and beneficiaries claiming for funds are to note that given the evolving nature of the COVID-19 outbreak, **only soft copies sent via email will be accepted**; no hard copy of

applications or claims for reimbursement, whether submitted by mail, by hand or any other means, are required until further notice. Likewise, no pen-drives, cd's etc will be accepted.

Documentation must be submitted to the following email address:

- Access to Employment (A2E) Scheme on a2e.jobsplus@gov.mt

If you have any additional questions, please contact:

- The A2E Unit on 222 01 399

Regards,

Christianne Hollier
A2E Scheme Project Leader