

Provincial Wage Enhancement Application Instructions - Child Care Centre & Home Visitors (2020)

The purpose of these instructions is to support operators in completing their wage enhancement application. The application will generate the 2020 funding entitlement. If you have any questions related to your application please contact Dawn Dietrich at dawn@wellington.ca or 519.837.3620 ext. 3690. Where non-text content has been presented in this document, the user is provided with a text alternative.

Wage enhancement applications must be submitted no later than **JANUARY 17, 2020, in order to be considered for wage enhancement funds.**

You are only required to enter data in the green cells. All other calculations will be performed automatically.

Please note that definitions/explanations have been included for certain fields to help you complete this form. You can activate these definitions/explanations by clicking on the cell. You can also move these cells to a different location on the application form if its placement makes it difficult for you to see other information on the application form.

STEP 1: DETERMINE ELIGIBILITY

In order to successfully complete your wage enhancement application you must determine which of the positions as of December 31, 2019 in your licensed child care centre / agency are eligible for the enhancement to generate your 2020 funding entitlement.

Full Wage Enhancement

To be eligible to receive the full 2020 wage enhancement of \$2 an hour plus 17.5 per cent in benefits, staff must:

- Be employed in a licensed child care centre or agency;
- Have an associated base wage excluding prior year's wage enhancement of less than \$25.75 per hour (e.g. \$2 below the wage cap of \$27.75); and
- Be in a position categorized as a child care supervisor, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the *Child Care Early Years Act* (CCEYA).

Child care programme positions that are in place to maintain lower adult-child ratios than required under the CCEYA, and meet the eligibility outlined above, are also eligible for wage enhancement.

Partial Wage Enhancement

Where an eligible centre-based or home visitor position has an associated base wage rate excluding prior year's wage enhancement between \$25.76 and \$27.74 per hour, the position is eligible for a partial wage enhancement. The partial wage enhancement will increase the wage of the qualifying position to \$27.75 per hour without exceeding the cap.

- For example, if a RECE position has a base wage rate, excluding the previous year's wage enhancement, of \$26.18 per hour, the position would be eligible for wage enhancement of \$1.57 per hour.

Now that you have determined which of the positions in your licensed child care centre / agency qualified for the wage enhancement in 2019 you can begin completing the form.

STEP 2: ENTER CENTRE INFORMATION

Open the wage enhancement application form in excel and complete the centre information shown below as well as the contact person who is able to answer questions about the application form being submitted.

CHILD CARE CENTRE / AGENCY INFORMATION	
Child Care Centre / Agency Name:	Child Care Centre ABC
Operator Name:	DEF Nursery
Licence Number:	12345
Auspice Type:	Not-For Profit
Centre / Agency Mailing Address:	123 Alphabet Street Toronto, Ontario M7A 1L2
CONTACT INFORMATION	
Name:	Mary Smith
Phone Number:	(416) 416-4164
Email Address:	Mary.Smith@DEFNursery.ca

STEP 3: CHILD CARE CENTRE OPERATING INFORMATION

Please provide the number of weeks your centre was open during 2019. Next, proceed to entering the standard work week for centre staff in 2019, total operating capacity and total licensed capacity. For Home Child Care Agencies, the operating capacity and licensed capacity fields should remain blank.

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION	
How many weeks was your centre open during 2019	
Standard work week (hours)	
Total Operating Capacity (N/A for Home Child Care Provider agencies)	
Total Licensed Capacity (N/A for Home Child Care Provider agencies)	

STEP 4: EMPLOYEE INFORMATION

Enter the following information for the eligible positions in the licensed child care centre or eligible home child care visitors working in a licensed agency:

EMPLOYEE / POSITION INFORMATION					
Position Description	New Position created during Jan 1 - Dec 31, 2019? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1-Dec 31, 2019)	% of Time in Eligible Position
Infant Room	NO	RECE	\$ 16.95	1,760.00	100%
Toddler Room A	NO	RECE	\$ 15.95	1,540.00	100%
Cook	NO	Non-RECE	\$ 14.95	1,760.00	50%
Toddler Room B	NO	RECE	\$ 18.00	1,550.00	100%
Supervisor	NO	Supervisor	\$ 25.90	1,750.00	100%
Home Visitor 1	YES	Home Visitor	\$ 26.40	2,000.00	100%

Position Description

This field should contain sufficient information to allow you to provide additional information to the County of Wellington should it be requested

New Position Created during Jan 1 - Dec 31 (select Yes or No)

If a new position has been created due to the expansion of a programme during the year, then please provide an estimate for the equivalent # of hours that the position would work during the Jan 1 - Dec 31 period.

Enter the estimated hours in the # of Hours Worked column (column J).

Category

From the drop-down listing, please select from the eligible positions categories of RECE, Non-RECE, Supervisor, or Home Visitor.

Hourly Wage

Hourly wage paid to the position as of December 31, 2019 (excluding prior year wage enhancement amounts).

If the position is on an annual salary, take the annual salary and divide it by the standard hours of work per year.

of Hours Worked

This field should include the total number of hours worked in the eligible position between January 1, 2019 and December 31, 2019.

Overtime hours can be included in the application form.

Please note that the operator has two options in terms of reporting the hours worked in an eligible position by both regular and supply staff in the application form to generate their 2020 funding entitlement.

1. If all hours worked by a supply staff are to replace the regular staff's hours (sick days, vacations days, etc.), the operator can report all hours worked by the regular staff including their sick days and vacation days on one line on the application and exclude the hours worked by the supply staff. This option is suggested to reduce some administrative burden on having to keep track of the hours worked by all individuals in the same eligible position separately.

2. If operators decided to report the hours worked by a supply staff on a separate line, then the hours worked by the regular staff during 2019 should include actual hours worked only (e.g. exclude sick days, vacation days, other leaves, etc.).

The 2020 entitlement is then used to make payments to the eligible staff for hours worked in 2020.

% of Time in Eligible Position

If the position covers ratio at all times, please enter 100%. If a position covers ratio for 30% of the time, please report 30%.

Please note that the position must work **at least 25% of the day** in a position that can be counted toward adult to child ratio

Supervisors are required under the CCEYA, and are therefore eligible to receive the wage enhancement for 100% of the time they are working in a licensed child care programme, regardless of the amount of time they are working directly with children, provided they earn less than the cap

The following table is an illustration of 5 positions at Child Care Centre ABC and of particular interest position # 3 that works 50% of the time in an eligible position.

EMPLOYEE / POSITION INFORMATION					
Position Description	New Position created during Jan 1 - Dec 31, 2019? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1-Dec 31, 2019)	% of Time in Eligible Position
Infant Room	NO	RECE	\$ 16.95	1,760.00	100%
Toddler Room A	NO	RECE	\$ 15.95	1,540.00	100%
Cook	NO	Non-RECE	\$ 14.95	1,760.00	50%
Toddler Room B	NO	RECE	\$ 18.00	1,550.00	100%
Supervisor	NO	Supervisor	\$ 25.90	1,750.00	100%
Home Visitor 1	YES	Home Visitor	\$ 26.40	2,000.00	100%

Once you've entered the information above the application template will generate the following information:

- Eligibility status = partial or full, depending on the wage enhancement eligibility rate (\$) per hour
- Eligibility rate = up to \$2.00
- Annual Funded FTE = could be higher than 1.0 if the total hours worked from January 1 to December 31, 2019 exceeds 1,754.50 hours
- Salary component of the enhancement = up to \$2.00 per hour for hours worked, including overtime
- Statutory benefit component of the enhancement = 17.5% of the salary component
- Total compensation = maximum wage enhancement entitlement which is the sum of the salary and benefit component

The following table is an illustration of the wage enhancement funding for the 5 positions applicable to Child Care Centre Centre ABC. The calculation in the form now automatically gives you the maximum benefit entitlement of 17.5%.

WAGE ENHANCEMENT DETERMINATION						
WAGE ENHANCEMENT DETERMINATION	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation	
Full	\$ 2.00	1.00	\$ 3,520.00	\$ 616.00	\$ 4,136.00	
Full	\$ 2.00	0.88	\$ 3,080.00	\$ 539.00	\$ 3,619.00	
Full	\$ 2.00	0.50	\$ 1,760.00	\$ 308.00	\$ 2,068.00	
Full	\$ 2.00	0.88	\$ 3,100.00	\$ 542.50	\$ 3,642.50	
Partial	\$ 1.85	1.00	\$ 3,237.50	\$ 566.56	\$ 3,804.06	
Partial	\$ 1.35	1.14	\$ 2,700.00	\$ 472.50	\$ 3,172.50	

STEP 5: REVIEW OF APPLICATION FORM

Prior to leaving the middle section of the application form, please review the "Summary" section. It contains a summary of the centre's / agency's eligible positions and the total funding you are applying for in regards to salaries and benefits pending approval. This section will also generate the operators' supplemental grant of \$150 for each eligible centre based FTE and home visitor FTE.

SUMMARY		FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions	RECE	2.76	\$ 9,700.00	\$ 1,697.50	\$ 11,397.50
	Non-RECE	0.5	\$ 1,760.00	\$ 308.00	\$ 2,068.00
	Supervisor		\$ -	\$ -	\$ -
	Home Visitor		\$ -	\$ -	\$ -
	SUB-TOTAL	3.27	\$ 11,460.00	\$ 2,005.50	\$ 13,465.50
Partially Eligible Positions	RECE	-	\$0.00	\$ -	\$ -
	Non-RECE	-	\$0.00	\$ -	\$ -
	Supervisor	1	\$3,237.50	\$ 566.56	\$ 3,804.06
	Home Visitor	1.14	\$ 2,700.00	\$ 472.50	\$ 3,172.50
	SUB-TOTAL	2.14	\$ 5,937.50	\$ 1,039.06	\$ 6,976.56
TOTAL		5.4	\$ 17,397.50	\$ 3,044.56	\$ 20,442.06
SUPPLEMENTAL GRANT					\$ 810.34
GRAND TOTAL					\$ 21,252.55

STEP 6: CERTIFICATION

Please complete the certification section stating that the information you have included in the application is accurate by selecting "Yes" in the box and completing your signing authority's information.

CERTIFICATION	
As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2019.	
Name of Signing Authority:	<input type="text"/>
Title:	<input type="text"/>
Date:	<input type="text"/>
	Please click and select: <input type="button" value="Yes"/>

STEP 7: SUBMISSION

Submit the completed application to the County of Wellington. Applications must be sent electronically in excel format to: childrensearlyyearsclerk@wellington.ca Please do not password protect the version you submit.

The information that you have provided is subject to review by the County of Wellington prior to/or after granting the wage enhancement funding to the centre / agency.

The County of Wellington will communicate the approval amount through returning the application form with the bottom portion of the form completed.

(To be completed by CMSM/DSSAB only)

APPROVAL	# of FTE	Salary	Benefit	Supplemental Grant	Total
The child care centre/agency is approved for the following:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>