

These instructions have been created to support licensed Child Care Agencies with their application for Wage Enhancement Grant (WEG) funding. For more specific information about WEG funding, eligibility, payment, etc., please see the United County of Leeds and Grenville *2022 WEG/HCCCEG Guidelines*.

PROVINCIAL WAGE ENHANCEMENT APPLICATION INSTRUCTIONS

The purpose of these instructions is to support operators in completing their WEG application. The application will generate your WEG funding entitlement.

WEG applications must be submitted by **March 1, 2022** in order to be considered for WEG funds.

Child Care Operators (Operators) are only required to enter data in the green cells. All other calculations will be performed automatically.

The application form contains 100 rows to allow for data entry for all eligible positions. At step 6, you will be provided with instructions on how to show only the rows where data has been entered for printing purposes.

STEP 1: DETERMINE ELIGIBILITY

To complete the WEG application successfully, applicants must determine which of the positions in the licensed child care centre are eligible for the WEG.

FULL WAGE ENHANCEMENT

To be eligible for wage enhancement, 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 **\$26.59** per hour (i.e. \$2.00 below the wage cap of **\$28.59**); and
- Be in a position categorized as a child care supervisor - as identified on agency's licensing letter, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the Child Care Early Years Act (CCEYA);



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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 \$26.60 and \$28.58 per hour, the position is eligible for a partial wage enhancement. The partial wage enhancement will increase the wage of the qualifying position to \$28.59 per hour without exceeding the cap.

For example, if an RECE position has a base wage rate, excluding the previous year’s wage enhancement, of \$27.18 per hour, the position would be eligible for wage enhancement of \$1.41 per hour.

STEP 2: ENTER CENTRE / AGENCY INFORMATION

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

STEP 3: ENTER EMPLOYEE INFORMATION

Leeds Grenville continues to collect employee and wage data from licensed child care agencies for all positions employed by the agency. Enter the following information for all the positions in the licensed child care or home child care agency regardless of if the position works directly with children towards adult/child ratios (e.g. cook, book keeper, Executive Director, ECE, etc.).

EMPLOYEE / POSITION INFORMATION								
Employee First & Last Name	Position Title	Is this a new position in 2022?	Category	RECE/Non RECE	Base Hourly Wage (Excluding Wage Enhancement and General Operating) <i>Must be at least minimum wage</i>	Additional Hourly Wage Top-Up (from General Operating Funding and Not Including WEG)	Expected # of Hours to be Worked (Jan 1- Dec 31, 2022) <i>For new positions in 2022 estimate the # of hours</i>	% of Time in a Day Counted Towards Adult/Child ratio (i.e. required in program with children)
1								
2								
3								
4								

EMPLOYEE NAME and POSITION TITLE

These fields should contain sufficient information to allow the CMSM/DSSAB to cross-reference in an audit, along with assisting in statistical info gathering on position pay comparisons.



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NEW POSITION CREATED DURING JAN 1 - DEC 31 (SELECT YES OR NO)

If a new position has been created during the year, 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 K).

CATEGORY

From the drop-down listing, please select from the eligible position categories of Educator, Supervisor, Home Visitor or Not Eligible.

HOURLY WAGE

Hourly wage paid to the position as of December 31 (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.

EXPECTED NUMBER OF HOURS TO BE WORKED

This field should include the total number of hours the position is expected to be paid for during the period of January 1 to December 31.

PERCENTAGE (%) OF TIME

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 for the hours worked in the eligible position supporting ratio. If the position isn't eligible (i.e. bookkeeper), report 0%.

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 program, regardless of the amount of time they are working directly with children, provided they earn less than the cap. Please note, only Supervisors as identified on the agency's licensing letter from the Ministry of Education (MOE) will be, considered eligible, under this criteria.

Once you have entered the information, the application 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 Jan 1st to December 31st is high;
- 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; and
- 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 five (5) positions applicable to Child Care Centre ABC. The calculation in the form now automatically gives you the maximum benefit entitlement of 17.5% for those who are eligible.

WAGE ENHANCEMENT DETERMINATION					
Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Full	\$ 2.00	0.52	\$ 1,820.00	\$ 318.50	\$ 2,138.50
Full	\$ 2.00	1.04	\$ 3,640.00	\$ 637.00	\$ 4,277.00
Full	\$ 2.00	1.04	\$ 3,640.00	\$ 637.00	\$ 4,277.00
None	\$ 0.00		\$ -	\$ -	\$ -
Full	\$ 2.00	0.26	\$ 910.00	\$ 159.25	\$ 1,069.25
					\$ -

STEP 4: 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 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 for each eligible centre based FTE and home visitor FTE.

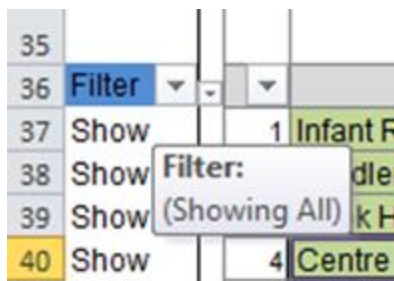
SUMMARY	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions				
Educator	-	\$ 0.00	\$ 0.00	\$ 0.00
Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL	-	\$ 0.00	\$ 0.00	\$ 0.00
Partially Eligible Positions				
Educator	-	\$ 0.00	\$ 0.00	\$ 0.00
Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL	-	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	-	\$ 0.00	\$ 0.00	\$ 0.00
SUPPLEMENTAL GRANT				\$ 0.00
GRAND TOTAL				\$ 0.00

STEP 5: CERTIFICATION

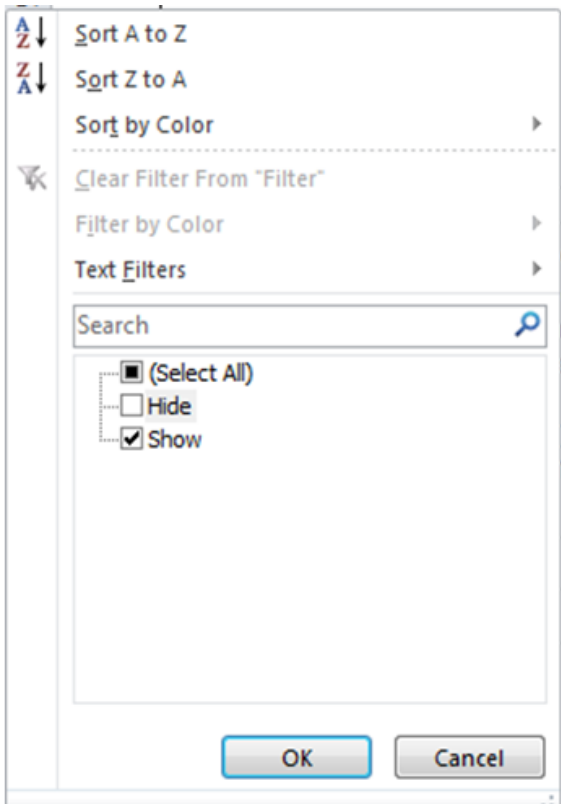
Operators must complete the certification section stating that the information included in the application is accurate by selecting "Yes" in the box and completing your signing authority's information.

STEP 6: PAGE LAYOUT & PRINTING

Prior to printing or submitting your application form, please go to cell A41 and left click on the symbol to the right of the "Filter" button. This gives the ability to show only the rows that contain information.



Ensure that only the "Show" option contains a check mark. You can remove the other checkmark, by left clicking on the box beside "hide".



STEP 7: SUBMISSION

Submit the completed application to Leeds Grenville as per instructions. The information that you have provided is subject to review by the CMSM/DSSAB prior to/ or after granting the wage enhancement funding to the agency.