

2018 Wage Enhancement and Home Child Care Enhancement Grant

Application Process

If an operator applied in 2017 for wage enhancement/HCCEG, they will need to apply again in 2018 for all positions or home child care providers that would be eligible.

Information on eligibility will be gathered through the application process administered by Children's Services. 2017 information will be gathered on application forms and used to determine funding entitlement for 2018.

Beginning in 2018, licensed centres or agencies created in 2018 are eligible to apply for wage enhancement or HCCEG in the year the program begins operations.

Note: Wage enhancement/HCCEG payments to staff and home child care providers will be made based on 2018 time in program.

Operators should enter total hours worked in 2017 for each eligible position, including overtime hours. Please note the base hourly wage rate or home child care provider fees entered in the application form should exclude previous wage enhancement/HCCEG amount received.

Applications will be posted for a minimum of 45 calendar days with a due date of March 16, 2018. Any applications received after this due date will not be considered for wage enhancement/HCCEG funding.

Please submit completed applications to Kelsey Harte at Kelsey.Harte@hnss.org. Immediately after emailing your application, please also follow up with a phone call to Kelsey Harte at 519-426-6170 ext. 3786 to confirm receipt of your application. If Kelsey is not at her desk, please leave a voicemail stating that you have emailed a wage enhancement application, the date and time that you emailed the application, and your contact information (name and phone number). It is the responsibility of the applicant to confirm that their wage enhancement application has been received. Applications received after March 16, 2018 will not be considered for funding.

Payments to Staff and Providers

Wage enhancement/HCCEG funding entitlements are based on 2017 data; however, wage enhancement payments should be provided to eligible positions for each hour worked in 2018. Operators have the flexibility to fund their current year's eligible positions, even if the position did not exist in 2017.

Similarly, HCCEG payments should be provided to eligible home child care providers for each day worked in 2018. Agencies have the flexibility to fund current year eligible providers, regardless of whether the provider had a contract with the agency in 2017. The compensation rate (partial or full) will be based on their current year services.

Operators must include wage enhancement or HCCEG payments in each paycheque or payment made.

In addition, operators must notify staff or home child care providers of the amount provided to them through this initiative on staff pay cheques/home child care provider fee transfers, or through a separate letter, labeled as follows:

- Provincial child care wage enhancement; or
- Provincial home child care enhancement grant

Reconciliation Process

The pre-populated 2017 wage enhancement/HCCCEG reconciliation templates sent to each operator/agency from Children's Services are to be completed and submitted to Kelsey Harte no later than February 16, 2018. Once Children's Services has reviewed the completed reconciliation template, a signed copy will be requested.

Operator Accountability

Children's Services may audit operator/agency files to determine compliance with the wage enhancement/HCCCEG funding distribution and reconciliation guidelines.