

**Ministry of Education**  
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Division de la petite enfance  
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Queen's Park  
Toronto ON M7A 1L2



**2015: EYCC12**

**MEMORANDUM TO:** General Managers, CMSMs/DSSABs  
Children's Service Managers, CMSMs/DSSABs

**FROM:** Pam Musson  
Director, Early Years Implementation Branch  
Early Years Division  
Ministry of Education

Marie Li  
Director, Financial Analysis & Accountability Branch  
Financial Policy and Business Division  
Ministry of Education

**DATE:** **June 8, 2015**

**SUBJECT:** **Wage Enhancement Clarifications**

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We would like to thank you for your continued efforts in the roll-out of the wage enhancement initiative. To respond to recent questions from CMSMs/DSSABs, below are some clarifications on the wage enhancement implementation process for 2015.

## **1. Benefits Flexibility**

Operators have the flexibility to increase or decrease the percentage distribution between the six benefit categories provided they do not exceed 17.5%. Please ensure applicants have access to each input cell in the benefits section of the application form to exercise this flexibility.

Once all mandatory benefits requirements are met (including 2 weeks of vacation pay and 9 statutory holidays as needed), any remaining funding within 17.5% can be used to fund other benefit expenses paid by the employer on behalf of the employee. Please contact your Financial Analyst if you require assistance with this.

## 2. Overtime

Overtime hours worked are eligible for wage enhancement funding. As previously communicated by email on April 24, 2015, operators should include all hours worked in from January to October 2014, including overtime hours, on the application form. In addition, wage enhancement funding may be used to fund overtime hours worked in 2015 but not exceeding \$1.00 per hour.

## 3. Reconciliation

Reconciliation of wage enhancement funding should be completed on the total number of FTEs funded in each centre. Please note that the ministry does not require reconciliation for each position or person identified in the centre based application form. A sample reconciliation template to collect actual expenditures for wage enhancement will be sent to all CMSM/DSSABs in the next two weeks. The template captures ministry reporting requirements for the 2015 Financial Statement submission.

## 4. Update on the November 15, 2015 timeline

The ministry is currently reviewing the implementation approach for year 2 of the initiative. Please note that the November 15, 2015 deadline to complete and submit 2016 application forms, as indicated in child care funding guideline, will no longer apply. The ministry will communicate any process changes as soon as possible.

## 5. Application Templates

The ministry has received some questions regarding the different versions of the sample templates. Therefore, for clarification, changes are summarized below, and the most recent versions of the forms are attached for your reference.

### Centre Based template:

- New columns were added to capture “# of Weeks the program operates” and “Program that operates in Nov or Dec” (please refer to email dated March 6<sup>th</sup>).
- **Instructions** explaining how to answer “Program that operates in Nov or Dec?” (“Yes” or “No”)” column were updated (please refer to email dated April 24<sup>th</sup>).
- Formulas missing in hidden cells were included (please refer to email dated May 22).
- Version 3 – the final version of the centre-based form with “V3” on the top left corner was posted on the FAAB website and the link was included in the May 22<sup>nd</sup> email: [Application for Provincial Wage Enhancement Funding – Child Care Centres and Home Visitors \(2015\)](#)
- If you have any questions or concerns about the version of the template, please contact your Financial Analyst.

## PHDC template:

- Qualifying Daily Rate column (AO) formulas were corrected to include \$126.35 threshold to determine partial HCCEG of \$5 a day. The summary table (formulas at the bottom of Columns AO and AQ) changed to correctly count # of Partially Eligible Providers and # of Fully Eligible Providers (please refer to email dated March 26<sup>th</sup>).
- The final version of the PHDC form is attached. It is also posted here: [Application for Home Child Care Enhancement Grant Funding - Private Home Day Care \(PHDC\) Providers \(2015\)](#)

We hope the above information is helpful. Please contact your Child Care Advisor or Financial Analyst should you have any questions about the above.

Sincerely,

*Original Signed By*

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Pam Musson  
Director, Early Years  
Implementation Branch  
Early Years Division  
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Marie Li  
Director, Financial Analysis  
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## Enclosures:

- Application for Provincial Wage Enhancement Funding – Child Care Centres and Home Visitors (2015) – Version 3
- Application for Provincial Home Child Care Enhancement Grant Funding – Private Home Day Care (PHDC) Providers (2015)

cc: Trish Malone, A/Manager, Early Years Implementation Branch  
Tim Gallivan, A/Manager, Financial Analysis and Accountability Branch  
Child Care Advisors, Early Years Implementation Branch  
Financial Analysts, Financial Analysis & Accountability Branch