

# Helpful Tips for New/Amending Wage Enhancement Agreements

To assist CMSMs/DSSABs in creating new wage enhancement/Home Child Care Enhancement Grant (HCCEG) agreements, or amendments to existing purchase of service (POS) agreements with eligible operators, the ministry has outlined some helpful tips below.

## AGREEMENT CONTENTS

### General

The wage enhancement/HCCEG agreement/POS amendment should set out the CMSM/DSSAB's expectations for the enhancement funding to support the appropriate use of funds, including the:

- Purpose of the enhancement funding;
- Eligibility requirements;
- Amount to be provided to the operator in 2015;
- Reporting requirements and deadlines (service and financial data – see 2015 Ontario Child Care Service Management and Funding Guideline for details);
- Payment schedules identifying when the CMSM/DSSAB will make payments to the operator;
- Reconciliation processes;
- Requirement that 100% of funds be provided to eligible staff/home child care providers; and
- Requirement that operators label the portion of funding that is being provided through the wage enhancement/HCCEG on staff paycheques and home child care provider payments as follows:

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

### **Compliance**

The agreement should include a requirement that ensures operator compliance with the terms of the wage enhancement/HCCEG funding.

### **Accountability Requirement**

The agreement should include details of CMSM/DSSAB accountability policies which will apply to the operators. This may include a requirement for the operator to participate in audits conducted by the CMSM/DSSAB.