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Queen's Park  
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**2015: EYCC6**

**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

**DATE:** **February 20, 2015**

**SUBJECT:** **Child Care Wage Enhancement Implementation  
Follow-up - Revised Application Templates &  
Communication**

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This memo is in follow-up to the recent information you received on January 20, 2015 regarding the new wage enhancement and Home Child Care Enhancement Grant (HCCEG) initiative (memos EYCC3 and EYCC4).

### **Operator Memo**

To support the successful implementation of the wage enhancement initiative, the ministry will be sending a memo to child care operators in the coming weeks to inform them of the launch of the wage enhancement and provide information on processes and timelines, see attached memo for your reference. The College of Early Childhood Educators will be communicating similar information to their members.

### **Questions & Answers / Response Letters**

The ministry encourages Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) to post the attached wage enhancement questions and answers on your public websites as soon as possible. The

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*Child Care Wage Enhancement Implementation Follow-up - Revised Application  
Templates & Communication*

wage enhancement questions and answers were previously included in the toolkit, and were developed to help CMSMs and DSSABs, operators, and child care workers understand the implementation process and procedures. Posting this information on your public website will assist with providing accurate and timely responses to questions that you may receive from your operators. Also attached are three sample letters to assist CMSMs/DSSABs with responding to operator inquiries.

## **Application Templates**

To support CMSMs and DSSABs with the implementation of the wage enhancement application process, the ministry provided sample wage enhancement application templates for operators. These applications were included in the wage enhancement toolkit, which you received with your wage enhancement information package.

The ministry has corrected calculation errors that were identified in the applications, and is resending the following items:

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

**Please Note:** The attached excel templates are not protected to allow CMSMs/DSSABs to view all formulas and edit the templates as needed. Prior to posting the application forms online, it is recommended that the excel sheets be protected to prevent any unintended alterations to the documents.

## **Overview Deck**

For your reference, a presentation deck is attached that provides an overview of the wage enhancement and HCCEG initiatives.

I would like to take this opportunity to once again thank you for your leadership and support in the roll out of the wage enhancement.

If you have any questions related to the child care wage enhancement implementation strategy please visit the [Financial Analysis and Accountability Branch's website](#) or contact your regional Child Care Advisor.

Sincerely,

*Original signed by:*

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

Enclosures:

Application for Provincial Wage Enhancement Funding – Child Care Centres and Home Visitors (2015)

Application for Provincial Home Child Care Enhancement Grant Funding – Private Home Day Care (PHDC) Providers (2015)

Memo to Operators

Wage Enhancement Questions and Answers

Sample Letter re: Eligibility for Wage Enhancement Grant

Sample Letter RECE Inquiry re: How to Obtain Wage Enhancement

Sample Letter re: Wage Enhancement Application Process

Wage Enhancement Overview Deck

cc: Marie Li, Director, Financial Analysis & Accountability Branch, Financial Policy & Business Division

Child Care Advisors, Early Years Policy and Program Branch  
Financial Analysts, Financial Analysis & Accountability Branch