

## Sample Letter re: Eligibility for Wage Enhancement Grant

DATE

Dear XXXX,

Thank you for your inquiry regarding the Wage Enhancement Grant initiative for non-program staff employed in a child care centre.

To be eligible to receive the 2015 Wage Enhancement Grant, the position must:

- have existed in a licensed child care position during the period of January 1, 2014 and October 31, 2014,
- Is a supervisor or RECE position or a position that can be counted toward adult to child ratios under the *Day Nurseries Act* (DNA).

Non-program staff positions may be eligible to receive a partial 2015 Wage Enhancement Grant entitlement in those situations where at least 25 percent of the non-program staff position is used to support DNA ratio requirements. In these instances, the Wage Enhancement Grant will be prorated for the time spent in the eligible position.

For example, a position that requires a cook to spend 25 percent of their time in the infant room supporting the DNA ratio, may receive up to 25 percent of the Wage Enhancement Grant amount.

For additional details regarding the application process for the Wage Enhancement Grant, please see our [local municipal service system manager] website:

You may also wish to review the [Premier of Ontario's news release](#) and the [Ministry of Education's backgrounder](#) on the Wage Enhancement Grant.

Sincerely,