

October 24, 2023

Re: 2023 SWB GOF Top-Up Funding

Dear Service Provider,

We are pleased to provide a top-up to your 2023 GOF-SWB allocation. This provides a one-time increase over-and-above the existing amount distributed to your staff. This memo contains information about this funding and key dates.

GOF-SWB Top-up Funding Requirements:

- **Review Section 7** (pg. 9) of the updated 2023 GOF Guideline for full details about the distribution and payment requirements of this additional funding to staff.
- Funding must only be distributed to staff who are eligible to receive the SWB component of GOF.
- Funding must be distributed equally to all eligible staff **based on hours paid** between January 1 to October 31, 2023.
- You cannot use this funding to offset existing base wages or previous wage increases.
- You must communicate the distribution of the Top-Up through a letter to staff.

Top Up Calculation Tool and Reconciliation Template

- The Region has provided the 2023 GOF Top-Up Funding Calculator and Reconciliation template. The tool and a tutorial video are available on the [Region's website](#) under "Financial policies and reporting".
- You may use the tool to help you calculate staff payments for the Top-Up funding and you will be required to submit the completed tool as part of your GOF reconciliation.

Key Dates:

Date	Action
November 1, 2023	Payment appears in the "Other" budget category in GOF award.
By November 30, 2023	Review section 7 of updated GOF Guideline and 2023 GOF Top-Up Funding Calculator to learn how to properly distribute top up funding.
December 31, 2023	Deadline for funds to be distributed to eligible staff.
January 30, 2024	Deadline to submit your 2023 GOF Reconciliation Template.

Should you have any questions, please contact your Early Years Specialist or email: EarlyYearsSystemDivision@peelregion.ca.

Peel Region recognizes the hard work, commitment and dedication of the child care workforce. We thank you for your ongoing efforts in recruitment, retention and development of the sector.

Sincerely,
Early Years and Child Care Services Division

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