

2024 Transition Operating Grant (TOG)

Questions and Answers (Q&As) for Licensed Child Care Providers

Released: May 23, 2024

This Q&A document reflects questions on the 2024 TOG Funding received at the May 9, 2024 Teleconference.

For more information, refer to the 2024 TOG Guideline, which is intended for both centre-based and licensed home child care agencies.

Don't see your question?

Email us at EarlyYearsSystemDivision@peelregion.ca or contact your Early Years Specialist.

2024 TOG Methodology & Other Funding Supports

1. Can you explain the revenue replacement model for 2024 compared to the allocation methodology for TOG?

The revenue replacement model for 2024 comprises of the CWELCC fee reduction and the Cost Escalation funding.

- These two components offset the 52.75 percent of fees not collected from families and compensate for your inability to increase your fees.
- If your total revenue is not sufficient to support your eligible nondiscretionary expenses, you may be eligible to receive the new 2024 Emerging Issues Funding (EIF). We will share details about the EIF in August.

The TOG supports some discretionary expenses (which was funded separately as Administration and Special Purpose Fund in the past). Please refer to page 15 of the guideline to understand how your TOG was calculated.

2. Why is my 2024 TOG less than my allocation from 2023?

2023 TOG included cost escalation, special purpose funding, administration, and a one-time top up provided in July 2023. For 2024, the funding has been divided into CWELCC (e.g. cost escalation and Emerging Issues Fund which will be provided in the fall) and TOG which includes special purpose funding and administration. See table below:

2023	2024
TOG (Part A + Part B) <ul style="list-style-type: none"> • Cost escalation • Special Purpose • Administration • One-time Operating Grant provided in July 	CWELCC <ul style="list-style-type: none"> • Cost escalation • NEW! Emerging Issues Fund TOG <ul style="list-style-type: none"> • Special Purpose • Administration

Please refer page 15 of the Guideline to understand how your TOG allocations was determined.

3. Can we apply for additional TOG funding?

No, there is no opportunity to apply for additional TOG funding. Service providers should plan to spend within their TOG budget allocations. Service providers will be notified if additional funding is available later in this year.

4. Is there a sequence in the prioritization for the way we should use TOG?

No. You have full flexibility to use your 2024 TOG within the budget categories and eligible expenses as you see fit.

Audited Financial Statements

5. If my agency never had to do an audit prior to CWELCC, can I offset my whole audit cost using TOG?

You have discretion to use your TOG to fund the whole audit cost, as long as you manage within your total allocation amount. There is no cap on the cost of Audited Financial Statements. Please ensure that you retain appropriate documentation (e.g. receipts) for all eligible expenses.

Staff Recruitment Costs

6. Staff recruitment costs in 2023 was previously part of the Workforce Innovation Fund (WIF). Can we still claim these expenses under WIF, or should it be expensed under the 2024 TOG now?

For 2024, staff recruitment is not an eligible expense under WIF. Instead, you may use your 2024 TOG to support your staff recruitment costs.

7. I am an owner who also conducts recruitment activities. What type of documentation or proof would I need to submit, if requested by Peel?

We may ask for paystubs to confirm that you are on payroll and/or proof of new hire, as well as an attestation from you relating to the recruitment costs. Please refer to Section 6: Reporting, Reconciliation, Audit & Recoveries of the Guideline for more information on documentation requirements.

Eligible Special Purpose Expenses

8. Are there any limits imposed to any of the eligible special purpose expenses?

There is a \$4,000 per agency limit to implement the Safe Arrival and Dismissal Policy using child care management software subscriptions and interactive apps/technology only. For all other eligible Special Purpose expenses, there are no limits, and it is up to you to determine how to best use your allocation, so you are within your budget.

9. Can we use TOG to support eligible special purpose expenses that occurred in 2023?

No, for expenses to be eligible they must occur between January 1, 2024 to December 31, 2024, with appropriate documentation.

10. Do I need pre-approval to paint my centre?

Pre-approval for indoor painting is not required where paint has faded. You may use your Transition Operating to support paint as an eligible Special purpose expense as long as you are within your budget.

11. If I received a citation from Peel Public Health/Ministry of Health as part of a health inspection, am I able to use my TOG funding to support the resolution? Would I need pre-approval from my EYS?

Non-discretionary expenses (e.g. citation from MEDU licensing or Peel Public Health) should be addressed right away to ensure programs can remain open.

If you receive a citation, and you included the expense in your operating budget, it would be an eligible expense using your EIF. Alternatively, you may use your TOG funding to support the resolution if you were not eligible for EIF. Pre-

approval to use TOG funding from your EYS is not required as inspections are done at various times throughout the year. Please keep your citation records and receipts as we may request them.

Reporting requirements

12. Is there anything additional required if our sister company does all purchasing as the invoices will be on that company name?

Please review Documentation and Receipt requirements in Section 6 of the Guideline. Non-arms length transaction costs are ineligible, unless conducted at fair market value. If an item is sold or work is completed by someone related by blood, marriage, common-law partnership, or adoption, you must get a minimum of two quotes in addition to receipts and paid invoices.

13. To support Reconciliation, will we need to upload an Excel sheet or planning tool in GovGrants?

More details about the TOG reconciliation will be shared closer to the reconciliation date. Please stay tuned.