

# 2023 Workforce Innovation Funding (WIF) Guideline

Peel's Licensed Home Child Care (LHCC) Agencies



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# Table of Contents

Overview .....	3
Agency Eligibility.....	3
Who doesn't qualify? (Agency).....	3
Funding conditions.....	3
Eligible expenses .....	4
Funding Flexibility.....	4
MANDATORY EXPENSES (A and B).....	5
A. Offsetting child care fees for the Region's professional learning day.....	5
B. Lunch and refreshments for staff and HCC providers participating in the Region's professional learning day.....	6
FLEXIBLE EXPENSES (C, D, E, F, G, H, I, J).....	6
C. Planning Time Grant (Jan.1 to at least Jun. 30, 2023).....	6
(as applicable): .....	7
D. Professional learning costs.....	7
E. Paid professional learning time (staff).....	8
F. Professional learning incentive grant for HCC providers .....	9
G. Credential evaluation and document translation costs* .....	10
H. Cost to rent a location for the Region's professional learning day.....	11
I. One-time start-up kits and incentive grants .....	11
J. Recruitment costs .....	12
K. Administration costs.....	12
Funding distribution, payments, and budget.....	12
Payments to agencies.....	12
Distribution and payment to staff and HCC providers: .....	13
Surplus and shortfall .....	14
Reconciliation, responsibilities, audit and recoveries.....	14
Agency responsibilities and requirements .....	14
Reconciliation and progress reports.....	15
Audit .....	16
Recoveries.....	16
Contact Us.....	16
Appendix 1: Key Terms and Glossary.....	17
Key Terms.....	17
Glossary.....	17

# Overview

The Workforce Innovation Funding (WIF) helps you pilot innovative ideas to attract and retain a skilled and committed child care workforce that delivers stable, quality child care programs for children in Peel. WIF supports:

- child care fees and lunch and snacks for staff and Home Child Care (HCC) providers who participate in the Region's professional learning day
- planning time grants
- professional learning costs
- paid professional learning time (staff) and professional learning incentive grants (Home Child Care (HCC) providers)
- credential evaluation and translation
- 2023 recruitment costs
- start-up kits and incentives
- cost to rent a location for the Region's professional learning day



**2023 updates.** To provide clarity, respond to your feedback and enhance our supports to the 2023 Region's wide professional learning day we updated the guideline for 2023. Updates are highlighted in yellow and flagged with the sign ⚠️. Refer to the 2022-23 WIF guideline for 2022 inquiries.

## Agency Eligibility

To qualify for WIF, you must **continuously meet** these conditions<sup>1</sup>:

- Be a LHCC agency in Peel Region with a signed EYCCS Fee Subsidy Agreement dated on or before July 31, 2022.
- Be open and providing child care to at least one agency-placed child from Peel.
- Comply with all program, financial, contract (any EYCCS contract), and data reporting requirements on or before the assigned timelines.

<sup>1</sup> If this funding is continued or enhanced in future years, eligibility **will** be limited to agencies that participate in both Fee Subsidy and the Canada-Wide Early Learning and Child Care (CWELCC) program, meet the funding requirements and report on time.

### Who doesn't qualify? (Agency)

You don't qualify for WIF (in all or part) if during the funding period:

- You don't meet or stop meeting the qualifying conditions.
- Your agency closes permanently.
- Your agency's assets are sold in an asset sale.

## Funding conditions

The following applies to all eligible expenses:

- If you already support expenses eligible under this guideline, you can use WIF only to fund expenses over and above what you provided before WIF. You cannot use WIF to offset budgeted expenses.

**Exceptions:** You may use WIF to cover enhancements or offset budgeted expenses for:

a) [Start up kits and incentives](#)

b) [Recruitment costs](#)

- ⚠️ • Home visitors should be paid a consistent wage when completing program related functions including professional learning activities. In 2023, eligible staff must get their regular Wage Enhancement Grant (WEG) and LHCC Base Funding payments for WIF supported professional learning hours (as applicable).
- When a HCC provider is enrolled with different agencies, WIF supports must be provided by the agency that issues the Home Child Care Enhancement Grant (HCCEG).

By accepting the WIF, you agree to:

- Participate in the Region’s professional learning day on **February 17, 2023**. HCC provider attendance is strongly encouraged.
- Use WIF to cover [mandatory expenses](#) first.
- Participate in the evaluation process as requested.
- Share information with staff, HCC providers, and families as requested by the Region including inviting them to participate in the evaluation process.



## Eligible expenses<sup>1</sup>

### Funding Flexibility

WIF includes both mandatory and flexible expenses. You must use WIF to cover the [mandatory expenses](#) first. After you cover the mandatory expenses, you have the flexibility to use the rest of your WIF on the eligible expenses that best address your staff and HCC provider recruitment and retention needs.

- ⚠️ In 2023, your GovGrants WIF grant (Award Financials), will include a specific allocation to offset child care fees and pay staff wages and benefits for the Region’s professional learning day.

Funding for other eligible expenses will be issued under the “**other**” budget category.

### Flexibility requirements

- If you have leftover funding after you meet the requirements of the 2023 mandatory WIF expenses, you can use the remaining funding to support other eligible expenses that address your staff and HCC provider recruitment and retention needs.

<sup>1</sup> We reserve the right to deem expenses ineligible if they are unreasonable or you fail to meet WIF eligibility / requirements.

- If the amount you received under the “child care fees” is not enough, you must use your “other” funding until you fully cover this mandatory expense.
- If you don’t use WIF to support a mandatory expense, we will recover the funding allocated to that expense.

## MANDATORY EXPENSES (A and B)

### A. Offsetting child care fees for the Region’s professional learning day

You must use WIF to offset child care fees **net of CWELCC** for children enrolled with HCC providers attending the **February 17, 2023** Region’s professional learning day.

If you accept the WIF, you must:

1. **Participate** in the Region’s professional learning day. While HCC providers’ participation is not mandatory, we strongly encourage you to work with them so that they can take advantage of this opportunity.
2. **Communicate:** You must communicate the professional learning day to families, staff and HCC providers **as requested.**
3. **Not charge child care fees to families** of children placed with a HCC provider who is participating in the February 17, 2023 Region’s professional learning day.



If the HCC provider is participating in the event:

- You must use WIF to cover the portion of the fees not covered by CWELCC for children placed with that HCC provider on that day.
- If you have a 2023 CWELCC agreement, CWELCC covers 52.75% of the fees for eligible CWELCC children. You will get the CWELCC portion of your fees with your February CWELCC payment.
- You must mark “N” (non-paid days) on the February 17, 2023 child care subsidy attendance of children placed with a participating HCC provider.
- As a reminder, February 17 is a Professional Development day for most Peel school boards. WIF cannot be claimed for children who are not enrolled or charged fees for that day (if the Region’s professional learning day did not take place).



#### Examples:

- You are participating in CWELCC and your infant fee is \$100: CWELCC pays \$52.75 and you may use WIF to cover the remaining \$47.25 that the parent would have paid.
- You opted-out of CWELCC and your infant fee is \$100. You may use WIF to cover the full fee (\$100).
- Your licensed primary/junior school age rate (not eligible for CWELCC) is \$30 for before and after school and \$60 for a non-instructional day. Use WIF to cover the fees that the child would have been charged for that day (if the Region’s professional learning day did not take place).

You cannot use WIF to cover the fees of children enrolled with HCC providers who don't participate in the event. In this case, regular fees and funding for fees (fee subsidy and CWELCC) apply.

4. **Pay staff and HCC providers who participate in the Region's professional learning day,** their regular wages, mandatory benefits and provider payments as follows:

If...	On the day of the professional learning day	
	They would normally get paid for the day and/or hours, then	They would <u>not</u> normally get paid for the days and/or hours, then you may use
<b>Staff</b>	Pay wages, mandatory benefits and provider payments from your child care fees (offset by the Region through WIF or CWELCC).	WIF <a href="#">paid professional learning time</a> to cover staff's wages and mandatory benefits for the additional hours.
<b>LHCC provider</b>		WIF <a href="#">professional learning incentive grant</a> to support participation.
<b>No staff and/or HCC provider should lose pay for participating in the event.</b>		

## B. Lunch and refreshments for staff and HCC providers participating in the Region's professional learning day



You must use your WIF to provide lunch and refreshments to staff and HCC providers participating in the Region's Professional learning day up to a maximum of \$30/per participating staff.

- You have the flexibility to determine the best way to provide lunch and refreshments (such as delivery order, catering, etc.) based on your operational needs and preferences. We encourage you to consult staff and HCC providers on the planning of this expense.
- Costs must be reasonable and cannot include alcoholic beverages.

## FLEXIBLE EXPENSES (C, D, E, F, G, H, I, J)

### C. Planning Time Grant (Jan.1 to at least Jun. 30, 2023)

Planning time improves program quality and HCC provider satisfaction which may lead to increased workforce retention. You may use this funding to provide eligible HCC providers with a planning time grant of \$70 per month from January 1 to at least Jun. 30, 2023.

#### Who qualifies for the planning time grant?

During the period October 3, 2022, to at least June 30, 2023, HCC providers enrolled with an agency using WIF to offer planning time grants, qualify in any given month if they:

- Actively care for at least one agency-placed child from Peel, and
- Provide services at least 75% of the agency's business days during that month.



Review the [Distribution and payment to staff and HCC providers](#) to learn about planning time grant requirements.

## What qualifies as planning time for this grant?

For this grant, planning time is dedicated time outside of the HCC provider's regular business hours (off hours) used to\*:

- Engage in reflective practice, collaborative inquiry around pedagogical approaches (such as inclusive learning environments and experiences, planning and creating environments, use of pedagogical documentation). This includes applying learning from courses or training to improve their program.
- Prepare and document ongoing curriculum based on the four foundations of [How Does Learning Happen?](#) and observations of children's interests.
- Review documentation, identify interests and set goals for a child.
- Research and plan goal-oriented activities and that support a child's well-being and create the best possible conditions for learning and development.
- Plan menus that meet Canada Food Guide requirements.
- Reflect on and document the impact of current practices and approaches on children and families.

\* Planning activities can be carried out individually or in groups based on your agency's operational needs.

**Funded planning time cannot be used for:**

- Communications with parents
- Activities that can be done during quiet time

## D. Professional learning costs

You can use WIF to reimburse eligible staff and HCC providers (or cover the cost of registration) to attend eligible professional learning sessions, courses, and training opportunities.

**Note:** Professional learning activities organized by your agency may qualify if they are not part of your agency's budget and/or regular operations. WIF cannot be used to offset already budgeted expenses.

### Who qualifies for professional learning costs?

Use WIF to support access to professional learning for HCC providers and eligible staff (full-time or part-time) including:

- Home visitors
- Other staff enrolled in an ECE Diploma or a Child Development Practitioner Apprenticeship.

Review the [Distribution and payment to staff and HCC providers](#) to learn about professional learning costs requirements.

### What courses or training qualify for professional learning costs funding?

Training, courses, and professional learning sessions attended, completed (graded courses must be passed to be completed) and not eligible for other supports\* between January 1 and December 31, 2023, on the following topics:



- Diversity, Equity, and Inclusion.
- Early years and child care pedagogical practices aligned with [How Does Learning Happen?](#)
- Supporting children with special needs and strategies that support the inclusion of all children.
- Health, safety, and well-being of children (nutrition, first aid, environmental health, communicable diseases, duty to report), staff and HCC providers.
- Business administration such as business practices, budgeting, leadership, human resource management, policy development and business software skills.
- The [CCEYA](#), its regulations and ministry policy.
- Training requirements under the [Accessibility for Ontarians with Disabilities Act, 2005](#).
- **Newly hired staff or newly contracted HCC providers:** certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board **only if** the new staff/contracted HCC provider is not certified and courses offered by CDRCP are not available at the time of hiring.



#### Examples of eligible courses / training\*

- Introduction to Home Based Child Care [Certificate](#) and/or Operating a Home Child Care Business [course](#).
- Training recommended by or based on your EYS and/or Resource consultant feedback.
- Training aligned with your Raising the Bar goals.
- Courses offered through the [Training - Geneva Centre for Autism](#) and the [Hanan Centre](#) (such as Learning Language and Loving it, More than Words).
- ECE diploma or Child Development Practitioner Apprenticeship college courses (if paid out of pocket and not eligible for other grants **such as the [Qualifications Upgrade Program](#)\*\***).

**Note:** You must require staff and HCC providers to exhaust any other available bursaries and financial supports before accessing WIF\*\*.

#### Other available supports\*:

- \*\*ECE diploma courses may qualify for the provincial [Qualifications Upgrade Program](#). This program provides financial support to individuals who work in Early Years settings, to obtain an ECE diploma and become eligible to apply for membership with the College of Early Childhood Educators (CECE).
- Courses not eligible under the WIF may qualify for the [Canada-Ontario Job Grant](#). Contact the Employment Ontario Contact Centre to learn more.
- The [Ontario's Small Business Health and Safety Training Program](#) may reimburse eligible employers for a health and safety representative training.

## E. Paid professional learning time (staff)

To support eligible staff participation in professional learning activities, you can use WIF to pay for:

- Base wages and mandatory benefits for **extra** hours worked to participate in professional learning activities **outside** of a staff's regular hours such as an evening course from 7:00 -



9:00 pm for an individual who works between 7:00 am to 6:00 pm.

- Travel time: Up to one hour of travel time (including both ways) for each in-person professional learning opportunity.

### Who qualifies for paid professional learning time?

Use WIF to support paid professional learning time for:

- Home visitors
- Other staff enrolled in an ECE Diploma or a Child Development Practitioner Apprenticeship.



Review the [distribution and payment to staff and HCC providers](#) to learn about paid professional learning time requirements.

### What professional learning activities qualify for paid professional learning time and professional learning incentive grant?

Activity	Who qualifies?	Examples
<p>1. Professional learning</p> <p><b>Cap:</b> Actual hours per staff may vary based on agency's funding availability and staff uptake.</p>	<ul style="list-style-type: none"> <li>• Home visitors</li> <li>• Other child care staff enrolled in an ECE Diploma or Child Development Practitioner Apprenticeship at the time of the professional learning activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of the Continuous Professional Learning <a href="#">CPL</a> program of the College of Early Childhood Educators (<a href="#">CECE</a>) (RECEs only)</li> <li>• Attending post-secondary education to obtain ECE or leadership certifications.</li> <li>• Attending professional learning eligible in <a href="#">section D</a> of this guideline</li> <li>• Attending CDRC's professional learning opportunities.</li> <li>• Meeting with PIRS staff on Individual Program Plans (IPP).</li> <li>• Adapting activities and materials to support goals or strategies outlined in a child's PIRS Individual Program Plan (IPP).</li> </ul>
<p>2. Field placements required to complete an ECE diploma</p> <p><b>Cap:</b> Based on agency's availability of funds.</p>	<ul style="list-style-type: none"> <li>• Agency staff (any position) pursuing an ECE diploma who must complete a field placement outside of their place of work during the period January 1, 2022, to December 31, 2023)</li> </ul>	<ul style="list-style-type: none"> <li>• Use WIF to pay supply staff's wages and mandatory benefits</li> <li>• Use child care fees to continue to pay regular staff's wages and benefits</li> </ul>

### F. Professional learning incentive grant for HCC providers

The professional learning incentive grant encourages HCC providers to pursue professional learning opportunities. The grant is on top and above the [professional learning costs](#) and recognizes HCC providers' time to participate in professional learning up to the maximum amounts listed below.

## Who qualifies for the professional learning incentive grant?

Where an agency provides professional learning incentive grants, HCC providers under contract with the agency qualify if they are caring for at least one agency-placed child from Peel at the start of the professional learning opportunity and meet the agency's definition of an active home for the duration of the course/training. **Paid professional learning time qualifying activities and examples** apply to the professional learning incentive grant for HCC providers.

Review the [distribution and payment to staff and HCC providers](#) to learn about the professional learning incentive grant requirements.

## Grant amounts (Based on Agency's availability of funds)

Length of training	Incentive per course
• 2 hours or less	\$30
• More than 2 hours but 4 or less hours	\$50
• More than 4 hours but 7 hours or less (maximum for a single day)	\$100
• Series, more than 7 cumulative hours with certification	\$200
• College courses towards RECE diploma - full period (12 weeks) if not eligible for <a href="#">other supports</a> or introduction to home base child care certificate.	\$360
• HCC providers pursuing an ECE diploma who must temporarily reduce their child care services to complete a field placement during the eligible period.	Regular provider payment that HCC provider would have received for the day (s)

## G. Credential evaluation and document translation costs\*

You may use WIF to:

1. **Reimburse** internationally trained staff and HCC providers for:

- i. **Staff and HCC providers applying to the [CECE](#):** Credential evaluation and document translation costs needed to meet CECE's [Individual Assessment of Educational Qualifications](#) requirements.
- ii. **Staff or HCC providers applying for an ECE Diploma [approved](#) by the [CECE](#):** Credential assessment and document translation costs needed to:
  - apply for an ECE diploma program, or
  - be assessed for Advanced Standing for an ECE diploma program.



2. **Translate** welcome packages, promotional materials, and other resources for prospective and new HCC providers.

We may ask for supporting documents, such as receipts and proof of application.

\* Annual membership fees for the College of Early Childhood Educators don't qualify.

## H. Cost to rent a location for the Region’s professional learning day

You may use WIF to rent a location to gather your staff and HCC providers for the Region’s professional learning day within the boundaries of the Region of Peel. Rental fees claimed must be at fair market value and be proportional to the size of the group.

## I. One-time start-up kits and incentive grants

We want to help you grow. You may use WIF to provide new and returning HCC providers with a one-time start-up kit and/or an incentive grant. Start-up kits and incentive grants help with the costs of starting (or re-starting) a home child care business and/or meeting the requirements to enroll with a LHCC agency. **Note:** HCC providers already working with the LHCC agency do not qualify.



### Description, caps, and amounts

Supports	Description	Caps and Amounts
Start-up kits	Helps with the costs of: <ul style="list-style-type: none"> <li>• Items needed to provide child care services (such as strollers, high chairs, etc.) as determined on each agency’s policy.</li> </ul>	<b>Cap:</b> <ul style="list-style-type: none"> <li>• Up to \$1,000 per qualifying HCC provider (if items purchased and owned by the HCC provider), OR</li> <li>• Up to \$2,500 per qualifying HCC provider for items purchased by the LHCC agency and loaned to the HCC provider.</li> </ul>
Incentive grants	Helps with the costs of: <ul style="list-style-type: none"> <li>• Play based materials</li> <li>• Required health and safety training</li> <li>• Consumable supplies required to start operations e.g., paper, paint, etc.</li> <li>• Business plan development, tax and bookkeeping advice and other fees needed to start their business</li> <li>• Meeting home visitor and the first visit observations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Initial Amount</b> (at signing time): \$700</li> <li>• <b>Second Amount</b> (after 6 months):               <ul style="list-style-type: none"> <li>○ \$400 - HCC provider has one, or up to three agency-placed children from Peel.</li> <li>○ \$800 - HCC provider has four or more agency-placed children from Peel.</li> </ul> </li> </ul>

### Funding Requirements

To use WIF to support one-time start-up kits and grants, you must...	
Decide	<ul style="list-style-type: none"> <li>• If you will offer start-up kits, start-up grants or both.</li> <li>• Who qualifies (for example, HCC providers new to the business or new to the agency, or those re-starting their business, etc.).</li> <li>• What they qualify for (what is on the kits, its value and/or how decisions will be made).</li> <li>• When will qualifying HCC providers get the kits and/or grants.</li> <li>• How to get the start-up kit and/or incentive grant.</li> <li>• Who owns the items (applicable to start-up kits only).</li> </ul>

To use WIF to support one-time start-up kits and grants, you must...	
Develop policy and share it with the Region, staff, and prospective HCC providers	<ul style="list-style-type: none"> <li>Develop a written policy documenting your decisions.</li> <li>By November 11, 2022 and, if you change your policy, within 15 calendar days of changing your policy, share a copy of your policy with:               <ol style="list-style-type: none"> <li>The Region at <a href="mailto:earlyyearssystemdivision@peelregion.ca">earlyyearssystemdivision@peelregion.ca</a>. We reserve the right to inform your policy to ensure it achieves the objectives intended.</li> <li>Home visitors</li> </ol> </li> <li>Share a copy of your policy with prospective HCC providers as they inquiry about joining your agency.</li> </ul>
Issue kits or pay incentives	<ul style="list-style-type: none"> <li>Provide the start-up kits and/ or incentive grants as determined on your policy.</li> </ul>

## J. Recruitment costs

You may use your WIF to support the following recruitment costs in 2023\*:

a) Regular wages and associated mandatory benefits	
<b>Who qualifies?</b> <ul style="list-style-type: none"> <li>Home visitors</li> <li>HR staff</li> <li>Single-site agency's Owner-operators on payroll as of Jan. 1, 2023</li> <li>Other staff</li> <li>HCC providers</li> </ul>	<b>What?</b> Hours spent conducting the following activities: <ul style="list-style-type: none"> <li>Creating job postings</li> <li>Conducting interviews</li> <li>Contacting candidates</li> <li>Performing reference checks</li> <li>Providing offer letters to new hires</li> <li>Preparing for and attending job fairs to recruit child care staff and HCC providers</li> <li>Performing the initial visit (to prospective HCC providers)</li> <li>Other hiring activities</li> </ul> Wages for other HR activities such as planning, benefits and compensation, performance management, training, and development, etc., may be covered through administration funding or parent revenues.
b) Other recruitment costs	
<ul style="list-style-type: none"> <li>Professional and consulting fees of a third-party recruiter or recruitment company not claimed in all or in part under other regional funding.</li> <li>Costs for job posting ads with an external company or post-secondary institution.</li> <li>Registration fees, if applicable, to attend job fairs.</li> </ul> Marketing activities not related to recruitment are not eligible for WIF.	

\* If you use WIF for recruitment costs, you cannot use WIF administration costs, Base Funding, or any other regional funding to cover recruitment costs. Claiming costs through different eligible expenses or funding streams will make your costs ineligible and result in recoveries.

## K. Administration costs



To provide more flexibility, administration funding for all programs has been merged. WIF administration funding payments will be issued in March and included in your LHCC Base Funding. Unspent administration funding will be recovered.

# Funding distribution, payments, and budget

## Payments to agencies

You will get your full 2023 payment in **February 2023**. You must use your 2023 payment by **December 31, 2023**.

## Distribution and payment to staff and HCC providers:

### Requirement to provide equitable access

You must provide eligible staff and HCC providers with equitable access WIF supports within your funding amount. Equitable access means that every eligible staff and HCC provider should have the same opportunity to access WIF supports. We may ask for proof of equitable access at any time.

We encourage you to develop a transparent distribution approach that meets your agency's operational priorities and include it on your planning time, professional learning, and start up policies (as applicable).

### Planning time grant, professional learning costs, paid professional learning time, and professional learning incentive grant (staff and HCC provider) distribution requirements.

If you use WIF for planning time grants, paid professional learning, paid professional learning time and/or professional learning incentive grant, you must:

- Develop a written policy that meets your needs, the requirements of this guideline, and [provides equitable access](#) to WIF funded initiatives. Your policy should include who qualifies for a payment, what qualifies, when they get paid, and how they get paid.
- By November 11, 2022, and, if you change your policy, within 15 calendar days of the change, send a copy of your policy(ies) to:
  - i. [earlyyearssystemdivision@peelregion.ca](mailto:earlyyearssystemdivision@peelregion.ca)
  - ii. Your HCC providers and eligible staff
- Pay eligible HCC providers and staff their grants, reimbursements and/or wages and mandatory benefits.

**Tip!** You are encouraged to include your approach on your staff training and development policy ([Home Child Care Licensing Manual](#) page 138).

### Payment to staff and HCC providers - requirements:

- You must pay staff wages for paid professional learning and recruitment costs with each applicable pay cheque.
- You must pay HCC providers' planning time and professional learning incentive grants (as applicable) with each applicable provider payment.
- Cash payments or gift cards are not permitted.
- WIF amounts cannot be carried over from one year to another (refer to [payments to agencies](#) to know more).

### Owner/operator eligibility

Owner/operators employed by the licensed home child care agency in an eligible position and who receive a T4 for this work, are eligible to receive WIF supports up to an amount equal to the average supports provided to HCC providers, in dollars.

**For example:** The average amount of WIF supports for HCC providers (including all eligible



expenses) is \$1,200. The owner at Agency “A” is employed as a home visitor. In this case, the owner of agency “A” qualifies for supports for up to \$1,200.

## Surplus and shortfall

We encourage you to continuously review your WIF budget. To help you plan, we will share with you an optional *Planning Template* in early February. As you implement your plan, you may be in one of the following situations:

Situation	Requirements
<b>Balanced Budget:</b> you spend your WIF fully.	<ul style="list-style-type: none"> <li>No action is required.</li> </ul>
<b>Shortfall:</b> you run out of WIF before Dec. 31, 2023	<ul style="list-style-type: none"> <li>If your total 2023 WIF payment is not enough to cover your 2023 WIF <u>mandatory expenses</u>, e-mail us at us at <a href="mailto:EarlyYearsSystemDivision@peelregion.ca">EarlyYearsSystemDivision@peelregion.ca</a> with the subject line “WIF Funding Request” by <b>July 30, 2023</b>. A shortfall to WIF flexible expenses will not result in a funding increase. If you run out of WIF you may:               <ul style="list-style-type: none"> <li>Stop covering eligible expenses other than the fees for the Region’s professional learning day. If you choose this option, you must notify staff, HCC providers, and your EYS, OR</li> <li>Continue to support eligible expenses. In this case, expenses over and above the approved WIF amount are your sole responsibility.</li> </ul> </li> </ul>
<b>Surplus:</b> you expect to have unspent funding by Dec. 31, 2023	If you expect to have unspent funding, you may choose to: <ul style="list-style-type: none"> <li>Continue to cover the planning time grant after June 30, 2023.</li> <li>Increase supports to eligible staff and/or HCC providers.</li> </ul>



## Reconciliation, responsibilities, audit and recoveries

### Agency responsibilities and requirements



When you receive funding from the Region, you must meet all requirements and responsibilities (such as compliance audits, funding inspections, documentation retention, etc.) outlined in the [Service Provider Handbook](#).

In addition to these requirements, you must **participate on WIF evaluation activities**. As we pilot this program, we need to understand the impact that each WIF initiative had on staff recruitment and retention.

- You may be required to participate in evaluation activities such as in-person visits, staff, and voluntary parent surveys, focus group sessions, etc. More details will be available by **spring of 2023**.
- Knowing which WIF initiatives had the most impact can help us to inform which (if any) initiatives should be extended beyond 2023.



## Reconciliation and progress reports

You must submit your 2023 WIF reconciliation in [GovGrants](#). We will confirm the deadline to submit by the end of the year. We will ask you the following information:

- i. **Reconciliation Report.** Actual expenditures for each WIF budget category as follows:

Eligible Expense	GovGrants Budget Category	2023
A. <a href="#">Fees for Region’s professional learning day</a>	Child Care Fees	<input checked="" type="checkbox"/>
B. <a href="#">Planning time grant</a>	Planning Time	<input checked="" type="checkbox"/>
C. <a href="#">Lunch and refreshments for the Region’s professional learning day</a>	Lease and occupancy costs	<input checked="" type="checkbox"/>
D. <a href="#">Professional learning costs</a>	Professional Learning Costs	<input checked="" type="checkbox"/>
E. <a href="#">Paid professional learning time</a>	Paid Professional Learning	<input checked="" type="checkbox"/>
F. <a href="#">Professional learning incentive grant</a>	Time	<input checked="" type="checkbox"/>
G. <a href="#">Credential evaluation &amp; translation</a>	Other	<input checked="" type="checkbox"/>
H. <a href="#">Cost to rent a location for the Region’s professional learning day</a>	Lease and occupancy costs	<input checked="" type="checkbox"/>
I. <a href="#">One-time start-up kits and grants</a>	Equipping and Furnishings	<input checked="" type="checkbox"/>
J. <a href="#">Recruitment Costs</a>	Resources	<input checked="" type="checkbox"/>
K. <a href="#">Administration Costs</a>	<input checked="" type="checkbox"/> Receive and report this funding through LHCC Base Funding	

**Important:** Expenses should be claimed only once and only under one budget category only.

- ii. **Progress Report.** Key Performance Indicators (KPI’s) as follows:

Key Performance Indicator	Description
# of individuals supported with planning time	The number of individuals (staff and home child care providers) who were supported with ROP funded planning time (paid planning time or planning time grant). Count each individual once, if possible.
# of individuals supported with professional learning costs	The number of individuals (staff and home child care providers) whose professional learning costs were supported. Count each individual once, if possible.
# of individuals supported with paid professional learning time or a professional learning incentive grant	The number of individuals who received funded paid professional learning time (staff) or professional learning incentive grant (home child care providers). Count each individual once, if possible.
# of individuals supported with credential evaluation and document translation costs	The number of individuals supported through funded credential evaluation and document translation costs. Count each individual once, if possible.
# of children supported through Workforce Innovation Funding child care fee offset	The number of children enrolled with your agency and not charged fees on the professional learning day. Count each child once.
# of individuals supported with start-up kits	The number of home child care providers who received a start-up kit. Count each individual once.
# of individuals supported with first start-up incentive	The number of home child care providers who received the first start-up incentive. Count each individual once.
# of individuals supported with second start-up incentive	The number of home child care providers who received the second start-up incentive. Count each individual once.

- iii. Supporting receipts and paid invoices for expenses over \$15,000 through [GovGrants](#).

**Important:** By submitting your reconciliation, you will be attesting that:

1. You read and understood this guideline and your agreement.
2. Funds were used in alignment with this guideline and your agreement.
3. Claimed expenses have not been claimed through other [EYCC funding streams](#) (e.g., Licensed Home Child Care Base Funding, WEG/HCCEG, etc.) and/or other government funding (i.e., [Qualifications Upgrade Program](#) and other grants).
4. The planning time grants claimed, paid professional learning hours claimed, and recruitment activities hours claimed were used to perform eligible activities.

## Audit

You may be selected for a Compliance Audit (previously called a Funding Review) or a Funding Inspection. Review our [Service Provider Handbook](#) to learn about our accountability and reporting requirements.



## Recoveries

We will recover all or part of your WIF if you:

- Become ineligible to receive WIF funding at any point during the funding period.
- Have unspent or surplus funding at interim or final reconciliation.
- Don't use or reconcile your funding in alignment with your Agreement or this guideline. For example, if you do not use your WIF to cover mandatory expenses like offsetting child care fees for the Region's professional learning day, we will recover the funding allocated under the applicable [GovGrants](#) budget category.
- Don't provide supporting documentation for expenses claimed upon request.
- Fail to comply or participate in a compliance audit or funding inspection.
- Use WIF to cover expenses supported by other government funding.



If we determine that you did not use WIF as intended or you did not meet your responsibilities as set out in this Guideline or your Agreement, we will recover all or part of your WIF and you may be deemed ineligible to receive future EYCCS funding.

If we determine that you must return all or part of your WIF, we will notify you by email. The email will include our findings, the total amount owed and the repayment details. The amount owed must be repaid upon demand (by cheque or payment adjustment as determined by the Region). Once we receive your repayment, we will assess your ongoing eligibility for EYCCS funding.



## Contact Us

If you have questions, e-mail your EYS or [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca).



# Appendix 1: Key Terms and Glossary

## Key Terms



- **Base Hourly Wage:** Hourly rate paid to the position by the service provider (employer) before regional grants. If the position is paid an annual salary, use an online salary calculator to convert to hourly rate.
- **Statutory Benefits:** The benefits that you are required to provide to your staff by the law such as: up to 2 weeks of vacation days, 9 statutory holidays, Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT) if applicable, Workforce Safety and Insurance Board (WSIB) if applicable, etc.

## Glossary

Term	Definition	Term	Definition
Agreement	WIF - Stabilization Funding Agreement	EYS	Early Years Specialist
CCEYA	<a href="#">Child Care and Early Years Act, 2014</a>	HCC	Home Child Care
<a href="#">CECE</a>	College of Early Childhood Educators	LHCC	Licensed Home Child Care
CDRCP	Child Development Resource Centre of Peel	RECE	Registered Early Childhood Educator
<a href="#">CPL</a>	Continuous Professional Learning	We	The Region of Peel
CWELCC	Canada-Wide Early Learning and Child Care	WIF	Workforce Innovation Funding
ECE	Early Childhood Education	You	Eligible Licensed Home Child Care Agency
EYCCS	Early Years and Child Care Services		