

**2024 Wage Enhancement Grant (WEG) & Home Child Care Enhancement Grant (HCCEG)  
Questions and Answers (Q&As) for Service Providers  
Released: December 22, 2023**

These Q&As will assist you in understanding the 2024 WEG and HCCEG funding and how to distribute it between January 1 and December 31, 2024.

## GENERAL

### 1. Am I required to apply for 2024 WEG/HCCEG funding?

Yes, you must submit your WEG/HCCEG application using GovGrants by December 20, 2023. The videos at the following links can support you in creating and submitting your WEG application:

[WEG Application Link](#)

[HCCEG Application Link](#)

### 2. What happens if I do not submit my 2024 WEG/HCCEG funding application on time?

If you do not apply for 2024 WEG/HCCEG funding by December 20, 2023, your WEG/HCCEG payment will be delayed and may impact your eligibility for Workforce Compensation Funding (WCF).

### 3. Our prepopulated WEG chart it does not show the employee name, it only shows the GovGrants ID. Is there a way to find out which employee the ID belongs to so that updates can be easily made?

You apply for WEG based on eligible positions, and you issue the funding to staff working in those eligible positions. WEG is funded by position because more than one individual could be working in the position in a year.

To differentiate one position from another and to make it easier to confirm that data for all eligible positions has been reported, some providers find it helpful to put the staff initials in the "Agency Position" column of the Wage Enhancement Detail chart.

### 4. If a service provider has opted-in to CWELCC for 2024, do they need to apply for WEG/HCCEG?

Yes, you must apply for the WEG for your staff to be eligible for WCF.

You will receive a notification announcement through GovGrants to apply once available. Approval is subject to funding availability.

### 5. When will I receive my 2024 WEG/HCCEG funding?

If you submit your application by December 20, 2023, you will receive your first 2024 WEG/HCCEG payment in early 2024.

## 6. When can new sites apply for 2024 WEG/HCCEG funding?

If you open a new site in 2024, you can apply for WEG/HCCEG in spring 2024. You will receive a notification announcement through GovGrants to apply once available. Approval is subject to funding availability.

If you do not have a GovGrants Technology account set up, please contact us at [zzgeycsgovgrantsadmin@peelregion.ca](mailto:zzgeycsgovgrantsadmin@peelregion.ca) to request a login.

## 7. If a provider's license was granted after the 2024 WEG/HCCEG application closes in December 2023, and they apply for WEG funding in spring 2024, will the provider receive back payment to the licence date?

If your licence is granted after the initial 2024 WEG/HCCEG application closes, you can apply for hours needed to fund staff working in eligible positions from January 1 to December 31, 2024, in spring 2024. If your licence is granted after January 1, 2024, payments will be backdated to the first day your agency operated in 2024. Approval is subject to funding availability.

## 8. The information I had submitted in my WEG/HCCEG application is now out of date/incorrect; can I resubmit my application?

There will be opportunities to adjust your WEG/HCCEG details in-year if needed.

## 9. Are there any changes to WEG/HCCEG caps for 2024?

Yes. The caps have increased for 2024:

- \$30.59 per hour for WEG;
- \$305.59 per day for full HCCEG to receive up to \$20 per day for full HCCEG; and
- \$183.54 per day to receive up to \$10 per day for partial HCCEG.

## ELIGIBILITY REQUIREMENTS

### 10. How do I determine my staff's base wage for WEG?

For the purposes of WEG, a staff's base wage includes any historical wage grants, such as the former Historical Wage Subsidy and Pay Equity, but does not include prior year's WEG or any other enhancements for which staff may be eligible, such as General Operating Fund Staff Wages and Benefits (GOF SWB).

For example, a RECE has an hourly wage of \$20/hour before any enhancements. The RECE is eligible for Historical Wage Subsidy of \$4.50/hour, Pay Equity of \$0.40/hour, and GOF SWB of \$2.50/hour. The RECE's base wage for WEG is \$24.90/hour (\$20/hour + \$4.50/hour + \$0.40/hour).

**Note:** If you are eligible Historical Wage Subsidy and Pay Equity, this funding has been included in the SWB category of your GOF award to streamline your funding.

### **11. Are assistant supervisors eligible for wage enhancement?**

Assistant supervisors are eligible for wage enhancement if they are in a position that can be counted towards ratio for at least 25% of the day and meet the other eligibility criteria. However, they can only receive wage enhancement for the time spent in program rather than the time in administrative or other positions.

### **12. Are Enhanced Program Supports (EPS) staff eligible for WEG?**

No, EPS staff hired using EPS funding are not eligible for WEG. These positions cannot be counted towards the ratio for supervision under the CCEYA, so they do not qualify for WEG.

If you have used EPS funding to extend the hours of existing program staff, only the hours the staff supported ratio under the CCEYA can be eligible for WEG. One staff person cannot fill both ratio and EPS hours simultaneously; however, one staff person's work hours in a day can comprise both EPS hours and ratio hours.

### **13. Are part-time staff eligible for wage enhancement?**

Yes, part-time staff are eligible for wage enhancement if they:

- meet the other eligibility requirements,
- are not employed by a third party, and
- can be counted towards ratio in the program.

The staff working in the eligible position would be paid the grant for the hours they work. Absent staff would be funded for time away from the program from the benefit budget provided the time meets the eligibility requirements outlined.

## **DISTRIBUTION/PAYMENTS**

### **14. When must providers pay staff/providers 2024 WEG/HCCEG?**

You must issue WEG/ HCCEG payments to staff/providers on each pay cheque/payment. Providers are strongly encouraged to continue to issue WEG to eligible staff beginning January 1, 2024, without any disruption.

If you are unable to do so due to cash flow issues, once funds are deposited into your bank account, you must issue WEG/HCCEG funds to eligible staff/providers by the next payroll/payment date.

**Reminder:** You must pay eligible staff/providers retroactively to January 1 for the actual hours/day worked in 2024 before you receive your payment.

### **15. I have a shortfall in WEG/HCCEG Funding. Am I obligated to cover this shortfall?**

No. You are not obligated to cover any shortfalls in WEG/HCCEG once funding is exhausted for the year.

**Note:** Please review Section 7: WEG/HCCEG Grant Distribution and Communications of the 2024 WEG/HCCEG Guideline if you may have a shortfall in WEG/HCCEG. Using the supplemental grant and other flexibility options outlined in Section 7 may help address the shortfall.

**16. If my 2024 WEG/HCCEG initial amount is insufficient to cover WEG requirements in 2024, can I request an adjustment to my WEG/HCCEG funding?**

If you require more funding to cover WEG/HCCEG requirements due to a significant change in your operations, you may request an adjustment to your WEG/HCCEG allocation. To request an adjustment, email [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) with the subject "2024 WEG/HCCEG Adjustment Request" by **June 30, 2024**. Approval is subject to funding availability.

If WEG/HCCEG funding is exhausted after June 30, 2024, funding adjustments will not be issued. In such cases, notify impacted positions that their 2024 WEG/HCCEG payment will cease and provide an as-of-date. Please notify Peel before notifying staff/providers to ensure you have utilized your funding flexibility options within your approved budget.

**17. My agency provides benefits at a rate higher than 17.5%. Is there additional funding to support this cost?**

You are provided with a Supplemental Grant to support shortfalls related to Wage Enhancement. This funding can support additional sick time, vacation days, professional development, and additional employer benefits, as outlined in your human resources policy, or new staff/home care providers.

Please note that unused salary allocation cannot be used to support benefits.

**18. My agency has already committed to salary/pay increases for staff in 2024. Can the WEG/HCCEG be used to address this commitment?**

No, WEG/HCCEG cannot be used to address salary/pay increases committed by your agency. The funding is paid over and above any regular or planned pay entitlement.

**19. Are providers required to pay employees who have resigned part way through the year?**

Yes, your approved budget for 2024 is to pay any employees who filled those positions anytime from January 1, 2024, to December 31, 2024, up to \$2.00 per hour.

**20. If a home provider or home child care visitor worked only one month this year and then quit, would I still pay out that provider/home child care visitor for the one month?**

Yes, you need to pay them until their last day and send them a separate cheque. Be sure to keep track of your payment for reconciliation.

**21. If a home child care provider is contracted with an agency, but currently does not have any agency placed children does this mean they are no longer eligible for the HCCEG?**

Privately placed children are counted in the calculation of HCCEG. The provider must be contracted with a home child care agency to receive payments.

## RECONCILIATION/REPORTING

**22. What happens if I have unused funding at the end of the year?**

All unused funds will be returned to Peel following reconciliation.

**23. How do I report/reconcile my 2024 WEG/HCCEG?**

You must report/reconcile your 2024 WEG/HCCEG in the first quarter of 2025. We will communicate the reporting packages and deadlines to Providers.

**24. How do I have to report my payments?**

You will be required to report payments for salary and benefits to staff by category breakdowns as follows (including supplemental grant):

- Fully Eligible RECE, Non-RECE, Supervisor, Home Visitor
- Partially Eligible RECE, NON-RECE, Supervisor, Home Visitor
- Provider payments based on the number of days worked

**Note:** Tracking the number of hours/days worked from January to December 2024 will be required for Reconciliation.

## CONTACT/SUPPORT

**25. Who do I contact if I have concerns about how this funding is being used?**

As the child care service system manager, Peel takes public inquiries about funding. Examples of the type of inquiries that may be directed to Peel include:

- The process to apply for WEG/HCCEG for new providers/licensed child care sites;
- How child care professionals can know if their operator has been allocated WEG/HCCEG funding; and
- How child care professionals can report a provider's misuse of funding.

For inquiries regarding WEG/HCCEG, please email Peel at [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) with the subject line "[Name of Agency] - WEG/HCCEG inquiry."