

# **2025 School-age (6 to 12) Funding Guideline**

Licensed Home Child Care Agencies



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## **(New) Highlights of changes**

These are the key changes we made since January 2025.

### **Section 3: Funding components, requirements, and budget management**

- Added new funding components with Workforce Innovation Funding (WIF), operations funding, and BASP administration funding.
- Added 5 new budget categories: operations, planning time, professional learning costs, Incentive Grant, administration funding for BASP program.
- Added clarification information about the funding flexibility.
- Added section on eligible expenses and updated list of ineligible expenses.

### **Section 4: Staff wage and benefits requirements**

We updated Ontario's minimum wage that come into effect October 1, 2025.

### **Section 5 and 6: BASP fee reduction requirements (Updated)**

We updated requirements on how to meet your BASP fee reductions up to December 31, 2025, and added new associated administration funding.

### **Section 7: Operations funding requirements (New)**

We included operations funding for agencies with school age enrollment.

### **Section 8: Workforce Innovation Funding (WIF) requirements (New)**

We included requirements for WIF planning time, professional learning, incentive grant for home visitors and home providers with children 0 to 12 years old.

### **Appendices:**

- We revised Appendix 2: Funding approach updated updated funding approach for operations, WIF, BASP fee reduction up to December 31, 2025, BASP administration.
- We added Appendix 3: Letter to familiesnew letter to families on BASP affordability.
- We revised Appendix 4: Fee reduction examples to show the revised 50% fee reduction approach for PA days and school breaks.

- We added Appendix 5: Planning time and professional learning communication to home providers.
- We added Appendix 6: Professional learning communication to home visitors.
- We added Appendix 7: WIF Professional learning resources.
- We revised Appendix 8: Key performance indicators added.

## Section 1: Overview

This guideline covers the period of January 1 to December 31, 2025, and explains the funding that is available to licensed home child care (LHCC) agencies through the LHCC School-age funding. This guideline also includes Workforce Innovation Funding (WIF) which is funding to support home visitors and home providers supporting children 0 to 12 years old.

Please review this guideline, your Early Years and Child Care (EYCC) Funding Agreement, and the EYCC [Service Provider Handbook](#), to understand the new funding approach, how you can use the funds, and what obligations you have with this funding. We will post resources on our website.

**This guideline is subject to provincial changes.**

We will continue to update this guideline as needed to align with Ministry of Education regulations and rules.



## Section 2: Agency eligibility

To qualify for this funding in 2025, you must:

- Hold a current Ministry of Education licence to operate a licensed home child care agency and programs for children 6 to 12 years old.
- Have signed a 2025 Early Years and Child Care (EYCC) Funding Agreement with Peel Region.
- Be participating in the Canada-Wide Early Learning Child Care (CWELCC) program with active homes in Peel Region.
  - Find details about the CWELCC funding rules and requirements in Peel Region's 2025 LHCC CWELCC Guidelines.
  - LHCC agencies who have a CWELCC agreement with another service area or municipality because their head office is located outside of Peel may qualify if the agency operates active homes in Peel.
- Be open and actively providing licensed before, after, or before and after school primary or junior school-age care programs to children 6 to 12 years.



- Note: to access workforce funding, home visitors and home providers with your agency may be eligible if they are supporting children 0 to 12 years of age.
- Comply with the requirements in the EYCC Service Provider Handbook, including the Compliance and Authentic Participation policies.
- Report your enrollment data and operating data for this age group in GovGrants quarterly beginning August 2025<sup>1</sup>.
- Comply with all legislative and regulatory requirements under the [Child Care and Early Years Act, 2014 \(CCEYA\)](#).

Important: The budget categories in this guideline can be used to cover expenses for children who are 6 to 12 years of age. WIF expenses are an exception, they can be used to cover eligible costs that support all children aged 0 to 12 only. Refer to Section 4 to 8 for details about funding eligibility for the various programs.

Refer to [Appendix 1](#): Key Terms for list of key terms.

## Agency with new or expanding operations

### Existing CWELCC LHCC agency

If you joined CWELCC in 2024 or before, we would provide you with the funding components of the LHCC School-age Funding that you are eligible to receive.

If you meet the eligibility criteria and begin serving school-age children in 2025 with enrollment reported, you will be eligible to receive the BASP child care fees, Wage Enhancement Grant and Home Child Care Enhancement Grant (WEG and HCCEG) and Workforce Compensation Funding (WCF) for eligible home visitors and home providers in alignment with your school-age enrollment. If you open new active homes in 2025 those homes would be eligible for Workforce Innovation Funding (WIF) which is funding for home visitors and home providers that support children 0 to 12 years old.

Your eligibility for all other funding will be based on our budget availability. We will determine your eligibility on a case-by-case basis.

### New LHCC agency

If you join CWELCC in 2025 and open new active homes in Peel, you will be eligible to receive the BASP child care fees, WEG, HCCEG, WCF in alignment with your

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<sup>1</sup> From January to July 2025, agencies were required to report their school-age enrollment in OCCMS. More information will be shared with agencies the beginning of August 2025 instructing agencies how to begin reporting enrollment in GovGrants quarterly and will no longer be required in OCCMS. The process for reporting fee subsidy attendance will remain the same in OCCMS.

school-age enrollment. The new homes would be eligible for WIF which is funding for home visitors and home providers that support children 0 to 12 years old.

Your eligibility for all other funding will be based on our budget availability. We will determine your eligibility on a case-by-case basis.

Note: LHCC agencies must have at least 5 active homes in Peel to be eligible for Base Funding. Base Funding is subject to budget availability.

### **If you withdraw from the CWELCC program**

If you are currently enrolled in CWELCC and decide to end your participation in the CWELCC program, the Opt-Out Policy found in the [Service Provider Handbook](#) will apply to your 2025 LHCC School-age (6 to 12) Funding.

## **Section 3: Funding components, requirements, and budget management**

### **Your School-age (6 to 12) funding in GovGrants**

The funding for the components in this guideline is included in one GovGrants announcement called 2025 School-age (6 to 12) Programs - LHCC. This announcement has the following budget categories:

- Wage Enhancement Grant and Home Child Care Enhancement Grant.
- Workforce Compensation (WCF).
- Base Funding Providers.
- Base Funding SWB.
- Child Care Fees (BASP).
- Operations.
- Planning time.
- Professional learning costs.
- Incentive Grant.
- Administration.

You can find details about how your 2025 allocations were calculated in [Appendix 2: Funding approach](#)

By accepting the funding in the 2025 LHCC School-age funding announcement, you agree to the following requirements:

### **Meet your Workforce Funding requirements**

Refer to Section 4 on how to calculate and distribute workforce funding.

## **Meet your BASP Fee Reduction requirements**

Refer to Section 5 for details on how to meet fee reduction requirements.

## **Meet your Workforce Innovation Funding (WIF) requirements**

Refer to Section 8 for details on the WIF requirements.

## **Funding flexibility**

If you have unspent funding in 2025 after you meet all the mandatory requirements listed in this guideline, you can use the leftover funding to cover eligible costs within the Workforce funding, BASP Child Care Fees, WIF, and Operations.

- You cannot increase your administration budget using unspent funding from other budget categories. You can use unspent administration funding on other expenses as noted in the funding flexibility policy.
- Anything you choose to use unspent funding on still needs to meet the eligibility criteria for that budget category.
- You cannot use funding flexibility to enhance workforce grants beyond the grant's policy requirements. For example, you cannot use funding flexibility to give home visitors a \$3 an hour wage increase for WEG.
- If you use funding flexibility in 2025 to offset other costs, you must consider additional expenses and enhancements in other categories as one-time expenses. They will not be supported in 2026.

Refer to Section 4 to 8 of this guideline to understand your mandatory requirements for this funding.

For example, if we provide \$20,000 in your Child Care Fees budget and you only need \$19,000 to meet your BASP fee reduction requirements, you can use the remaining \$1,000 to:

- Provide additional fee reductions for eligible children 6 to 12 years old on Ministry approved PA days or breaks.
- Increase the professional learning budget for eligible staff supporting children 0 to 12 years old.
- Support more new home providers with the Incentive Grant.
- Support new homes with planning time and professional learning costs.
- Purchase eligible program materials within the operations budget to support school-aged children 6 to 12 years old if you have school-age enrollment.

## **Budget management (shortfall and surplus)**

You are encouraged to review your LHCC School-age Funding budget throughout the year and use your total school-age funding on eligible costs.



You will be in one of the following situations at the end of 2025: a balanced budget, a shortfall, or a surplus. The following sections explain what happens in each situation.

## **Balanced budget**

A balanced budget means you spent all your funding in the LHCC School-age announcement and have no funding left over. This is the ideal and expected scenario. If you spend all your LHCC School-age Funding, there are no more actions you need to take beyond standard reporting and reconciliation requirements.

## **Shortfall**

A shortfall means you do not have enough funding to cover your expenses to meet the mandatory funding requirements. If you are in this position, email [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) with the subject line "LHCC School-age (6 to 12) Funding Request".

Important: We will encourage you to use your funding flexibility first before providing additional funding.

We will consider requests for extra funding for WEG, WCF, WIF, and fee reduction depending on our 2025 funding availability. We will not provide extra funding for operations funding, administration funding, and Base Funding. Agencies are asked to manage within their allocation.

## **Surplus**

A surplus happens when you do not spend all the funding we provide you. If you have unspent funding in one budget category, you can use that leftover funding to cover funding pressures in another funding category, as outlined in the Funding Flexibility section of this guideline. If you have unspent funding at the end of the year, we will recover those funds according to policies in the [Service Provider Handbook](#).

## **Eligible costs**

You must spend your school-age funding on eligible costs. Using school-age funding for ineligible costs may result in year-end recoveries.

Expenses must be appropriate, reasonable, and attributable between January 1, 2025, and December 31, 2025.

## **Ineligible costs**

It is your responsibility to make sure all your expenses are eligible costs for this funding. You cannot use this funding to support:

- Costs funded by another public source (such as CWELCC cost-based funding or CWELCC Expansion Start-up Grant).
- Major capital expenses.
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans.
- Property taxes.
- Bonuses, including retirement bonuses, gifts, and honoraria paid to staff.
- Vehicle financing or lease costs.
- Fees paid on behalf of staff for membership in professional organizations, such as the College of Early Childhood Educators.
- Penalties, fines, forfeitures, or liquidated damages.
- Any expense not listed in this guideline.

Review each section of this guideline carefully to understand the eligible and ineligible costs for this funding. If you are unclear whether a cost is eligible or not and you cannot find the answer in this document, contact your Early Years Specialist (EYS) or email [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca).

## **Section 4: Workforce funding requirements to home visitors and home providers**

This section outlines the wage enhancement and incremental benefit and deduction requirements you must follow in 2025 for home visitors as well as the workforce requirements to enhance payments to home providers.

LHCC agencies should claim expenses related to home visitors and home providers:

- Under CWELCC Cost-Based Funding if the home visitor or home provider supports children aged 0 to 6.
- Under LHCC School-age (6 to 12) Funding if the home visitor or home provider supports children 6 to 12 years old.

If the home visitor or home provider serves both age groups, agencies may expense costs against their School-age Funding (through the WEG, HCCEG, WCF, or Base Funding budget categories) in line with the proportion of children 6 to 12 years old enrolled with your agency, to support home visitor staff enhancements and enhancements to home providers.

Example: If children 6 to 12 years old make up 10% of your agency's total enrollment, then you may expense 10% of your total workforce costs against your School-age Funding to support home visitor wage enhancements and enhance payments to eligible home providers. You should expense the remaining 90% of workforce costs against your CWELCC Cost-Based Funding.

Important: We encourage you to track your monthly enrollment for children 6 to 12 years old and use the Staff Wages planning tool and your home provider distribution plan to determine the amount of workforce funding required. This will help you determine the amount of LHCC School-age Funding that you can expense in alignment to your 6 to 12 enrollments.

## Overview of workforce funding requirements

You must:

1. Meet [Ontario's minimum wage](#) requirements for all your employees, which is \$17.20 an hour. Effective October 1, 2025, [Ontario's minimum wage](#) is increasing to \$17.60 an hour.

Reminder: you must use fees collected from families for children 6 to 12 years old to cover base wages.

2. Maintain 2024 regular Base Funding hourly wage and benefit enhancements to home visitors in 2025. This includes Base Funding staff wages and benefits (SWB), and historical and pay equity (where applicable) enhancements added to eligible home visitors (RECE) hourly wage as of December 31, 2024. This requirement does not include one-time top-up payments.
3. Maintain 2024 Base Funding enhancements to home providers in 2025 using your existing LHCC Base Funding distribution plan.
4. Meet 2025 Wage Enhancement Grant (WEG) and Home Child Care Enhancement Grant (HCCEG) requirements for eligible RECE home visitors and eligible home providers. You must reassess home visitor eligibility based on the updated 2025 WEG maximum of \$32.81 an hour. You must reassess home providers' eligibility based on the updated 2025 HCCEG maximum of \$328.10 a day for full HCCEG (\$196.86 for partial HCCEG).
5. Meet the Workforce Compensation Funding (WCF) 2025 requirements for eligible RECE home visitors.
6. Ensure eligible staff affected by the change in the order of operations are, at minimum, held to their 2024 wage.

Refer to [2025 LHCC CWELCC Guideline](#) for more information on the new change in order of operations to calculate if home visitors qualify for WEG and WCF, and for information on wage stability, benefits requirements, and payment requirements to eligible home visitor staff.

**Home visitor RECE staff should not earn less than what they earned in 2024 for the same work.**

The Ministry has clarified in its provincial guidelines that “base wages” for the purpose of assessing WEG and WCF must include LHCC Base Funding.

Home visitors who no longer qualify for (or qualify for less) WEG or the WCF must have their wages held constant until they become eligible for additional increases. This means that hourly wage for RECE home visitors as of December 31, 2024, must be maintained in 2025, ensuring no reduction in their pay.

## **Workforce requirements to home visitors**

This section applies to RECE home visitor staff employed with a licensed home child care agency approved to participate in Peel Region’s CWELCC program.

### **Home visitors (RECE) qualify for**

- The hourly LHCC Base Funding wage enhancement received in 2024 (staff wages and benefits, historical, and pay equity as applicable).
- 2025 WEG, if their hourly wage is eligible.
- The WCF, including the up to \$3 an hour RECE wage increase and the RECE wage floor if their hourly wage is eligible.

### **Hours that must be supported for Home Visitors RECE**

For home visitors, the wage enhancements must be applied to paid time supporting program, paid time spent in meetings mandated by the agency, paid professional learning hours, paid planning time hours, paid time set up, if they meet all other requirements.

### **Requirements to enhance payments to home providers**

This section outlines the requirements that you must meet in 2025 to enhance payments to eligible home providers.

If your agency supports children 6 to 12 years old, you may use your LHCC School-Age Funding (HCCEG or Base Funding budgets) to enhance payments to home providers, in alignment with your enrollment of children 6 to 12 years old.

Note:

- You must pay home providers in alignment with their regular payment process.
- One-time, year-end, cash and gift card payments are not allowed.
- You must communicate your distribution plan to home providers.
- Keep appropriate records verifying payment and distribution of LHCC Base Funding, HCCEG to home providers.

## **Home providers qualify for Base Funding**

Follow your existing distribution plan to continue to enhance home provider payments at the 2024 levels so home providers do not receive less in 2025.

## **Home providers qualify for HCCEG**

In 2025, to be eligible for HCCEG, the home child care provider must:

- Hold a contract with a LHCC agency that is enrolled in CWELCC or exclusively serving children aged 6 to 12.
- Provide services to one or more children (including privately placed children and excluding the provider's own children).
- Daily increases for full HCHCEG cannot exceed \$20 a day or the daily maximum of \$328.10 for home providers that provide full time care (6 or more hours of care a day). Daily increases for partial HCCEG cannot exceed \$10 a day or the daily maximum of \$196.86 for home providers that provide part-time care (less than 6 hours of care a day).
- HCCEG is provided for each day worked in 2025 calendar year.

## **Section 5: BASP Fee reduction requirements (updated)**

The purpose of this funding is to lower child care fees to support better access and affordability to school-age programs for families in Peel.

Use your Child Care Fee budget to lower child care fees for families with children 6 to 12 years old who attend before, after, or before and after school in licensed home child care and who are not eligible for CWELCC.

You must reduce your base fees for BASP during the school year only from January 1 to December 31, 2025. Summer break is not eligible. We will provide you with funding to replace the revenue you would have otherwise received from your before and after school fees.

There are 2 activities you need to do to meet your BASP fee reduction requirements:

- You must communicate the BASP fee reduction to families.
- You must reduce your BASP fees.

Refer to the sections below for details.

## **Communicate the BASP fee reduction to families**

To ensure families of school-aged children enrolled in your BASP know about the fee reduction, you must share the following information with families:

## Reduced fee schedule

Post your 2025-2026 fee schedule by August 1, 2025.<sup>2</sup> Your updated fee schedule must include:

- Your regular fees.
- The dollar amount of the fee reduction we are covering.
- The start and end dates for the fee reduction.
- How you will apply the reduction (for example, by lowering the fee or giving the refund).
- A note that says the fee reductions apply only to before and after school programs in Peel and future fee reductions will depend on funding being available.

We require that you use at least one of your regular communication channels, such as email, letter, or parent board(s). We also require that you make your fee schedule publicly available in your Parent Handbook.

We recommend that you also post your fee schedule on your website.

## Peel Region letter for families

- In July 2025, we provided agencies with a letter to share with families. Refer to [Appendix 3: Letter to families](#). You must share this letter with families no later than August 1, 2025 using your regular communication channel(s).<sup>3</sup>
- New agencies that become eligible for this funding after July 1, 2025, must share this letter within 30 days of receiving this funding.
- We may provide additional communications for you to share with families. It is your responsibility to distribute any communications we provide to families of school-aged children.

We may ask for confirmation that you followed these communication requirements.

## Reduce your BASP fees

From September 2 to December 31, 2025, you must use your 2025 Child Care Fee funding to reduce your licensed before and after school program base fees for eligible children.

- Licensed before, after, and before and after school program fees must be reduced by 50%.

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<sup>2</sup> For the January to June 2025 fee reductions, you had to post your fee schedule by December 31, 2024.

<sup>3</sup> For the January to June 2025 fee reductions, you had to share a letter with families by December 31, 2024.



- Fees for Ministry of Education approved PA days and breaks, as noted in your Parent Handbook, must be reduced by 50%.<sup>4</sup>
- If your agency offers discounts (such as multiple children discount, early-bird discount), apply your discount before the BASP fee reduction.

## **Fee reduction for children who receive child care subsidy**

For families who access child care subsidy, provide a 50% fee reduction on their parent contribution paid for eligible children. This is required even if their contribution is less than \$12 a day.

For example, if a family has an approved parent contribution amount of \$16 a day for their child who attends BASP, their parent contribution amount must be reduced to \$8 a day. This example is for information purposes and will vary according to the family's parent contribution for eligible children.

The subsidy portion of your fees will continue to be paid separately by the child care subsidy program.

Families who do not pay a parent contribution are not eligible for the fee reduction because their fee is already covered through the subsidy program.

## **Upfront fee reductions to families**

Starting January 2026, you must reduce fees upfront instead of issuing refund payments to families. If you can, we encourage you to begin offering upfront fee reductions at the start of the school year.

If you are not able to provide upfront fee reductions for families, you must continue to follow this refund schedule:

- For fees paid between January 3, 2025, and March 31, 2025, you must issue a refund by April 15, 2025.
- For fees paid between April 1, 2025, and June 27, 2025, you must issue a refund by July 14, 2025.
- For fees paid from the start of the school year to October 31, 2025, you must issue a refund by November 14, 2025.
- For fees paid between November 1, 2025, and December 31, 2025, you must issue a refund by January 15, 2026.<sup>5</sup>

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<sup>4</sup> For the January to June 2025 fee reductions, you had to reduce the fees for Ministry of Education approved PA days and breaks by the same dollar amount as the before and after school fee reduction. For example, if your BASP fee was reduced by \$12 a day, your non-instructional fee was to be reduced by \$12 a day.

<sup>5</sup> This expense must be accrued as a 2025 expenditure, reported in the 2025 reconciliation and appear in 2025 child care receipts for families.

You can issue refunds either by cheque or electronic transfer. Credits and cash refunds are not allowed. You must document your refunds in a verifiable way.

## **BASP fee reduction for eligible children**

The BASP fee reduction is for children who are not eligible for the CWELCC fee reduction program based on their age. Children qualify for the BASP fee reduction if they meet all of the following criteria:

- Pay a fee for licensed before and after school program care.
- Are at least 6 years old and no longer eligible for CWELCC. If a child turns 6 years old between September 2 and December 31, 2025, they qualify for the BASP fee reduction starting on the 1st of the month that follows their birthday.

For example, if a child turns 6 years old on October 5, 2025, they will qualify for CWELCC until October 31, 2025. Starting November 1, 2025, the child would qualify for the BASP fee reduction.

## **Market fee requirement**

If you change your rates, you must submit a revised market rate schedule to us at [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca) at least 60 calendar days before your rate change comes into effect. You cannot raise fees more than once during a 12-month period. Refer to the [2025 EYCC Service Provider Handbook](#).

## **Section 6: BASP fee reduction administration funding**

Your administration budget is for administration costs to implement the Peel Region BASP fee reduction affordability program to school-age children and to meet reporting and reconciliation requirements for the BASP fee reduction program.

- Owners and operators responsible for administration, who are on payroll as of January 1, 2025, are eligible to claim salaries and benefits only for time spent on the administration and completion of regional reporting requirements for the BASP fee reduction affordability program. The time spent on administrative tasks can be determined in the following ways:
  - A percentage of total paid time spent on administration of the BASP fee reduction program. For example, if you spend 5% of your time completing regional reporting for the BASP, you can use your administration budget to cover 5% of your wages.
  - Number of paid hours spent on administration of the BASP fee reduction program. For example, if you spend 2 hours a week completing regional

reporting for the BASP, you can use your administration budget to cover 2 hours worked and paid at your regular salary rates.

- Your administration expenditures must not exceed the amount in your administration budget category in GovGrants.
- Costs for administration such as bookkeeping or accounting with an external company or a third-party company are eligible provided receipts and invoicing support expense criteria claimed.
- Documentation may be requested and may include T4s and payroll records, logs of time spent on administration, receipts, or itemized invoices.

Note: Non-arm's length transaction costs are ineligible unless conducted at fair market value. Fair market value is the price a good or service would sell for in an open and competitive market, and should not exceed what an ordinary, typical person would reasonably incur in operating a comparable business providing child care to eligible children.

The administration funding is subject to the availability of budget and could be reduced or eliminated from year-to-year. You must ensure the viability of your school-age programs without depending on this funding as it is subject to change.

## **Section 7: Operations funding requirements**

The operations funding supports eligible agencies who have school-age enrollment with eligible costs to enhance school-age program delivery.

This funding supports agencies to increase access, stabilize fees, and enhance program quality.

This funding is subject to the availability of budget and could be reduced or eliminated from year-to-year. You must ensure the viability of your school-age programs without depending on this funding as it is subject to change.

### **Funding conditions:**

You must meet the following funding conditions:

1. Expenses must be appropriate, reasonable, and attributable for school-age program delivery between January 1, 2025 and December 31, 2025.
2. Funding must be used to cover expenses where other funding is not available within the agency's budget for 2025.

Eligible expenses are program materials for school age children and include:

- Training manuals focused on school-age programming. Virtual training platforms for school-age pedagogy and behaviour management.

- Homework support items such as portable desks and writing tools.
- Age-appropriate educational books, including bilingual and multicultural options.
- Cooking kits appropriate for school-age children with simple preparation tasks like mixing or assembling.
- Pre-assembled kits designed to enhance school age programming, which may include:
  - Arts & crafts materials: fabric paints, sketching pencils, paint brushes, wooden dowels, beads, quilting fabric pieces, sewing kits, crochet needles, yarn.
  - STEM & exploration: magnifying glasses, compasses, locks and keys, weigh scales, toolboxes, prisms, tornado tubes, thermometers, stethoscopes, x-rays, insect viewers.
  - Games: board games, card games, cooperative or mixed-age games.
  - Sensory & loose parts: clary, rocks and stones, buttons, corks, sticks, plastic tubing.
  - Outdoor equipment: soccer balls, basketballs, frisbees, foldable nets, cones, or agility gear.

Note: these items are purchased by the agency, and loaned to the home provider.

## **Section 8: Workforce Innovation Funding (WIF) requirements**

In 2025, WIF is available to eligible licensed home child care agencies to support home visitors and home providers that care for children 0 to 12 years of age. WIF supports planning time, professional learning, and the incentive grant.

### **Planning time**

The planning time grant is available between June 1 to December 31, 2025.

Agencies must use their funding to provide a \$75 a month planning time grant to eligible home providers from June 1 to December 31, 2025.

You have the option to use your program funding to support planning time retroactively from April 1 to May 31, 2025.

### **Planning time eligibility**

Home providers are eligible if they are enrolled with your agency and are actively caring for at least one agency-placed child from Peel Region.

## Qualifying planning time activities

Time spent in the following activities count towards the planning time requirements:

- Engage in reflective practice and collaborative inquiry around pedagogical approaches.
- Applying learning from courses or training to the program.
- Prepare and document ongoing curriculum based on the 4 foundations of How Does Learning Happen? (HDLH) and observations of children's interests.
- Review documentation, identify interests, and set goals for a child.
- Research and plan goal-oriented activities that support a child's well-being and create the best possible conditions for learning and development.
- Plan menus that meet the Canada Food Guide requirements.
- Reflect on and document the impact of current practices and approaches on children and families.

## How do I use the funding?

- You must give each eligible home provider \$75 a month from June 1 to December 31, 2025, to recognize the time they spend on planning activities.
- You can also choose to give home providers \$75 a month for planning time starting from April 1, 2025.

## Professional learning

Professional learning is a flexible WIF activity between June 1 and December 31, 2025.

You may use your funding to support professional learning retroactively from April 1 to May 31, 2025.

For professional learning in 2025, you must:

- Share this funding opportunity with your eligible home visitors and home providers by July 31, 2025, informing them that they can access up to \$500 for professional learning. A communication memo to eligible home visitors and home providers is provided in [Appendix 5: Planning time and professional learning communication to home providers](#)
- Develop an internal policy that will outline how eligible home visitors and home providers can access professional learning, the approval and communication process and key timelines.
  - If you already have a professional development policy, you do not need a separate one. You can update your existing policy to include this funding and make sure all those who are eligible know how to access it.
  - Provide a copy of your policy which outlines how they can access professional learning opportunities upon request from Peel Region.

Important: Agencies may deny professional learning requests if they conflict with the operational needs of the program. Agencies must aim to accommodate the professional learning request at another reasonable time.

## **Professional learning costs**

You can use the funding to reimburse or cover registration costs or fees for eligible home visitors and home providers to attend or participate in approved professional learning sessions, courses, or training opportunities.

### **Eligibility**

Full-time or part-time:

- Home visitors.
- Home providers that are enrolled with your agency and are actively caring for at least one agency-place child from Peel Region.

### **Qualifying professional learning costs**

Professional learning is intended to directly benefit and impact eligible staff and program quality. Professional learning opportunities must be:

- Related to child care.
- Cost-effective.
- Support working with children.

Note: Refer to [Appendix 7](#): WIF Professional learning resources for a professional development resource that outlines ways you may participate in professional learning and a general list of agencies and examples of eligible trainings.

Training, courses, and professional learning sessions on the following topics qualify:

- Early years and child care pedagogical practices aligned with How Does Learning Happen? (HDLH).
- Supporting children with additional needs in an inclusive class-wide model and strategies that support the inclusion of all children.
- Health, safety, and well-being of children such as nutrition, environmental health, communicable diseases, and duty to report.
- Mental health and well-being, such as Compassion Fatigue, Personal Resilience, Addressing Burnout, and Emotional Intelligence to support those who provide care.
- Diversity, Equity, and Inclusion.
- The CCEYA, its regulations, and ministry policy.
- Early years and child care leadership practices to support current and aspiring leaders looking to learn more about management, administration, and leadership.



- Business administration such as budgeting, human resource management, policy development and business software skills.
- Training requirements under the [Accessibility for Ontarians with Disabilities Act, 2005](#).
- Certification in standard first-aid, including infant and child CPR, issued by a training agency recognized by the Workforce Safety and Insurance Board.

Note for new home visitors and home providers: this professional learning cost is eligible only if courses offered by CDRCP were not available at the time of their hiring.

## How to use the funding

You can use the funding to cover or reimburse registration fees for eligible home visitors or home providers to attend approved professional learning sessions, courses, or training opportunities. Professional learning sessions must be paid from April 1 to December 31, 2025.

## Professional learning time

You may use funding to encourage home visitor participation in eligible professional learning activities, supporting extra hours worked, coverage, or base salary for time spent in individual or group professional development.

## Eligibility

Full-time or part-time home visitors.

## Qualifying topics and activities under professional learning time

Funding for professional learning time is used when eligible home visitors take part in the following:

- The professional learning activities listed above in Professional learning costs.
- Refer to [Appendix 7](#): WIF Professional learning resources for a professional development resource list of training and learning opportunities.
- Completing the [Continuous Professional Learning \(CPL\) program](#) of the College of Early Childhood Educators Ontario (CECE) for RECEs only.
- [CDRCP professional learning](#) opportunities.
- Meeting with Peel Inclusion Resource Services (PIRS) staff on Individual Program Plans (IPP).
- Adapting activities and materials to support goals or strategies outlined in a children's PIRS on IPP.

## How to use the funding

You can use program funding to encourage eligible home visitor participation in professional learning activities by supporting costs to pay for:

- Base wages and mandatory benefits for extra hours worked or release time to participate in eligible professional learning activities outside of a home visitor's regular hours. For example, a course from 7 p.m. to 9 p.m. for a home visitor who works between 7 a.m. to 6 p.m.
- Up to one hour of travel time (round-trip) for each in-person professional learning opportunity outside of regular working hours.

## Incentive Grant available from January 1 to December 31, 2025

The Incentive Grant supports the recruitment and retention of home providers by helping a home child care provider meet the requirements to enroll with an agency.

### Who is eligible for the Incentive Grant?

- Home providers that are new to your agency or re-enrolling with your agency may qualify for the Incentive Grant if they have not been enrolled with your agency since January 1, 2023.
- Home providers already enrolled as of December 31, 2024 do not qualify.

### How do I use the Incentive Grant?

The Incentive Grant may be used to help with the costs of starting home child care such as:

- Required health and safety training.
- Consumable supplies required to start operations such as paper and paint.
- Business plan development, tax and bookkeeping advice and other fees needed to start a business.
- Meeting with home visitors and the first visit observations.

You may provide eligible home providers with the following grant amounts:

- Initial amount of \$700 at signing time with your agency.
- Second amount (after 6 months):
  - \$400 if the home provider has up to 3 agency-placed children from Peel Region.
  - \$800 if the home provider has 4 or more agency-placed children from Peel Region.

If a second incentive grant payment will be made after December 31, 2025 (if a milestone is reached in April 2026), you must send written communication to the

home provider by December 31, 2025, saying that the payment will be based on enrollment as of December 31, 2025.

**Incentive grant communication requirements**

If you provide the incentive grant you must develop and share a communication to your eligible new and re-enrolling home providers. The communication should include:

- how the payment will be administered.
- what costs are covered under the grant.

We reserve the right to request a copy of your communication to your eligible home providers.

Important:

- The WIF is subject to the availability of budget and could be reduced or eliminated from year-to-year.
- In 2025, you will report actual expenditures for WIF in the following budget categories in GovGrants: Planning time, Professional learning cost, Incentive grant.

**Section 9: Reporting and reconciliation requirements**

As part of Peel Region’s EYCC Accountability Framework, you are responsible for meeting your accountability requirements for the funding we provide you, including submitting progress and reconciliation report(s) for any funding you receive.

For more information, refer to the EYCC [Service Provider Handbook](#). All policies in the Service Provider Handbook apply to the LHCC School-age Funding.

**Reporting LHCC School-age funding expenditures in GovGrants**

You will use GovGrants to report your expenditures under the School-age program LHCC announcement. In your reconciliation report, you will report your annual spending for each budget category.

Table 1. Reconciliation example

Budget category	Awarded budget	Spent this period
WEG and HCCEG	\$17,500	\$17,500

Budget category	Awarded budget	Spent this period
Workforce Compensation	\$20,000	\$20,000
Base Funding Providers	\$24,000	\$24,000
Base Funding SWB	\$17,500	\$17,500
Child Care Fees	\$22,500	\$20,000
Operations funding	\$7,000	\$7,000
Planning time	\$10,000	\$10,000
Professional learning costs	\$1,000	\$3,500
Incentive Grant	\$50,000	\$50,000
<b>Total</b>	<b>\$169,500</b>	<b>\$169,500</b>

In this example, the agency only needed \$20,000 of the \$22,500 they were allocated to Child Care Fees. The unspent \$2,500 from Child Care Fees was reallocated to cover professional learning costs. This resulted in a balanced budget.

We will provide an Excel template for you to provide more detailed reporting of expenses as part of the reconciliation process.

## Proration of expenses

When reporting expenses as part of school-age (6 to 12) reconciliation, you will need to prorate and report only the school age (6 to 12) eligible amounts. We will provide guidance in the coming months about how to prorate shared expenses in a consistent and transparent way between the 0 to 6 and 6 to 12 age groups for reconciliation purposes.

## Reporting key performance indicators in excel

You will report your key performance indicators (KPI) for the LHCC School-age funding to us through a school age (6 to 12) reconciliation template. We will share details about how you will report KPIs for 2025 in the coming months.

Refer to [Appendix 8](#): Key performance indicators for the KPIs you need to report.

## Documentation and receipts

You must keep documentation for 7 years, including receipts and invoices, for your LHCC School-age Funding expenses. There is no need to upload your documentation during the reconciliation process unless we tell you to do so. If we do need you to upload documentation, we will provide specific instructions on what document(s) you should upload.

## Accountability, audits, and recoveries

As part of Peel Region's Accountability Framework, we or an authorized agent may conduct on-site or virtual funding inspections and reviews to ensure you have adhered to these guidelines. If selected for one of these reviews, you need to provide any documentation requested, including receipts and invoices.

Review the EYCC [Service Provider Handbook](#) and your 2025 EYCC Funding Agreement for more information on Peel Region's Accountability Framework, including information about audits and our recoveries policy.

## Section 10: Contact us

If you have questions about this funding, contact your Early Years Specialist (EYS) or email [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca).

## Appendix 1: Key terms

**Active home:** home child care premises, overseen by an eligible agency, at which child care is currently being provided to at least one eligible child.

**Base fees:** The fee that families must pay for a child to receive child care that meets the requirements under the CCEYA.

**Base hourly wage:** the hourly rate paid to the position by the agency before any regional funding. If the position is paid an annual salary, use an online salary calculator to convert it to the hourly rate.

**Child Care and Early Years Act, 2014 (CCEYA):** sets the rules and regulations for child care programs, including licensing requirements, staff qualifications, health and safety standards, and the types of services that must be provided to children. As a child care provider, you must follow the CCEYA to maintain your program's license and to ensure you are meeting legal and regulatory requirements in your daily operations.

**Registered Early Childhood Educator (RECE):** member in good standing of the [College of Early Childhood Educators](#) (CECE) as outlined in the [Early Childhood Educators Act](#). Review this link to [learn more about the use of the title](#).

**Statutory benefits:** benefits that you must 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.



## Appendix 2: Funding approach updated

This section explains how your allocations were calculated in the “2025 School-age (6 to 12) Programs – LHCC” announcement.

### **Workforce funding (WEG, HCCEG, WCF, Base Funding)**

We calculated your workforce funding with:

- Reported expenditures (2023 reconciliation data) and where 2023 actuals were not available (example, agency opened in early 2024), data from 2024 was used.
- Prorated allocations based on the agency’s enrollment for children 6 to 12 years old. Example, if the agency’s enrollment was 10% children 6 to 12 years old (non-CWELCC eligible), then they were allocated 10% of workforce funding. A minimum of 5% was applied to available allocations to account for fluctuations in enrollment.
- New agencies may be eligible to receive workforce funding prorated based on their school age enrollment.

### **BASP child care fees<sup>6</sup> September to December 2025**

We calculated these child care fees

- By applying the April 2025 school-age enrollment to the applicable BASP market rate, prorated for September to December 2025.
- For the period of September to December 2025, agencies that operate both centre and home child care receive their BASP child care fee funding allocation through the School-age Funding – LHCC announcement.

If you run both centre and home child care, you must report the number of children supported by BASP fee reduction separately for centres and home child care in the 2024 to 2025 BASP reconciliation.

**Administration:** 5% of the BASP child care fee allocation.

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<sup>6</sup> From January to June 2025, BASP child care fee reduction funding allocation was calculated by using actual expenditures reported from 2023 to 2024 reconciliation data with 4% added to actuals and April 2025 reported and validated enrollment. Allocations were prorated for January to June 2025. Agencies that operate home child care and centre based received their BASP allocation through the School-age (6 to 12) Funding – Centres announcement. These agencies were directed to use this funding to support BASP fee reduction to eligible children in both centre-based care and home child care.

**Operations:** \$306 a space multiplied by the total school-age enrollment reported and validated as of April 2025.

### **Workforce Innovation Funding (WIF)**

Workforce Innovation Funding was calculated in the following way:

- Planning time grants are calculated at \$75 for each active home provider, multiplied by each month from April 2025 to December 2025.
- Professional learning funding is calculated at \$500 for each full-time equivalent (FTE), with 1 FTE assumed for each active home, plus any additional FTEs reported in the Wage Enhancement Grant data.
- Incentive grants are calculated using a fixed amount of up to \$1500 for each new active home in 2025, depending on the number of agency placed children from Peel Region and number of active months.
- New agencies may be eligible to receive WIF prorated from the time they are enrolled into CWELCC until December 2025.

### **Allocation concerns and adjustments**

If you did not receive the funding that you expected to receive, review Section 2. If you believe you meet the eligibility criteria for this funding, but did not receive the funding you expected, review the funding approach used and ensure you provided the required data at the appropriate time to be included in 2025 allocations.

You may [contact us](#) for concerns about your LHCC School-age Funding.

## Appendix 3: Letter to families

July 11, 2025



Dear Families,

We are pleased to let you know that Peel Region will continue to offer the Before and After School Affordability Program for the 2025-2026 school year.

This program helps families by lowering the cost of child care for children 6 to 12 years old.

### **What this means for you:**

- You will pay 50% less for before and after school care.
- You will get 50% off full day care on Professional Activity (PA) days and school breaks, not including summer camp.
- Your child care fee for before and after school, PA days and school breaks will be lowered by 50% if you receive child care subsidy.

You do not need to apply to receive these benefits. Your home child care agency will apply the fee reductions for eligible children for the upcoming school year.

If you have any questions, please speak to your home child care agency directly.

If you need more help paying for child care, visit Peel Region's [child care subsidy webpage](#) to find out if you are eligible to apply.

Sincerely,

Early Years and Child Care Services  
Peel Region

## Appendix 4: Fee reduction examples

These examples are for information purposes only and may vary according to each agency's fees and offerings.

Table 2. Standard for home child care

Service	Base Fee	Daily Reduced Fee
Before school only	\$12 a day	\$6 a day (50% fee reduction applied)
After school only	\$17 a day	\$8.50 a day (50% fee reduction applied)
Before and after school	\$26 a day	\$13 a day (50% fee reduction applied)
Before and after school with 25% multiple children discount	\$26 a day – \$6.50 (25% discount) = \$19.50 a day	\$9.75 a day (50% fee reduction applied after discount)

Table 3. PA days and winter break for home child care

Service	Daily Base Fee	Daily Reduced Fee
PA day	\$60 a day	\$30 a day (50% fee reduction applied)
Winter break	\$50 a day	\$25 a day (50% fee reduction applied)

PA days and breaks follow the school year calendar by school boards in Peel region:

- [Conseil scolaire catholique MonAvenir](#)
- [Conseil scolaire Viamonde](#)
- [Dufferin-Peel Catholic District School Board](#)
- [Peel District School Board](#)

# Appendix 5: Planning time and professional learning communication to home providers

<DATE>

Re: 2025 Workforce Innovation Funding (WIF)

Dear Home Provider,

We are pleased to share that funding is available this year to support your planning time and professional learning.

As professionals supporting young children, your work is valued. This funding is one way to recognize your work and to support your professional growth.

## **Planning time is Available from April 1 to December 31, 2025**

Home providers will receive a \$75 a month grant to support their engagement in planning time activities. This time is meant to support you in planning thoughtful and engaging activities based on the interests and needs of the children in your care and can include reflective practices.

## **Professional learning is Available from April 1 to December 31, 2025**

Your agency's funding includes up to \$500 for you to take part in professional learning at the agency's discretion. You can use funding to cover the cost of eligible sessions, courses, or training that are relevant to your work and professional interests in the child care field.

Important: Before signing up or paying for any professional learning activity, you must first get approval from your agency.

You have flexibility in how you take part in professional learning activities. Some examples include:

- Post secondary education courses.
- Online learning like webinars, videos, presentations, articles.
- Facilitator-led training.

If you have any questions regarding the information in this letter, please contact your <add agency name>.

## Appendix 6: Professional learning communication to home visitors

<DATE>

Dear Home Visitor,

We are pleased to share that funding is available this year to support your professional learning.

As a home visitor supporting licensed home child care providers, your work is valued. This funding is one way to recognize your key role in promoting quality and safety in home-based child care, and to support your ongoing professional growth.

### **Professional learning is Available from April 1 to December 31, 2025**

You have access to up to \$500 to take part in professional learning at your agency's discretion. This funding can be used to cover the costs of eligible sessions, courses, or training relevant to your work. It may also be used to support more hours worked or to provide supply coverage.

Important: Before signing up or paying for any professional learning activity, you must first get approval from the agency.

You have flexibility in how you take part in professional learning activities. Some examples include:

- Post secondary education courses.
- Online learning like webinars, videos, presentations, articles.
- Facilitator-led training.

If you have any questions regarding the information in this letter, please contact your <agency name >.



## Appendix 7: WIF Professional learning resources

There is flexibility to participate in eligible professional learning in a format that best suits your needs. Sessions may be completed individually or in groups, either in - person or online. Examples of ways to engage in professional learning include (but not limited) to:

- Continuing education courses.
- Online learning such as courses, webinars, videos, presentations, or articles.
- Facilitator-led training sessions.

Below is a general list of agencies and examples of eligible training, which offer professional learning in the forms of live events, pre-recorded events, publications, documenting articles, news, and podcasts. Offerings change occasionally so ensure that the training and learning that you engage in is aligned with the topics in the guideline.

**Note:** This is not an exhaustive list. You may engage in other eligible learning opportunities that meet guideline criteria.

- [Child Development Resource Connection Peel](#) (CDRCP)
- College of Early Childhood Educators of Ontario: [The Continuous Professional Learning \(CPL\) Program | Welcome to the College of Early Childhood Educators](#)
- Canada Child Care Federation (CCCCF): [ELCC Professional Development | Canadian Child Care Federation](#)
- Association francophone a l'éducation des services a l'enfance (AEFESO): [Learning Activities | Services | AFESEO](#)
- Association of Early Childhood Educators of Ontario (AECEO): [Professional Learning - Association Early Childhood Educators Ontario](#)
- Atkinson Centre for Society and Child Development: [Atkinson Centre for Society & Child Development | Ontario Institute for Studies in Education](#)
- Child Care Resource and Research Unit: [About CRRU | childcarecanada.org](#)
- Metis Nation of Ontario: [Education & Training - Métis Nation of Ontario](#)
- Harvard Business Review: [Harvard Business Review - Ideas and Advice for Leaders](#)
- Geneva Centre: [Learning - Geneva Centre for Autism](#)

- The Hanen Centre: [The Hanen Centre - The Hanen Centre](#)
- Ontario Aboriginal Head Start Association: [Professional Development – Ontario Aboriginal Head Start Association](#)
- [Big Ideas for the Care of Tiny Humans: A Resource for Early Childhood Educators on Infant Mental Health](#)
- Introduction to Home-Based Child-Care Certificate and Operating a Home Child Care Business course
- Training recommended by your Early Years Specialist, Quality Initiatives Mentor and Resource Consultant feedback
- Training aligned with your “Raising the Bar” goals
- Physical literacy:
  - Sports for Life:
    - [On-Demand Learning](#)
    - [Certifications](#)

## Appendix 8: Key performance indicators

You must report on these key performance indicators (KPIs) below for the LHCC School-age Funding.

### Wage Enhancement Grant (WEG) for Home Visitors

WEG KPIs includes:

- Number of fully eligible staff (RECE home visitor) FTEs including home child care visitors eligible for WEG. One FTE is equivalent to 1,754.5 hours for the year.
- Number of partially eligible staff (RECE home visitor) FTEs including home child care visitors eligible for WEG. One FTE is equivalent to 1,754.5 hours for the year.

### Home Child Care Enhancement Grant (HCCEG) for Home Providers

HCCEG KPIs include:

- Number of eligible home providers receiving full HCCEG (\$20 a day)
- Number of eligible home providers receiving partial HCCEG (\$10 a day)

### Workforce Compensation Funding (WCF) for Home Visitors

WCF KPIs include:

- Number of RECE home visitors supported by wage floor
- Number of RECE home visitors staff supported by annual wage increase

### Base Funding Providers

Base Funding KPIs include:

- Number of home providers supported with Base Funding
- Number of RECE home visitor supported with Base Funding staff wage enhancements SWB

### BASP Child Care Fees (school-age children 6 to 12 in Licensed Home Child Care)

BASP KPIs include:

- Monthly number of children that received the BASP fee reduction in before and after school programs (TBD).

- Monthly number of children that received the fee reduction in PA days, winter, spring break programs

Note: if you operate both centre based and home child care school age programs you must report this separately.

## **Workforce Innovation Funding (WIF)**

WIF KPIs include:

- Number of individuals supported with planning time: the number of home providers who were supported using funded planning time. Each individual is counted once.
- Number of individuals supported with paid professional learning costs: the number of home visitors and home providers who were supported using funded professional learning costs. Each individual is counted once.
- Number of individuals supported with the first LHCC Incentive Grant: the number of home providers who received the first LHCC Incentive Grant. Each provider is counted once.
- Number of individuals supported with the second LHCC Incentive Grant: the number of home providers who received the second LHCC Incentive Grant. Each home provider is counted once.