

Ministry of Education
Early Years Division

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Ministère de l'Éducation
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MEMORANDUM TO: General Managers/Commissioners, CMSMs/DSSABs
Children's Service Managers, CMSMs/DSSABs

FROM: Pam Musson
Director, Early Years Implementation Branch
Early Years Division
Ministry of Education

Marie Li
Director, Financial Analysis & Accountability Branch
Financial Policy and Business Division
Ministry of Education

DATE: September 9, 2015

SUBJECT: 2016 Wage Enhancement Implementation Process and
Timelines

This memo provides CMSMs and DSSABs with an update on the implementation process and timelines for the wage enhancement initiative in 2016.

We appreciate and acknowledge the key role of service system managers in making the first year of the wage enhancement a success. The ministry received a great deal of feedback from the sector on improvements in the implementation process throughout this transition year, some of which is reflected in the changes for year two.

Application Process and Timelines

In 2016, child care operators are required to apply to their local CMSM or DSSAB for wage enhancement/HCCFG funding.

The application process must be easily accessible to the public. Accordingly, CMSMs and DSSABs are required to:

- Post the application on their public website beginning January 4th, 2016;
- Identify the clear deadline for operator submissions of February 26th, 2016;
- Post email/telephone contact information for inquiries related to the wage enhancement.

A revised wage enhancement application template will be shared with CMSMs and DSSABs in late fall, along with the 2016 Ontario Child Care Service Management and Funding Guideline and service agreement package.

The revised application template incorporates feedback and advice provided by the sector. It will

- Be a simplified version of the template shared by the ministry in 2015,
- Capture 12 months of actual hours worked in 2015,
- Calculate the number of qualifying full and partial wage enhancement positions, and
- Calculate the funding requirements for each operator

As a result of the updates to application timelines, prorated calculations in the application form will no longer be required.

The aggregate of eligible hours worked from January 1st to December 31st, 2015 from operator applications will be reported to the ministry in EFIS Estimates due March 31, 2016. Once submissions are completed and reviewed, 2016 service agreements will be adjusted, if required.

Requirements for Payment to Staff and Providers

2016 is a transition year and CMSM/DSSABs, operators and agencies will have discretion on wage enhancement payments to staff and providers through:

- Staff's regular pay cheques (or regular provider payments); or
- Regular lump sum payments in the funding year ending December 31st, 2016.

CMSMs and DSSABs, operators and agencies must continue to clearly indicate the portion of funding that is being provided through the wage enhancement labeled as "Provincial Child Care Wage Enhancement".

If you have any questions, please contact your regional Child Care Advisor.

We look forward to working with you in 2016 to continue to support the licensed child care sector with this initiative.

Sincerely,

Original signed by:

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Director,
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cc. Child Care Advisors
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