

January 20, 2023

RE: Workforce Innovation Funding (WIF) - 2023 Updates and Payment

Dear Agency,

We are writing to share an overview of the 2023 WIF policy updates and details on your 2023 WIF payment.

2023 WIF Updates

We updated the WIF Guideline for 2023 to address your feedback and provide supports for the Region-wide professional learning day on February 17, 2023.

Updates to the guideline are highlighted in **yellow** and marked with the sign .

**Human
Services**

10 Peel Centre Dr.
Suite B
PO Box 2136, STN B
Brampton, ON
L6T 0E3
EarlyYearsSystem
Division@peelregion.ca
tel: 905-791-1585

peelregion.ca

Update	Description
1. Child care fees for the Region-wide professional learning day	<ul style="list-style-type: none"> How CWELCC funding and WIF must be used to cover fees of children placed with HCC providers who participate in the event.
2. Lunch and refreshments for the Region-wide professional learning day	<ul style="list-style-type: none"> New expense. You must use your WIF to cover lunch and refreshment expenses for staff and HCC providers who participate in the event.
3. Funding Flexibility	<ul style="list-style-type: none"> You must use WIF to cover the 2023 WIF mandatory expenses: offsetting child care fees and paying for lunch and refreshments for the Region-wide professional learning day. Once you cover the mandatory expenses, you can use the remaining funding on the WIF eligible expenses that best address your recruitment and retention needs.
4. Expenses re-organized	<ul style="list-style-type: none"> For ease of reference, we reorganized eligible expenses in two sections: mandatory expenses and flexible expenses.
5. Shortfall	<ul style="list-style-type: none"> If your 2023 WIF payment is not enough to cover your 2023 WIF mandatory expenses, e-mail us at us at EarlyYearsSystemDivision@peelregion.ca with the subject line "WIF Funding Request" by July 30, 2023.
6. Updated WEG and GOF direction for WIF supported hours	<ul style="list-style-type: none"> You must pay Wage Enhancement Grant (WEG) and General Operating Fund (GOF) for WIF supported paid professional learning time (as applicable).
7. Administration costs	<ul style="list-style-type: none"> In March, we will issue your 2023 WIF administration funding, through your LHCC Base Funding. Unused administration funding can't be repurposed and will be recovered.
8. Reconciliation due date	<ul style="list-style-type: none"> The due date of the 2022 WIF progress report and reconciliation was changed to March 10, 2023. Information about 2023 WIF reconciliation will be shared later in the year.

To know more about these updates and the WIF, review this memo, the revised guideline and supporting documents. We will post these resources on our [website](#).

2023 WIF Payment

- We increased your WIF budget to add your 2023 allocation. Primary users can check their agency's funding amount in [GovGrants](#).
- Your WIF budget includes both your 2022 and 2023 allocations.
- No action is required from you. You will get your 2023 WIF payment in early February.

Reporting

- In 2023, you will get your WIF under two budget categories: child care fees (to offset child care fees for the 2023 professional learning day) and other.
- You must reconcile your expenses using the budget categories listed on the *Reconciliation* section of the guideline.

WIF 2023 Key Dates

Date	Description
Week of Feb. 1, 2023	1. 2023 WIF payment issued <ul style="list-style-type: none"> • If you qualify, we will increase your WIF budget and issue your 2023 WIF payment.
February 17, 2023	2. Region's professional learning day <ul style="list-style-type: none"> • System participates in the professional learning day.
March 10, 2023	3. Interim 2022 WIF reconciliation due <ul style="list-style-type: none"> • Submit your complete interim reconciliation. As a reminder, your 2022 payment was to be used by December 31, 2022. Unused 2022 funding cannot be used in 2023. • Complete the reconciliation directly in GovGrants. An Excel reconciliation template is not required.
Spring 2023	4. WIF evaluation approach <ul style="list-style-type: none"> • We will share our WIF evaluation approach. We want to hear from you, your staff, and your HCC providers about what is and isn't working so that we can maximize the impact of funding and improve our recruitment and retention funding supports.
December 31, 2023	5. Deadline to spend 2023 WIF <ul style="list-style-type: none"> • You must use your 2023 WIF payment by this date.
TBC	6. Final WIF reconciliation due to us <ul style="list-style-type: none"> • Submit your complete final reconciliation.

If you have questions, email us at: EarlyYearsSystemDivision@peelregion.ca.

Sincerely,

Early Years and Child Care Services Division

Attachments:

1. 2023 WIF Guideline
2. 2023 WIF Quick Look