

2021 General Operating Fund (GOF) Centre-Based Quick Look

PHASE 1 (January to June) and PHASE 2 (July to December)

Released June 1, 2021

This document does not replace the requirements in the 2021 GOF Guideline and/or your signed EYCCS agreement.

OBJECTIVES

Improve access to high quality affordable early years and child care services for families in Peel by fostering a thriving workforce. The GOF is intended to support the **recruitment and retention** of qualified staff in licensed child care by:

- Enhancing staff wages and benefits above mandatory requirements; and,
- Reducing the wage gap between Early Childhood Educators in licensed child care settings and school boards.

PROVIDER ELIGIBILITY CRITERIA

Service Providers must meet the eligibility criteria outlined in the [2021 GOF Guideline](#) (released June 1).

PAYMENT SCHEDULE TO PROVIDER

Monthly GOF payments will be issued to providers that have signed and returned their **EYCCS GOF Agreements for each phase to the Region (via GovGrants)**.

Phase 1: January 1 to June 30, 2021	Monthly payments ending June 2021
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Phase 2: July 1 to December 31, 2021	Signed Agreements are due to the Region by June 15, 2021. Payments will be issued monthly at the beginning of each month.
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FUNDING PROVISIONS AND ELIGIBLE EXPENSES

Staff Wages and Benefit Enhancements	<p>As per your most recent approved GOF Funding Distribution Plan:</p> <ul style="list-style-type: none"> • Enhance licensed child care program staff wages (over-and-above existing minimum wage requirements). • Support incremental employer mandatory benefit costs that result from GOF wage enhancements. • Continue to offset the employee or employer portion related to a non-mandatory benefit plan.
Historical Funding	<ul style="list-style-type: none"> • Improve the wage and benefits of eligible staff working in a licensed child care program (over-and-above existing minimum wage and mandatory benefit requirements). <ul style="list-style-type: none"> ○ Staff should not receive less than what they received in 2015 Wage Subsidy payments. ○ In each phase, distribution of Historical Funding cannot exceed \$4,767 (\$794.5/month) for program staff and \$1,285 (\$214.1/month) for non-program staff for each phase of GOF. If you are eligible for CEWS, you can only use Historical Funding to cover the portion of the enhancement that is not supported through CEWS. • Cover mandatory employer contributions resulting from increased salary and benefit costs related to Historical Funding. • Support benefit costs (if previously approved by the Province).
Administration Funding	<ul style="list-style-type: none"> • Offset incremental audit and/or administration/booking costs incurred to administer Region of Peel funding (including Wage Enhancement Grant) or reporting requirements. • Support internal process to track data and expenditures to fulfill reporting requirements. • Cover additional costs associated with internal payment processes required to issue GOF/WEG. • In 2021, GOF Administration Funding includes both GOF and WEG Administration Funding.

INELIGIBLE EXPENSES

- Any expenditures not listed under the eligible expenses section are non-admissible. For more information, please refer to Appendix A of the [2021 GOF Guideline](#) (released June 1).

STAFF POSITIONS

Eligible positions: Must be permanent full-time or part-time	Supervisor	Staff that support preparation/delivery of meals and snacks (e.g. cooks, housekeeping staff, etc.)
	Assistant Supervisor	Bus Drivers
	Registered Early Childhood Educators	Supply Staff (regular casual employment status)
	Program Staff without ECE	Permanent summer staff (required to cover ratios)
	Director-approved Program Staff (e.g. Montessori Teachers)	Owners/Operators– in a supervisor role or a position required to support ratios
Ineligible positions	Owners/Managers who do not occupy another eligible position/title	Janitorial Staff
	Administrators	Maintenance Staff
	Clerical Staff	Unpaid Students / Students not in a permanent position
	Special Needs Resourcing Staff	Fee for service contracts (including Temporary Staffing Agencies)
	Volunteers	

FUNDING DISTRIBUTION TO STAFF

- Service providers are required to continue to use their most recent approved GOF Distribution Plan and continue to issue GOF to staff as part of the regular payroll/schedule. Note: Service Providers are not able to issue cash or one-time payments to staff.
- GOF from Phase 1 cannot be carried over to Phase 2. GOF also cannot be carried over to 2022.

CHANGES IN STAFF COMPLEMENT

- Service Providers whose staff complement has changed are required to contact their Early Years Specialist.

GOF UNDERSPENDING

- Service Providers that expect to have leftover GOF in 2021 may use their underspending within each Phase of GOF to offset existing base wage expenses for program staff only, who are eligible for GOF.
- Any offset to base wages must be for wages paid **above minimum wage** (\$14.25), not supported through CEWS, WEG or any components of GOF. Mandatory and non-mandatory benefits cannot be supported with leftover GOF.
- Refer to the [2021 GOF Guideline](#) (released June 1) in **Appendix B** for eligible program staff positions and **Appendix D** for examples of how to calculate the amount that can be offset using GOF underspending.

ACCOUNTABILITY, REPORTING AND RECONCILIATION

- Service Providers are required to retain original documentation for a minimum of 7 years to demonstrate to the Region that GOF was used to support eligible expenses.
- Service Providers must submit their completed 2021 GOF Reconciliation and Key Performance Indicators (KPI) through Gov Grants by **August 31, 2021 (Phase 1 GOF) and January 2022 (Phase 2 GOF)**.
- The Region reserves the right to conduct check-ins any time to assess Provider's actual and projected expenditures.
- In the event the funds are not used for the purpose intended, or if there are unspent funds or a closure of an agency, all or part of the 2021 GOF funds must be returned to the Region.
- In 2021, Service Providers are required to continue to maximize federal supports for staff wages and benefits (e.g. CEWS) as long as it is available. If you are eligible for CEWS but choose not to apply you will not be eligible for the portion of GOF that would have otherwise been supported through CEWS.