

Overview

WIF helps you pilot innovative ideas to attract and keep a skilled and committed child care workforce that delivers stable, high-quality child care programs in Peel.

Eligibility

To qualify, you must meet the eligibility criteria outlined in the [WIF Guideline](#).

Funding Conditions

By accepting WIF, you agree to:

- **Fund enhancements** and not use WIF to offset your budget. **Exceptions:** Start-up kits and incentive grants and 2023 recruitment costs.
- **Participate** in the Region’s professional learning day in Winter 2023 and the WIF evaluation. Home Child Care (HCC) providers are strongly encouraged to attend.
- **For the Region’s professional learning day**, not charge fees to families, pay regular wages/HCC provider payments to staff/HCC providers who attend.
- Provide WIF supports if you are the agency that issues the Home Child Care Enhancement Grant (HCEG) to an HCC provider who is enrolled with different agencies.
- **Share** by email, the WIF poster with agency staff and HCC providers within 30 days of signing your agreement.

Funding Flexibility

In...	You...
2022	may use your WIF to support eligible expenses that best meets your recruitment and retention needs.
2023	must cover eligible expenses in this order: <ol style="list-style-type: none"> 1. Offset child care fees and pay attending staff and HCC providers for the Region’s professional learning day (mandatory). 2. Use the rest of your WIF on eligible expenses that best meet your recruitment and retention needs.

* If you do not use WIF to support the mandatory expense, we will recover the WIF you would have used for this expense.

Administration Costs

You may use up to 10% of your WIF payments to support the increased administration costs of implementing WIF unless we tell you otherwise. Unspent administration funding can be used to support other WIF eligible expenses.

Payments

We will issue two payments if we get your signed agreement by **September 9, 2022**.

2022 Payment: • Paid the week of **October 3, 2022**. These funds must be spent by **December 31, 2022**.

2023 Payment: • Paid in February 2023. These funds must be spent by **December 31, 2023**.

Funding Distribution and Payments to Staff and HCC Providers Requirements

You must:

- Provide eligible staff and HCC providers equitable access to WIF supports. Equitable access means that every eligible staff and/or HCC provider should have the same opportunity to access WIF supports.
- Pay staff wages for professional learning and requirements with each pay cheque. Pay HCC provider’s time planning time and professional learning incentive grants (as applicable) with each provider payment.
- You are encouraged to include a “WIF” notation with the applicable amounts paid on each paystub or provider invoice.
- Develop a written policy(ies) that meets your needs, the requirements of this guideline, and provides equitable access to WIF funded initiatives **and** share these policies with staff, HCC providers and the Region by **November 11, 2022**.

Mandatory Eligible Expense - 2023

Category	Eligible Items
a) Region’s professional learning day Winter 2023 You must:	<ul style="list-style-type: none"> • Use WIF to offset child care fees for children enrolled with HCC providers attending the Region’s professional learning day. • Not charge child care fees for the professional learning day. Note: If you enroll to participate in the CWELCC program, you must use WIF to offset your reduced child care fees and CWELCC funding to cover the CWELCC fee reduction. • Continued on next page...

<ul style="list-style-type: none"> Pay staff and HCC providers who attend the Region’s professional learning day, as follows: 		
If...	On the day of the professional learning day...	
	would normally get paid for day and/or hours, then pay	would not normally get paid for the day and/or hours, then you may use
Staff	wages and mandatory benefits (staff) and provider payments (HCC providers) from your child care fees	paid professional learning time to cover staff’s wages and mandatory benefits for the additional hours
HCC provider		professional learning incentive grant to encourage participation
No staff and/or HCC provider should lose pay for participating.		

Flexible Eligible Expenses

Category	Description						
b) Planning time grant For the period October 3, 2022 to at least June 30, 2023.	<p>You may use WIF to provide eligible HCC providers with a planning time grant of \$70 per month from October 3, 2022 to at least June 30, 2023.</p> <p>For this pilot, planning time is dedicated time outside of an HCC provider’s regular business hours (off hours). See the WIF Guideline for a detailed list of activities that qualify.</p> <p>To qualify for the grant, HCC providers enrolled with your agency must:</p> <ul style="list-style-type: none"> Actively care for at least one agency-placed child from Peel, and Provide services for at least 75% of the agency’s business days during that month. 						
c) Professional learning costs	<ul style="list-style-type: none"> Reimburse eligible staff and HCC providers (or cover the cost of registration) to attend professional learning sessions, courses and training on: <ul style="list-style-type: none"> Early years and child care pedagogical practices aligned with How Does Learning Happen? Supporting children with special needs and strategies that support the inclusion of all children. Health, safety, and well-being of children (nutrition, first aid, environmental health, communicable diseases, duty to report) and staff. Diversity, Equity, and Inclusion. Business administration such as business practices, budgeting, leadership, human resource management, policy development and business software skills. The CCEYA, its regulations and ministry policy. Training requirements under the Accessibility for Ontarians with Disabilities Act, 2005. Newly hired staff or newly contracted HCC providers: certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board only if new staff/HCC providers are not certified and courses offered by CDRCP are not available at the time of hiring. Eligible agency staff (full- or part-time) includes: <ul style="list-style-type: none"> Home visitors Other staff enrolled in an ECE Diploma or a Child Development Practitioner Apprenticeship. Staff and HCC providers must exhaust any other available bursaries and/or financial support before accessing this funding. See the WIF Guideline for other available supports. 						
d) Paid professional learning time Agency staff only.	<p>You may use WIF to pay:</p> <ul style="list-style-type: none"> Base wages and mandatory benefits for additional hours worked to participate in professional learning activities outside of a staff’s regular hours. Up to one hour of travel time (total) for each in-person professional learning opportunity. <p>Activities and eligible staff for this expense are as follows:</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Who Qualifies</th> </tr> </thead> <tbody> <tr> <td> 1. Professional learning Cap: Actual hours per staff may vary based on agency’s funding availability and staff uptake </td> <td> <ul style="list-style-type: none"> Home visitors Other child care staff enrolled in an ECE Diploma or Child Development Practitioner Apprenticeship at the time of the professional learning activity. </td> </tr> <tr> <td> 2. Field Placements required to complete an ECE diploma Cap: Based on agency’s availability of funds </td> <td> Agency staff (any position) pursuing an ECE diploma who must complete a field placement outside of their place of work during the period January 1, 2022, to December 31, 2023) </td> </tr> </tbody> </table>	Activity	Who Qualifies	1. Professional learning Cap: Actual hours per staff may vary based on agency’s funding availability and staff uptake	<ul style="list-style-type: none"> Home visitors Other child care staff enrolled in an ECE Diploma or Child Development Practitioner Apprenticeship at the time of the professional learning activity. 	2. Field Placements required to complete an ECE diploma Cap: Based on agency’s availability of funds	Agency staff (any position) pursuing an ECE diploma who must complete a field placement outside of their place of work during the period January 1, 2022, to December 31, 2023)
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<p>e) Professional learning incentive grant for HCC providers</p>	<p>Use WIF to provide a grant to incentivize HCC providers to pursue learning opportunities. Grant amounts, based on your availability of funds, are as follows:</p>										
<p>f) Credential evaluation and document translation</p>	<ul style="list-style-type: none"> Reimburse internationally trained staff for credential evaluation and document translation costs needed to apply to: <ul style="list-style-type: none"> The College of Early Childhood Educators (CECE) CECE approved ECE diploma programs Translate welcome packages, promotional materials, and other resources for prospective and new HCC providers. 										
<p>g) Rental costs Professional learning day</p>	<p>You may use WIF to rent a location to gather your staff and HCC providers for the Region’s professional learning day with the following conditions:</p> <ul style="list-style-type: none"> The location must be within the boundaries of the Region of Peel. Rental fees claimed must be at a fair market value and in proportion to the size of the group. 										
<p>h) 2023 Recruitment costs</p>	<ul style="list-style-type: none"> Regular wages and mandatory benefits of eligible staff** for the hours spent on the following activities***: <ul style="list-style-type: none"> Creating job postings Conducting interviews Contacting candidates Performing reference checks Providing offer letters to new hires Performing the initial visit (to prospective HCC providers) Prepare and attend job fairs to recruit child care staff and HCC providers Other hiring activities Other recruitment costs such as professional and consulting fees of a third-party recruiter or recruitment company not claimed in all or in part under other regional funding. <p>** Eligible staff include Home Visitors, HR staff, Owner operators of single site agencies on payroll as of Jan. 1, 2023, and other staff. *** Wages for other HR activities such as planning, benefits and compensation, performance management, training, and development, etc., may be covered through administration funding or parent revenues.</p>										
<p>i) One-time start-up kits and incentive grants</p>	<p>Use WIF to provide new and returning HCC providers one-time start-up kits and/or incentive grants, defined as follows:</p> <table border="1" data-bbox="334 1394 1565 1927"> <thead> <tr> <th>Supports</th> <th>Helps with the cost of...</th> <th>Caps and amounts</th> </tr> </thead> <tbody> <tr> <td>Start-up kits</td> <td>items needed to provide child care services (such as strollers, high chairs, etc.) as determined on each agency’s policy.</td> <td> Cap: <ul style="list-style-type: none"> Up to \$1,000 per qualifying HCC provider (if items purchased and owned by the HCC provider); OR Up to \$2,500 per qualifying HCC provider for items purchased by the LHCC agency and loaned to the HCC provider. </td> </tr> <tr> <td>Incentive grants</td> <td> <ul style="list-style-type: none"> Play based materials Required health and safety training Consumable supplies required to start operations e.g., paper, paint, etc. Business plan development, tax and bookkeeping advice and other fees needed to start their business Meeting home visitor and the first visit observations </td> <td> <ul style="list-style-type: none"> Initial Amount (at signing time): \$700 Second Amount (after 6 months): <ul style="list-style-type: none"> \$400 – HCC provider has one, or up to three agency-placed children from Peel. \$800 – HCC provider has four or more agency-placed children from Peel. </td> </tr> </tbody> </table>		Supports	Helps with the cost of...	Caps and amounts	Start-up kits	items needed to provide child care services (such as strollers, high chairs, etc.) as determined on each agency’s policy.	Cap: <ul style="list-style-type: none"> Up to \$1,000 per qualifying HCC provider (if items purchased and owned by the HCC provider); OR Up to \$2,500 per qualifying HCC provider for items purchased by the LHCC agency and loaned to the HCC provider. 	Incentive grants	<ul style="list-style-type: none"> Play based materials Required health and safety training Consumable supplies required to start operations e.g., paper, paint, etc. Business plan development, tax and bookkeeping advice and other fees needed to start their business Meeting home visitor and the first visit observations 	<ul style="list-style-type: none"> Initial Amount (at signing time): \$700 Second Amount (after 6 months): <ul style="list-style-type: none"> \$400 – HCC provider has one, or up to three agency-placed children from Peel. \$800 – HCC provider has four or more agency-placed children from Peel.
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If you use WIF to provide start-up kits and/or incentive grants, then you must:

- Develop a written policy that document your decisions
- **By November 11, 2022**, share a copy of your policy with:
 1. The Region at EarlyYearsSystemDivision@peelregion.ca. We reserve the right to inform your policy to ensure it achieves the objectives intended.
 2. Your Home Visitors.
- Share a copy of your policy with perspective HCC providers as they inquire about joining your agency.
- Provide the start-up kits and/or incentive grants, as outlined in your policy.

Reporting and Reconciliation Requirements

- Keep all supporting documentation for all items claimed for at least seven years. We may request documents and other verification at any time.
- Participate in verification activities. Failure to comply may result in funding recoveries.
- Complete in GovGrants your interim WIF Reconciliation and Progress reports by **January 31, 2023** and your final WIF reconciliation by **January 31, 2024**. You must submit the following information:

i. **Reconciliation Report.** Actual expenditures for each WIF budget category as follows:

Eligible Expense	GovGrants Budget Category	2022	2023
a. Fees for Region’s professional learning day (mandatory)	Child Care Fees	N/A	<input checked="" type="checkbox"/>
b. Planning time grant	Planning Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. Professional learning costs	Professional Learning Costs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d. Paid professional learning time	Paid Professional Learning time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e. Professional learning incentive grant			
f. Credential evaluation and document translation	Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
g. Cost to rent a location for the Region’s professional learning day	Lease and occupancy costs	N/A	<input checked="" type="checkbox"/>
h. Recruitment Costs (2023)	Resources	N/A	<input checked="" type="checkbox"/>
i. One-time start-up kits and incentive grants	Equipping and Furnishings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
j. Administration costs	Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ii. **Progress Report.** The following Key Performance Indicators:

- # of individuals supported with planning time
- # of individuals supported with professional learning costs
- # of individuals supported with paid professional learning time or a professional learning incentive grant
- # of individuals supported with credential evaluation and document translation costs
- # of children supported through WIF child care fee offset
- # of individuals supported with start-up kits
- # of individuals supported with first start-up incentive
- # of individuals supported with second start-up incentive

iii. Supporting receipts and paid invoices for expenses over \$15,000

Audit and Recoveries

We may contact you to complete an audit/review of your WIF, conduct check-ins and request supporting documentation, including proof of your distribution approach, at any time to confirm funding has been used for its intended purpose and staff are aware of this funding.

You must repay us all or part of your funding if you:

- Did not cover mandatory eligible expenses.
- Used more than one expense category to fund the same eligible cost/hours.
- Did not meet the terms of your WIF Agreement or this guideline.
- Used WIF to cover items/work already supported by other federal, provincial, and regional programs such as COVID-19 Funding.
- Close permanently or your agency/program’s assets are sold in an asset sale within 12 months of receipt of funding.

Contact Us

Please email EarlyYearsSystemDivision@peelregion.ca or your Early Years Specialist.