

## Quick Look: 2022 COVID-19 Funding

January 1 to December 31, 2022

Intended for Licensed Child Care Centre-Based Providers

Revised: May 30, 2022

Refer to the 2022 COVID-19 Funding Guideline and your Funding Memo sent on May 3, 2022 for details

### OVERVIEW

2022 COVID-19 Funding is intended to continue supporting the safe opening and viability of the licensed child care due to the financial impacts of the COVID-19 pandemic. All 2022 COVID-19 Funding must be spent by **December 31, 2022**. New/updated eligible expenses are highlighted for your reference.

### ELIGIBILITY CRITERIA

You must have a signed EYCC Fee Subsidy Agreement with the Region of Peel by January 1, 2022, and comply with all EYCC programs/policies, financial, contract, and/or system planning data reporting requirements. To receive your monthly funding payments beginning March 1, 2022, you must have submitted your signed contract using [GovGrants](#) by **February 14, 2022**.

### ADMINISTRATION FUNDING

You may use a maximum of 10% of your monthly 2022 COVID-19 funding (unless the Region notifies your agency otherwise) to support the following eligible administrative expenses:

- Bank charges
- Central Administration Costs for Corporate Office (for multi-site agencies); Note expenses funded under Section H – Costs for Audited Financial Statements and Bookkeeping/Accounting cannot be expensed here
- Legal fees
- Management fees (i.e., franchise fees)
- Office and general costs
- Professional and consulting fees
- Increased hours worked by employees who are on payroll and perform administrative functions due to COVID-19 (salary/ mandatory benefits portion not covered by other government funding)

If you choose to use less than the 10% of your allocation to support administration expenses, you can use the remaining amount to support other eligible expenses as per the 2022 COVID-19 Guideline.

### ELIGIBLE EXPENSES

The previous priority order is no longer a requirement. You can now choose how much of your funding you will use to support the eligible expenses (including new/added expenses):

Category	Description	Maximum Cost (includes tax)
<b>a) Personal Protective Equipment (PPE) &amp; Enhanced Cleaning Expenses</b> <i>(Updated to include additional items such as eye protection the Province will supply)</i>	<b>Eligible Items</b>	
	Contact-Free Thermometer	\$110/ea.
	Hand Sanitizer Dispensers (i.e., wall-mounted/foot pedal)	\$300/ea.
	Health Canada COVID-19 Rapid Antigen Test (RAT)*	\$35/ea.
	HEPA purifier replacement filters*	\$175/ea.
	Non-fit tested N95 masks*	\$2/ea.
	Hand Sanitizer	N/A
	Alcohol Swabs	
	Disinfectant Wipes	
	Disposable Gowns	
	Gloves	
	Steam Cleaner	
	Medical/Surgical Masks*	
	Three-ply cloth masks/Backup mask for children*	
	Face Shields	
	Eye Protection (goggles, wrap around safety glasses)*	
Eye protection that is non-fogging and/or products that may prevent fogging (e.g., fogging spray)*		
Other cleaning supplies (e.g., bleach, paper towels, soap)		

Other cleaning services (e.g., professional steam cleaning)

\*Note: Providers must use the supply provided through the Government of Ontario before purchasing. For questions about the delivery of your RATs, email the Region at: [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca). Any questions regarding the shipment of the other items that Province will supply, should be directed to the Ministry of Education at: [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca) or through your Ministry Program Advisor.

**b) Increased Staff to Meet Enhanced Health & Safety Requirements (Updated)**

To allow time to transition to the Provincial Health and Safety updates, you can continue to support staff wages and mandatory benefits (portion not covered through other government supports) for new/existing staff to do the following duties **until May 31, 2022:**

- Screeners
- Staff required to support pick up and drop off routines (runners)
- Staff required to fulfil enhanced cleaning and sanitation protocols
- Additional program staff required to meet ratio requirements under the *Child Care and Early Years Act, 2014* (CCEYA) so that groups of children do not mix with other groups (i.e., beginning and end of the day routines)
- Additional staff to transport children so groups of children do not mix with other groups\*
- Supply staff if regular staff is unable to work due to illness
- Supply staff if regular staff is unable to work due to vacation – if funds allow
- Additional staff required to transport children so that the groups of children do not mix with other groups

Owners/operators already on payroll (as of September 1, 2020) are eligible.

\*Note: You can minimize service disruptions for families by assigning staff/children to different groups when required (e.g., combine two groups for a period of time to minimize staffing needs; and/or re-assign staff to other groups when attendance permits).

**c) Child Absenteeism Policy (Updated)**

For January to March 2022: You must have used your funds to support a Child Absenteeism Policy that covered a **minimum of 5 days per month per child (as needed)** to support families whose children do not pass [provincial screening](#) and must self-isolate. Children can use the 5 days as needed and are not required to use all days at once for the same situation within the month.

**For April 1, 2022 to December 31, 2022:** you can determine whether you will offer a child absenteeism policy if children do not pass provincial self-screening. You must have shared your communication with families no later than **April 11, 2022.**

<b>To support your child absenteeism policy for April 1 to December 31, 2022, you must:</b>	
<b>Decide</b>	<ul style="list-style-type: none"> <li>• Update your policy to include the number of days per month you will support. You must also notify families if you choose to not offer a policy.</li> <li>• If you will carry over unused days for the following month/s for the child.</li> <li>• Apply your policy retroactively to April 1, 2022, for any eligible child absences.</li> <li>• If you periodically update your policy on the number of days covered in your policy, you must inform your families before the policy takes effect. We recommend you notify your families at least one week before.</li> </ul>
<b>Document Decisions</b>	Develop a Child Absenteeism Policy that documents the qualifying situation if a child does not pass provincial self-screening and is required to self-isolate (except for international travel, which is not eligible). You may use the Region's Family Notice Template to develop your policy.
<b>Notify Families by April 11, 2022</b>	Through your regular communication process, communicate the following to your families: <ul style="list-style-type: none"> <li>• Your policy for April 1 to December 31, 2022, (you may use the Region's Family Notice template and customize to include additional days related to the child's absence).</li> </ul>
<b>Credit/refund families</b>	While funding is provided to your agency based on the Region's <b>approved municipal rates</b> , you must credit/reimburse families for actual fees paid: <ul style="list-style-type: none"> <li>• The full cost of care paid by full-fee families.</li> <li>• The portion of the fee paid by families receiving fee subsidy.</li> </ul>
<b>MANDATORY</b>	

- Licensed full-day kindergarten programs with no municipal rate, the Region will reimburse the preschool municipal rate, or the actual fee paid, whichever is lower.
- Fees for unlicensed programs are not eligible.

**You must automatically credit/refund families for eligible absent days:**

<b>Absences incurred in:</b>	<b>Deadline to Refund/credit families:</b>
<b>January 2022</b>	By March 1, 2022
<b>February 1 to March 31, 2022</b>	Within 45 days of the eligible absence
<b>April 1 to December 31, 2022</b>	Within 45 days of the eligible absence if you decide to offer a child absenteeism policy

Families who withdraw from the program must be refunded. Families must not have to apply to access their credit/refund entitlements.

You must track ALL child absences related to COVID-19 including closures and self-isolations directed by PPH in January 2022 (if applicable) in your 2022 COVID-19 Reporting and Reconciliation Template.

**d) Room/Centre Closures Directed by PPH**

If you were directed by PPH to close (on or after January 1, 2022), you may use funds to reimburse yourself the Region's approved municipal rate for the days you closed, if you:

- refund/credit families based on their actual rates paid by March 1, 2022 for absences incurred from January 1 to 31, 2022, and do not count the missed days towards the minimum 5 days for January included in your child absenteeism policy; and
- pay impacted staff for days they are unable to work due to room/centre closure

Under new health and safety guidance, Public health units no longer direct classroom/grouping closures due to a positive COVID 19 case. This direction only applies to room/centre closures directed by PPH on or after January 1, 2022 and will continue to apply if the health and safety guidance changes to require PPH to close rooms/centres.

**e) Fixed Operating Expenses (Updated)**

You may use your funds to offset a maximum of 75% of the following expenses (net of other government supports you are eligible for):

- Costs for catering/food
- Health and dental benefits
- Insurance
- Lease/rental costs (portion not supported through other initiatives/discounts)
- Maintenance expenses (contracts for rug/mat cleaning, water monitoring, security/alarm)
- Program supplies for children's use consumables (e.g., art and play materials such as paint, paper, crayons, markers, etc.) and non-consumable materials not covered through Special Purpose Funding (e.g., Montessori play materials)
- Supply/agency costs
- Telephone/internet
- Transportation expenses (bus transportation contracts)
- Utilities

**Eligible for January to May 31, 2022 only:**

- Mortgage payments (portion not supported through other government supports)
- Property tax

**f) Before and After School Provider (BASP) Mandatory Closure Supports**

Providers impacted by the BASP closure may use their funds to support eligible fixed operating expenses as per this Guideline. To do so, you must have issued a refund or credit to impacted families within **45 days** of the closure. Charging families for services not available will impact your eligibility to receive funding supports for the closure period. This direction will continue to apply if there are future closures directed by the Province. You should have maximized the [Ontario Business Costs Rebate Program](#) to receive tax and energy cost rebates. **Applications for this program closed on March 14, 2022**

**g) OPTIONAL Additional Staff Absenteeism Policy/Wellness Days**

You may use your funds to support additional staff absent days if eligible staff do not pass screening and are unable to work or require staff wellness days. This is optional after your existing staff sick day policy has been used.

If you choose to support staff wellness days, you should consider supporting this benefit on days when there is minimal child attendance. If you choose to only support staff wellness days, you do not need to have a staff absenteeism policy but must communicate your wellness plan to staff. We may request documentation.

**If you implement an Optional Staff Absenteeism Policy for January 1 to December 31, 2022, you must:**

<b>Decide</b>	If you will offer this optional policy to eligible staff. How many additional sick/absent days you will cover using your funding for staff absences.
<b>Document Decisions</b>	Develop or update your existing Staff Absenteeism Policy that documents the qualifying situations and the number of absent days covered per staff.
<b>Notify Staff</b>	Through your regular communication process, communicate your policy. We may request a copy of your policy at any time, including as part of Reconciliation.
<b>Pay staff for days</b>	Eligible absences must be paid to staff as part of your regular payroll process. This should include wage enhancements the staff is eligible to receive (i.e., <a href="#">WEG/GOF</a> ).

**h) Audited Financial Statements and Bookkeeping/Accounting**

You may use your funds to support costs for audited financial statements/financial statements and bookkeeping and accounting expenses incurred from January 1, 2022 to December 31, 2022. If expenses are **over \$15,000**, you must submit detailed invoices listing the services rendered as part of the Region's Reconciliation.

**i) Staff Recruitment Costs (NEW Expense Category!)**

You may use your funds, retroactive to January 1, 2022 to December 31, 2022 to:

- Offset the Supervisor's regular wages and mandatory benefits to conduct recruitment activities including creating job postings, interviews, contacting candidates, performing reference checks, providing letters of offer for vacant positions and liaise with colleges for student placements. For agencies with one site, owner/operators responsible for the hiring process who are on payroll of January 1, 2022, are eligible.
- Offset the portion of internal Human Resources (HR) staff's regular wages spent on recruitment and hiring activities for licensed child care positions. You cannot claim HR staff's time spent on recruitment and hiring activities in both administration/central administration and the Recruitment Costs expense category. HR staff's ages for other activities such as planning, benefits and compensation, performance management, training and development, etc., may be covered through your administration/central administration funding or parent revenues.
- Offset staff wages and mandatory benefits to prepare for and attend job fairs for recruitment purposes.
- Costs for job posting ads with an external company or post-secondary institution. Documentation may be requested.
- Costs for professional and consulting fees for a third-party recruiter/recruitment company. You cannot claim these costs in both the Administration and the Recruitment Costs expense categories.
- Registration fees, if applicable, to attend job fairs.

**Note:** Do not use this category for expenses to conduct marketing to attract potential hires (Refer to the 2022 Special Purpose Transformation category).

**j) Eligible expenses as per the 2022 Special Purpose Funding Guideline (NEW)**

You may use your 2022 COVID-19 Funding allocation to support eligible expenses as per the 2022 Special Purpose Funding Guideline, retroactive to January 1, 2022 to December 31, 2022. Please refer to the Special Purpose Funding Guideline to understand the eligible expenses.

You will be ineligible for 2022 Special Purpose Funding if you have been informed of your

**Expense Category!**

ineligibility due to non-compliance with the [Deadlines Compliance Policy](#) and [Hold Policy](#). If ineligible, you will receive a contract amendment to reduce your 2022 COVID-19 allocation. Any special purpose related expenses you incur will not be eligible for reimbursement.

**REPORTING & RECONCILIATION REQUIREMENTS**

We will share with you the Planning/Reconciliation Tool for eligible 2022 COVID-19 Funding expenses and 2022 Special Purpose expenses in late May 2022. You must submit your template, as well as any supporting invoices for any Costs for Audited Financial Statements and Bookkeeping/Accounting **expenses over \$15,000** through GovGrants by **January 31, 2023, unless otherwise directed earlier by the Region**. All eligible expenditures under the 2022 COVID-19 Funding Guideline and 2022 Special Purpose Funding Guideline must be used to support licensed child care spaces/operations in Peel only, and should only be claimed once under the various components. If you claim the same eligible expense in more than one expense category or claim an ineligible expense, the Region reserves the right to deem all funding categories becoming ineligible and recover funding in whole and in part. Service Providers are required to retain documentation to demonstrate to the Region that your funds were used to support eligible expenses for a minimum of seven years.

As part of Reconciliation, we will collect:

- a) Actual expenditures for each 2022 COVID-19 expense category.
- b) Other information includes:
  - Number of FTEs supported through Enhanced Staffing Supports
  - Maximum number of absent days covered in your child absenteeism policy for January 1 to December 31, 2022 (as communicated to families)
  - Number of actual children supported through your child absenteeism policy
  - Number of actual child absent days used through your child absenteeism policy for days related to the individual child's absence
  - Number of actual hours supported with additional paid staff absent/wellness days
  - Policies for child absenteeism policy and staff absenteeism/staff wellness day(s) may be requested
  - Identifying your eligibility for any other government funding received

Your child absenteeism policy and staff absenteeism policy as well as your communication to families/staff may be requested. As part of the Region's Reconciliation, you will be required to submit an attestation declaring that you exhausted all other available government funding. .

**AUDIT & RECOVERIES**

Service Providers who do not comply with the eligibility requirements or fail to use Regional funding in accordance with the 2022 COVID-19 Funding Guideline and/or 2022 Special Purpose Funding Guideline may be required to repay all/or part of the funding received.

You may be contacted to complete an audit/review of your funding through the Region's audit selection process. To assess whether funding has been used for its intended purpose and to ensure that funds were used to support licensed child care spaces/operations in Peel, the Region may conduct check-ins and request other supporting documentation at any time, including receipts, invoices, quotes, proof of purchase and any other documentation to assess expenses (regardless of the amount for all expenses using your 2022 COVID-19 Funding allocation). Additional reporting/audit requirements may be implemented on a case-by-case basis.

**CONTACT US**

For any inquiries, please contact your Early Years Specialist or email the Region at: [EarlyYearsSystemDivision@peelregion.ca](mailto:EarlyYearsSystemDivision@peelregion.ca).