2021 LHCC Wage Enhancement & Home Child Care Enhancement (WEG/HCCEG)

Reconciliation Q&A Licensed Home Child Care Agencies

January 14, 2022

Submission and Deadline:

The following is required when submitting the 2021 WEG/HCCEG Reconciliation Report:

- Completed 2021 WEG/HCCEG Reconciliation Report using the Gov Grants Technology system;
- If your agency accessed CEWS in 2021, please ensure you include a note in the comments confirming you received the grant;
- Supporting documentation is not required at the time of submission; however you may be asked to provide additional support as part of our review or in the event of an audit.
- Submit your completed 2021 WEG/HCCEG Reconciliation Report no later than ***January 31, 2022***.

Training Video Links for Sessions held Jan 11, 2022:

Licensed Home Child Care HCCEG Reconciliation Report Training
https://youtu.be/ITH9LYWx1kk

If you require assistance related to technology support, please submit inquires to eyccsgovgrantsadmin@peelregion.ca.

For all other support needs please email us at EarlyYearsSystemDivision@peelregion.ca

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GENERAL QUESTIONS

1. **What happens if I submit my 2021 Reconciliation Report late?**

   Agencies that submit late reconciliation reports will be subject to sanctions under the Deadline Compliance Policy, as applicable.

2. **Should payments to providers be paid/reported if the agency/home was closed?**

   No, if the agency was closed during the year and/homes were not "Active" (serving one or more children including privately placed) they were not eligible for WEG/HCCEG Funding. Payments should not have been issued to home child care providers or visitors for hours not operating.

3. **Do I need to send a cheque with my submission if a recovery amount is identified?**

   No, please do NOT send a cheque, unless it is requested by the Region. The Region will confirm the amount repayable and then recover it from the Region's payments to agencies. The recovery process will begin as early as March 2022 and continue throughout the year until all funding is recovered.

4. **How does the Canada Emergency Wage Subsidy (CEWS) interact with WEG/HCCEG?**

   LHCC Agencies were required to maximize federal supports (e.g. CEWS) to support staff wages and benefits. Agencies that are not eligible for the federal CEWS are required to indicate the reason for ineligibility and upload supporting documentation to GovGrants.

   All salary amounts reported in the 2021 LHCC Reconciliation WEG/HCCEG Report must be **net** of CEWS. This means that any salary and benefit amounts covered by CEWS (or similar program) should **NOT** be reported in the Reconciliation Report.

   In the example below, the staff earns a total of $18.00 per hour which comprises of $16 base wage + $2 WEG

Distribution/Reporting of Funding for Agencies Accessing CEWS: ***E.g. Staff earns $18 per hour excluding WEG ($16.00 base Wage Rate)***	
CEWS funding (support for 75% of $16/hour regular wages)	$12.00 per hour
WEG funded at $2.00 (75% from CEWS) WEG Allocation (25% from Provincial WEG Budgets)	$1.50 per hour $0.50 per hour
Base Wage Rates Funded by Service Provider (25% of $16.00)	$4.00 per hour
TOTAL:	**$18.00 per hour**

5. **My CEWS application did not include coverage for a portion of the employer mandatory deductions/benefits. Can I include employer deductions/benefits associated with the WEG/HCCEG paid to staff in my 2021 Reconciliation Report?**

   You are first encouraged to follow up on your Canada Emergency Wage Subsidy (CEWS) application to determine/confirm if employer mandatory contributions and benefits were included.

   In the event your CEWS application does not cover the employer mandatory contributions/benefits associated with the WEG payments to staff, you may include those costs/payments in the benefit paid section of your report. **Do not include the employee portion of contributions/benefits in your reporting.**

   Please include a note in your submission that your benefits section includes benefit costs for WEG salary paid by the CEWS program that was not covered in your CEWS application. You may be requested to demonstrate costs claimed as part of our review.

WAGE ENHANCEMENT GRANT (WEG)/ HOME CHILD CARE ENHANCEMENT GRANT (HCCEG)

6. **If my agency receives Canada Emergency Wage Subsidy (CEWS), should the CEWS amount be included in sections that request actual salary/benefits amounts spent?**

   No, for the purposes of the WEG please only report what the agency paid out of the approved WEG amount, not anything associated with ***CEWS paid portions*** of wages.

7. **Do I report the base salary and benefits that I pay to staff in this report?**

   No, only funding associated with the WEG salaries (funded at up to $2.00 per hour) and benefits (employer portion associated with the $2.00 per hour) used to pay staff is reported in this submission.

8. **How do I report hours worked for WEG?**

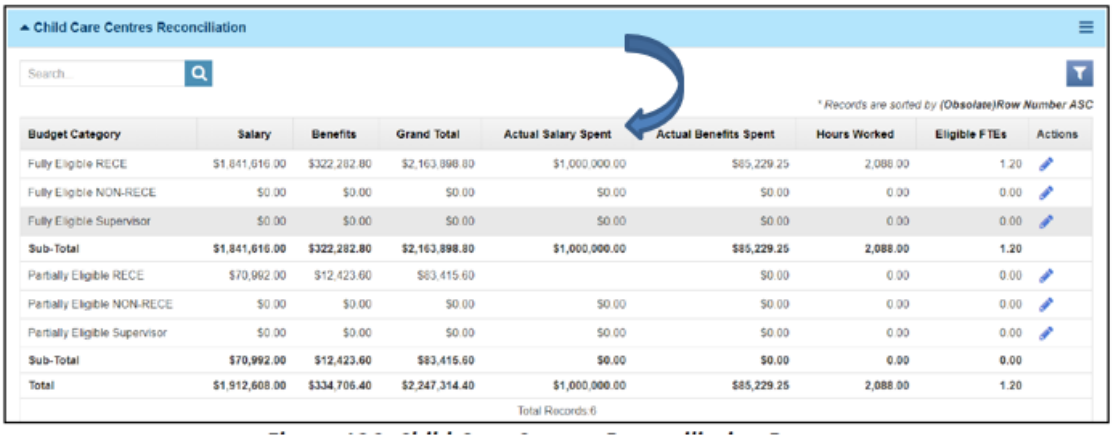
   "Hours Worked" is defined as the total program hours worked/funded (between January 1 to December 31, 2021). For example; Vacation, statutory, sick day and benefit hours are not included in the hours worked field for the purpose of WEG. Please do not include any hours not funded by WEG Salary (up to $2.00 per hour) in this field. Please see **Appendix 1: Descriptions of Data Fields** for more information.

9. **What do I enter in "Actual Salary Spent" fields?**

Please enter the amount spent (including supplemental grant) from Jan 1 to Dec 31, 2021 for program hours worked/funded and distributed to staff at wage rate of up to $2.00 per hour. Do not enter funds spent associated with employer mandatory benefits/deductions in this field.

WEG distributed for benefit hours/time such as Vac, Sick Time and Stat holidays are reported under the benefits spent fields.

For example, if a staff is funded for 2000 hours in 2021 for time in program at wage rate of $2.00 per hour, we will expect to see $4,000 reported as ***WEG Salary Spent,*** and any benefits/employer mandatory contributions associated with the $4,000 reported in the benefits spent field. Please see benefits section of the 2021 WEG Guideline for information related to benefits.



Child Care Centres Reconciliation

Search...

* Records are sorted by (Obsolete)Row Number ASC

Budget Category	Salary	Benefits	Grand Total	Actual Salary Spent	Actual Benefits Spent	Hours Worked	Eligible FTEs	Actions
Fully Eligible RECE	$1,841,616.00	$322,282.80	$2,163,898.80	$1,000,000.00	$85,229.25	2,088.00	1.20	
Fully Eligible NON-RECE	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	0.00	
Fully Eligible Supervisor	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	0.00	
Sub-Total	**$1,841,616.00**	**$322,282.80**	**$2,163,898.80**	**$1,000,000.00**	**$85,229.25**	**2,088.00**	**1.20**	
Partially Eligible RECE	$70,992.00	$12,423.60	$83,415.60		$0.00	0.00	0.00	
Partially Eligible NON-RECE	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	0.00	
Partially Eligible Supervisor	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	0.00	
Sub-Total	**$70,992.00**	**$12,423.60**	**$83,415.60**	**$0.00**	**$0.00**	**0.00**	**0.00**	
Total	**$1,912,608.00**	**$334,706.40**	**$2,247,314.40**	**$1,000,000.00**	**$85,229.25**	**2,088.00**	**1.20**	

Total Records:6

10. **In which column do I report WEG funds used/paid to support vacation days and statutoryholidays?**

Report funds for vacation and statutory holidays under the **Actual Benefit Spent** column. *Benefits reported cannot exceed 17.5% + amount approved for supplemental grant. ***Only the employer portion of WEG benefits associated with the $2.00 per hour paid to staff is reported in this template.***

For example, if you have funded 9 Stat Holidays at rate of $2.00 per hour at 8 hours per day then you would report the $144.00 plus any employer deductions associated with the $144.00 funded in the benefits spent section of the report.

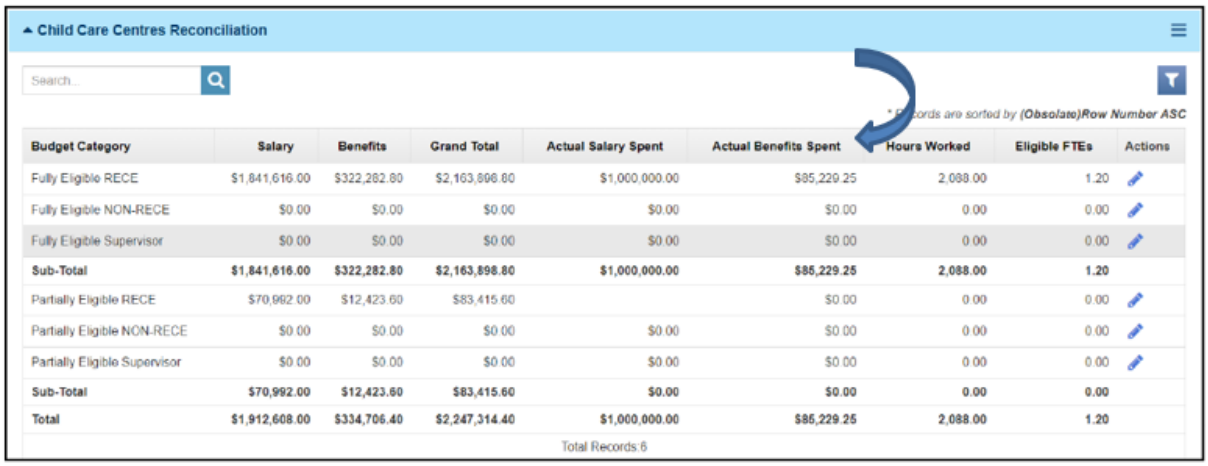
***In some cases, benefits may exceed 17.5% in the event you are reporting benefits associated with the wage enhancement not supported by CEWS.**

11. **Where do I enter the sick time paid related to WEG?**

If you used available WEG budgets to fund sick time up to $2.00 per hour, report the amount of WEG used under the **Actual Benefit Paid**. To use WEG to fund sick time at rate of up to $2.00 per hour, you must also have met the minimum wage requirements and your base salary commitments for time paid.

Example: If a staff is paid 8 hours sick time at $15.00 per hour your agency was eligible to use the benefits budget (once employer mandatory benefits are met) or the supplemental grant to fund the position up to $2.00 per hour in addition to the $15.00. In this example, the staff would be paid $2.00 per hour in addition to the $15.00 per hour x 8 for their sick pay.

On your reconciliation report you will report **only** the $16.00 (8 hours x $2.00 per hour =$16.00) related to the $2.00 per hour WEG that was paid to staff under the benefits column of the 2021 report.



Child Care Centres Reconciliation

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Budget Category	Salary	Benefits	Grand Total	Actual Salary Spent	Actual Benefits Spent	Hours Worked	Eligible FTEs	Actions
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Fully Eligible NON-RECE	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	0.00	
Fully Eligible Supervisor	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	0.00	
Sub-Total	**$1,841,616.00**	**$322,282.80**	**$2,163,898.80**	**$1,000,000.00**	**$85,229.25**	**2,088.00**	**1.20**	
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Partially Eligible Supervisor	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	0.00	
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Total Records:6

12. How are WEG benefit budgets supposed to be applied?

Please refer to the 2021 WEG/HCCEG Guideline which provides instruction about the 17.5% to support benefits. Agencies are responsible to pay mandatory benefits with respect to the $2 per hour wage enhancement. Agencies are required to report the employer-paid benefits associated with the $2 per hour enhancement (e.g. vacation time for staff).

13. How will the WEG benefit cap (17.5%) interact with the Canada Emergency Wage Subsidy (CEWS)?

WEG benefits of up to 17.5% plus the Supplemental Grant can be applied based on the $2 per hour wage enhancement. Portions of WEG/HCCEG covered by CEWS associated with the $2 per hour enhancement should **not** be funded through WEG and reported on your submission.

Please see question #17-3 on the Government of Canada's website: Frequently asked questions - Canada emergency wage subsidy (CEWS) for information about benefits eligible for remuneration under CEWS.

Consider the following example:

- Employee A receives $2 per hour wage enhancement.
- Employer receives CEWS at a subsidy rate of 75%.
- Employer applies CEWS to cover 75% of the $2 per hour wage enhancement of Employee A ($1.50 per hour).
- Employer applies WEG funding to cover the remaining 25% of the $2 per hour wage enhancement ($0.50).

- Employer applies WEG funding to pay for up to 17.5% of the benefits associated with the $0.50 per hour enhancement paid by WEG. The benefits associated with the remaining $1.50 per hour are expected to be covered by CEWS. If these benefits are not covered by CEWS, please enter the total amount of benefits paid for the $2 per hour and provide a written explanation of why these benefits were not covered. You may be requested to demonstrate costs claimed not supported by CEWS.

14. Where and how do I report the Supplemental Grant used?

There is no special line for Supplemental Grant, it should be reported the way it was spent. If the budget for supplemental grant was used to fund time in program supporting the supervision of children/ratios, then you would report funds paid to staff at a rate of up to $2.00 per hour in the **Actual Salary Spent** column. If reporting supplemental grant funds as salary, please include the hours related to the time funded in the hours worked fields.

If the budget for supplemental grant was used to fund benefits associated with the payment of WEG please report funds used in the **Actual Benefits Spent** column.

If the budget for supplemental grant was used for additional hours worked then those hours worked need to be reported.

15. What does "partially eligible" under HCCEG refer to?

This refers to the payment to home child care providers through HCCEG. This does not mean part time; it means that the provider is eligible for the partial payment of $10/day. It is tied to the rate the provider is being funded per day (full rate or partial rate).

16. If an agency has a home child care provider looking after school age children and they receive $10/day, but on holidays/breaks they receive $20/day, how does this get reported?

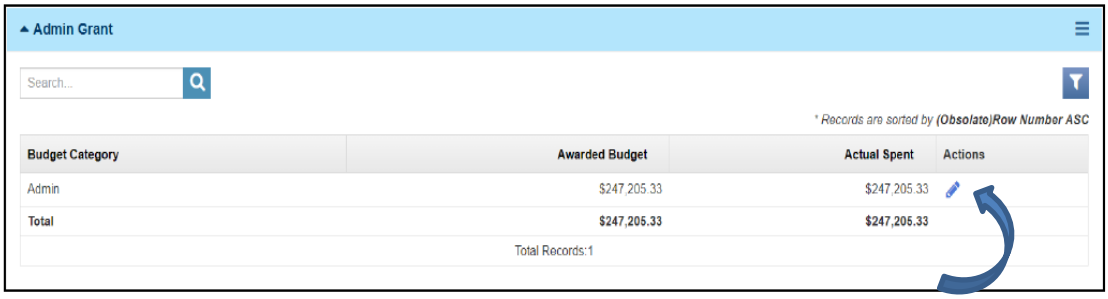
It is possible that a home child care provider has different service levels and then it should be reported depending how children were served. That means, the agency may have to split the reporting based on how it was paid (e.g. # of days at $10, # of days at $20).

17. Are hours worked by providers to offer online learning while a child care home was closed eligible for WEG funding?

No, hours worked by providers related to online learning are not supported by WEG/HCCEG. These funds are intended to support the provision of licensed child care and "online services" do not qualify.

18. Where do I report the administrative funding used for WEG?

The administrative funding needs to be reported at the bottom section of the report.



19. What is meant by the terms "Awarded Amount" and the "Total Entitlement"?

The **Awarded Amount** is the sum of the total WEG approved amount plus the approved **Supplement Grant Total**. The **Total Entitlement** is the sum of the total **Actual Salary Spent** plus total **Actual Benefits Spent**.

The amount reported in actuals cannot exceed the total amount approved in 2021.

APPENDIX 1: DESCRIPTIONS OF DATA FIELDS

#	Data Fields	Description
1	Administration Awarded Amount	Total amount of **Administration Grant** received from the Region of Peel. This amount listed on your contract agreement.
2	Administration Entitlement	Total amount of **Administration Grant** spent on eligible expenses outlined in the guidelines.
3	Hours Worked	The total number of program hours worked/funded from Jan 1 – Dec 31 by position category. Data entered in the **Hours Worked** field will be used to automatically populate the Eligible FTE field (Hours Worked / 1,754.5). Benefit hours funded are not included in this field. As defined by the Province; One FTE = 1,754.5 hours for the entire year (approximate number of working days in the year less 2 weeks' vacation x 7.25 hrs/day). • **Sick Day Hours** are **NOT** included in **Hours Worked**. • **Vacation Days and Statutory Holidays** are **NOT** included in **Hours Worked** as these are paid out as benefits.
4	Actual Salary Spent	Total WEG salary paid to eligible positions including Supplemental Grant for fully and partially eligible RECE, Non-RECE and Supervisors and Home Visitors. • Sick Days, Vacation Days and Statutory Holidays paid are **NOT** included in **Actual Salary Paid** as these are paid out as benefits. • Only payments to staff funded by WEG (up to $2.00 per hour) are included in these fields. Base salary and payments funded by the agency's own resources are not reported on this submission.
5	Actual Benefit Spent	Total WEG benefit component paid including Supplemental Grant for fully and partially eligible RECE, Non-RECE and Supervisors & Home Visitor. • If staff are paid base wages for Sick Days and funded WEG for those paid hours, then report the amount of WEG used to fund sick time under **Actual Benefit Spent**. • Include vacation and statutory holidays funded at up to $2.00 per hour in the **Actual Benefit Spent** portion of the report.

#	Data Fields	Description
7	Number of Eligible Providers	Total number of fully and partially eligible providers who received HCCEG **Fully Eligible** providers must: • Hold an active contract with a licensed home child care agency; • Provide services to one child or more (excluding the provider's own children but including privately placed children); • Provide full time services on average (6 hours or more aday); and • Receive base daily fees excluding previous years HCCEG under communicated daily fee caps. **Partially Eligible** providers must: • Hold a contract with a licensed home child care agency; • Provide services to one child or more (excluding providersown children); • Provide part time services on average (less than 6 hours aday); and Receive base daily fees excluding previous years HCCEGunder communicated daily fee caps.
8	HCCP Entitlement	Total HCCEG paid including Supplemental Grant for fully and partially eligible Providers.