



## 2018 HOME CHILD CARE ENHANCEMENT GRANT GUIDELINES and CRITERIA

### A. BACKGROUND

The Home Child Care Enhancement Grant (HCCEG) is provided to help support licensed home child care agencies and strengthen the licensed home child care system by supporting access to stable, high quality child care programs for children and will benefit low-income child care program staff. The HCCEG is intended to help close the wage gap between RECEs working in the full-day kindergarten (FDK) programs and the RECEs and other program staff working in licensed child care settings.

In 2018, the Home Child Care Enhancement Grant (HCCEG) will continue to support an increase of up to \$20 per day for home child care providers contracted with a licensed home child care agency. In addition, a supplemental grant of \$50 for each eligible home child care provider will be provided to allow licensees some flexibility to provide and implement home child care enhancement in a way that aligns with their regular operations.

As in 2017, HCCEG will be based on the previous year's eligibility data as identified in the application process.

**NEW** - Beginning in 2018, licensed home child care agencies created or expanded in 2018 are eligible to apply for home child care enhancement in the year the program begins operations.

#### *Key Note:*

*Eligibility and distribution are separate processes. The Home Child Care Enhancement Grant (HCCEG) is calculated based on the days/hours worked in 2017 but paid out to the home child care provider based on the actual days/hours worked in the program in 2018.*

### A. ELIGIBILITY CRITERIA

#### Agencies/Centres

All licensed home child care agencies that opened before January 1, 2018 are eligible to apply using the Home Child Care Enhancement (HCCEG) Application Template.

**NEW** -Any licensed home child care agencies that opened after January 1, 2018 will be eligible to apply using the HCCEG Expansion Application Template.

## Home Child Care Providers

The provider must have held a contract with a licensed home child care agency between January 1, 2017 and December 31, 2017 and continue to exist in 2018; For providers that join a licensed home child care agency in 2018, the licensee may apply by completing the HCCEG Expansion Application; and

Have children enrolled in their program (including private children); and

Must have received less than \$270.70 per day in fees (including fees collected from private families)

### NOTES:

A provider who is contracted to provide licensed home child care services with more than one home child care agency **may only be funded their eligible amount from one agency**. Home child care agencies must determine which agency will apply for and distribute funding to shared providers.

Administration staff and home child care supervisors or directors are ineligible unless the position requires staff to spend 25% of the time in a home visitor position which is approved on the license. In this case, the position would be eligible for a portion of the Wage Enhancement.

*Home Visitors are eligible but are included under the Wage Enhancement Grant application .*

Once the eligibility of the home child care provider is established, the operator needs to determine the grant amount per category, as follows:

| Eligible Amount                  | Determination of Wage Enhancement Amount per Category  |
|----------------------------------|--|
| Full HCCEG of \$20.00 per day    | The home child care provider received less than \$250.70 per day (excluding 2017 HCCEG); i.e., \$20 below the cap of \$270.70<br>The home child care provider provided services to one child or more (excluding own children)<br>The home child care provider provided full time services (on average 6 hours or more a day)   |
| Partial HCCEG of \$10.00 per day | The home child care provider received less than \$152.42 per day (excluding 2017 HCCEG); i.e., \$10 below the cap of \$162.42<br>The home child care provider provided services to one child or more (excluding own children)<br>The home child care provider provided part-time services (on average less than 6 hours a day) |
| Supplemental Grant               | An amount of \$50.00 per eligible home child care provider provides flexibility to agencies to cover additional days or new providers.   |

## **B. APPLICATION PROCESS**

To access the Home Child Care Enhancement Application and the Home Child Care Enhancement Expansion Application licensees must make application to Prince Edward Lennox and Addington Social

Services using the forms provided. The application form is available electronically on the website, for ease of completion and to support accuracy as the form automatically calculates the average base daily fee and qualifying rate for the funding.

Any licensee that has not made application for the home child care enhancement funding by the deadline will not be allocated funding in 2018. Licensees who miss the application deadline may apply for home child care enhancement funding for 2019.

Applications are to be submitted in the following formats and by the following dates:

| <b>Applications</b>  | <b>Date Due</b>                   |
|--|-----------------------------------|
| <b>HCCEG Application</b> – submitted electronically to pkent@lennox-addington.on.ca  | <b>March 16, 2018</b>             |
| <b>HCCEG Application</b> – hard copy with signature, mailed to<br>Prince Edward Lennox and Addington Social Services<br>95 Advance Avenue, Napanee, ON K7R 3Y5           | <b>March 31, 2018</b>             |
| <b>HCCEG Expansion Application</b> – submitted electronically to pkent@lennox-addington.on.ca  | <b>Anytime up to July 3, 2018</b> |
| <b>HCCEG Expansion Application</b> – hard copy with signature, mailed to<br>Prince Edward Lennox and Addington Social Services<br>95 Advance Avenue, Napanee, ON K7R 3Y5 | <b>July 17, 2018</b>              |

Home Child Care enhancement entitlement will be recalculated on an annual basis. If a licensee applied in 2017, they must apply again in 2018 for all home child care providers that would be eligible for home child care enhancement funding.

***All home child care providers that had a contract with a licensed home child care agency and provided care in 2017 and continues to exist in 2018 would be included on the HCCEG Application.***

| <b>Completing the HCCEG Application</b>                                       | <b>How to Complete</b>  |
|---|---|
| Provider Name   | Enter name of provider  |
| Provider Address  | Enter the address of the provider   |
| Provider works with more than one agency                                      | If the provider works with more than one agency then enter the name of the other agency the provider works for; otherwise enter No. *See Notes below  |
| Serving one child or more   | Confirm (Yes/No) that services are provided to one child or more (excluding providers own children but including private children.  |
| Full Time (6 hrs or more a day) or Part Time Services (less than 6 hrs a day) | To determine eligibility:<br>If 6 hours or more a day of services are provided on average, then select Full Time.<br>If less than 6 hours a day of services on average are provided, then select Part Time. |
| # of days worked in 2017  | Provide the number of days worked for the year January 1 – December 31, 2017  |
| Total fees received in 2017   | Provide the fees the provider received for the year (Jan 1-Dec 31, 2018), excluding prior year wage enhancement amounts but <b>including</b> private fees collected.  |

#### NOTES:

- If a home child care provider existed in 2017 but no longer exists in 2018, the licensee should not apply for the position in 2018, as they are not entitled to receive the HCCEG for that provider.
- A provider who is contracted to provide licensed home child care services with more than one home child care agency, may only be funded their eligible amount through one agency. Agencies who share providers must negotiate who will apply for the funds on behalf of the provider.

***Any licensed home child care agencies created in 2018, or agencies that expanded in 2018 should apply using the HCCEG Expansion Application.***

| Completing the HCCEG Expansion Application                                    | How to Complete   |
|---|---|
| Provider Name   | Enter name of provider  |
| Provider Address  | Enter the address of the provider   |
| Date Provider joined the Agency   | Please enter the date the provider joined the agency in 2018 and started to provide care for at least one child (not including caregivers own)  |
| Provider works with more than one agency                                      | If the provider works with more than one agency then enter the name of the other agency the provider works for, otherwise enter No. *See Notes above  |
| Serving one child or more   | Confirm (Yes/No) that services are provided to one child or more (excluding providers own children but including private children.  |
| Full Time (6 hrs or more a day) or Part Time Services (less than 6 hrs a day) | To determine eligibility:<br>If 6 hours or more a day of services are provided on average, then select Full Time.<br>If less than 6 hours a day of services on average are provided, then select Part Time. |
| # of days estimated to work in 2018   | Provide the estimated number of days the provider will work from the date they joined the agency until December 31, 2018, based on current enrolment.   |
| Total fees estimated to receive in 2018                                       | Provide the fees the provider is estimated to receive in 2018 based on current enrolment. Include private fees to be collected.   |

### C. GRANT DISTRIBUTION

Licensees need to have a system or method to determine their distribution plan for the approved funding. The plan must cover the distribution for each component of the grant:

- Payments to providers
- Supplemental grant

The requirements of licensed home child care licensees for the distribution of the HCCEG are presented in the table below:

| Categories                   | Requirements  |
|------------------------------|---|
| <b>Payments to providers</b> | <ul style="list-style-type: none"> <li>Providers who receive a full HCCEG may not be paid more than \$270.70 per day. The daily increase can not exceed \$20.00 for full time providers.</li> <li>Providers who receive a partial HCCEG may not be paid more than \$162.42 per day. The daily increase can not exceed \$10.00 for part time providers.</li> <li>Providers are eligible to receive the grant for days where they have one or more children in their care excluding their own children</li> <li>If a home provider stops serving children at any time, the home child care agency must terminate the transfer of HCCEG funds to the provider. Funding can be reinstated by the home child care agency once the home provider resumes serving children</li> <li>A provider who is contracted to provide licensed home child care services with more than one home child care agency, may only be funded their eligible amount through one agency. Agencies who share providers must negotiate who will apply for the funds on behalf of the provider.</li> </ul> |
| <b>Supplemental Grant</b>    | <ul style="list-style-type: none"> <li>The supplemental grant of \$50 per eligible providers allows the agency the flexibility to cover additional hours and new positions.</li> <li>The agency needs to set priorities on how to use the Supplemental Grant in their distribution plan.</li> </ul>   |
| <b>Flexibility</b>           | <ul style="list-style-type: none"> <li>In 2018 agencies have the flexibility to fund eligible home child care providers not included in the application, in accordance with their distribution plan</li> </ul>  |
| <b>Payment of HCCEG</b>      | <ul style="list-style-type: none"> <li>The agency must clearly indicate on provider payments, the portion of HCCEG funding that is being provided, or through a separate letter, with a label of "Provincial Home Child Care Enhancement"</li> <li>The agency must include a HCCEG payment on each payment to providers rather than as a lump sum</li> <li>The agency must fully pay out the final 2018 HCCEG payment to each eligible in the payroll that covers December 31, 2018</li> </ul>  |

**NOTE:**

*If at any time during 2018, the home child care provider exceed the cap, excluding wage enhancement, they will not longer be eligible to receive the increase.*

**There is no distribution flexibility between Home Child Care Enhancement Grant (HCCEG) and WEG. The HCCEG allocation is not transferrable to child care centres within the same agency and vice versa.**

## **D. REPORTING AND ACCOUNTABILITY REQUIREMENTS**

To ensure accountability and the appropriate use of these provincial monies,

- Licensees will be required to sign a Service Agreement with Prince Edward Lennox and Addington Social Services prior to any eligible monies being flowed to Licensees.
- At year-end, Licensees will be required to submit a reconciliation template, provided by Prince Edward Lennox and Addington Social Services, to reconcile the use of monies received.
- At year-end, Licensees will be required complete a statement which attests that 100 per cent of home child care enhancement funding was provided directly to eligible home child care providers.
- Funds not utilized in accordance with the eligible expenditures outlined in the service agreement will be recovered by Prince Edward Lennox and Addington Social Services.
- Licensees must clearly indicate on provider payments the portion of remittance that is being provided through the home child care enhancement initiative, or through a separate letter, by distinctly and separately labelling these monies as “Provincial home child care enhancement grant”.
- Licensees must include a HCCEG payment on each provider payment rather than as a lump sum.
- Licensees must fully pay out the final 2017 HCCEG payment to eligible home child care providers in the payroll that covers December 31, 2018.
- Licensees are required to cooperate with any audit of payroll records undertaken by or for Prince Edward Lennox and Addington Social Services for the purpose of confirming compliance with the funding agreement and guidelines, which may include providing copies of provider payment records.
- Non-compliant Licensees may be deemed ineligible to receive future home child care enhancement funding.
- Funds cannot be spent on any other program expenses.
- Home Child Care Enhancement Grant (HCCEG) funding must be paid to providers in addition to their standard provider rate as of January 1, 2018.