



2015 Provincial Home Child Care Enhancement Application Tip Sheet:

Private Home Child Care Agency:

On May 1st, 2015, the City of Ottawa launched a new online application form for the “Provincial Wage Enhancement/HCCEG”. Please read the instructions on the application carefully. The following tips will help you complete the application on-line.

Print off a copy of the application instructions, found on the first tab of the excel spreadsheet. This will help you follow the steps in the application process

Step 1: Determine Eligibility

BEFORE YOU BEGIN, HAVE READY –

1. Home child care agency license number.
2. 2014 agency daily rates paid to providers.
3. A list of eligible child care providers, identify if they worked for more than one home child care agency and the date they started with your agency.
4. For each provider, calculate the number of days worked between January, 1st and October, 31st 2014. Do not include statutory holidays, unless the provider worked on that day.
5. Determine how many children were placed in the provider’s home for each rate, through your agency. A description of the number of children and days in care can be added for each rate in the “Description” cell of the application. e.g. 1 @110 days, 1 @ 211 days
6. Calculate payments made by your agency to each provider, per Rate, from January, 1st to October, 31st 2014. This should include all payments made to the provider including, G rates and wage subsidy.

Once you have all this information, you are ready to complete the application for Provincial Wage Enhancement. The application must be submitted to the City of Ottawa no later than June 30th 2015.

Step 2: Complete Application

1. Enter data in all the green cells. Enter the first and last name of the provider. This is needed to track providers that have contracts with more than one agency.

Step 3: Review of Application Form

1. Once all data is entered into the green cells, a summary will be generated with the agency's eligible providers and the total funding the agency may be eligible to receive, pending approval. Review the summary

Step 4: Certification

1. Complete the certification section, stating the information input into the application is accurate.

Step 5: Page Layout and Printing

1. Filter the application to only show the rows that contain information.
2. Print a completed copy of the application, for your records.

Step 6: Submission

1. Send the completed application, in excel format, to the City of Ottawa Child Care Unit by email at Childcarefunding@ottawa.ca or by fax at 613-580-9643, no later than June 30th 2015.

If you have questions regarding the Home Child Care Enhancement application form please email Childcarefunding@Ottawa.ca or call 613-580-2424 ext., 24100.