



2015 Provincial Wage Enhancement Application Tip Sheet:

Child Care Centre & Home Visitors:

On May 1st, 2015, the City of Ottawa launched a new online application form for the “Provincial Wage Enhancement Funding”. **Detailed instructions can be found on the first tab on the application form.** Please read the instructions carefully. The following tips will help you complete the application.

Print off a copy of the application instructions. This will help you follow the steps in the application process.

Step 1: Determine Eligibility

BEFORE YOU BEGIN, HAVE READY

1. License number
2. Standard work week
3. Operating capacity
4. Licensed capacity
5. Mandatory benefits breakdown
6. A list of all staff (positions) counted towards ratios that have an hourly wage rate less than \$26.26, as of October, 31st, 2014. Wages including wage subsidies.
7. Calculate the number of hours worked from January, 1st to October, 31st 2014, for each staff member on your list. (minus, vacation, statutory holidays, closure days and sick time taken). See step #5 for calculation.
8. For supply teachers and part-time employees, calculate the actual number of hours worked. (refer to T4)
9. The number of weeks the program operates per year.

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

Make sure all of the data is entered into green cells. When the application populates the data for you do not delete it. (these are the automatic calculations)

Step 2: Agency Information

1. Enter agency information including the license number.
2. Auspice type is either not-for-profit or for-profit
3. Enter the contact information with the person who is able to answer questions related to information entered into the application form.

Step 3: Agency Operating Information

1. Enter agency operating information.
2. If your first answer is NO, enter the first full month of operation
3. Enter standard work week for full time employees. For example, a 35 hour work week or a 40 hour work week.
4. Enter operating capacity
5. Enter licensed capacity

Step 4: Mandatory Benefits

1. Enter the mandatory benefits provided to the employees.
2. Some operators may not contribute to Workers Safety and Insurance Board (WSIB) or Employer Health Tax (EHT) – see chart in the instructions provided with the application.

****Note, the vacation pay and public holiday pay (STATS) are added back into the calculation for payment through “Annualized Mandatory Benefit Component” – this is why you have to deduct these days from the total “number of hours worked”.**

Step 5: Employment Information

1. Enter position description – provide enough information to differentiate between positions. Example, Toddler teacher 1.
2. Using the drop-down list choose the category that represents the largest portion of the time spent in the program.
3. Enter the hourly wage this position was paid. If this is a salary position, take the annual salary and divide it by the standard hours of work per week.
4. Need to refer to the charts provided in the instructions.

****Note: do not include overtime hours**

For example:

- number of days worked (Jan., to Oct.,)
- minus actual sick days,
- minus vacation days,(according to cumulative number of days chart)
- minus stats (according to cumulative number of days chart)
- multiply by, number of hours worked per day
- = total number of hours worked.

Enter this number into spreadsheet: “number of Hours Worked Jan., 1st to Oct., 31st 2014”

5. The chart listing the months from January to October shows the maximum number of hours that should be reported on the application form based on three possible hours of work, per week. This list is a cumulative list of possible hours. For example, January at 7 hours per day, shows the total number of hours worked from January to October at 7 hours per day, = 1,415.80.
6. If your centre has expanded its program between January and October 31st, use the “Room Expansion Hours Worked Calculator” below the spreadsheet.
7. Enter the number of weeks the program operates within a year.
8. Enter the percentage of time the individual works in the eligible position. If an individual works as a cook for 70% of the time and works as a non-RECE for 30% of the time, please report 30%.

Step 6: Review of Application Form

1. Once all data is entered into the green cells, a summary will be generated with the agency’s total funding for each eligible position, the agency may be eligible to receive. Review the summary.

Step 7: Certification

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

Step 8: Page layout and Printing

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

Step 9: Submission

1. Send the 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.

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