



**Homelessness Prevention & Children's Services
Department**

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Service Provider Guidelines

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Purpose of Guide

The Child Care Service Provider Guidelines are designed to provide Service Providers with important information about their relationship with the County of Lambton Homelessness Prevention & Children's Services (HPCS) Department and to provide an overview of the policies and procedures pertaining to Service Providers. The guide is provided in combination with a Purchase of Service Agreement. The Service Provider Guidelines explain the responsibilities and expectations of Service Providers creating a transparent process for communication and for working together. The Purchase of Service Agreement outlines the funding to be provided by the County of Lambton HPCS Department and the services to be provided by the Service Provider. The Purchase of Service Agreement is a legally binding contract between the County of Lambton HPCS Department and the Service Provider. Service Providers may wish to seek legal advice before signing the Purchase of Service Agreement.

HPCS Department

The HPCS Department is a part of the County of Lambton Social Services Division. The County of Lambton HPCS Department provides subsidized child care and special needs services to qualified families.

Child care is an essential support for many parents/legal guardians, helping them to balance the demands of career and family while participating in the workforce or pursuing educational opportunities. Child care plays a key role in helping to promote healthy child development. Child care also helps children become better prepared, ready to learn and achieve greater success when starting school.

The County of Lambton HPCS Department is committed to:

- Making child care services available and affordable for families
- Helping parents/legal guardians in financial need through child care fee subsidy
- Promoting high quality children's services programs
- Helping families make informed choices about child care services

The County of Lambton HPCS Department is driven to ensure that all children, regardless of their diverse strengths, needs and abilities, have access to EarlyON Child & Family Centres, and child care centres in their community.

General Responsibilities of Service Providers

OneList

The County of Lambton requires families to apply online for fee subsidy using the OneHSN (also known as OneList) online application module. Therefore, it is critical that Service Providers are utilizing OneHSN to its full capacity.

The Service Provider shall assist the County of Lambton HPCS Department in promoting Lambton OneHSN by posting a link to the Lambton OneHSN website on the Service Provider's website and including information about Lambton OneHSN on the Service Provider's printed materials, which shall include, but not be limited, to parent handbooks.

Whenever an application or inquiry is made to the Service Provider regarding Child Care Services, the Service Provider shall direct the applicant to the Lambton OneHSN website to complete an on-line application for registration.

Confidential Files

In accordance with the Purchase of Service Agreement, any personal and confidential information provided to the Service Provider by the County of Lambton HPCS Department such as, but not limited to, any information dealing with an incident or serious occurrence; information about a parent/legal guardian or a child; a termination date; or a change in the financial arrangements, must be kept confidential.

A locked filing system is to be used for storage of all records of children referred through the County of Lambton HPCS Department. In accordance with the Child Care and Early Years Act, Service Providers are required to keep all documentation for a two-year period following the child's last day of attendance.

Reporting Requirements for HPCS Department Funding

The County of Lambton HPCS Department receives, reviews, and approves requests for funding for child care programs and child care services. Funding approvals are granted, and funds are disbursed based on reported data requirements. Reports are required to be submitted to The County of Lambton HPCS Department regularly to allocate funding disbursements.

As a general practice, unless otherwise stated, Service Providers are asked to submit required information within 25 business days following a request or receipt of information from the County of Lambton HPCS Department. Each program under a Purchase of Service Agreement has reporting requirements. Submitting information on time ensures there are no delays to quarterly funding.

Where a Service Provider does not submit required documentation, the file may be placed on hold and no further funds will be transferred or paid out to the Service

Provider. Child Care Fee Subsidy payments will continue to flow despite any hold as this ensures that Child Care Fee Subsidy placements would still remain in place and there would be no impact on service to families.

List of Outstanding Documentation that Quarterly Payments May Be Held For:

- Insurance
- Board of Directors
- Parent Survey
- Quality Assessment & Improvement Items
- Signed Budget Service Contract
- Signed Purchase of Service Agreement & Schedules
- Financial Audited Statement

Financial Responsibilities of Service Providers

Funds Used for Intended Purpose

The Service Provider will use the funds provided by the County of Lambton HPCS Department only for the specific purpose intended. If a Service Provider receives, for any reason, an amount in excess of its entitlement, the Service Provider will identify the amount in excess on the Budget Service Contract. The County of Lambton HPCS Department will recover the amount through an accounts payable system. All recoveries (balances owing to the County of Lambton) will be input into the County's Accounts Payable system as a credit. The credit will reduce the next payment from any department in the County of Lambton.

Funding Requests

Opportunities may arise where funding becomes available to current Service Providers within the County of Lambton to make a request to the County of Lambton HPCS Department for funding in the following areas:

- Health & Safety
- Play Based Materials & Equipment
- Repairs & Maintenance
- Program Viability
- Community Plan/Service Pressures
- Other funding initiatives made available by the Ministry of Education

A Request for Funding template is found in Appendix A.

Procurement/Purchasing Process

The County of Lambton HPCS Department is committed to a purchasing process that is objective, fair, open, transparent and maximizes efficient use of allocated funds.

The goal of this policy is:

- To promote the most efficient use of funds.

- To ensure ethical, professional accountability, and transparency when obtaining goods or services.

Goods and Services may include, but is not limited to, information technology (IT), play based materials and equipment, repairs and maintenance, and consultation services.

This is applicable to requests to the HPCS Department that are in addition to annualized General Operating Grant allocations.

Definitions:

Request for Quotation (RFQ) means a document with quotes from 3 competitive potential suppliers that include exactly the goods and services to be provided. Note - the RFQ will be awarded based on the lowest quote.

Request for Tender (RFT) means a process to request suppliers to submit bids to provide goods or services based on stated delivery requirements, performance specification, terms and conditions. The evaluation focuses on the delivery requirements and price.

Please see the chart for Approval Authority Schedule (AAS):

Amount	Procedure	Approval/ Authority
\$0 up to \$1000	Supporting invoice/receipt	Supervisor
\$1001 up to \$10,000	RFQ	Supervisor
\$10, 001 up to \$50,000	RFQ	Manager
\$50, 001 up to \$99,000	RFQ	Manager
\$100, 000 or more	RFT	Manager/ General Manager

(Taxes shall be excluded)

Approval

Approval of requests are at the sole discretion of the HPCS Department. The HPCS Department reserves the right to request additional information in order to assess requests.

Purchases made outside of this policy will not be reimbursed.

Procurement Record Retention

The Child Care Service Provider will ensure for reporting and auditing purposes, all procurement documentation, as well as any other pertinent information is retained in a recoverable form for a period of seven years. The HPCS Department reserves the right to conduct an in-depth audit of all approved items/projects.

Financial Information

Service Providers are required to maintain up-to-date financial information for all funds received from the County of Lambton HPCS Department. Service Providers are urged to ensure that financial statements contain adequate information in the body of the statements and accompanying notes so as to easily identify funding line items received from the County of Lambton HPCS Department. If funding is provided to multiple centres then a statement from the head office can be provided.

Service Providers are required to maintain all financial information in accordance with generally accepted accounting principles (GAAP). Records must contain the content reasonably required by the County of Lambton HPCS Department. The County of Lambton HPCS Department may review all of the Service Provider's financial records or other documents related to the Purchase of Service Agreement.

Service Providers receiving funding from the County of Lambton HPCS Department are required to submit a fully audited financial statement completed by a person with professional accounting designation. Failure to provide such information to the County of Lambton, may result in future payments being held.

According to the Child Care and Early Years Act, Service Providers are required to keep financial records for up to six years from the date of the last entry. This is inclusive of attendance records and sign-in sheets.

Errors and Omissions

Any errors or omissions (adjustments) with respect to all Child Care Fee Subsidy payments and funding to a Service Provider, are required to be reconciled within 90 calendar days of the payment. The County of Lambton HPCS Department will not consider errors or omissions beyond the 90-day time frame. Note: Exceptions to the 90-day timeframe will be assessed on a case-by-case basis subject to supervisor approval.

Budget Requirements

To support accountability, Service Providers are required to report operating expenditures for each detail code. Service Providers are also required to report service data elements.

In accordance with the approved Budget Service Contract, Service Providers are required to report two (2) times per year, service and financial information.

Budget Service Contracts will be distributed as follows:

- **January: Budget Service Contract** - No data reporting required. Serves as notification of the Service Provider's budget allocations for the year. Requires signature from an authorized representative and must be returned to the County of Lambton. Electronic signature accepted.

- **July: Budget Service Contract - Mid Year Update** - reporting of service data elements is required as well as reporting on actual expenditures for first 6 months of the year and estimated expenditures for the next 6 months. Electronic signature accepted.
- **March: Budget Service Contract - Year End Report** - reporting of service data elements is required as well as reporting on actual expenditures for 12 months of the year. Electronic signature accepted.

Any additional funds issued to a Service Provider throughout the year will be added to the Budget Service Contract and Service Providers will report on the utilization of funds and any applicable data elements at the Mid-Year and Year End updates.

The reporting allows Service Providers and County of Lambton HPCS Department to monitor and manage performance in relation to both the financial and service expectations agreed to in the Purchase of Service Agreement and/or Budget Service Contract. Service Providers may request approval from the County of Lambton HPCS Department to carry forward unspent funds to subsequent years prior to year end reporting requirements.

A surplus identified on the Budget Service Contract report may enable the HPCS Department to recover surplus funding and apply to other pressures that may arise within the year.

Budget Service Contracts must be completed and returned within 25 days.

Instructions for completing the Budget Service Contract are found in Appendix B.

Program Review

The County of Lambton HPCS Department may monitor any child care location by scheduling site visits.

Prior to the review, a County of Lambton HPCS Department Staff will audit all required documentation as per the Purchase of Service Agreement that is on file.

During the site visit, the County of Lambton HPCS Department Staff will observe programming and meet with the site Supervisor and/or E.C.E Staff.

Each year, the County of Lambton HPCS Department will select a number of child care programs for an in-depth attendance audit. Child care operators will be required to provide the County of Lambton HPCS Department Staff with a copy of parent sign in sheets. Advance notice will be provided, and preliminary audit outcomes will be provided in writing and reviewed with the site Supervisor prior to determining final outcomes.

The Ages and Stages (ASQ), 3rd edition provisions will also be reviewed. Children's files will be randomly selected to verify that the ASQ is being completed.

Changes in the Service Provider's Business

Change in Ownership

Under the terms of the Purchase of Service Agreement, a contract with a Service Provider may terminate if the owner of the business changes.

The new owner, purchasing the assets and liabilities or the majority of shares from a Service Provider, may request a Purchase of Service Agreement by writing to the County of Lambton HPCS Department Manager. The new owner will be provided with information on how to proceed. The County of Lambton HPCS Department criteria, including financial requirements and program evaluation, must be met in order to obtain a Purchase of Service Agreement.

When a transfer of ownership of a program is pending, the County of Lambton HPCS Department must be informed as early as possible to ensure a smooth transition. No additional child care fee subsidy children will be placed until the Purchase of Service Agreement is approved with the new owner. Where there are child care fee subsidy children enrolled at the time of the transfer or sale, the County of Lambton HPCS Department will work with the new owner and families to support the transition.

Program Relocation

Should a Service Provider's existing program relocate, the County of Lambton HPCS Department Manager must be informed as soon as the decision has been made. The County of Lambton HPCS Department will ensure that Purchase of Service Agreement requirements are met. The Service Provider will need to submit a new licence, a new Certificate of Insurance and will be provided with a list of information to be submitted to the County of Lambton HPCS Department.

Expanding Operations

Service Providers must inform the County of Lambton HPCS Department of their intent to expand current and/or future operations prior to the planned expansion.

Closure of Programs

The County of Lambton HPCS Department must be informed of any closure of sites and programs. Service Providers will need to consult with the County of Lambton HPCS Department for direction on disbursements of County funded assets including equipment. The County of Lambton HPCS Department will work with the Service Provider to ensure a smooth transition for any existing child care fee subsidy clients and on the dispersal of assets.

Generally speaking, equipment that was funded by the County of Lambton HPCS Department is to be donated to another non-profit Service Provider. The County of Lambton HPCS Department will work with the Service Provider to ensure this happens.

Conditional Licence or Removal of Licence

Service Providers are required to report any change in licence immediately to the County of Lambton HPCS Department. Where the County of Lambton HPCS Department is notified by the Ministry that a licence has been removed, any funding from the County of Lambton HPCS Department will cease as will child care fee subsidy placements. The County of Lambton HPCS Department will work with families to remove any existing child care fee subsidy placements.

Contentious issues identified by the Ministry will be reviewed by the County of Lambton HPCS Department and a decision on whether to continue funding and continue the placement of children under child care fee subsidy will be made.

Service Provider licences are monitored by the County of Lambton HPCS Department on at least a yearly basis.

Change in Signing Authority/Supervisory Staff/ Board of Directors

Service Providers will notify the County of Lambton HPCS Department of changes in supervisory staff, any changes in staff with signing authority and any change to their Board of Directors. Such information will be communicated to the County of Lambton HPCS Department in an efficient, timely manner. The County of Lambton HPCS Department will require up-to-date Board of Director information, signing authority and supervisor staff on at least an annual basis.

Reporting of Serious Occurrences

All serious occurrences in a funded resource centre, a special needs program and EarlyON Child & Family Centre may be reported directly to the Ministry of Education. Service Providers are responsible for reporting Serious Occurrences as outlined in the Child Care and Early Years Act and as required by the Ministry.

Child Care Fee Subsidy

Overview of Fee Subsidy

The County of Lambton Homelessness Prevention and Children's Services (HPCS) Department provides child care fee subsidy to any parent/legal guardian in need of financial assistance for child care costs. The County of Lambton HPCS Department supports the inclusion of children with special needs, social needs and recognizes the importance that child care may maximize learning opportunities for children with physical, behavioral, developmental or social challenges.

Parents/legal guardians of all children requiring child care fee subsidy apply to the County of Lambton HPCS Department. The Canada-Wide Early Learning Child Care

(CWELCC) was introduced in 2022 within Ontario including the Fee Subsidy program. Child Care Fee Subsidy will continue to be an option for families who require additional financial assistance.

Criteria for Parents/legal guardians completing an application for child care fee subsidy include residing in the County of Lambton and being involved in, or meet the requirements of one of the following areas:

- Employed full or part- time,
- Self-employed,
- Attending school or a recognized training program on a full-time or part-time regular basis e.g., high school, English as a Second Language (ESL), college/university, training programs,
- Child with special or social needs,
- Support in meeting special needs of parent/legal guardian,
- An activity approved through an Ontario Works participation agreement.

The County of Lambton HPCS Department considers the reason for care and administers a provincially defined income test. Eligibility is based on both the income test and reason for care.

The County of Lambton HPCS Department through formal Purchase of Service Agreements obtains fee subsidy child care services from a variety of licensed non-profit, private, home and center-based Child Care Service Providers. Eligible parents/legal guardians may access child care fee subsidy from any Service Provider operating under an approved Purchase of Service Agreement with the County of Lambton HPCS Department.

Under the County of Lambton's Access and Inclusion Framework 2023, funding has been allocated for additional spaces based on local socio-economic indicators ensuring Lambton's Child Care Service Providers offer affordable, accessible and inclusive child care. The Purchase of Service Agreement does not guarantee a minimum number of fee subsidy child care spaces, and the Service Providers are not required to reserve spaces for child care fee subsidy children. However, Child Care Services Providers are encouraged to offer fee subsidy child care spaces honoring the County of Lambton's Access and Inclusion Framework. Child Care Providers are required to inform the County of Lambton HPCS Department of any imposed limits on accepting fee subsidy child care placements.

Eligible Hours of Child Care Fee Subsidy

The County of Lambton HPCS Department determines the amount of child care fee subsidy that will be approved for any family. The level of child care fee subsidy provided corresponds to the applicant's time spent in one of the approved reasons for care. The County of Lambton HPCS Department will confirm with the Child Care Provider written confirmation of child care fee subsidy including:

- start date of child care fee subsidy,
- amount of the parent/legal guardian contribution,
- child's absent day allowance.

When Child Care Providers accepts a family prior to approval for fee subsidy by the County of Lambton HPCS Department, the applicant will be responsible for paying the full rate for child care until the Service Provider is notified of approval.

The County of Lambton HPCS Department will not pay for any child care placement that has not been approved.

Where a client is ongoing and has not been re-approved, the family will be responsible for paying the full rate. Extenuating circumstances may warrant a case-by-case determination of eligibility at the discretion of the County of Lambton HPCS Department.

Reimbursements to Child Care Service Providers

Fee Subsidy Reimbursements to Child Care Providers is based on the child's enrolment and the approved rates for individual Service Providers as submitted to the County of Lambton HPCS Department.

The Child Care and Early Years Act and provincial guidelines together with the County of Lambton HPCS Department Policies and Procedures and Purchase of Service Agreements form the basis through which the County of Lambton HPCS Department reimburses Service Providers for child care services. The Service Provider submits requests for payment to the County of Lambton HPCS Department for each child contracted for child care fee subsidy.

Service Providers are eligible to invoice the County of Lambton HPCS Department on any day that a client would be charged for the same service, if the Service Provider was open for business, in accordance with the terms of the Purchase of Service Agreement and as defined in the policies/procedures of the County of Lambton HPCS Department.

Once a fee subsidy applicant's eligibility is determined and approved, that applicant may be required to pay a parent/legal guardian contribution. Parents/legal guardians are responsible for paying their portion of the parent/legal guardian fees on any day that the Service Provider was open for business and is eligible to invoice the County of Lambton HPCS Department. Service Providers are responsible for collecting the parent/legal guardian fees. The County of Lambton HPCS Department reimburses the Service Provider for the remaining portion of the rate monthly.

The Service Provider will only accept children that meet their posted licensed requirement. The County of Lambton HPCS Department cannot reimburse Service Providers for any child that does not fall within the ages of their posted license (e.g., accepting an infant when not licensed, accepting a child up to age 12 when not licensed).

Approved Daily Rate

Child Care Service Providers will be paid their most current approved rate. Service Providers are required to notify the County of Lambton HPCS Department with rate changes. The County of Lambton HPCS Department will not reimburse Service Providers for an unapproved rate. The Service Provider will only accept children that meet the requirements of their license.

The County of Lambton HPCS Department cannot reimburse Service Providers for any child that does not fall within the ages of their license (e.g., accepting an infant when not licensed; accepting a child up to age 12 when not licensed).

A Service Provider will invoice the County of Lambton HPCS Department following the approved rates schedules. Aside from the daily-approved rates invoiced to the County of Lambton HPCS Department and the established parent/legal guardian fees, there are no other acceptable charges to or on behalf of child care fee subsidy clients.

Service Providers are not permitted to charge a child care fee subsidy client a compulsory fee, such as, but not limited to, co-op fees, fundraiser fees, suntan lotion fees, space holding fee, or any other type of user/administration fee described under any other name.

Field trips are an allowable expense in which Service Providers are permitted to charge a child care fee subsidy client. If the parent cannot pay for this extra expense, it is expected that the Service Provider provide child care for this time period.

Service providers policies outline additional costs for late pick-ups as a result of extra costs for staff coverage. The parent will be responsible to pay this extra charge when they are picking up after the service provider's normal hours of operation. Parents should be advised of this responsibility by the Child Care Caseworker at time of application and by the Child Care Service Provider at time of registration. The County of Lambton HPCS Department will not pay for any child care that is not listed on the Child Care Purchase of Service Agreement.

Rate Increase Requests

As of March 28, 2022, rates for all CWELCC eligible child care are prohibited/unable to be increased. The County of Lambton HPCS Department may issue an annual increase to child care agencies for infant to preschool ages and CWELCC eligible school age care as outlined within CWELCC directives. This increase will be applied on the monthly CWELCC rate reduction payment.

As of January 1, 2009, the County of Lambton HPCS Department will pay a Service Provider their current market rate as submitted and will allow for one increase per year not exceeding 3% for school aged childcare spaces.

Where a Service Provider intends to raise market rates beyond the allowable 3%, the Service Provider will provide the County of Lambton with one month written notification and submit a Pro Forma report explaining the increase. In addition to the Pro Forma report, where the increase is significant, a letter will be required to support the change in detail. The fee schedule and/or notice to parents of such increases will also be required. Rates will be rounded to the nearest \$0.10 (e.g., if the rate is \$21.66, it would be rounded to \$21.70). Service Providers are asked to submit the rates rounded to the nearest \$0.10.

Automatic Rate Changes

OCCMS automatically changes a child's age group, care code and daily rate as they reach the next age category. This change is based on the child's date of birth. The Child Care and Early Years Act defines age groups as follows:

- Infant 0 to 18 months of age
- Toddler 18 months to 30 months
- Preschool 31 months to 4 years & 8 months
- JK 3 years & 8 months to 5 years & 8 months
- SK 4 years & 8 months to 6 years & 8 months
- School Age 5 years & 8 months to 12 years of age

Age of eligibility for CWELCC ends the month the child turns 6, or the school year in which the child turns 6, whichever is later.

The maximum age limit for a school aged child to remain in the child care fee subsidy program is 12 years of age. The child may remain with the Service Provider until their 13th birthday. The posted license will confirm that the center is licensed for children up to 12 years of age. Children with Special Needs may be reviewed for an exception to the age limit of 12.

If a child has been automatically changed to the next age group by the billing system, but the child has not yet moved rooms (due to space, development, age), the County of Lambton HPCS Department will reimburse the Service Provider at the next age group as listed in OCCMS.

Service Providers will see an age rate change on the Payment Detail Summary sheet (e.g., an infant rate payment for the number of days the child was enrolled under 18 months of age and a toddler rate payment for the number of days the child was in the toddler age category).

The County of Lambton HPCS Department cannot reimburse Service Providers for any child that does not fall within the ages of the posted license and cannot pay for any care that is not on the Purchase of Service Agreement.

Statutory Holidays and Other Closed Days

The County of Lambton HPCS Department will pay a Service Provider on any day they are open for business, providing child care and a full fee client would be charged. The County of Lambton HPCS Department will not pay a Service Provider on any day that they are closed and therefore not open for business, providing no child care.

Where a Service Provider is open for business and a parent/legal guardian chooses to withdraw their child from service e.g., Christmas Break and March Break, the absence is to be deducted from the child's absent day allowance. The Service Provider will communicate such a deduction to the parent/legal guardian at the time.

Snow day closures will be treated the same way in that, if a Service Provider is unable to open because of weather, the County of Lambton HPCS Department will not reimburse the Service Provider. Any Service Provider who provides care to approved school age children who cannot attend their regular school board program due to a school closure or bus cancellation will be reimbursed their approved, school age rate provided that a full fee client would be charged for the same circumstance.

Absent Days

The County of Lambton HPCS Department provides 36 days for absenteeism from a subsidized child care space. This is an average of 3 days per month in a calendar year and includes any absence reason. The number of absent days is pro-rated based on the start date for child care fee subsidy and based on the number of days per week of approved child care fee subsidy.

Month of Enrolment	Absences Permitted *Full time	Absences Permitted **Part time
January	36 Days	18 Days
February	33 Days	16 Days
March	30 Days	15 Days
April	27 Days	13 Days
May	24 Days	12 Days
June	21 Days	10 Days
July	18 Days	9 Days
August	15 Days	7 Days
September	12 Days	6 Days
October	9 Days	4 Days
November	6 Days	3 Days
December	3 Days	2 Days

Service Providers are cautioned to monitor the absent day entitlement closely.

Students will not be penalized for turn-around days between semesters. The Child Care Case Worker will inform the Service Provider of any such considerations.

When a child is absent for 5 consecutive days without explanation, or is ill for longer than 5 days, or in the event a child does not return from an extended absence, the Service Provider is asked to notify the Child Care Case Worker. The Child Care Case Worker will follow-up with the family to ensure safety, wellness and ongoing eligibility for child care fee subsidy.

A Service Provider is entitled to invoice the County of Lambton HPCS Department for absent days only if they would normally invoice the same absent time period to a non-subsidized family.

E.g., Service Provider allows families 10 days of vacation time (space is held, no charge). The Service Provider can only invoice The County of Lambton once the 10 days have been used.

E.g., Service Provider allows families 1 absent day per month at no charge. The Service Provider will allow subsidized families 1 absent day per month as well and can only invoice the County of Lambton once the 1 day has been used.

A parent/legal guardian is responsible for their fee on any day where a Service Provider is eligible to invoice for the absence. Parents/legal guardians may not use Absent days as notice to withdraw from the child care fee subsidy space.

The County of Lambton HPCS Department will not pay the approved rate when a child's absent day allowance has been exhausted. Clients are informed of this policy at the time of their acceptance for child care fee subsidy and at ongoing reviews. When a child's absent days are within 5 days of those allowed, the Service Provider is asked to remind the client that they will be responsible to pay the full cost of child care for any excess days.

Start Date/Last Date

The County of Lambton HPCS Department pays its portion of the rate to Service Providers on the first physical day of attendance and up to the last physical day the child attends the program.

Service providers and parents/legal guardians will be required to notice end dates outlined in the fee subsidy approval letter. Where child care fee subsidy has been provided and the approval periods have expired and not been re-approved, it will be the responsibility of the parent/legal guardian to pay the full rate. Extenuating circumstances may warrant a case-by-case decision at the discretion of the County of Lambton HPCS Department.

Withdrawal Without Notice

Parent/legal guardians are obligated to provide both the Child Care Service Provider and the County of Lambton HPCS Department with at least ten (10) business days' notice of withdrawal from a program. Where a child is withdrawn from a program without notice, the HPCS Department will reimburse the Service Provider upon request and with approval for the approved daily rate up to a maximum of ten (10) business days following the last day the child was physically present. Where a Service Provider has a waiting list for spaces (from full fee or child care fee subsidy) and can therefore fill the spot, Service Providers are not entitled to invoice for a withdrawal without notice.

The County of Lambton HPCS Department will verify withdrawals against attendance and the file will be closed. The County of Lambton HPCS Department reserves the right to audit attendance sheets. Parents/legal guardians may be responsible for the outstanding amount owed back to the County of Lambton HPCS Department.

Where child care fee subsidy has been provided and approval periods have expired and not been re-approved, it will be the responsibility of the parent/legal guardian to pay the full rate. Extenuating circumstances may warrant a case-by-case decision at the discretion of the County of Lambton HPCS Department.

Outstanding Fees

At the time of withdrawal from a child care program and there is an outstanding balance on the child care account from unpaid parent/legal guardian fees, the County of Lambton HPCS Department will not be involved in enforcement of payment. Parents/legal guardians are encouraged by the Child Care Case Worker to make arrangements with the Service Provider for payment. Service Providers are responsible for enforcing their payment policies with families.

Transfer to a Different Child Care Location

Parents/legal guardians who wish to transfer their child to another child care location will provide their current Service Provider and Child Care Case Worker with a minimum of ten (10) business days written notice. Parents/legal guardians must ensure their account is paid in full. Where there is an exceptional circumstance creating the need for a move, ten (10) business days, may be waived at the discretion of the County of Lambton HPCS Department and the Service Provider would be informed of this decision.

Vacancy and Capacity Reporting

Service Providers are required to report operating capacity and vacancies by age group each month. Vacancy and capacity information is recorded on the attendance schedule. Once the information has been completed, the Record of Attendance may be verified.

Reporting Requirements for Child Care Fee Subsidy

Service Providers will be required to submit the following documents within the first ten (10) business days of the month following the provision of child care fee subsidy services:

- Attendance schedules (Instructions on how to submit attendance schedules via OCCMS are found in Appendix C)
- Invoice for each child contracted for care

The County of Lambton HPCS Department reviews ongoing Purchase of Service Agreements on a regular basis. Upon review, the County of Lambton HPCS Department will ensure the following information is up-to-date and on file:

- License
- Board of directors' personnel
- Current rates and fee schedule and/or notice to parents of fees
- Proper mailing address and contact information including fax, email, phone number
- Supervisor's name
- Hours of operation
- Insurance of \$2 million with County of Lambton listed as insured or where it is a special needs agent, coverage of \$5 million with County of Lambton listed as an insured.

Every Service Provider receiving child care fee subsidy funding is required to submit parent surveys once per year.

Quality Assessment & Improvement tools will be required by the County of Lambton HPCS Department on a minimum basis of once per year or more frequently if the need exists.

Service Providers must report any change in board of directors, supervisory staff or signing authority to the County of Lambton HPCS Department immediately.

Other changes such as, but not limited to, change in ownership, program relocation, expanding operations, issues with a license and/or program closures are also reported immediately to the county of Lambton HPCS Department.

Service Providers may have additional reports and timelines based on the funding outlined in the schedule of agreements authorized by the County of Lambton HPCS Department.

General Operating Grant

General Operating Grant Overview

In their role as child care service system managers, the County of Lambton HPCS Department plans and manages the General Operating Grant (GOG) within the parameter of legislation, regulations, standards and policies established by the province and the municipality.

The GOG will be allocated to licensed non-profit programs, both center-based and home-based.

Where necessary to meet local community needs, the GOG may also be provided to licensed for-profit child care programs. However, priority focus will be placed on non-profit child care providers.

The purpose of the GOG is to support the costs of operating licensed child care programs providing Child Care and Early Years services to eligible fee subsidy and fee-paying families. The GOG should be used to stabilize service levels and improve access to high quality affordable early learning and child care services for children and their families.

Child care providers are required to demonstrate to the County of Lambton HPCS Department that they are able to meet their minimum wage and mandatory benefits requirements without the use of their GOG.

The agency may use the GOG only for ongoing costs such as:

- Staff wages and benefits but only to offset salary costs over and above the operator's regulatory requirements for minimum wage and mandatory benefits.
- Lease and occupancy costs.
- Utilities.
- Administration.
- Transportation for children.
- Resources.
- Nutrition.
- Supplies.
- Repairs and maintenance

Reporting Requirements for General Operating Grant

Operating Capacity

The basis of the calculation of entitlement for the GOG is set on determining a dollar per point value, based on the overall number of points in the operating capacity of the child care system, divided into the funding for GOG.

Operating capacity is defined as the number of spaces the program is staffed for on an ongoing basis. The operating capacity may be less than licensed capacity. However, it cannot exceed the licensed capacity. Please note that this does not represent the occupancy of the child care sites but the capacity for which they are staffed.

In addition to monthly OCCMS vacancy and capacity reporting, the Service Provider will provide the County of Lambton HPCS Department with information related to the licensed capacity and the operating capacity of the child care centre twice per year on the Budget Service Contract - Mid Year Update and the Budget Service Contract - Year End Report. Additional information related to capacity may be requested throughout the year if deemed necessary by the County of Lambton HPCS Department.

FTE Calculations

The Ministry of Education requires the County of Lambton to report the number of FTE staff in child care centers, home child care agencies, and Special Needs Resource (SNR) agencies, including home child care providers who receive general operating funding.

Definition (FTE) Staff Person - The Ministry defines a full-time equivalent position as being the organization's number of hours considered to be full-time for a particular organization position, with a minimum of 35 hours per week 12 months of the year (including vacation time-off). For example, staff who are scheduled to work 35 hours per week will have an FTE of 1.0 (35 hours scheduled / 35 hours minimum = 1). For staff who work more than the minimum 35 hours each week will have a higher FTE. For example, staff who are scheduled to work 42 hours per week will have an FTE of 1.2 (42 hours scheduled / 35 hours minimum = 1.2).

If any category of employees normally works less than 35 hours per week, or less than 12 months per year these positions will be prorated and reflected as a proportion of a full-time equivalent. For example, staff who are scheduled to work 21 hours per week will have an FTE of 0.6 (21 hours scheduled / 35 hours minimum = 0.6).

FTE data will be collected as part of the Budget Service Contract twice yearly.

Budget Service Contract

To support accountability, Service Providers are required to report operating expenditures for each Detail Code. Service Providers are also required to report service data elements.

In accordance with the approved Budget Service Contract, Service Providers are required to report two (2) times per year, service and financial information.

Budget Service Contracts will be distributed as follows:

- **January: Budget Service Contract** - No data reporting required. Serves as notification of the Service Provider's budget allocations for the year. Requires signature from an authorized representative and must be returned to the County of Lambton. Electronic signature accepted.
- **July: Budget Service Contract - Mid Year Update** - reporting of service data elements is required as well as reporting on actual expenditures for first 6 months of the year and estimated expenditures for the next 6 months. Electronic signature accepted.
- **March: Budget Service Contract - Year End Report** - reporting of service data elements is required as well as reporting on actual expenditures for 12 months of the year. Electronic signature accepted.

Instructions for completing the Budget Service Contract can be found in Appendix B of this document.

Audited Financial Statements

In accordance with principles of accountability and responsible system management, the following parameters outline the requirements for Service Providers to provide the County of Lambton HPCS Department Audited Financial Statements:

Where a Service Provider receives funding from the County of Lambton HPCS Department, once per year the Service Provider will submit an Audited Financial Statement, completed and signed by a person with professional accounting designation, to the County of Lambton HPCS Department.

Where a Service Provider is enrolled in the Canada-wide Early Learning and Child Care program, a review engagement report or separate audited statement will be submitted with Audited Financial Statements.

Special Needs Resourcing

Special Needs Resourcing Overview

The objective of Special Needs Resourcing is to provide specialized services enabling children identified as having special needs, through an independent assessment, to grow to their perceived potential. Special Needs Resourcing facilitates participation by children with special needs in a full range of activities available to their peers and in the least restrictive environment possible.

Inclusion, as a value, supports the right of all children, regardless of abilities to participate actively in early learning and child care centres within their communities. The County of Lambton HPCS Department supports the inclusion of children with special needs and social needs.

Further information on Special Needs Resourcing responsibilities can be found in the appendices of the Purchase of Service Agreement.

Reporting Requirements for Special Needs Resourcing

Special Needs Resourcing are required to complete Budget Service Contracts three times per year and will report service data targets two times per year. The following outlines the type of information that will be captured in the year-to-date report:

- Children served.
- Number of FTE staff
- Average monthly number of children served (0-SK) – Special Needs Resourcing
- Average monthly number of school-aged children served – Special Needs Resourcing

Pay Equity

Pay Equity Overview

Since 1991, the Ministry has made Pay Equity funding available to eligible, non-profit Service Providers. This funding is to be used to help Service Providers meet the cost of achieving their pay equity obligations and is based on the Service Provider's pay equity plan and current/outstanding obligations. Pay equity is a yearly amount paid out quarterly.

Reporting Requirements for Pay Equity

Service Providers are accountable to the Pay Equity Commission for funds as agreed upon in the Memorandum of Settlement. The County of Lambton HPCS Department will continue to flow the pay equity amounts, as identified by the Ministry, to Service Providers.

Health and Safety Funding

Health and Safety Funding Overview

Funding may be available to address Health and Safety issues for licensed Child Care Service Providers. Verification from the Ministry of Education and/or a Public Health Inspector is required. Funding requests would follow the Procurement and Purchasing process outlined on page 10 of this document.

Reporting Requirements for Health and Safety Funding

Service Providers will submit Budget Service Contract reports and will be responsible for keeping receipts showing any Health and Safety expenditures. These receipts may be requested by the County of Lambton HPCS Department at any time for auditing purposes.

Wage Enhancement

Overview

Wage enhancement supports an increase of up to \$2 per hour, plus 17.5 percent benefits. In addition, the Home Child Care Enhancement Grant (HCCEG) supports an increase of up to \$20 per day for home child care providers.

Eligibility

All licensed child care centres and home child care agencies are eligible to apply for wage enhancement/HCCEG funding, regardless of auspice, participation in municipal quality initiatives, or current purchase of service status with the County of Lambton HPCS Department.

To be eligible for wage enhancement, staff must:

- Be employed in a licensed child care centre or agency.
- Have an associated base wage excluding year one's wage enhancement of less than the wage cap as indicated in the Wage Enhancement Grant application.
- Be in a position categorized as a child care supervisor, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the Child Care Early Years Act (CCEYA)

To be eligible to receive HCCEG, home child care providers must:

- Hold a contract with a licensed home child care agency.
- Provide services to one child or more (excluding the provider's own children).
- Receive base daily fees excluding year one's HCCEG as indicated in the Wage Enhancement Grant application.

Instructions for completing the Wage Enhancement Grant application is found in Appendix D.

Reconciliation

Any funding not used for the intended purpose will be recovered by the County of Lambton HPCS Department. The County of Lambton HPCS Department reserves the right to conduct an in-depth audit of the grants.

A Wage Enhancement Grant Reconciliation template is found in Appendix E.

CWELCC Overview

This section outlines the parameters of the Canada-Wide Early Learning and Child Care (CWELCC) System, and describes the requirements of the funding, including the obligations of the service provider.

Participation

Purpose

All service providers with programs serving children under the age of 6 (or turning 6 before June 30) in Ontario are eligible to apply to participate in the CWELCC System.

The service provider will be able to choose to (1) participate in the CWELCC System, or (2) not participate and operate outside the CWELCC System. The County of Lambton HPCS Department may deny an application for enrolment in limited circumstances outlined in O.Reg.137/15.

Service providers that wish to participate in the CWELCC System must indicate their intent to do so to the County of Lambton HPCS Department through the Child Care Licensing System and the licensing approval process.

Eligibility

1. Service providers participating in the CWELCC System must have a purchase of service agreement.
2. Service providers participating in the CWELCC System will need to demonstrate financial viability to the County of Lambton HPCS Department.
3. Service providers must maintain existing licensed spaces for children ages 0-5 (e.g., a licensed infant space must remain an infant space). Any revisions or use of alternate capacity must be reported to the County of Lambton HPCS Department.
4. Service providers must complete and submit an application to demonstrate that they meet the stipulated criteria in order to be eligible to participate in the CWELCC System.

Framework and Accountability

Funding

The service provider will use the funds provided by the County of Lambton HPCS Department only for the specific purpose intended, including:

1. Fee reduction
2. Workforce compensation
3. Minimum wage offset
4. Cost Escalation

Funding to support the objectives of the CWELCC System will be provided as grants relating to the specific CWELCC objective. CWELCC funding does not displace existing operating funding currently being provided.

To support fee reductions in child care for eligible children, CWELCC funding will be provided to support the actual cost associated with a mandated reduction in a service provider's base fee. This funding will be provided to support the gap between the

service provider's actual eligible costs and revenues related to base fees and other funding sources received.

Workforce compensation funding will be issued to service providers for all eligible staff in accordance with the parameters set out in the section on Workforce Compensation.

Financial Reporting

All child care service providers in receipt of CWELCC funding must submit detailed financial information through Budget Service Contract reporting process, as well as audited financial statements to the County of Lambton HPCS Department to verify that the funding provided was used for the purpose(s) intended.

The reporting timelines will follow the existing structure as set out in the service provider guidelines. Instructions for completing the Wage Enhancement Grant application is found in Appendix D.

Financial Viability

All child care service providers in receipt of CWELCC funding are required to complete annual financial viability reporting. This reporting will be conducted by a third-party agency as communicated by the County of Lambton HPCS Department. Where there are high or unusual expenditures, the County of Lambton HPCS Department will perform a detailed review to identify any significant variances, which may require follow up, based on the funding that was approved, and to determine reasonability of variances and eligibility of expenditures.

Compliance Audits

The County of Lambton HPCS Department is required to undertake audits on a random sample of service providers in receipt of CWELCC System funding on an annual basis to confirm that funding has been used for its intended purpose. Service Providers will be notified if they are selected for an audit and will be required to provide the requested documentation to the audit team within the communicated time frame.

Undue Profits

For for-profit service providers, on an annual basis, the County of Lambton HPCS Department will have the discretion to determine a reasonable profit level to be achieved from the provision of child care for the eligible children portion of a service provider's business.

The ministry requires the County of Lambton HPCS Department to ensure there is a level of consistency, where both not-for-profit and for-profit service providers enrolled in the CWELCC System are treated in a similar manner.

Fee reduction

Overview

Making child care more affordable for families is a key part of the implementation of the

CWELCC System. Fee reduction funding is focused on reducing parent fees for families with eligible children in licensed child care.

Eligibility

An eligible child means:

- Any child under 6 years old; and
- Up until June 30 in a calendar year, any child who,
 - Turns 6 years old between January 1 and June 30 in the calendar year; and
 - Is enrolled in a licensed infant, toddler, preschool, or kindergarten group, a licensed family age group, or home child care.

Cap on Fees

If a service provider was licensed on or before March 27, 2022, the cap on the base fee and on non-base fees for child care for eligible children is the amount charged on March 27, 2022, and the service provider must not charge a parent a higher base fee or non-base fees after that day unless a specific fee increase had already been communicated to parents/families on or before that day.

Note that the cap on fees does not apply to fees charged to parents for children who are not eligible (i.e., school age children over 6 years), as these children will not be captured under the CWELCC System.

Reduced Fees

If the service provider's base fee, based on the section above, is more than \$11.99 per day, the service provider's new base fee once in the CWELCC System will be the greater of:

- \$12 per day; and,
- The amount of the base fee, less 52.75%.

Note that if the base fee is less than \$12 per day, the fee should be maintained.

If a home child care agency is enrolled in the CWELCC System, home child care service providers must also charge the parent of an eligible child a base fee determined based on the above. The base fee would apply to children who are agency placed and those children that are privately placed in the provider's care.

Service Data Reporting

Service data required for Fee Reduction funding includes the following:

- Number of children served through fee reductions.
- Average monthly number of children served through fee reductions provided by age group (exclude fee subsidy children).

- Number of licensed child care spaces supported with fee reduction by age group and type of setting (i.e., centre, or home-based), including full fee spaces occupied by children receiving subsidies.

Instructions for completing the CWELCC Fee Reduction Reconciliation template is found in Appendix F.

Workforce Compensation

Overview

Workforce compensation funding is focused on supporting Registered Early Childhood Educator (RECE) staff who are low wage earners. The County of Lambton HPCS Department will support recruitment and retention of Ontario's child care workforce through improved compensation for low wage earners by introducing a wage floor, and an annual wage increase for eligible RECEs.

Eligibility

To be eligible to have their wage raised to the wage floor, staff must be employed by a service provider that is participating in the CWELCC System and be in a position categorized as:

- RECE Program Staff
- RECE Child Care Supervisor
- RECE Home Child Care Visitor

In addition, to be eligible for the wage floor, staff must be receiving wage enhancement funding, and their hourly wage including wage enhancement funding must be below the wage floor.

In addition, to be eligible for an annual wage increase of \$1 per hour, staff must be receiving wage enhancement funding, and their hourly wage including wage enhancement funding must be below the wage cap of \$25 per hour on January 1st of each eligible year.

Licensees must include workforce compensation payments in each pay cheque or payment made. Workforce compensation may not be paid at the end of the year as a lump sum payment.

Instructions for completing the CWELCC Workforce Compensation Reconciliation template is found in Appendix G.

Implementation

Applications will be made available for those child care agencies who confirm participation in the CWELCC system. Once the application is submitted and approved the County of Lambton HPCS Department will issue funding to increase eligible staff to

the wage floor retroactive to the date of approved participation in CWELCC. Workforce compensation funding will include up to 17.5 per cent in benefits.

Child care centres must include workforce compensation payments in each pay cheque or payment made. Workforce compensation may not be paid at the end of the year as a lump sum payment, except when making retroactive payments at time of initial application.

Workforce compensation funding for programs only serving children aged 6-12 who are not eligible to apply for CWELCC may apply for funding and will be subject to all of the same financial and data reporting requirements as a CWELCC participant.

Service Data Reporting

Child care centers will be required to report total number of staff and actual total salary and benefits expenditures paid out to RECE program staff, RECE Supervisors, and RECE home child care visitors. Each category is to be reported separately.

Child care centers will be required to report the number of sites and home child care agencies supported.

Minimum Wage Offset

Eligibility

To be eligible for the minimum wage offset, service providers must be participating in the CWELCC System and employ staff in a position categorized as:

- Non-RECE Program Staff
- Non-RECE Child Care Supervisor
- Non-RECE Home Child Care Visitor

In addition, to be eligible for a minimum wage offset, service providers must employ staff that were earning less than \$15.00 per hour (not including wage enhancement) on March 31, 2021, or were hired after March 31, 2021, and before January 1, 2022, and had wages below \$15.00 per hour (not including wage enhancement). Staff hired after December 31, 2021, are not eligible for the minimum wage offset.

Service Data Reporting

Child care centers will be required to report total number of staff and actual total salary and benefits expenditures paid out to RECE program staff, RECE Supervisors, and RECE home child care visitors. Each category is to be reported separately.

Child care centers will be required to report the number of sites and home child care agencies supported.

Cost Escalation

Purpose

Funding to support cost increases that operators may face that are beyond the licensee's control that may impact their capacity to participate in CWELCC.

Implementation

Cost escalation funding may support an increase in funding based on child care capacity, daily base fees, number of operational days, and General Operating Grant to support children 0-5 years only.

Eligibility

Licensees can only use the cost escalation funding to address operating cost increases beyond the control or discretion of the licensee, such as salaries and wages, benefits, operations and accommodations.

Service Data Reporting

Child care centers must report on total expenditure used to support cost escalation based on total licenced spaces.

Summary

The intent of the Child Care Service Provider Guidelines is to offer Service Providers insight and an explanation of the policies and procedures followed by the County of Lambton HPCS Department. The information contained in these guidelines allows for improved communication and transparency of business process.

Questions

Questions regarding this guide, Purchase of Service Agreements, Service Provider responsibilities or other information should be directed to:

Specific Fee Subsidy Inquiries:

Assistant Supervisor, Child Care
County of Lambton HPCS Department
162 Lochiel Street, Sarnia, ON N7T 7W5
Tel: 519-344-2062 ext. 2335; Toll free 1-800-387-2882

All General Inquiries:

Child Care Administration
County of Lambton HPCS Department
162 Lochiel Street, Sarnia, ON N7T 7W5
Tel: 519-344-2062 ext. 2201
Fax: 519-344-2025

Appendix A
Request for Funding Template

County of Lambton

Request for Funding

Agency Name:	Name of Contact Person:
	Phone Number:
Site Name:	Email Address:

Provide a brief description and purpose of the planned funding:

For Office Use Only Indicate funding type (eg, R&M, PBME, Other, etc.)	ITEM DESCRIPTION (Provide a document with quotes, where applicable, as per the Child Care Service Provider Guidelines)	COST (Include HST, if applicable)
TOTAL		\$ -

Certificate
As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge.

Name of Signing Authority: _____

Title: _____

Date: _____

For Office Use Only

Approved By: _____

Date: _____

Appendix B

Instructions for completing the Budget Service Contract

Budget Service Contract (blue tab)



Homelessness Prevention & Children's Services Department

Lambton Shared Services Centre
 162 Lochiel Street, Suite 100
 Sarnia, ON N7T 7W5
 Telephone: 519-344-2057
 Toll-free: 1-800-387-2882
 Fax: 519-344-2025
 www.lambtononline.ca

Budget Service Contract
 2023
 Schedule C-1

Organization Name:	ABC Child Care	Jsmith@ABC.ca
Contact:	Jane Smith	519-123-4567
	123 Drury Lane	
	Sarnia, ON A1B 2C3	

(Please update any changes to contact information)

Funding Type	Contracted Funding	Total in year Adjustments	Revised Contracted Funding	
1 General Operating	\$50,000.00	\$0.00	\$50,000.00	\$258,500
2 Wage Enhancement - Centre Based	\$25,000.00	\$0.00	\$25,000.00	
3 Pay Equity - Proxy	\$10,000.00	\$0.00	\$10,000.00	
4 CWELCC Fee Reduction-Non-Profit	\$50,000.00	-\$5,000.00	\$45,000.00	
5 Lambton Wage Enhancement	\$0.00	\$20,000.00	\$20,000.00	
6 CWELCC Workforce Compensation	\$15,000.00	\$0.00	\$15,000.00	
7 Fee Subsidy - FELP	\$80,000.00	\$0.00	\$80,000.00	
8 Workforce Development Funding	\$12,000.00	\$0.00	\$12,000.00	
9 CWELCC General Funding	\$0.00	\$1,500.00	\$1,500.00	
10	\$0.00	\$0.00	\$0.00	
11	\$0.00	\$0.00	\$0.00	
12	\$0.00	\$0.00	\$0.00	

Comments:
[Add comments here](#)

Agency Signature	Date
Agency Signature	Date
County Signature	Date

** I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines. I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.



Homelessness Prevention & Children's Services Department

Lambton Shared Services Centre
162 Lochiel Street, Suite 100
Sarnia, ON N7T 7W5
Telephone: 519-344-2057
Toll-free: 1-800-387-2882
Fax: 519-344-2025
www.lambtononline.ca

Budget Service Contract
2023
Schedule C-1

Organization Name: ABC Child Care Jsmith@ABC.ca
 Contact: Jane Smith 519-123-4567
 123 Drury Lane
 Sarnia, ON A1B 2C3

(Please update any changes to contact information)

Funding Type	Contracted Funding	Total in year Adjustments	Revised Contracted Funding
1 General Operating	\$50,000.00	\$0.00	\$50,000.00
2 Wage Enhancement - Centre Based	\$25,000.00	\$0.00	\$25,000.00
3 Pay Equity - Proxy	\$10,000.00	\$0.00	\$10,000.00
4 CWELCC Fee Reduction-Non-Profit	\$50,000.00	-\$5,000.00	\$45,000.00
5 Lambton Wage Enhancement	\$0.00	\$20,000.00	\$20,000.00
6 CWELCC Workforce Compensation	\$15,000.00	\$0.00	\$15,000.00
7 Fee Subsidy - FERP	\$80,000.00	\$0.00	\$80,000.00
8 Workforce Development Funding	\$12,000.00	\$0.00	\$12,000.00
9 CWELCC General Funding	\$0.00	\$1,500.00	\$1,500.00
10	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00

\$258,500

Comments:
Add comments here

Agency Signature _____ Date _____

Agency Signature _____ Date _____

County Signature _____ Date _____


** "I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines."
 I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.

Due back: Jan
Blue tab
White areas is available to edit information .

- Organization information (any changes to contact information can be updated in this area)
- Comments (used to notify the County of any information concerning financial or service changes)

Needs to be signed by the agency and returned indicating that the agency is in agreement with the funding entitlement and that they are meeting the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines

Budget Service Contract – Mid Year (green tab)



Homelessness Prevention & Children's Services Department
 Lambton Shared Services Centre
 162 Lochiel Street, Suite 100
 Sarnia, ON N7T 7W5
 Telephone: 519-344-2057
 Toll-free: 1-800-387-2882
 Fax: 519-344-2025
 www.lambtononline.ca

Budget Service Contract
 2023
 Schedule C-1

Mid Year Update

Organization Name: ABC Child Care Jsmith@ABC.ca
 Contact: Jane Smith 519-123-4567
 123 Drury Lane
 Sarnia, ON A1B 2C3

Funding Type	Contracted funding	Total in year Adjustments	Year end	Jan to June Actual	July to Dec Projection	Year end spent	Difference of	
1 General Operating	\$50,000	\$0	\$50,000	\$25,000	\$25,000	\$50,000	\$0	
2 Wage Enhancement - Centre Based	\$25,000	\$0	\$25,000	\$15,500	\$15,000	\$25,000	\$0	
3 Pay Equity - Proxy	\$10,000	\$0	\$10,000	\$5,000	\$5,000	\$10,000	\$0	
4 CWELCC Fee Reduction-Non-Profit	\$50,000	-\$5,000	\$45,000	\$30,000	\$10,000	\$40,000	\$5,000	Surplus
5 Lambton Wage Enhancement	\$0	\$20,000	\$20,000	\$10,000	\$10,000	\$20,000	\$0	
6 CWELCC Workforce Compensation	\$15,000	\$0	\$15,000	\$7,000	\$5,000	\$12,000	\$3,000	Surplus
7 Fee Subsidy - FELP	\$80,000	\$0	\$80,000	\$40,000	\$40,000	\$80,000	\$0	
8 Workforce Development Funding	\$12,000	\$0	\$12,000	\$6,000	\$6,000	\$12,000	\$0	
9 CWELCC General Funding	\$0	\$1,500	\$1,500	\$1,500	\$500	\$2,000	-\$500	deficit
10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$242,000	\$16,500	\$258,500	\$134,500	\$116,500	\$251,000		

Comments:
[Add comments here](#)

Agency Signature _____ Date _____

Agency Signature _____ Date _____

** I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines. I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.

Budget Service Contract – Mid Year – Financial Reporting

Due back: July 30

White areas available to edit information .


- Mid Year Actual (January to June)
- Projection (July to December)
- Comments

Signature:

Needs to be signed by the agency and returned indicating that the agency is in agreement with the funding entitlement and that they are meeting the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines

Financial Reporting

Budget Service Contract – Year End Financial (purple tab)



Homelessness Prevention & Children's Services Department
 Lambton Shared Services Centre
 162 Lochiel Street, Suite 100
 Sarnia, ON N7T 7W5
 Telephone: 519-344-2057
 Toll-free: 1-800-387-2882
 Fax: 519-344-2025
 www.lambtononline.ca

Budget Service Contract
 2023
 Schedule C-1

Year End Financial

Organization Name: ABC Child Care Jsmth@ABC.ca
 Contact: Jane Smith 519-123-4567
 123 Drury Lane
 Sarnia, ON A1B 2C3

Funding Type	Contracted funding	Total in year Adjustments	Year end
1 General Operating	\$50,000	\$0	\$50,000
2 Wage Enhancement - Centre Based	\$25,000	\$0	\$25,000
3 Pay Equity - Proxy	\$10,000	\$0	\$10,000
4 CWELCC Fee Reduction-Non-Profit	\$50,000	-\$5,000	\$45,000
5 Lambton Wage Enhancement	\$0	\$20,000	\$20,000
6 CWELCC Workforce Compensation	\$15,000	\$0	\$15,000
7 Fee Subsidy - PELP	\$80,000	\$0	\$80,000
8 Workforce Development Funding	\$12,000	\$0	\$12,000
9 CWELCC General Funding	\$0	\$1,500	\$1,500
10	\$0	\$0	\$0
11	\$0	\$0	\$0
12	\$0	\$0	\$0
\$242,000 \$16,500 \$258,500			

Jan to Dec Actual	Year end spent	Difference of
\$50,000	\$50,000	\$0
\$25,000	\$25,000	\$0
\$10,000	\$10,000	\$0
\$42,000	\$42,000	\$3,000 Surplus
\$15,000	\$15,000	\$5,000 Surplus
\$15,000	\$15,000	\$0
\$80,000	\$80,000	\$0
\$13,000	\$13,000	-\$1,000 deficit
\$1,500	\$1,500	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$251,500 \$251,500		

Comments:
[Add comments here](#)

Agency Signature _____ Date _____

Agency Signature _____ Date _____

** "I confirm that this organization has met minimum wage requirements without the use of General Operating Grants and that all funds have been utilized in accordance with the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines." I confirm that 100% of Wage Enhancement Funding was provided directly to eligible staff.

**Budget Service Contract –
Year End – Financial
Reporting**

Due back: End of Jan
 Purple tab
 White areas available to edit information .

- Year End Actual (January to December)
- Comments

Signature:
 Needs to be signed by the agency and returned indicating that the agency is in agreement with the funding entitlement and that they are meeting the terms of the Purchase of Service Agreement and the Ontario Child Care Service Management and Funding Guidelines

Financial Reporting

Budget Service Contract – Year End Financial (purple tab)

Organization Name: ABC Child Care Contact: Jane Smith 123 Drury Lane Sarnia, ON A1B 2C3		Jsmith@ABC.ca 519-123-4567		Budget Service Contract 2023 Service Data						
	General Operating	Wage Enhancement - Centre Based	Pay Equity - Proxy	CWELCC Fee Reduction-Non-Profit	Lambton Wage Enhancement	CWELCC Workforce Compensation	Fee Subsidy - PELP	Workforce Development Funding	CWELCC General Funding	
Contract Target	FTE - RECE	# of Lic programs	# of Contracts				PRE SER - AVG#			
YTD ACTUAL	5	1	1							
Contract Target	FTE - Director Approved	FTE - RECE					FAM SER - AVG#			
YTD ACTUAL	1	5								
Contract Target	FTE - Non Registered	FTE - Director Approved					CHI SER - YTD#			
YTD ACTUAL	0.1	1								
Contract Target	FTE - Program Support	FTE - Non Registered					FAM SER - YTD#			
YTD ACTUAL	1	1								
Contract Target	# of Lic Programs						SESSIONS - AVG#			
YTD ACTUAL	1									
Contract Target	# of Lic Spaces									
YTD ACTUAL	1									
Contract Target										
YTD ACTUAL	36									
Contract Target										
YTD ACTUAL										
Contract Target										
YTD ACTUAL										
Contract Target										
YTD ACTUAL										

Budget Service Contract – Year End – Statistical Reporting

White areas available to edit change information .

- January to December Actuals

Statistical Reporting

General Operating Child Care Agencies only

Organization Name: ABC Child Care
 Contact: Jane Smith
 123 Drury Lane
 Sarnia, ON A1B 2C3

Jsmth@ABC.ca
 519-123-4567

Budget Service Contract
 2023
 General Operating Grant Data

Only to be completed by Child Care Agency

General Operating Grant																											
Child Care Agency	ABC Child Care 1			ABC Child Care 2																							
Agency receiving GOG	yes																										
Infant	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths	CAP	RAN	Mths
Toddler	8	1	12																								
Preschool (full year)	8	1	12																								
Preschool (partial year)																											
JK/SK (Before/After School)				10	2	9																					
JK/SK (Full Days)				10	2	2																					
School Age (Before/After School)				10	2	9																					
School Age (Full Days)																											
Home Care																											

Name of Child Care Site and if the site is already included in the General Operating Grant

Include Operating Capacity, Range of site, and Months in Operation

CAP = Operating Capacity
 is defined as the number of spaces the program is staffed for on an ongoing basis.
 The operating capacity may be less than licensed capacity. However, it cannot exceed the licensed capacity.
 Please note that this does not represent the occupancy of your sites but the capacity for which

RAN = Range: number of hours per week that the program is offered
 Range 1 equals program is offered for 40 or more hours per week
 Range 2 equals program is offered for 20 to 39 hours per week
 Range 4 equals program is offered for 10 to 19 hours per week
 Range 8 equals program is offered for 1 to 9 hours per week

Mths = Months in a year that the program is offered

For definitions, please refer to these areas.

Definitions (grey tab)

Detail Code	Short Name	Name	Definitions
General Operating	RECE	Number of FTE's - Registered Early Childhood Educators	The number of full-time equivalent staff who hold an RECE, in child care centres, home child care agencies, and Special Needs Resourcing agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
General Operating	Director Approved	Number of FTE's - Director - Approved	The number of full-time equivalent staff who are not RECEs, but who have been otherwise approved by a EDU Director to provide child care in child care centres, home child care agencies, and Special Needs Resourcing agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
General Operating	Non Registered	Number of FTE's - Non Registered	The number of full-time equivalent staff who are considered untrained (do not hold an RECE), in child care centres, home child care agencies, and SNR agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
General Operating	Program Support	Number of FTE - Non Program Staff	The number of full-time equivalent non-program staff (including cooks, bus drivers, housekeeping, janitorial, clerical staff, financial personnel and chief administrators) in child care centres, home child care agencies, and SNR agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.
Fee Subsidy - PELP	PRE SER AVG#		The number of preschoolers attending the PELP program. Each preschooler is counted once every month. The number reported is the year-to-date average of preschoolers receiving PELP Funding in each month.
Fee Subsidy - PELP	FAM SER - AVG#		The number of Families with a child in the PELP program. Each Family is counted once every month. The number reported is the year-to-date average of families receiving PELP Funding in each month. If a family has two or more children attending PELP, only count this family once.
Fee Subsidy - PELP	CHI SER - YTD#		The number of children attending PELP. Each child is counted only once in the budget year.
Fee Subsidy - PELP	FAM SER - YTD#		The number of Families that have a child attending PELP. Each child is counted only once in the budget year.
Fee Subsidy - PELP	SESSIONS - AVG#		Average # of session that the children are attending. Please average the session per child. Example: Johnny attends 10 session each month, Sally attends 10 sessions each month, therefore average number of sessions utilized would be 10.
Special Needs - Resourcing	CHI SER#		The number of children with special needs receiving SNR. Each child is counted only once in the budget year. Include SNR supporting school-aged children.
Special Needs - Resourcing	Avg 0-SK#		The number of children with special needs up to and including SK age receiving SNR. Each child is counted once every month. The number reported is the year-to-date average of the number of children served each month.
Special Needs - Resourcing	AVG SCH SER#		The number of school-aged children receiving SNR. Each child is counted once every month. The number reported is the year-to-date average of the number of children receiving SNR. For school-aged children who are 6 years of age and under 18 years of age.
Special Needs - Resourcing	FTE STAF CC#		The number of resource teachers/consultants or supplemental staff responsible for the delivery of the service. Full-time equivalent is based on a minimum of 35 hours per week.
Special Needs - Mental Health	CHI SER#		The number of children with special needs receiving SN supports. Each child is counted only once in the budget year. Include SN supporting school-aged children enrolled in recreation programs.
Special Needs - Mental Health	Fam SERV#		The number of families with special needs receiving SN supports. Each family is counted only once in the budget year. Include SN supporting school-aged families enrolled in recreation programs.
Special Needs - Mental Health			
System Needs - PPRC Operating	WKSH PD #	number of professional dev. workshops	

Definitions tab has detailed explanations to help complete service data section

Appendix C

Instructions for completing the OCCMS Attendance Schedules

Attendance Schedules

Overview of Attendance Schedules

The County of Lambton HPCS Department distributes web-based attendance schedules to Service Providers in the first week of each month. The attendance schedule reflects the enrolment for the previous month (e.g. schedule for September is received on the first business day of October).

Service Providers are required to complete attendance for each child with the appropriate code (explained below), by the 10th business day of the following month. Accurate reporting is essential as payments to Service Providers are based on this information.

Attendance Type	Code
Absent/Sick/Vacation	A
Withdrawal	W
Present	P
Non-Paid days	N

Completing a Record of Attendance

Service Providers will select Attendance from the welcome screen of the OCCMS. To complete a Record of Attendance for more than one site, at the Head Office, select provider site and the month from the drop-down lists. All the vacancy fields will need to be completed. Enter any general site comments as needed. Select save and continue to complete each individual child's attendance.

Completing an Individual Child's Attendance

Service Providers can select the appropriate attendance for each scheduled day by clicking select next to each child's name. If a child is showing as a non-scheduled placement, but attends, changes can be made by selecting from the drop-down boxes for each day. A comment is required before saving any changes to a non-scheduled attendance. To move on to the next child, select save and next child; to go back to the children screen, select save. Click cancel to go back without saving.

The Child Information section lists all the information necessary for the child, including the remaining Absent Day Allowance. Click along the blue bar or double arrows (next to Child Information) to access this information.

If a child's name is not on the Attendance Schedule, Service Providers are required to notify the County of Lambton HPCS Department before completing the attendance in order to add the child to the schedule for that month.

If a care code or rate is not correct Service Providers will notify the County of Lambton HPCS Department before completing the attendance in order to make the adjustment for that month.

Once the attendance has been updated for all the children, select Completed on the main Children screen. Select OK if finished. No additional changes can be made once the attendance is marked as final.

The OCCMS will log the username and date/time that the Record of Attendance was completed. A signature is not necessary on the Web Record of Attendance.

Records can easily be viewed online for a minimum of 7 years after they have been generated.

View and/or Print an In Progress or Completed Attendance

Select Preview Attendance in the Children screen, click on the print icon. In order to be able to print properly, Adobe Reader must be installed on the computer.

User Rights

Head Office Users are able to:

- complete Record of Attendance
- view and print Attendance Schedule
- view and print Centre Payment Detail Summary

Site Users are able to:

- complete Record of Attendance
- view and print Attendance Schedule

Finance Users are able to:

- view and print Attendance Schedule
- view and print Centre Payment Detail Summary

Service Provider Web Record of Attendance Step-by-Step

1. Double-click on WEB LINK
2. Enter username and password (enter new password and verify if necessary)
3. Select ATTENDANCE
4. Select SITE and MONTH
5. Select VIEW ATTENDANCE
6. Complete vacancies
7. Enter general site comments (as needed)
8. Select a child
9. Update attendance (from drop-down list) using legend
10. SAVE AND NEXT CHILD
11. Continue for all children
12. Complete or preview attendance when ready

- “*” next to a child’s name indicates that the attendance needs to be updated
- Unscheduled day changes – comments are mandatory
- Add a child’s name – contact the County of Lambton HPCS Department
- To organize by name alphabetically/age/care code or rate – click on the **BLUE** title above each column on the main CHILDREN screen (e.g. click [NAME](#) if you want to organize by names/alphabet, click [AGE](#) if you want to organize by age).

If a child has withdrawn from care, select Withdrawn from the drop-down menu on their last expected payment date. If requesting Withdrawal without Notice, please be sure to include a comment.

OCCMS – OPERATORS STEPS

Step 1) Login into OCCMS

<https://attendance.county-lambton.on.ca/OCMSOperators/Signin.aspx>

Welcome to OCCMS - Operators



Ontario Child Care Management System

Sign In

Username	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/> Change my password.	<input type="checkbox"/> Sign me in automatically.



Enter Username and Password

Items that need attention:

Username is required

Password is required

Step 2) Select Provider Site (if you have more than 1)

Operators Attendance Financial Management Special Purpose Expenses ▾ EarlyON ▾ Admin ▾ Help ▾

Attendance Filter

Head Office	<input type="text"/>	Provider Site	<input type="text"/>
Year	<input type="text"/>	Month	<input type="text"/>



Select Provider Site (if you have more than 1).

Step 3) View attendance

Attendance Filter

Head Office: **HEAD OFFICE NAME** Provider Site: **PROVIDER SITE NAME**

Year: 2023 Month: August



View Attendance View Centre Payment Detail Summary

Click on View Attendance

Step 4) Select the child

Edit Site Attendance - **PROVIDER SITE NAME** - August 2023

Completed By: **STAFF NAME** Date Completed: 2023-09-07 1:02 PM

Verified By: Date Verified: 2023-09-07 2:50 PM

Children (* - Attendance not updated)

All << A B C F G H J M R S T V W >> ?

Search Clear Total Payable: \$15,134.27



	Child ID	Name	Age	Care Code	Approval Rate	Parent Contrib.	P	V	S	A	W	H	N	E	O	Gross Cost	Parent Cost	Net Payable
Select	CHILID#	CHILD'S NAME	5y 3m	FP	\$25.00	\$0.00	5	0	1	8	0	0	0	0	0	\$300.00	\$0.00	\$300.00
Select	CHILID#	CHILD'S NAME	3y 9m	FP	\$25.00	\$0.00	23	0	0	0	0	0	0	0	0	\$575.00	\$0.00	\$575.00
	CHILID#	CHILD'S NAME	4y 1m	FP	\$25.00	\$0.00	21	0	0	2	0	0	0	0	0	\$575.00	\$0.00	\$575.00
	CHILID#	CHILD'S NAME	3y 5m	FP	\$25.00	\$7.44	16	5	1	1	0	0	0	0	0	\$575.00	\$171.12	\$403.88
Select	CHILID#	CHILD'S NAME	3y 10m	FP	\$25.00	\$2.72	20	3	0	0	0	0	0	0	0	\$575.00	\$62.56	\$512.44
Select	CHILID#	CHILD'S NAME	4y 5m	FP	\$25.00	\$3.00	20	0	0	3	0	0	0	0	0	\$575.00	\$69.00	\$506.00
Select	CHILID#	CHILD'S NAME	3y 0m	FP	\$25.00	\$0.00	13	0	0	1	0	0	0	0	0	\$350.00	\$0.00	\$350.00
Select	CHILID#	CHILD'S NAME	3y 4m	FP	\$25.00	\$3.66	14	0	0	9	0	0	0	0	0	\$575.00	\$84.18	\$490.82
Select	CHILID#	CHILD'S NAME	3y 4m	FP	\$25.00	\$0.00	13	0	0	10	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	CHILID#	CHILD'S NAME	4y 6m	FP	\$25.00	\$0.00	14	0	0	9	0	0	0	0	0	\$500.00	\$0.00	\$500.00

	Vacancies	Operating Capacity	Waitlist
Toddler	5	10	158
Preschool	20	36	143
Primary/Junior	10	26	8

Comments

Cancel Children Turning 18, 30 or 72 months Comments Preview Attendance

Step 5) Report Day Present, Absent, no change and then SAVE.

Edit Child Attendance - PROVIDER SITE NAME - CHILD'S NAME - \$0.00 - FP - FULL DAY PRESCH.

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Attendance: P	2 Attendance: P	3 Attendance: P	4 Attendance: P	5
6	7 Attendance: P	8 Attendance: P	9 Attendance: P	10 Attendance: P	11 Attendance: P	12
13	14 Attendance: P	15 Attendance: P	16 Attendance: P	17 Attendance: P	18 Attendance: P	19
20	21 Attendance: P	22 Attendance: P	23 Attendance: P	24 Attendance: P	25 Attendance: P	26
27	28 Attendance: P	29 Attendance: P	30 Attendance: P	31 Attendance: P	1	2
3	4	5	6	7	8	9

Comments

*** System Comments Begin ***
 Day 1: Non scheduled day changed
 Day 2: Non scheduled day changed

Child Info			
Child ID	CHILD'S ID	Name	CHILD'S NAME
Age	3y 9m	Age Group	Preschool
Applicant 1 Name	APPLICANT 1 NAME	Applicant 1 Caseload	CASE WORKERS NAME
Approved Days	5.0		
Remaining Sick / Vacation / Absent Days	24		

Other Placements for CHILD'S NAME (3y 9m)

There are no other placements for this child

Next Child Cancel



SAVE will show here.

Step 6) Click Next Child

Operators Attendance Financial Management Special Purpose Expenses ▾ EarlyON ▾ Admin ▾ Help ▾

Edit Child Attendance - PROVIDER SITE NAME - CHILD'S NAME - \$0.00 - FP - FULL DAY PRESCH.

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Attendance: P	2 Attendance: P	3 Attendance: P	4 Attendance: P	5
6	7 Attendance: P	8 Attendance: P	9 Attendance: P	10 Attendance: P	11 Attendance: P	12
13	14 Attendance: P	15 Attendance: P	16 Attendance: P	17 Attendance: P	18 Attendance: P	19
20	21 Attendance: P	22 Attendance: P	23 Attendance: P	24 Attendance: P	25 Attendance: P	26
27	28 Attendance: P	29 Attendance: P	30 Attendance: P	31 Attendance: P	1	2
3	4	5	6	7	8	9

Comments

*** System Comments Begin ***
 Day 1: Non scheduled day changed
 Day 2: Non scheduled day changed

Child Info

Child ID	CHILD'S ID	Name	CHILD'S NAME
Age	3y 9m	Age Group	Preschool
Applicant 1 Name	APPLICANT 1 NAME	Applicant 1 Caseload	CASE WORKERS NAME
Approved Days	5.0		
Remaining Sick / Vacation / Absent Days	24		

Other Placements for CHILD'S NAME (3y 9m)

There are no other placements for this child

Click to select "Next Child"

Follow steps for ALL children.

Step 7) Vacancies, operation capacity and waitlist to be inputted prior to confirmation.

****Report adjustments from the prior month in the comments section if you have any****

Operators Attendance Financial Management Special Purpose Expenses EarlyON Admin Help

Edit Site Attendance - PROVIDER SITE NAME August 2023

Completed By STAFF NAME Date Completed 2023-09-07 1:02 PM

Verified By Date Verified 2023-09-07 2:50 PM

Children (* - Attendance not updated)

All << A B C F G H J M R S T V W >> ?

Search Clear

Total Payable: \$15,134.27

1 2 3 4

	Child ID	Name	Age	Care Code	Approval Rate	Parent Contrib.	P	V	S	A	W	H	N	E	O	Gross Cost	Parent Cost	Net Payable
Select	CHILDDID	CHILD'S NAME	5y 3m	FP	\$25.00	\$0.00	5	0	1	8	0	0	0	0	0	\$300.00	\$0.00	\$300.00
Select	#	CHILD'S NAME	3y 9m	FP	\$25.00	\$0.00	23	0	0	0	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	CHILDDID	CHILD'S NAME	4y 1m	FP	\$25.00	\$0.00	21	0	0	2	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	#	CHILD'S NAME	3y 5m	FP	\$25.00	\$7.44	16	5	1	1	0	0	0	0	0	\$575.00	\$171.12	\$403.88
Select	CHILDDID	CHILD'S NAME	3y 10m	FP	\$25.00	\$2.72	20	3	0	0	0	0	0	0	0	\$575.00	\$62.56	\$512.44
Select	#	CHILD'S NAME	4y 5m	FP	\$25.00	\$3.00	20	0	0	3	0	0	0	0	0	\$575.00	\$69.00	\$506.00
Select	CHILDDID	CHILD'S NAME	3y 0m	FP	\$25.00	\$0.00	13	0	0	1	0	0	0	0	0	\$350.00	\$0.00	\$350.00
Select	#	CHILD'S NAME	3y 4m	FP	\$25.00	\$3.66	14	0	0	9	0	0	0	0	0	\$575.00	\$84.18	\$490.82
Select	CHILDDID	CHILD'S NAME	3y 4m	FP	\$25.00	\$0.00	13	0	0	10	0	0	0	0	0	\$575.00	\$0.00	\$575.00
Select	#	CHILD'S NAME	4y 6m	FP	\$25.00	\$0.00	14	0	0	9	0	0	0	0	0	\$500.00	\$0.00	\$500.00

1 2 3 4

Vacancies

Operating Capacity

Waitlist

Toddler	<input type="text" value="5"/>	<input type="text" value="10"/>	<input type="text" value="158"/>
Preschool	<input type="text" value="20"/>	<input type="text" value="36"/>	<input type="text" value="143"/>
Primary/Junior	<input type="text" value="10"/>	<input type="text" value="26"/>	<input type="text" value="8"/>

Comments

Cancel Children Turning 18, 30 or 72 months Comments

Preview Attendance

Once all 7 steps are complete select confirm.

Appendix D

Instructions for completing the Wage Enhancement Grant Application

Provincial Wage Enhancement Application Instructions - Child Care Centre & Home Visitors

The purpose of these instructions is to support operators in completing their wage enhancement application. The application will generate the current year's funding entitlement. If you have any questions related to your application please contact the County of Lambton
Where non-text content has been presented in this document, the user is provided with a text alternative.
Wage enhancement applications must be submitted no later than January 31 each year in order to be considered for wage enhancement funds.

You are only required to enter data in the green cells. All other calculations will be performed automatically.

The application form contains 100 rows to allow you to enter data for all eligible positions. At step 7, you will be provided with instructions on how to only show the rows where data has been entered for printing purposes.

Please note that definitions/explanations have been included for certain fields to help you complete this form. You can activate these definitions/explanations by clicking on the cell. You can also move these cells to a different location on the application form if its placement makes it difficult for you to see other information on the application form.

STEP 1: DETERMINE ELIGIBILITY

In order to successfully complete your wage enhancement application you must determine which of the positions in your licensed child care centre / agency are eligible for the enhancement to generate your funding entitlement.

Full Wage Enhancement

To be eligible to receive the full wage enhancement of \$2 an hour plus 17.5 per cent in benefits, staff must:

- Be employed in a licensed child care centre or agency;
- Have an associated base wage excluding prior year's wage enhancement of less than \$26.59 per hour (i.e. \$2 below the wage cap of \$28.59); and
- Be in a position categorized as a child care supervisor, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the Child Care Early Years Act (CCEYA).

Child care program positions that are in place to maintain lower adult-child ratios than required under the CCEYA, and meet the eligibility outlined above, are also eligible for wage enhancement.

Partial Wage Enhancement

Where an eligible centre-based or home visitor position has an associated base wage rate excluding prior year's wage enhancement between \$26.59 and \$28.59 per hour, the position is eligible for a partial wage enhancement. The partial wage enhancement will increase the wage of the qualifying position to \$28.59 per hour without exceeding the cap.

STEP 2: ENTER CENTRE / AGENCY INFORMATION

Open the wage enhancement application form in excel and complete the centre / agency information shown below as well as the contact person who is able to answer questions about the application form being submitted.

CHILD CARE CENTRE / AGENCY INFORMATION	
Child Care Centre / Agency Name:	Child Care Centre ABC
Operator Name:	DEF Nursery
Licence Number	12345
Auspice Type:	Not-For Profit
Centre / Agency Mailing Address:	123 Alphabet Street
	Toronto, Ontario
	M7A 1L2

CONTACT INFORMATION	
Name:	Mary Smith
Phone Number:	(416) 416-4164
Email Address:	Mary.Smith@DEFNursery.ca

EXAMPLE

STEP 3: CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

Please provide the number of weeks your centre was open during the previous year. Next, proceed to entering the standard work week for centre staff in the preceeding year, total operating capacity and total licensed capacity. For Home Child Care Agencies, the operating capacity and licensed capacity fields should remain blank.

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION	
How many weeks was your centre open during 2016	<input type="text"/>
Standard work week (hours)	<input type="text"/>
Total Operating Capacity (N/A for Home Child Care Provider agencies)	<input type="text"/>
Total Licensed Capacity (N/A for Home Child Care Provider agencies)	<input type="text"/>

STEP 4: CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

Please indicate the number of ineligible RECEs, Non-RECEs, Supervisors, and home visitors, i.e. hourly rate exceeds cap.

SERVICE DATA	
Number of ineligible* RECEs	
Number of ineligible* Non-RECEs	
Number of ineligible* Supervisors	
Number of ineligible* Home Visitors	
<i>*Hourly rate exceeds cap</i>	

STEP 5: EMPLOYEE INFORMATION

Enter the following information for the eligible positions in the licensed child care centre or eligible home child care visitors working in a licensed agency:

EMPLOYEE / POSITION INFORMATION						
	Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2016)	% of Time in Eligible Position
1	Infant Room	NO	RECE	\$ 26.67	1,770.00	100%
2	Toddler Room A	NO	RECE	\$ 15.95	1,540.00	100%
3	Cook	NO	Non-RECE	\$ 14.95	1,760.00	50%
4	Toddler Room B	NO	RECE	\$ 18.00	1,550.00	100%
5	Supervisor	NO	Supervisor	\$ 25.90	1,750.00	100%
6	Home visitor 1	YES	Home Visitor	\$ 26.40	2,000.00	100%

Position Description

This field should contain sufficient information to allow you to provide additional information to the CMSM/DSSAB should it be requested

New Position Created during Jan 1 - Dec 31 (select Yes or No)

If a new position has been created due to the expansion of a program during the year, then please provide an estimate for the equivalent # of hours that the position would work during the Jan 1 - Dec 31 period.

Enter the estimated hours in the # of Hours Worked column (column J).

Category

From the drop-down listing, please select from the eligible positions categories of RECE, Non-RECE, Supervisor, or Home Visitor.

Hourly Wage

Hourly wage paid to the position as of December 31 (excluding prior year wage enhancement amounts).

If the position is on an annual salary, take the annual salary and divide it by the standard hours of work per year.

of Hours Worked

This field should include the total number of hours worked in the eligible position between January 1 and December 31.

Overtime hours can be included in the application form.

Please note that the operator has two options in terms of reporting the hours worked in an eligible position by both regular and supply staff in the application form to generate their funding entitlement.

1. If all hours worked by a supply staff are to replace the regular staff's hours (sick days, vacations days, etc.), the operator can report all hours worked by the regular staff including their sick days and vacation days on one line on the application and exclude the hours worked by the supply staff. This option is suggested to reduce some administrative burden on having to keep track of the hours worked by all individuals in the same eligible position separately.
2. If operators decided to report the hours worked by a supply staff on a separate line, then the hours worked by the regular staff should include actual hours worked only (i.e. exclude sick days, vacation days, other leaves, etc.).

% of Time in Eligible Position

If the position covers ratio at all times, please enter 100%. If a position covers ratio for 30% of the time, please report 30%.

Please note that the position must work **at least 25% of the day** in a position that can be counted toward adult to child ratio.

Supervisors are required under the CCEYA, and are therefore eligible to receive the wage enhancement for 100% of the time they are working in a licensed child care program, regardless of the amount of time they are working directly with children, provided they earn less than the cap

The following table is an illustration of 5 positions at Child Care Centre ABC and of particular interest position # 3 that works 50% of the time in an eligible position.

EMPLOYEE / POSITION INFORMATION						
	Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2016)	% of Time in Eligible Position
1	Infant Room	NO	RECE	\$ 16.95	1,760.00	100%
2	Toddler Room A	NO	RECE	\$ 15.95	1,540.00	100%
3	Cook	NO	Non-RECE	\$ 14.95	1,760.00	50%
4	Toddler Room B	NO	RECE	\$ 18.00	1,550.00	100%
5	Supervisor	NO	Supervisor	\$ 25.90	1,750.00	100%

Once you've entered the information above the application template will generate the following information:

- Eligibility status = partial or full, depending on the wage enhancement eligibility rate (\$) per hour
- Eligibility rate = up to \$2.00
- Annual Funded FTE = could be higher than 1.0 if the total hours worked exceeds 1,754.50 hours
- Salary component of the enhancement = up to \$2.00 per hour for hours worked, including overtime
- Statutory benefit component of the enhancement = 17.5% of the salary component
- Total compensation = maximum wage enhancement entitlement which is the sum of the salary and benefit component

The following table is an illustration of the wage enhancement funding for the 5 positions applicable to Child Care Centre Centre ABC. The calculation in the form now automatically gives you the maximum benefit entitlement of 17.5%.

WAGE ENHANCEMENT DETERMINATION					
Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Full	\$ 2.00	1.00	\$ 3,520.00	\$ 616.00	\$ 4,136.00
Full	\$ 2.00	0.88	\$ 3,080.00	\$ 539.00	\$ 3,619.00
Full	\$ 2.00	0.50	\$ 1,760.00	\$ 308.00	\$ 2,068.00
Full	\$ 2.00	0.88	\$ 3,100.00	\$ 542.50	\$ 3,642.50
Partial	\$ 0.78	1.00	\$ 1,365.00	\$ 238.88	\$ 1,603.88

STEP 6: REVIEW OF APPLICATION FORM

Prior to leaving the middle section of the application form, please review the "Summary" section. It contains a summary of the centre's / agency's eligible positions and the total funding you are applying for in regards to salaries and benefits pending approval. This section will also generate the operators' supplemental grant of \$150 for each

SUMMARY		FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions	RECE	2.77	\$ 9,720.00	\$ 1,701.00	\$ 11,421.00
	Non-RECE	0.50	\$ 1,760.00	\$ 308.00	\$ 2,068.00
	Supervisor	1.00	\$ 3,500.00	\$ 612.50	\$ 4,112.50
	Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
	SUB-TOTAL	4.27	\$ 14,980.00	\$ 2,621.50	\$ 17,601.50
Partially Eligible Positions	RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
	Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
	Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
	Home Visitor	1.14	\$ 560.00	\$ 98.00	\$ 658.00
	SUB-TOTAL	1.14	\$ 560.00	\$ 98.00	\$ 658.00
TOTAL		5.41	\$ 15,540.00	\$ 2,719.50	\$ 18,259.50
SUPPLEMENTAL GRANT					\$ 811.34
GRAND TOTAL					\$ 19,070.84

STEP 7: CERTIFICATION

Please complete the certification section stating that the information you have included in the application is accurate by selecting "Yes" in the box and completing your signing authority's information.

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority:

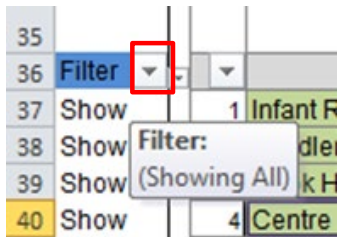
Title:

Date:

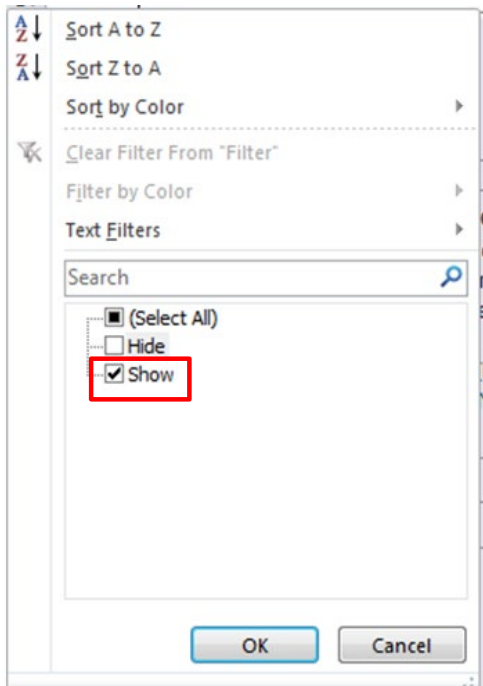
Please click and select:

STEP 8: PAGE LAYOUT & PRINTING

Prior to printing or submitting your application form, please go to cell A41 and left click on the symbol to the right of the "Filter" button. This gives you the ability to only show the rows that contain information.



Please ensure that only the "Show" option contains a check mark. You can remove the other checkmark, by left clicking on the box beside "hide".



STEP 9: SUBMISSION

Submit the completed application to [insert CMSM/DSSAB information].

The information that you have provided is subject to review by the CMSM/DSSAB prior to/or after granting the wage enhancement funding to the centre / agency.

(To be completed by CMSM/DSSAB only)

APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total

Appendix E

Wage Enhancement Grant Reconciliation Template

Wage Enhancement Reconciliation and Attestation

Childcare Centres & Home Visitors

Operators to complete green cells:

Operator Name: _____
 Auspice Type: _____

Approved per Application Form
 (To be pre-populated by
 CMSM/DSSAB prior to distribution
 using approved application form)

Actuals
 (To be completed by Operator)

Variance

		A		B		C			D			E		(C - A)		(E - B)	
		Annualized Salary Component	Annualized Statutory Benefit Component *	Actual Salary Component Paid	Actual Statutory Benefit Component Paid (Include Vacation and Statutory Days paid out as Actual Salary Component)	Lesser of Benefits Paid and Benefits Capped at 17.5%	Annualized Salary Component	Annualized Statutory Benefit Component	Annualized Salary Component	Annualized Statutory Benefit Component	Annualized Salary Component	Annualized Statutory Benefit Component	Annualized Salary Component	Annualized Statutory Benefit Component	Annualized Salary Component	Annualized Statutory Benefit Component	
Fully Eligible Positions	RECE	\$ 7,000.00	\$ 1,225.00	\$ 6,500.00	\$ 1,200.00	\$ 1,137.50											
	Non-RECE	\$ 4,000.00	\$ 700.00	\$ 4,200.00	\$ 750.00	\$ 735.00											
	Supervisor	\$ 4,000.00	\$ 700.00	\$ 3,000.00	\$ 500.00	\$ 500.00											
	Home Visitor	\$ 0.00	\$ 0.00			\$ 0.00											
	SUB-TOTAL	\$ 15,000.00	\$ 2,625.00	\$ 13,700.00	\$ 2,450.00	\$ 2,372.50											
Partially Eligible Positions	RECE	\$ 0.00	\$ 0.00			\$ 0.00											
	Non-RECE	\$ 0.00	\$ 0.00			\$ 0.00											
	Supervisor	\$ 0.00	\$ 0.00			\$ 0.00											
	Home Visitor	\$ 0.00	\$ 0.00			\$ 0.00											
	SUB-TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00											

TOTAL	\$ 15,000.00	\$ 2,625.00	\$ 13,700.00	\$ 2,450.00	\$ 2,372.50												
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Supplemental Grant	\$ 641.21
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Total Funding	\$18,266.21
Total Expenses	\$16,150.00
Total Reconciliation (Recovery if Red)	(\$2,116.21)

Prepared By: _____
 Date: _____

Reviewed By CMSM/DSSAB: _____
 Date: _____

I verify that the information presents fairly, in all material respects, the financial and numerical information in accordance with the funding provided by the Corporation of the County of Lambton and that 100% of the Wage Enhancement Grant Funding was provided directly for wages and benefits as per Schedule A-11 of the Purchase of Service Agreement and the Ontario Childcare Service Management and Funding Guidelines, and that no portion of the Wage Enhancement Grant funding was used for any other purposes.

I agree any unspent funding will be returned to the Corporation of the County of Lambton. Date: _____

Name: _____ Name: _____
 Title: _____ Title: _____
 Signature: _____ Signature: _____

Appendix F

Instructions for completing the CWELCC Fee Reduction Reconciliation Template

Instructions Tab:

Instructions	
Step 1: Go to Tab 1 (2023 Report Summary) and fill the cells which are only highlighted by light green colour	
Data Elements in Tab 1	Defintions
Agency Information:	Refers to the details which include organizational structures and active sites
Contact Information:	Details to communicate with a person of the organization
CWELCC Funding Issued:	Refers to the funds which are granted by the county towards CWELCC
CWELCC Reconciliation:	Refers to the difference between CWELCC issued funds and occurred expenses
Certification:	To be completed once all 2023 data is entered after December 31, 2023 by staff with signing authority.
Step 2: Go to Tab 2 (Data Input), and only fill the cells which are highlighted by light green colour	
2.1	Start by filling in the incurred expenses under the appropriate months and age categories below the " Lost Revenue " heading. This is the difference between the base rate and the amount charged to Parents/Fee Subsidy.
2.2	After completing the revenue section, start entering the number of unique children served in each month, categorized by age (at months end), in the heading " Children Served "
2.3	Once step 2.2 has been finished, proceed to record the number of spaces occupied by children in each month, classified by age, under the heading " Spaces Occupied. " This is the total number of spaces with children enrolled.
2.4	Agencies must complete Step 2 and submit on a monthly basis to ensure accurate funding allocations are provided. Submission is due by the last day of the following month.
Data Elements in Tab 2	Definitions
Lost Revenue:	Lost Revenue is the amount of fees lost due to the implementation of CWELCC reduced fees.
Unique Children Served:	Number of eligible Children who occupy a space that qualifies for CWELCC funding.
Space Occupied:	Number of Spaces occupied by children enrolled in CWELCC eligible programs.
Additional Notes	
Some of these cells, including the total and reconciliation, are locked for security purposes.	
All the totals will be automatically computed once the data is entered	
Data must be added to the same file and submissions will be a total of YTD reporting.	
If there is no data to be entered in the appropriate cells, do not leave it blank; instead, type "0"	

Report Summary Tab:

The County of Lambton		
CWELCC Fee Reduction Reconciliation (2023)		
<i>Operators only fill the cells which are highlighted by this colour</i>		
Child Care Center / Agency Information		
Child Care Center / Agency Name:		
Auspice Type:		
Care Type: (Home based/Centre Based):		
Number of Center based sites:		
Number of Homes:		
Contact Information		
Name:		
Title:		
Phone Number:		
Email Address:		
CWELCC Funding Issued:		
	\$0.00	
CWELCC Fee Reduction/ Expenses		
Months	Amount	
January	\$0.00	
February	\$0.00	
March	\$0.00	
April	\$0.00	
May	\$0.00	
June	\$0.00	
July	\$0.00	
August	\$0.00	
September	\$0.00	
October	\$0.00	
November	\$0.00	
December	\$0.00	
Total	\$0.00	
Average # Served		
Age Group	Children Served	Spaces
Infant	#DIV/0!	#DIV/0!
Toddler	#DIV/0!	#DIV/0!
Pre-School	#DIV/0!	#DIV/0!
Under 6 Schoolage	#DIV/0!	#DIV/0!
Home Child Care	#DIV/0!	#DIV/0!
Total	#DIV/0!	#DIV/0!
CWELCC Reconciliation		
	\$0.00	
CERTIFICATION		
As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge.		
Name of Signing Authority:		
Title:		
Date		

Input funding issued by the County towards

Monthly Fee Reduction expenses. Amounts will automatically update once data is input in Data Input tab

Average children served and spaces by age group. Amounts will automatically update once data is input in Data Input

Refers to the difference between County issued funds and Fee Reduction

Must be completed once all data are entered, after, December 31st 2023 by staff with signing authority

Data Input tab:

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
Lost Revenue (\$)														
Infant													\$ -	#DIV/0!
Toddler													\$ -	#DIV/0!
Preschool													\$ -	#DIV/0!
Under 6 Schoolage													\$ -	#DIV/0!
Home Child Care													\$ -	#DIV/0!
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Unique Children Served														
Infant													0	#DIV/0!
Toddler													0	#DIV/0!
Preschool													0	#DIV/0!
Under 6 Schoolage													0	#DIV/0!
Home Child Care													0	#DIV/0!
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
# of Spaces Occupied														
Infant													0	#DIV/0!
Toddler													0	#DIV/0!
Preschool													0	#DIV/0!
Under 6 Schoolage													0	#DIV/0!
Home Child Care													0	#DIV/0!
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!

Lost Revenue is the difference between the base rate and the amount charged to Parents/Fee Subsidy

Number of eligible children who occupy a space that qualifies for CWELCC funding

Number of Spaces occupied by children enrolled in CWELCC eligible programs

Totals and averages will be automatically updated once data is entered in the green spaces

Appendix G

CWELCC Workforce Compensation Reconciliation Template

CWELCC Workforce Compensation Reconciliation and Attestation

Operators to complete green cells:

Childcare Centres & Home Visitors

Operator Name:

Auspice Type:

Approved per Application Form
(To be pre-populated by
CMSM/DSSAB prior to distribution
using approved application form)

Actuals
(To be completed by Operator)

Variance

		A	B	C	D	E	(C - A)	(E - B)
		Annualized Salary Component	Annualized Statutory Benefit Component *	Actual Salary Component Paid	Actual Statutory Benefit Component Paid (Include Vacation and Statutory Days paid out as Actual Salary Component)	Lesser of Benefits Paid and Benefits Capped at 17.5%	Annualized Salary Component	Annualized Statutory Benefit Component
Fully Eligible Positions		\$ 11,000.00	\$ 1,925.00	\$ 12,000.00	\$ 2,000.00	\$ 2,000.00	\$1,000.00	\$75.00
	SUB-TOTAL	\$ 11,000.00	\$ 1,925.00	\$ 12,000.00	\$ 2,000.00	\$ 2,000.00	\$1,000.00	\$75.00

Total Funding	\$12,925.00
Total Expenses	\$14,000.00
Total Reconciliation (Recovery if Red)	\$1,075.00

Prepared By:

Date:

Reviewed By CMSM/DSSAB:

Date:

I verify that the information presents fairly, in all material respects, the financial and numerical information in accordance with the funding provided by the Corporation of the County of Lambton and that 100% of the Funding was provided directly for wages and benefits as per the Purchase of Service Agreement and the Ontario Childcare Service Management and Funding Guidelines.

I agree any unspent funding will be returned to the Corporation of the County of Lambton. Date: _____

Name: _____ Name: _____

Title: _____ Title: _____

Signature: _____ Signature: _____