

Please use this sample memo as a guide for your own communication to staff letter on your company letterhead.

Memorandum

TO: All Staff

FROM: *Name, title, child care centre name and site*

DATE: January 2022

RE: **2022 Wage Enhancement – The Regional Municipality of York**

Dear staff,

The Ministry of Education is continuing Wage Enhancement/Home Child Care Enhancement Grant (HCCEG) for 2022 to provide up to \$2 per hour to eligible positions working in licensed child care and up to \$20 per day to eligible licensed home child care providers.

Child care operators/agencies in The Regional Municipality of York (York Region) are required to apply for 2022 funding during the application period of **January 26 to February 28, 2022**. Operators/agencies are required to provide details regarding the staffing of positions in 2021 on the 2022 Wage Enhancement Application Form. This information determines the 2022 funding allocations that, if approved, would be paid to the operator/agency.

Operators/agencies are responsible for distributing the approved funding to staff in eligible positions between **January 1, 2022 and December 31, 2022** on their regular payment cycle.

The Region will issue monthly payments of 2022 Wage Enhancement/HCCEG to child care operators/agenices once the 2022 application has been reviewed and approved.

Please note that:

- Your base hourly wage will be at least minimum wage prior to receiving Wage Enhancement or General Operating Grant
- Wage Enhancement will be paid based on hours worked
- Wage Enhancement will show as a separate line item on your paystub, or issued as separate payments regularly throughout the year

Since Wage Enhancement is paid to staff supporting child ratios, you will only receive this funding for hours worked while in-program. If you are on vacation or sick, the supply/coverage person would receive the funding payment for that time worked. You

will still receive up to two weeks' vacation pay benefits through the Wage Enhancement mandatory benefits entitlement.

Operators and home agencies who submit an application and are approved are required to pay the funds to eligible employees. The operator or agency must follow some requirements, such as:

- Operators/agencies must report back to York Region each year on how the funding was issued to the eligible staff in approved positions
- Operators/agencies are not permitted to use the funding for any program costs
- Wage Enhancement must be paid to eligible staff in addition to their regular wage
- Wage Enhancement must be listed as a separate line on the paystubs, or issued as a separate payment regularly throughout the year.
- If the funding received by the operator/agency in 2022 is fully spent before the end of the year, the operator/agency is not responsible to supplement the additional funds needed
- Wage Enhancement must be included in T4 statements and the final payment must be paid before the last day of the calendar year

More information about Wage Enhancement is available on york.ca/childcareoperators

If staff have any questions about Wage Enhancement, please read the Frequently Asked Questions for Staff document or contact Candice Trotter, Supervisor, Child Care Services, York Region at 1-877-464-9675 ext. 72174 or candice.trotter@york.ca.

Sincerely,

Name, Title