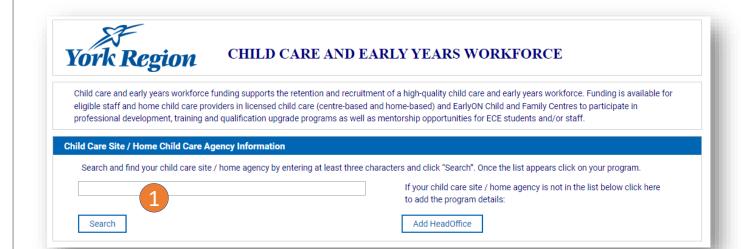


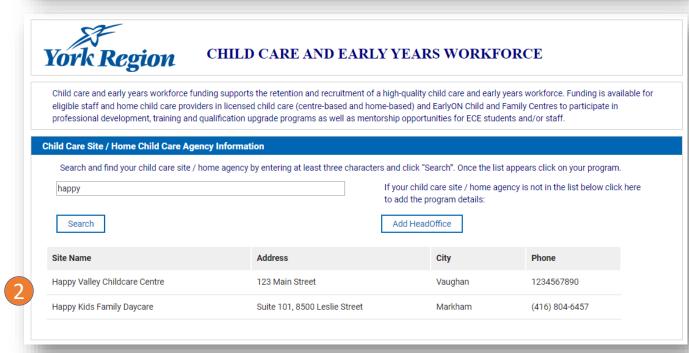
Workforce Funding (2022)

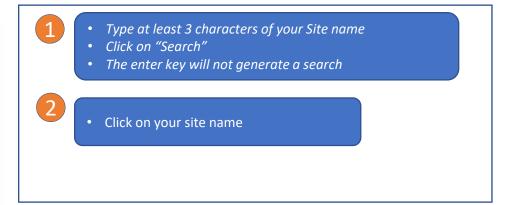
Child Care and Early Years Workforce Funding

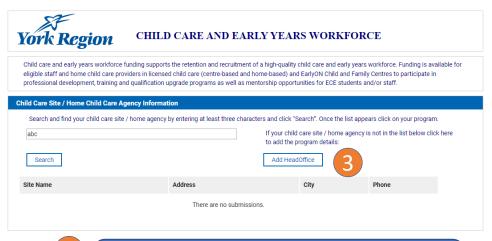
Reminders

- Ensure training has been completed prior to submitting a request
- Operators may submit no more than 1 request per month
- Payments will be processed as Special Purpose: Capacity Building
- When completing the request add the workshop first then add staff who attended the training
- Operators may include more than 1 workshop on the request
- There is no ability to save the request, please complete fully or close and start over at suitable time
- If you have questions email workforcestrategy@york.ca

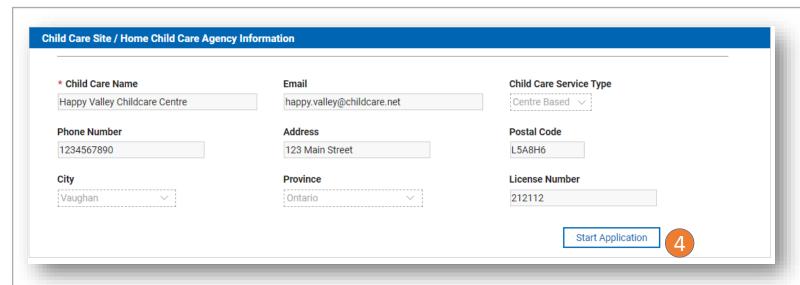






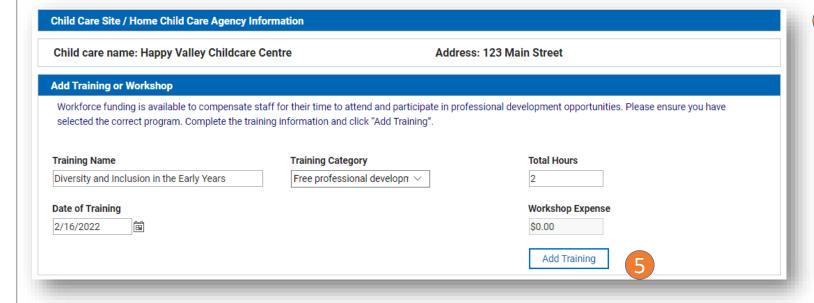


• If your child care site / home agency is not in the list click on "Add Head Office" to add your head office and site details.



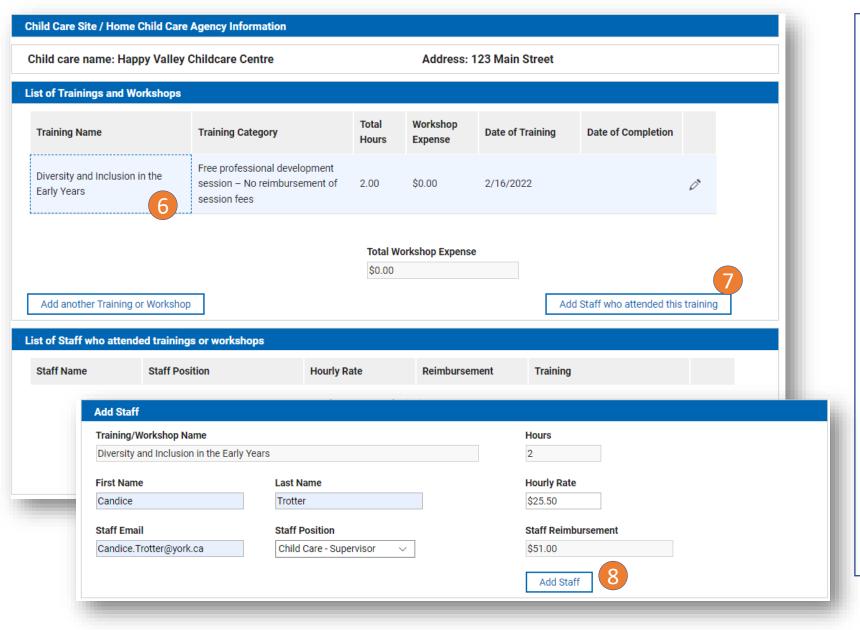


- Your information will automatically be populated.
- Click on "Start Application". This will open a section to insert the training information.



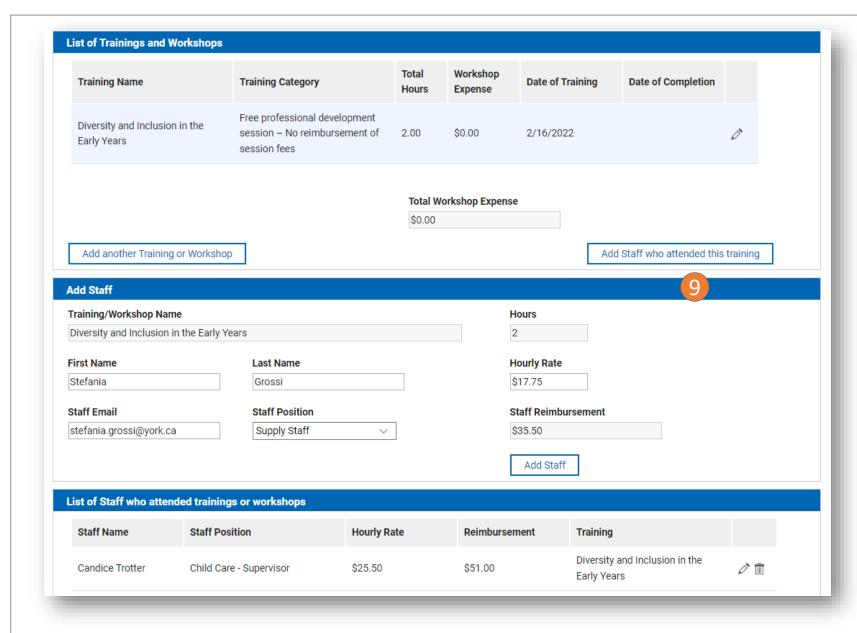


- Fill out the section for "Add Training and Workshop".
- And click "Add Training"



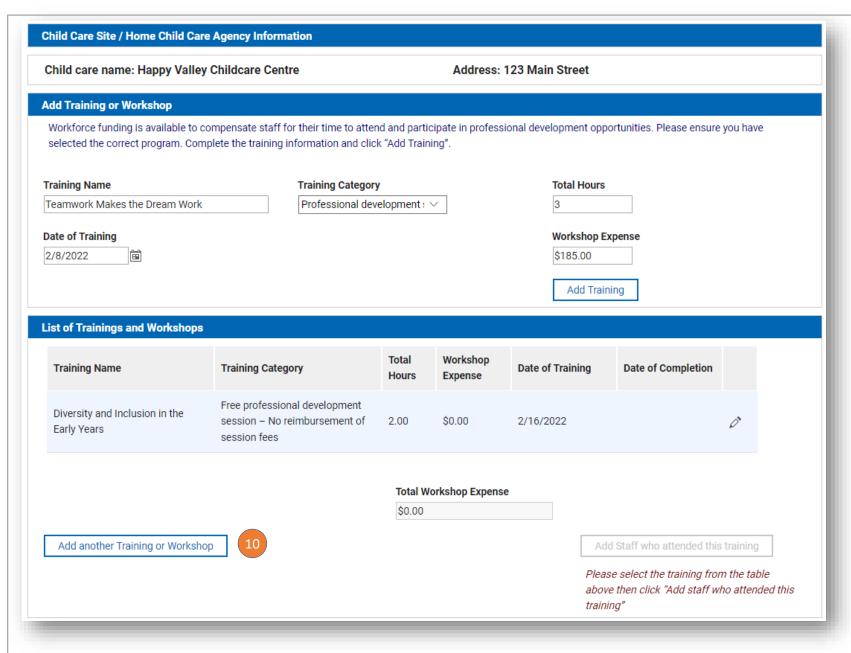
• To add staff who attended the training, click on the training item to select it. • Click on "Add Staff who attended this training". This will open the section to add staff details.

- Enter staff details and click on "Add Staff"
 - Hourly rate can include wage enhancement and mandatory benefits to support CPP, EI, WSIB and EHT if applicable





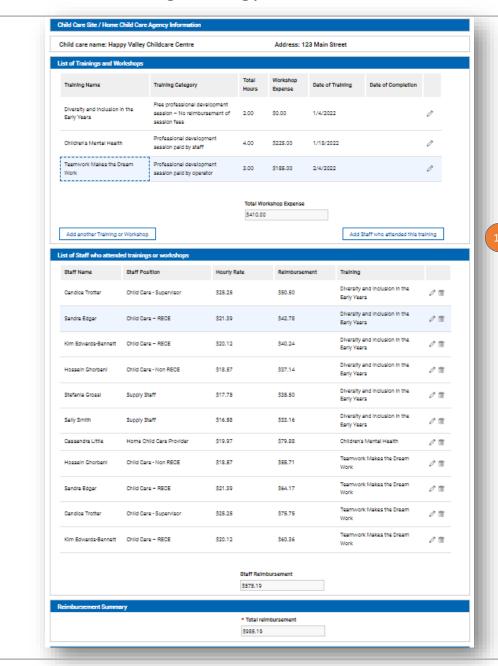
- To add more staff click on "Add Staff who attended this training"
- Make sure the training it still selected
- Enter staff details and click on "Add Staff"



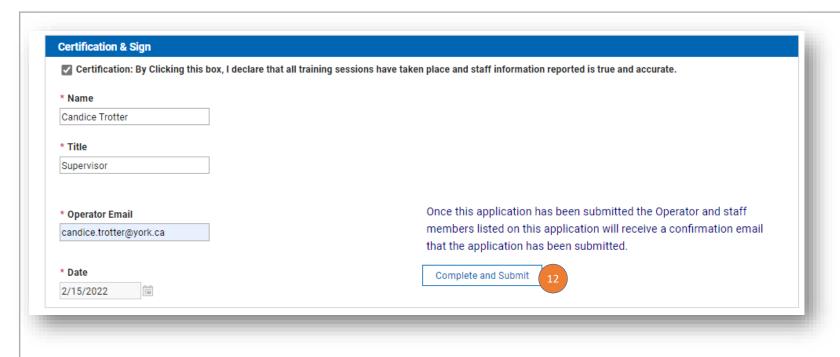
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- To add another training click "Add another Training or Workshop"
- Fill out the section related to the training or workshop
- Click on "Add Training".

- Click on "Add Staff who attended this training". Enter staff details.
- Continue adding training details and staff details until all items have been reported.



Review the form



• Fill out the certification section • Click on "Complete and Submit"