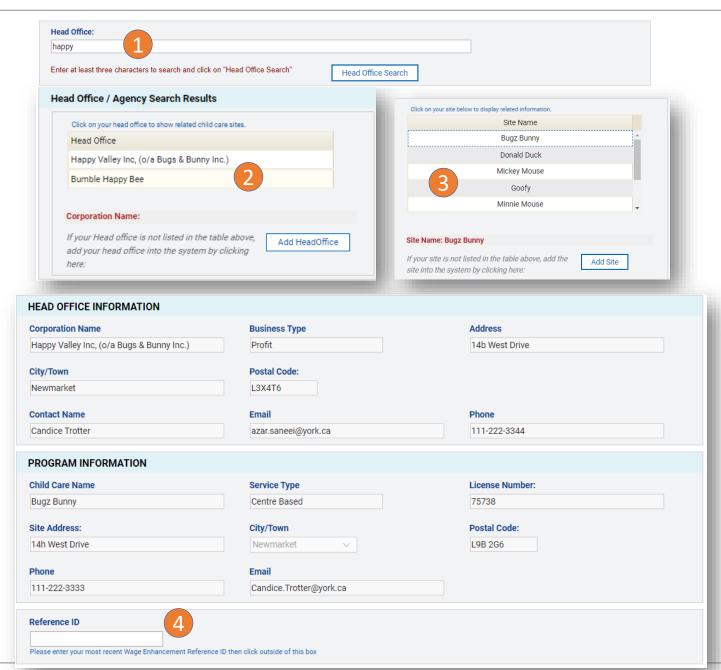
# 2023 STAFF COMPENSATION APPLICATION USER GUIDE

WAGE ENHANCEMENT AND CANADA-WIDE EARLY LEARNING AND CHILD CARE FUNDING



# CENTRE-BASED INSTRUCTIONS



1

- Type at least three characters of your Head Office name
- · Click on "Head Office Search"
- The enter key will not generate a search

2

- · Click on your head office name
- Click on "Add Head Office" if this is the first year applying or no search results are populated

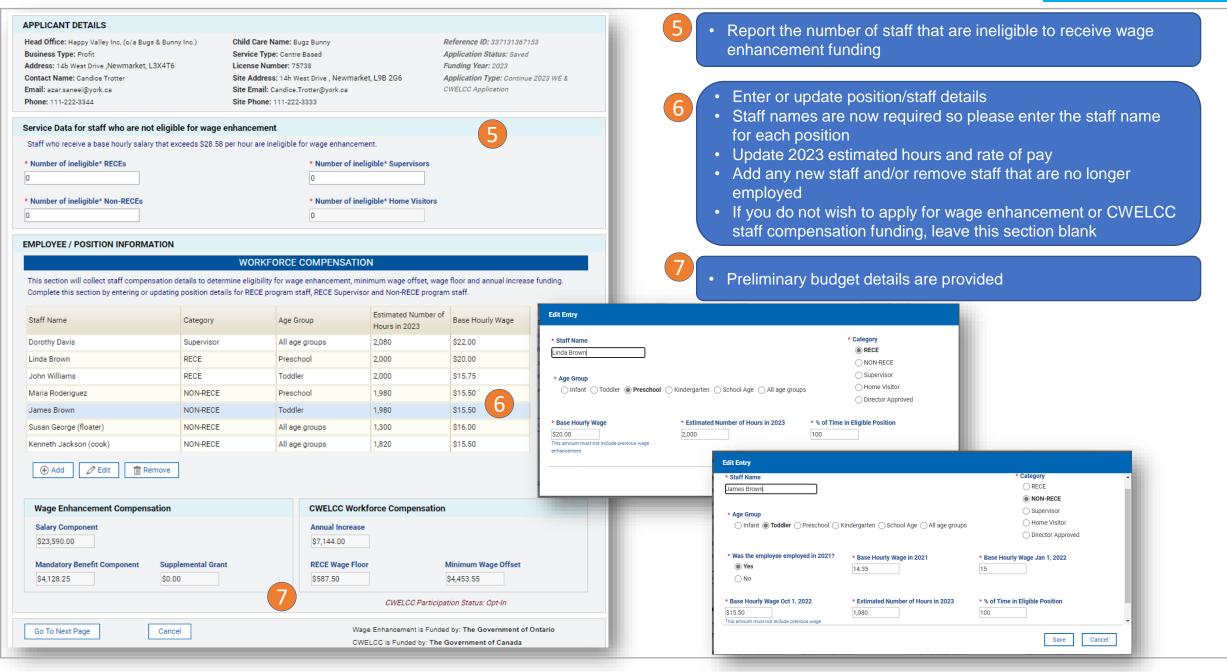
3

- · Click on your site name
- Click on "Add Child Care Site" if this is the first year applying or the site is not populated

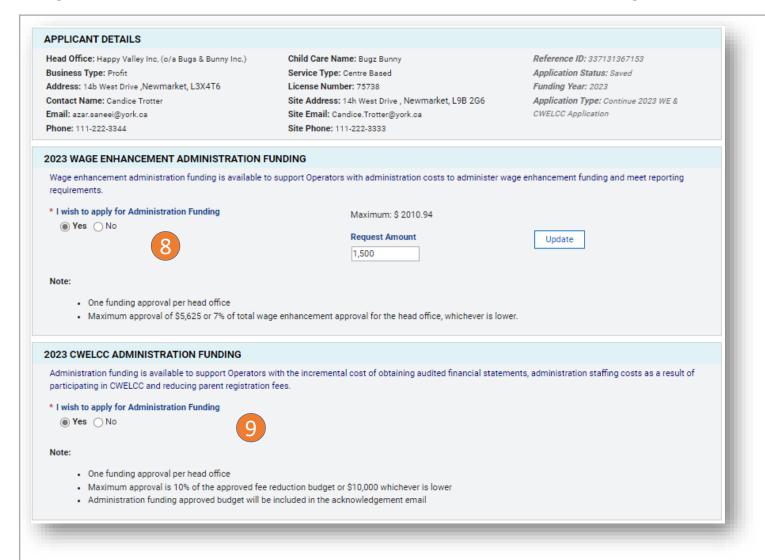
4

- Type in your 2022 Wage enhancement Reference ID – you can find this in the email you received after submitting the 2022 Wage Enhancement Application or contact your Contract and Funding Coordinator to request
- If you did not receive wage enhancement, in 2022, proceed to the next page

#### Site Information and Employee Position Details



### Wage Enhancement and CWELCC Administration Funding





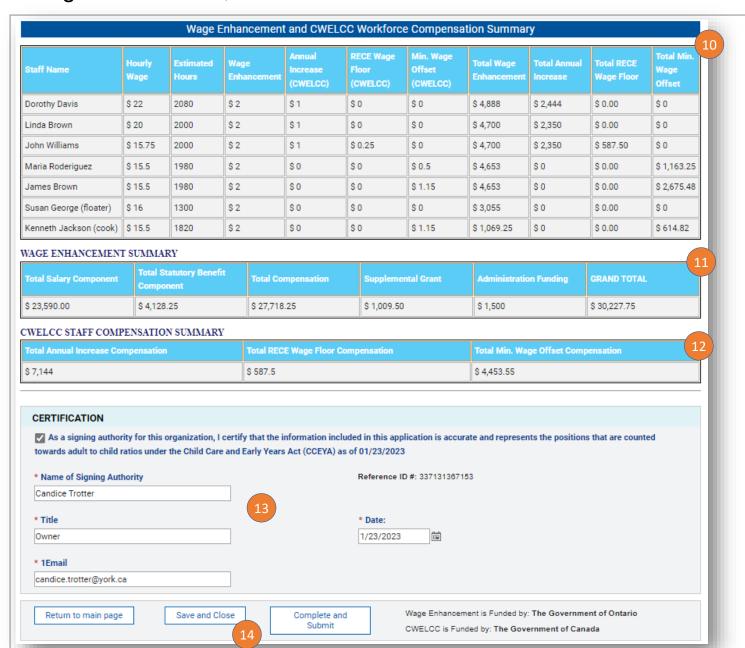
- Wage enhancement administration funding is available to a maximum of \$5,625 or 7% of the wage enhancement budget per head office
- Multi-site operators only need to apply for funding up to \$5,625
- Click Update once amount requested has been entered



- CWELCC administration funding is available to a maximum of \$10,000 or 10% of the CWELCC fee reduction allocation per head office
- Funding approval will be confirmed once application has been reviewed

#### Budget Summaries, Certification and Submission

### Centre-Based



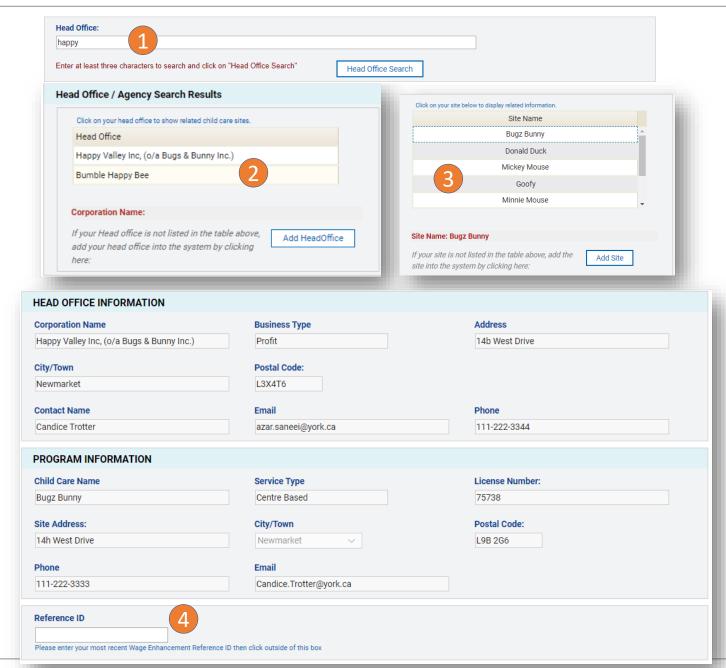
- This summary confirms eligibility for each staff by the various funding types
- This summary confirms wage enhancement funding
- This summary confirms CWELCC staff compensation funding

- The individual who has signing authority must certify and submit this application
- If you wish to save and continue your application at a later time, click Save and Close. Be sure to write down your new Reference ID so you can load and complete your application later
  - Click Complete and Submit once you are finished the application

# HOME-BASED INSTRUCTIONS

#### Search Head Office and Agency Selection

#### Home-Based



- 1
- Type at least three characters of your Head Office name
- · Click on "Head Office Search"
- The enter key will not generate a search
- 2
- Click on your head office name
- Click on "Add Head Office" if this is the first year applying or no search results are populated
- 3
- · Click on your site name
- Click on "Add Child Care Site" if this is the first year applying or the site is not populated
- Type in your 2022 Wage enhancement (home-based)
   Reference ID you can find this in the email you received after submitting the 2022 Wage
  - Funding Coordinator to request
     If you did not receive wage enhancement in 2022, proceed to the next page

**Enhancement Application or** 

contact your Contract and

## Staff Compensation 2023 – Applicant, General Information, Home-based and Visitor

# Home-Based

APPLICANT DETAIL	II S												
APPLICANT DETAILS  Head Office: Happy Valley Inc., (o/a Bugs & Bunny Inc.)  Business Type: Profit  Address: 14b West Drive ,Newmarket, L3X4T6  Contact Name: Candice Trotter  Email: azar.saneei@york.ca  Phone: 111-222-3344		Servio 6 Licen Site A Site E	Child Care Name: Snow White Service Type: Home Based License Number: 5655 Site Address: 123 Happy Valley Road , Newmarket, L9B 4H7 Site Email: denise.cheng@york.ca Site Phone: 1112224445			Reference ID: 337133812546 Application Status: Submitted Funding Year: 2023 Application Type: Create new 2023 WE & CWELCC Application		5	HOI Hor If yo	ME PROVI ne Provide	DERS ONLY) rs are only eliq	ne Provider Data On gible for wage enhar or wage enhancemer	
SERVICE DATA								6	This	e coction is	to report Hem	ne Visitor Data only	
Providers who have an associated base wage that exceeds \$265.90 per day are ineligible.												r CWELCC Compen	cation and Wago
Staff who receive a l	base hourly salary that	exceeds \$28.58 per	hour are ineligible for	wage enhancemen	t.					nancement	~	I CVVELCC Compen	salion and wage
* Number of ineligible* home child care providers  * Number of ineligible* home visitor  0								• If yo		vish to apply fo	or CWELCC staff cor	mpensation funding,	
		Home	Provider Data fo	r Wage Enhanc	ement			Edit Entry					
This section will coll	ect home provider det	ails to determine elig	ibility for wage enhand	cement funding.				* Provider Name					
Provider Name	Provider Address	Works with multiple agencies?	Serves one child or more?	Full or Part Time?	Estimated Number of Days in 2023	Total Fees Received		Sharon Edward			* Full or Part Time?  Full Time is 6 or more hou  Full Time	rs per day Part Time is less that 6 hours	
Lora Lopez	17150 Yonge Street, Newmarket	No	Yes	Full Time	261	\$35,000.00		* Provider Address 520 Cane Parkway,			Part Time		
Sharon Edward	520 Cane Parkway, Newmarket	No	Yes	Part Time	100	\$12,000.00		* Works with multi	iple agencies?		* Estimated Number of	of Days in 2023	
Paula Smith	50 High Tech, Richmond Hill	Yes	Yes	Full Time	261	\$69,402.51		No Serves one child	Lor moro?		* Total Fees Received		
<b>⊕</b> ∅ 🗓								ng provider's own children	\$12,000.00				
								○ No					
EMPLOYEE / POSIT	TION INFORMATIO	N										Save Can	cel
			WORKFORCE CO	MPENSATION				dit Entry					
This section will coll	lect home visitor comp	ensation details to d	letermine eligibility for	CWELCC RECE wag	e floor and annual inc	rease funding.						* Category	
Staff Name		Category	Age Grou	n	Estimated Number of Hours in 2023	Base Hourly Wage	6	* Staff Name Brian Walker				RECE NON-RECE	
Brian Walker		Home Visitor	All age gr	oups 1	,500	\$18.00		* Age Group				Supervisor  Home Visitor	
Kimberly Lee		Home Visitor	All age gr	oups 2	2,000	\$16.00		○ Infant ○ Toddl	ler O Preschool	◯ Kindergarten ◯ Scho	ol Age 🌘 All age groups	Director Approved	
→ Add							* Base Hourly Wage \$18.00 This amount must not include enhancement	e previous wage	* Estimated Number	r of Hours in 2023 * % of 50	Time in Eligible Position		
Go To Next Page  Wage Enhancement is Funded by: The Government of Ontario  CWELCC is Funded by: The Government of Canada						ntario					Save Cancel		

#### Staff Compensation 2023 – Wage Enhancement and CWELCC Admin Funding

#### Home-Based

#### **APPLICANT DETAILS** Head Office: Happy Valley Inc, (o/a Bugs & Bunny Inc.) Child Care Name: Snow White Reference ID: 337133812546 Service Type: Home Based Application Status: Submitted Business Type: Profit Address: 14b West Drive , Newmarket, L3X4T6 License Number: 5655 Funding Year: 2023 Contact Name: Candice Trotter Site Address: 123 Happy Valley Road , Newmarket, L9B 4H7 Application Type: Create new 2023 WE & Site Email: denise.cheng@york.ca CWELCC Application Email: azar.saneei@york.ca Phone: 111-222-3344 Site Phone: 1112224445 2023 WAGE ENHANCEMENT ADMINISTRATION FUNDING Wage enhancement administration funding is available to support Operators with administration costs to administer wage enhancement funding and meet reporting \* I wish to apply for Administration Funding Maximum: \$911.26 Yes No Request Amount 900 Note: · One funding approval per head office Maximum approval of \$5,625 or 7% of total wage enhancement approval for the head office, whichever is lower. 2023 CWELCC ADMINISTRATION FUNDING Administration funding is available to support Operators with the incremental cost of obtaining audited financial statements, administration staffing costs as a result of participating in CWELCC and reducing parent registration fees. \* I wish to apply for Administration Funding Yes No Note: One funding approval per head office . Maximum approval is 10% of the approved fee reduction budget or \$10,000 whichever is lower Administration funding approved budget will be included in the acknowledgement email



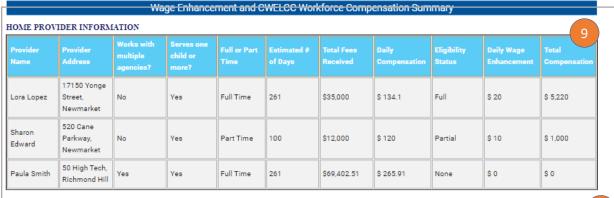
- Wage enhancement administration funding is available to a maximum of \$5,625 or 7% of the wage enhancement budget per head office
- Multi-site operators only need to apply for funding up to \$5,625
- Click Update once amount requested has been entered



- CWELCC administration funding is available to a maximum of \$10,000 or 10% of the CWELCC fee reduction allocation per head office
- Funding approval will be confirmed once application has been reviewed

#### Staff Compensation 2023 – Summary and Administration Funding

## Home-Based



This summary provides wage enhancement budget details for each home provider

10

• This summary provides wage enhancement and CWELCC compensation funding details for home visitor(s)

#### HOME VISITOR INFORMATION

Staff Name	Hourly Wage	Estimated Hours	Enhancement	Increase	RECE Wage Floor (CWELCC)	Offset	Total Wage Enhancement	Total Annual Increase		Total Min Wage Offset	U
Brian Walker	\$ 18	1500	\$ 2	\$ 1	\$ 0	\$ 0	\$ 1,762.5	\$ 881.25	\$ 0.00	\$0	
Kimberly Lee	\$ 16	2000	\$ 2	\$1	\$ 2	\$0	\$ 4,700	\$ 2,350	\$ 4700.00	\$0	

Wage Enhancement budget details

#### WAGE ENHANCEMENT SUMMARY

Home Visitor Summary/Home Provider Su	ımmary				44
SUMMARY	FTE	Salary Component	Statutory Benefit Component	Total Compensation	TI
Fully Eligible Visitors	1.57	\$5,500.00	\$962.50	\$6,462.50	
Partially Eligible Visitors	0.00	\$0.00	\$0.00	\$0.00	
SUPPLEMENTAL GRANT				\$235.50	
SUBTOTAL				\$6,698.00	

CWELCC Staff Compensation budget details

UMMARY Eligible Positions MAXIMUM GRANT TRANSFER Fully Eligible Providers \$ 5,220.00 Partially Eligible Providers \$1,000.00 \$ 6,220.00 Supplemental Grant \$100 Sub-Total \$ 6,320 Administrative Funding \$ 900 Grand Total \$ 13,918 The individual who has signing authority must certify and submit this application

#### CWELCC STAFF COMPENSATION SUMMARY

Total Annual Increase Compensation	Total RECE Wage Floor Compensation	Total Min. Wage Offset Compensation	1
\$ 3,231.25	\$ 4,700	\$ 0	

CERTIFICATION	
As a signing authority for this organization, I certify that the info towards adult to child ratios under the Child Care and Early Years A	ormation included in this application is accurate and represents the positions that are counted ct (CCEYA) as of 01/22/2023
* Name of Signing Authority	Reference ID #: 337133812548
Candice Trotter	
* Title	* Date:
Owner	1/22/2023
* 1Email candice.trotter@york.ca	13
Return to main page Save and Close	Complete and Submit Wage Enhancement is Funded by: The Government of Ontario CWELCC is Funded by: The Government of Canada