



**Provincial Wage Enhancement
Application for
Child Care Centers, Home Visitors and
Home Child Care Providers (2018)**

User Guide – Using Reference ID

www.york.ca/childcareoperators

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Head Office:

happy[x

Enter at least three characters to search and click on "Head Office Search"



Head Office Search

- Type at least 3 characters of your Head Office name
- Click on "Head Office Search"
- The enter key will not generate a search

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Head Office / Agency Search Results

Selected Head Office: Happy Valley Inc

Click on your head office to show related day care sites

ID	Head Office
568	Happy Valley Inc

Please wait for a few seconds until the search is completed. If your Head office is not listed in the table above, add your head office into the system by clicking here: [Add Head Office](#)

- Click on your head office name

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Selected Site: Mickey Mouse Child Care

Click on your site below to display related information.

Site ID	Site Name
656	Bugs Bunny Child Care
657	Mickey Mouse Child Care

Please wait for a few seconds until the search is completed. If your site is not listed in the table above, add the site into the system by clicking here: [Add Site Operator](#)

- Click on your site name

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APPLICANT DETAILS

* Site Address:

1 Minnie Lane

Service Type

Centre Based

Business Type

Profit

* Postal Code:

L7B 2H6

City/Town

Aurora

License Number:

To make the process easier and faster, you can download your last year Wage Enhancement application into your 2018 Wage enhancement application by entering your application Reference ID in the box and click "Download your 2017 application and Create 2018 application" button below. If you don't have your Reference ID, Click on the "Create 2018 Wage Enhancement application" button to start from scratch.

Reference ID

Create New Application for Child Care Centres & Home Visitors

After your reference ID is placed in the above Box, click outside and then inside the box for your reference ID to be validated. Once your ID is validated you can load your application.

Download your 2017 application and Create 2018 application

- Type in your 2017 Reference ID – you can find this on your 2017 reconciliation email that was sent to you.
- If you do not have a Reference ID click "Create New Application"

- Review all information and update if required

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CONTACT INFORMATION

* Contact Name

Jane Doe

* Contact Number

(416) 444-6666

* Email Address

jane@test.com

* Confirm Email

jane@test.com

AGENCY OPERATING INFORMATION

* How many weeks is your center in operation annually?

51

* Standard Work Week (in hours)

40

* Standard number of hours worked by each employee in a week.

* Total Operating Capacity:

80

* Total Licensed Capacity:

95

SERVICE DATA

* Number of ineligible* RECES

1

* Number of ineligible* Supervisors

1

* Number of ineligible* Non-RECES

0

* Number of ineligible* Home Visitors

0

**** Staff who receive an hourly salary that exceeds \$27.07 per hour are ineligible**

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EMPLOYEE / POSITION INFORMATION

Wage Enhancement Employee Position Information (Program Staff Only)

Position Description	Position Created in 2017/2018	Category	Base Hourly Wage	Number of Hours Worked in 2017	% of Time in Eligible Position
Infant 1	No	RECE	18.50	1,975.00	100.00
Infant 2	No	NON-RECE	16.50	2,053.00	100.00
Cook / Break Floater	No	NON-RECE	16.50	2,000.00	50.00
Supervisor	No	Supervisor	19.00	2,075.00	100.00
Preschool 1	Yes	RECE	18.25	2,080.00	100.00

+ Add ✎ Edit ✕ Remove

- Review each position and update the data with actual hours worked in 2017 and base hourly wage as of Dec 31, 2017.
- To edit a position double click on the position or click once on the position and then click edit.
- To remove a position that is no longer present click once on the position and then click remove.

The FTE in box 6 and box 7 should total 100% This example is only for positions who are partially eligible for wage enhancement and GOG

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The information collected below will be used for the General Operating Grant calculations. Please enter non-program staff and/or staff earning more than \$27.07 per hour who do not appear in the list above.

Position Description	Category	Base Hourly Wage	Number of Hours Worked in 2017	% of Time in Eligible Position	FTE
Cook / Break Floater	Cook	16.50	2,000.00	50.00	0.57

+ Add ✎ Edit ✕ Remove

- Click Add to enter positions that are not eligible for wage enhancement but are eligible for General Operating
- Click Add to enter positions that are listed above at less than 100% time in eligible position (shown in box 6 & 7)

Total FTE
0.57

2018 WAGE ENHANCEMENT ADMINISTRATION FUNDING

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* I wish to apply for Administration Funding

Yes No

Maximum: 2236.61

Request Amount

2,200

Update

Note:

- One funding approval per head office
- Maximum approval of \$7,500.00 or 10% of total wage enhancement approval for the head office, whichever is lower.

- Administration funding can be used to offset costs for accounting/bookkeeping and payroll upgrades relating to wage enhancement.
- Update your Request Amount and click Update.

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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 01/24/2018

* Name of Signing Authority

Candice Trotter

Reference ID #: 179725266117

* Title

Supervisor

The individual who has signing authority must submit this form

* Date:

1/24/2018

Return to main page

Print Summary

Save and Continue

Complete and Submit

Wage Enhancement is Funded by:
The Government of Ontario

Be sure to print your application before submitting.
Keep your Reference ID for future use.