



PROGRAM ELIGIBILITY AND FUNDING CONDITIONS FOR GENERAL OPERATING GRANT FUNDING

Program Goals:

According to the Business Practice Guidelines from the Ministry of Education, the General Operating Grant (GOG) Funding is intended to support the costs of operating licensed child care programs in order to:

- Reduce wait times for families
- Stabilize or reduce fees for services for all families
- Stabilize service levels
- Improve access to high quality, affordable early learning and child care services for children and families

Eligibility Requirements:

Child care programs must be:

- Located in the Regional Municipality of York
- Licensed under the Child Care and Early Years Act, 2014
- Non-profit or profit center and home based child care agencies
- Hold a Child Care and Early Years Agreement with the Regional Municipality of York, including Fee Subsidy and Enhanced Funding Schedules

ELIGIBILITY:

- Ministry of Education states priority must be given to the non-profit child care sector
- Operator allocations will be determined annually based on actual Regional Budget and FTE calculation tool, with priority given to the non-profit child care sector
- Regional staff will use the (FTE) numbers from the wage enhancement applications, the numbers will be rounded up
- GOG allocations will be reassessed on an annual basis
- General Operating Grant Funding may be paid to eligible staff working in the child care sector
- Eligible positions must be considered permanent positions. A permanent position is one that is part of a program's regular staffing component. The position may be full or part-time
- Full-time is defined as the agency's normal number of hours considered to be full-time, with a minimum of 35 hours per week
- Part time staff should only receive part of the allocation

Ineligible Positions:

- a. Owners, who **do not** occupy another eligible position or title
- b. Clerical or Administrative Staff
- c. Summer Students
- d. Fee for Service Contracts (including temporary staffing agencies)
- e. Employees of children's recreation programs



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Funding Categories:

Operators may choose from 2 categories that provide minimum and maximum investments.

Funding Category 1	Description	Amounts
Staff Salaries	Operators must use funding to increase staff salaries (over-and-above existing salaries), and operator’s regulatory requirements to obtain and maintain minimum wage). Enhance payments to Home Child Care Providers	Minimum 80% of the approved allocation must be used towards increasing salaries of eligible staff. All staff must receive a salary of <u>minimum wage prior to all grants.</u>
Staff Benefits	Operators may use a maximum of 17.5% of the GOG funding to cover mandatory employer contributions resulting from increased salary and benefit costs. Mandatory benefits consist of Canada Pension Plan (CPP), Employment Insurance (EI), Workers Safety Insurance Board (WSIB), Employer Health Tax (EHT), Vacation Pay, Public Holiday pay	Maximum of 17.5% may be used to cover mandatory benefits
Funding Category 2	Description	Amounts
Extra-Curricular Activities and Field Trips	Costs associated with providing support for children in receipt of Fee Subsidy to attend field trips and participate in extra-curricular activities (including associated material costs)	Maximum 20% of the approved allocation may be used to offset operating costs
Lease/Rental	Occupancy costs for lease or property rentals	
Audit Costs	Costs related to Audited Financial Statements/Review Engagement Statements due to the Region of York’s requirements	

Operators Must:

- Provide a fair and equitable amount of funding to all eligible staff (preferably equal amounts)
- Develop a transparent method of distributing funding to support salaries and benefits to all eligible positions in a manner that is fair and equitable
- Communicate in writing the distribution method to all staff, home child care providers, and home visitors
- Obtain signatures acknowledging that they are aware of the distribution method and amount received

The Region of York encourages operators to prioritize funding towards eligible staff who are lower wage earners to support poverty reduction.



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Staff Payments:

- Staff must receive minimum wage **prior** to receiving general operating funding
- Operators will provide General Operating Grant payments in addition to any planned pay equity union settlement or salary increases
- Operators shall pay General Operating Grant Funding to eligible positions with their regular pay cycle
- Operators must identify the portion of each payment that constitutes General Operating Funding
- Home child care agencies shall pay General Operating Grant Funding to home care providers with their regular payments and must identify the portion of each payment that constitutes General Operating Funding

Funding Conditions:

1. General Operating funding is not to be considered base salary
2. General Operating funding will be recalculated yearly
3. Operators cannot decrease base salaries, General Operating Funding is to increase staff salaries
4. Operators consent to be identified by the York Region as being in receipt of General Operating Grant Funding
5. Operators shall provide York Region a copy of the communication and method of distribution provided to staff along with staff signatures
6. Funding will only be re-calculated with the following year's wage enhancement applications.
7. Operators will submit a Child Care General Operating Grant Reconciliation Statement to York Region within 30 days of the end of the reporting period
8. Operators will be required to submit in-year funding allocation status updates to ensure allocations will be fully unitized in accordance with guidelines
9. All funding, Fee Subsidy, Special Purpose, General Operating, Wage Enhancement, Pay Equity Union Settlement, Special Needs Resourcing and Enhanced Funding will be added together to determine the type of audit required
10. All operators, regardless of the amount received, within 120 days of the operator's year, must provide:
 - a. Funding Declaration;
 - b. Board of Directors' Reviewed or Corporation Officers Reviewed Financial Statement;
 - c. Funding Reconciliation Statement
11. Operators in receipt of Regional Funding of \$250,000.00 or more must provide:
 - a. Funding Declaration;
 - b. Funding Reconciliation Statement;
 - c. Board of Directors' Reviewed or Corporation Officers' Reviewed Financial Statement with a completed Review Engagement;
12. Operators in receipt of Regional Funding of \$ 500,000.00 or more must provide:
 - a. Funding Declaration;
 - b. Funding Reconciliation Statement;
 - c. Audited Financial Statement
13. Operators cannot limit the amount of funding approval in order to stay below audit requirements
14. Operators will submit documentation in the required format to York Region within the time period specified



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15. The Region shall pay General Operating Funding to the Operator in a monthly amount not to exceed the total budget for the budget period set out in Schedule D
16. To build capacity and inclusion, all operators in receipt of General Operating Funding must also accept children in receipt of Fee Subsidy and children with special needs. Operators must agree to hold a valid Schedule B and Schedule C of the Child Care Services Agreement
17. Meet all contractual and funding requirements
18. General Operating funds not utilized in accordance with any of the funding conditions and/or in accordance with the service agreement between the Operator and York Region will be returned to York Region