



FAQ

Enhanced Funding Online Application Process

york.ca/children
#StartswithkidsYR


York Region

Q. Is York Region still accepting paper applications?

A. No, all new applications and re-applications must be submitted online. Go to york.ca/childcareoperators and select “Enhanced Funding for Children with Exceptional Needs” to find the online application [link](#) (under “How to Apply”) Please read the instructions on “How to Complete this Application” and the “Funding Approval Process” on the online application page for more guidance.

Q. I don't know my child care program's Head Office name. What should I do?

A. Please refer to your Child Care Services Agreement or contact Marina Dichiara, Child Care Services Coordinator, at 1-877-464-9675 ext. 72459 or marina.dichiara@york.ca

Q. I have several email accounts. Which email address should I use?

A. It is important that you only enter one valid email address, as this will be used to access your previously saved applications. It is best to use your work email address.

Q. What date should I enter in “Section B: Funding Request”?

A. Please ensure that you have updated and entered the correct funding period. The two funding periods are January to June and July to December. If you do not require care until part way through a funding period, please enter the start date that the child is expected to begin at your program. If you are requesting funding for July and August only, select July and August as the funding start and end dates.

Q. Do I include the Enhanced Funding worker (Enhanced Staff) in the number of staff assigned to the group?

A. No, do not include the Enhanced Funding worker in your count when indicating the number of Registered Early Childhood Educators (RECEs) and assistants assigned to the group. Enhanced Funding is intended to enhance the adult to child ratio beyond the ministry requirements. If the classroom has low enrollment or the ratios are already enhanced with current staffing, the application may not be approved.

Q. Does the child need to have a formal diagnosis to be eligible for Enhanced Funding?

A. No, the child does not need to have a formal diagnosis. Please include only confirmed diagnoses on the application. You may include a diagnosis that does not appear on the list or you may enter multiple diagnoses in the comment section at the end of the application. An application that indicates a formal diagnosis does not receive priority funding as applications are reviewed on a first come, first served basis.

Q. In the past, it was mandatory to have the Supporting Consultant sign the application form. Is this still necessary?

A. No, the new technology interfaces with the database used by York Region Early Intervention Services. Applications for infants, toddlers and preschoolers must be supported by a York Region Early Interventionist (EI). Applications for kindergarten and school-aged children must have community agency involvement but do not require EI support. Please list all support services that are currently involved with the child(ren), including the York Region EI, in section B.3.

Q. What type of information is required in the “Safety, Health and Mobility Strategies” section?

A. Please include factual observations that reflect the child(ren)'s behaviors and the classroom challenges. The information in this section should allow the committee to get a clear picture of the child(ren)/classroom needs. The dialogue boxes have ample space and allow detailed information to be included. For example:

Category	What is the need?	What is the plan of action?	What are the current strategies?	When is support required?
Safety	<ul style="list-style-type: none">Jack will hit, bite, push and scratch peers and staff frequently each day, especially during nap timeJack climbs and jumps off furniture during transitions and lunch time	<ul style="list-style-type: none">Ongoing observations completed to enhance strategies aimed to reduce aggression	<ul style="list-style-type: none">Redirect and engage Jack in activities of interestModel appropriate behaviourPraise for positive behaviour	<ul style="list-style-type: none">12:00PM to 4:00PMLunch time, nap time and afternoon activities
Health	<ul style="list-style-type: none">Jack shows an interest in the toilets and sinks and will attempt to touch the toilet water whenever possible	<ul style="list-style-type: none">Use redirection and visual cues to remind Jack that washroom is not a play space	<ul style="list-style-type: none">Staff is currently shadowing Jack to prevent him from playing inside the washroom	<ul style="list-style-type: none">12:00PM to 4:00PMLunch time, nap time and afternoon activities

Q. Can I save my work and go back to the application to complete it at a later time?

A. Yes, when you enable the “save form and continue later” button, you will be provided with a reference ID number which will allow you to recall the application at a later time. The reference ID number will be sent to your email address. It is important that you save or make note of your reference ID number.

Q. Can I submit one application for all the children at my site, even if they are in different classrooms?

A. No, all children on a group application must be in the same classroom. Please enter the room number as indicated on your Child Care and Early Years license. You can submit multiple applications for your site as long as the children are not in the same classroom.

Q. Is there a section to provide notes regarding special circumstances?

A. Yes, you can include specific notes regarding your application on the last page of the online form. If there is anything specific that you think we should know, please include it in this section.

Q. Do I have to submit a separate application for children who will transfer to another site over the summer?

A. Yes, if children will be transferring to another site over the summer, a separate application has to be submitted. You will receive a different reference ID number for the summer care application. Please indicate in the notes which site the child is transferring from and select July and August as the funding start and end dates.

Q. How do I submit a re-application for the next funding period?

A. To submit a re-application, please use your reference ID to load a previously saved application. Review and update all required information including the funding period and then save and submit your re-application.

Q. I lost my reference ID number. What should I do?

A. Refer back to your email acknowledgment or contact Marina Dichiara at 1-877-464-9675 ext.72459 or marina.dichiara@york.ca

Q. Can I print a copy of my online application submission?

A. Yes, however, it is not necessary to print the application. Once you provide your email address and submit the application, you will receive a reference ID number. You can use this reference ID number to access your application at any time. Please ensure that you click “Save” whenever prompted and click “Submit Application” on the last form to ensure that your application reaches our queue. If you would like to print your application, you can do so through your browser by using the “right click” function on your mouse and selecting “print”.

Q. What happens after I submit the application(s)?

A: All applications are reviewed to ensure eligibility criteria are met. A committee meets a minimum of two times per year to review applications and to make funding recommendations. When funding is at capacity, applications are placed on the wait list, which is also on a first come, first served basis.

Q. Who do I contact if I have questions about Enhanced Funding?

A. For billing, contact Marina Dichiara at 1-877-464-9675 ext.72459 or marina.dichiara@york.ca

For all other inquiries, contact your Community Program Coordinator:

South Community Program Coordinators:

- Jan Saville at 1-877-464-9675 ext. 72662 or email jan.saville@york.ca
(City of Markham, Town of Whitchurch-Stouffville, Thornhill)
- Ashley Stoneman at 1-877-464-9675 ext. 74994 or email ashley.stoneman@york.ca
(City of Vaughan, Township of King)

North Community Program Coordinator:

- Darlene Preuten at 1-877-464-9675 ext. 72455 or email darlene.preuten@york.ca
(City of Richmond Hill, Town of Aurora, Town of Newmarket, Town of East Gwillimbury, Town of Georgina)

Be sure to read and follow all instructions above each section of the application form