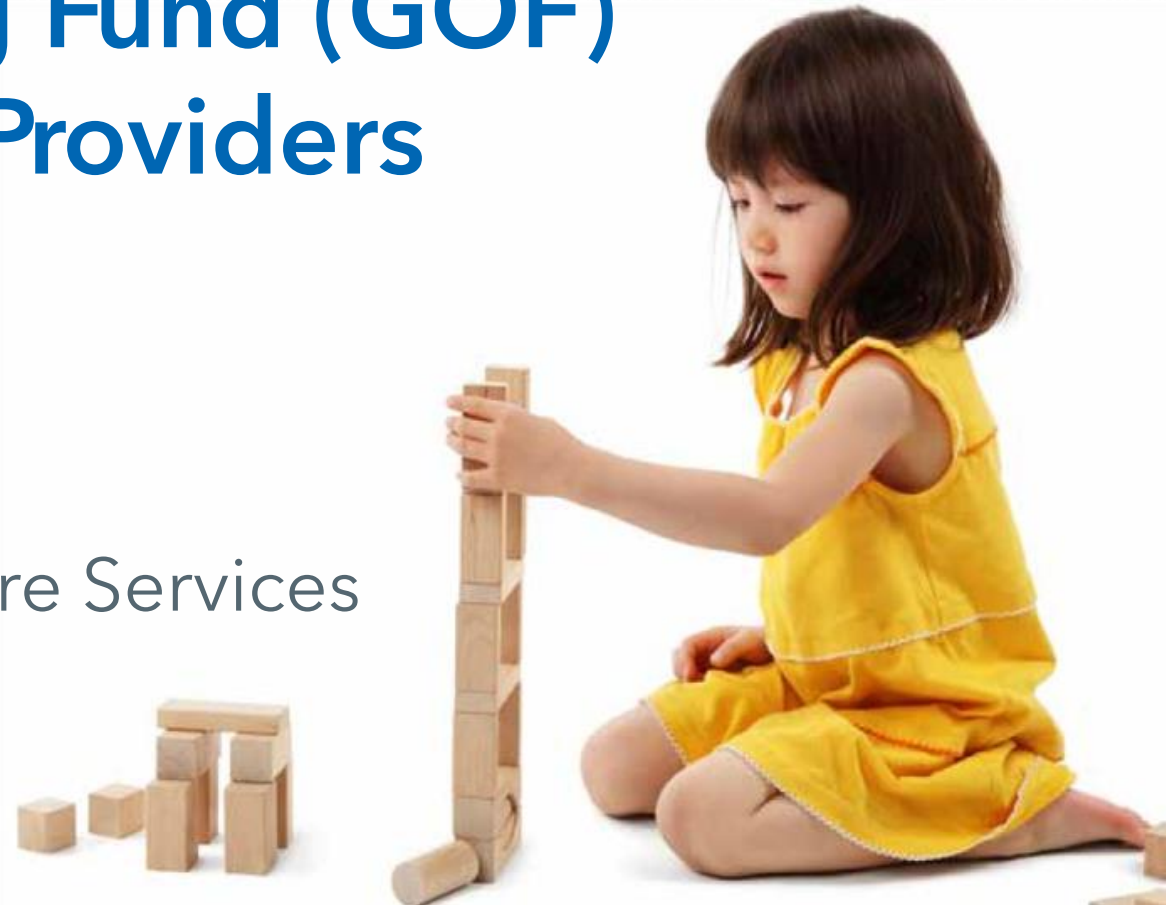


2023 General Operating Fund (GOF) for Licensed Child Care Providers

Presented by Early Years & Child Care Services
July 24, 2023



Housekeeping Items

- This meeting is being **recorded** and will be shared with the presentation.
- Your microphone will be muted unless called upon during the Question period.
- You can participate by using the chat function to raise any questions you have.
- You can also email us at earlyyearssystemdivision@peelregion.ca or contact your Early Years Specialist.

The personal information collected during this meeting is collected under the authority of the [Municipal Act S.O. 2001, c.25](#). The information will be used for future reference for purposes of the Region of Peel's Human Services Department, Early Years and Child Care Services Division.

Questions about the collection of personal information and information collected should be directed to earlyyearssystemdivision@peelregion.ca.

Agenda

- 2023 GOF
 - Objectives
 - Eligible/Ineligible positions
 - Distribution to staff
 - Administration
 - Reporting and Accountability
 - Surplus and Shortfall
 - Key Dates and Timelines
- Question Period



2023 General Operating Funding

The General Operating Fund (GOF) is intended to support the recruitment and retention of qualified staff in licensed child care by:

- Enhancing staff wages and benefits above mandatory requirements.
- Reducing the wage gap between Early Childhood Educators working in licensed child care settings and school boards.

Staff Eligibility

Eligible Positions

(Employed positions in receipt of a T4 or T4A)

- Registered Early Childhood Educator (RECE)
- Supervisor or Assistant Supervisor
- Program staff without ECE or Early Child Care Assistant
- Supply staff (regular casual employed status)
- Summer staff that work for numerous weeks each year to cover ratios (permanent)
- Director-approved program staff (e.g., Montessori Teachers)

Ineligible Positions

(Non-program staff)

- Bus Drivers*
- Cook/Housekeeping*
- Custodian/Janitorial*
- Clerical/Administrator*
- Enhanced Program Staff**
- Unpaid Students
- Volunteers
- Students not in a permanent position
- Owners/Operators who do not occupy an eligible position
- Fee for service contracts (including temporary staffing agencies)
- Staff hired through a third party (i.e., temp agency)

***Positions are eligible for GOF if they spend at least 25% of their time supporting ratio requirements under the CCEYA, and then they are eligible for GOF only for the number of hours worked to support ratios. **If EPS funding is used to extend the hours of existing program staff, then only the hours that staff supported ratio under the CCEYA would be eligible for GOF**

Distribution of GOF-SWB

IMPORTANT: GOF must be applied after the Wage Enhancement Grant (WEG) and Workforce Compensation Funding (WCF) are applied to a staff's base wage.

To issue GOF, follow these steps:

1. Ensure that you meet your regulatory requirements for minimum wage and mandatory benefits.
2. Establish your enhancements to eligible staff wages by creating a per hour enhancement that is:
Option 1: an equal amount for all eligible positions, and/or
Option 2: a set amount based on eligible position types as follows:



Category A Positions

- RECE
- Director-approved program staff (e.g., Montessori Teachers)
- Supervisor or Assistant Supervisor

Category B Positions

- Program staff without ECE or Early Child Care Assistant
- Supply staff (regular casual employed status)
- Summer staff that work for numerous weeks each year to cover ratios (permanent)
- Non-program positions that spend up to 25% of their time supporting ratios

Note: staff must be employed at your agency at the time of disbursement.

Distribution of GOF-SWB

3. Determine the allocation amount per eligible staff and apply mandatory employer contributions resulting from increased wage and benefit costs.
4. Create and distribute template letter to communicate to staff how their allocation was determined.
 - A template letter is provided in the 2023 GOF guidelines.
5. Distribute funding to all eligible staff for hours worked/paid* in 2023 through the regular payroll schedule/process.
 - Maximum number of hours is **2080 hours per year per staff.**
6. Include a 'General Operating Fund' notation with associated amounts paid on each paystub. ▪

Tool will be shared to help with GOF distribution for staff

Distribution of GOF-Example 1

Example: Option 1 (Equal amount per hour)

| | |
|---|-----------------|
| Total 2023 GOF: | \$23,500 |
| Hold back for incremental changes to benefits: | \$3,500 |
| <u>Total for hourly enhancement:</u> | \$20,000 |
| Adjusted 2023 GOF (less benefits) | \$20,000 |
| <u>Divided by total number of hours worked by all eligible staff:</u> | <u>8,000</u> |
| Hourly wage enhancement | \$2.50/hr |

All eligible staff receive a \$2.50/hr enhancement and the amount of GOF per eligible staff will vary based on the total hours worked in 2023.

| Eligible Staff | Expected Hours Worked in 2023 | Hourly Enhancement | Funding for Staff* |
|--------------------------------|-------------------------------|--------------------|--------------------|
| Staff 1 - RECE | 2,080 | \$2.50 | \$5,200 |
| Staff 2 - RECE | 1,040 | \$2.50 | \$2,600 |
| Staff 3 - Director Approved | 380 | \$2.50 | \$950 |
| Staff 4 - Assistant Supervisor | 2,080 | \$2.50 | \$5,200 |
| Staff 5 - ECA | 2,080 | \$2.50 | \$5,200 |
| Staff 6 - Cook (25% of time) | 340 | \$2.50 | \$850 |
| Total | 8,000 | | \$20,000 |

*Plus benefits

Distribution of GOF- Example 2

Example: Option 2 (Amount by Position Type)

| | |
|--|-----------------|
| Total 2023 GOF: | \$23,500 |
| Hold back for incremental changes to benefits: | \$3,500 |
| Total for hourly enhancement: | \$20,000 |

| Eligible Staff | Expected Hours Worked in 2023 | Hourly Enhancement | Funding for Staff * |
|------------------------------|-------------------------------|--------------------|---------------------|
| Category A | | | |
| Staff 1 – RECE | 2,080 | \$2.55 | \$5,304 |
| Staff 2 – RECE | 1,040 | \$2.55 | \$2,652 |
| Staff 3 – Director Approved | 380 | \$2.55 | \$969 |
| Staff 4 – Supervisor | 2,080 | \$2.55 | \$5,304 |
| Category B | | | |
| Staff 5 – ECA | 2,080 | \$2.15 | \$4,472 |
| Staff 6 – Cook (25% of time) | 340 | \$2.15 | \$731 |
| Total | 8,000 | | \$19,432 |

*Plus benefits

Distribution of GOF- Example 3

Example: Option 3 (Combination of Option 1 and 2)

| | |
|--|-----------------|
| Total 2023 GOF: | \$23,500 |
| Hold back for incremental changes to benefits: | \$3,500 |
| Total for hourly enhancement: | \$20,000 |
| Option 1: Equitable Amount (\$1.50/hr x 8,000 hrs) | \$12,000 |
| Option 2: By position type: | \$8,000 |

| Eligible Staff | Expected Hours Worked in 2023 | Per Hour Equal | Per Hour Position Type | Total GOF | Funding for Staff* |
|--------------------------------|-------------------------------|----------------|------------------------|-----------|--------------------|
| Category A | | | | | |
| Staff 1 - RECE | 2,080 | \$1.50 | \$1.00 | \$2.50 | \$5,200 |
| Staff 2 - RECE | 1,040 | \$1.50 | \$1.00 | \$2.50 | \$2,600 |
| Staff 3 - Director Approved | 380 | \$1.50 | \$1.00 | \$2.50 | \$950 |
| Staff 4 - Assistant Supervisor | 2,080 | \$1.50 | \$1.00 | \$2.50 | \$5,200 |
| Category B | | | | | |
| Staff 5 - ECA | 2,080 | \$1.50 | \$0.75 | \$2.25 | \$4,680 |
| Staff 6 - Cook (25% of time) | 340 | \$1.50 | \$0.75 | \$2.25 | \$765 |
| Total | 8,000 | | | | \$19,395 |

***Plus benefits**

How to apply GOF to Wages

| Position | Hourly Base Wage (You) | WEG per hour | WCF per hour | Hourly Wage with Increases | GOF Enhancement per hour | *Total Hourly Wage (with Regional enhancements) |
|--------------------------|------------------------|--------------|-----------------|----------------------------|--------------------------|---|
| RECE | \$16.50 | \$2 | \$0.50 | \$19.00 | \$2.50 | \$21.50 |
| RECE | \$24.00 | \$2 | N/A over cap | \$26.00 | \$2.50 | \$28.50 |
| Director Approved | \$16.00 | \$2 | \$0 | \$18.00 | \$2.50 | \$20.50 |
| ECA | \$15.50 | \$2 | N/A | \$17.50 | \$2.25 | \$19.75 |

* Plus benefits

You are not permitted to...

- Issue one-time and/or cash payments;
- Carry over GOF to 2024;
- Increase ineligible staff wages;
- Reduce other planned compensation increases for eligible staff and/or positions.

GOF Administration

- You will receive GOF administration funding to offset a portion of incremental audit and administration expenses associated with implementing GOF.
- This funding will flow through the CWELCC Transition Operating Grant (TOG).
 - **Note:** You must reconcile your administration funding through the Other fixed expenses budget category in the CWELCC award.



Reporting and Accountability

Documentation:

1. Retain all original supporting documentation for a minimum of seven years.
2. Provide copies of staff communication letters, staff payroll records, T4 statements, bank statements, cancelled cheques, and pre-and-post GOF paystubs upon request.
 - Include a 'General Operating Fund' notation with amounts paid on each paystub.
3. Additional reporting or audit requirements may be implemented on a case-by-case basis.

The Region reserves the right to conduct check-ins any time to assess provider's actual and projected expenditures.

Reporting and Accountability



Key Performance Indicators:

You are required to report on the following for GOF:

- Number of RECE employed with the agency (as of January 1st of the funding year)
- Number of RECE employed with the agency (as of December 31st of the funding year)
- Number of RECE who left the agency between January 1st to December 31st of the funding year
- Number of RECE who joined the agency between January 1st to December 31st of the funding year

Tool will be shared to help with GOF distribution calculations for staff and reconciliation (**Note:** track total hours worked for each position and associated GOF expenses).

Surplus and Shortfall

| Situation | Requirements |
|-----------------|--|
| Balanced Budget | <ol style="list-style-type: none"><li data-bbox="479 368 1014 416">1. No action required. |
| Shortfall | <ol style="list-style-type: none"><li data-bbox="479 531 2298 645">1. Stop GOF payments to all staff. If you choose this option, you are required to clearly communicate this decision to staff and your Early Years Specialist; or<li data-bbox="479 659 2420 773">2. Maintain salary and/or benefit enhancements. In this case, staffing costs over and above the approved GOF funding amount are your sole responsibility. |
| Surplus | <ol style="list-style-type: none"><li data-bbox="479 959 2420 1073">1. Use your GOF surplus to enhance program SWB for Workforce Innovation Funding (WIF) funded hours, where applicable.<li data-bbox="479 1088 2369 1202">2. Once you meet the requirement above, you may redistribute remaining funding equitably amongst eligible staff based on hours worked/paid.<li data-bbox="479 1216 2400 1330">3. Any unused surplus funding will be recovered through the Region's Reconciliation process. |

Key Dates and Timelines

| Date | Details |
|---------------------------------------|---|
| Week of July 31, 2023 | You will receive GovGrants notifications for the following: <ul style="list-style-type: none">• Opportunity to receive 2023 General Operating Fund SWB. |
| August 15, 2023 | <ul style="list-style-type: none">• Deadline for you to sign and return your 2023 GOF-SWB Agreement. |
| September 1, 2023 | <ul style="list-style-type: none">• Region to issue funding.• Start distributing funding to staff. |
| On or before December 31, 2023 | <ul style="list-style-type: none">• You are to issue payments to all eligible staff at your licensed child care centre. |
| January 31, 2024 | Submit through GovGrants your <ul style="list-style-type: none">• 2023 GOF reporting and reconciliation, and• 2023 CWELCC reporting and reconciliation (administration funding). |



Questions?

Appendix - GovGrants Award

The screenshot shows the GovGrants Award interface. The 'Grants' tab is highlighted with a red box and an arrow. A red arrow points to the 'Actions' column in the 'Awards' table, which contains a green eye icon. The interface includes a search bar, a navigation menu on the left, and a main content area with sections for Grant Information and Awards.

1. Click on Grants Tab and double click on your 2023 General Operating Fund

| GovGrants ID | Version Number | Created Date | Budget Period Dates | Budget | DER Number | Award Activation Date | Status | Actions |
|--------------|----------------|------------------------|-----------------------|-------------|------------|-----------------------|-----------|---------|
| AD-GOF22-01 | 1 | 2022-11-29, 03:32 a.m. | 1/1/2023 - 31/12/2023 | \$25,000.00 | 12212 | 23/12/2022 | Activated | |

2. Click on green eye to view your award

Appendix - GovGrants Award - Financials

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Grants, Awards, Amendments

Grants and Awards

Amendment Requests

Recent Items

Award

GOF Test Announcement Nov 22

GovGrants ID: AD-GOF22-01 Status: Activated Grant ID: GT-GOF22-00000 Budget Period: 1/1/2023 - 31/12/2023

Overview **Financials** Performance Management Schedule Attachments Collab

Actuals Summary

| | | | | | |
|-----------------------|-------------|-------------------------|--------|--------------------|-------------|
| Approved Budget | \$25,000.00 | Spent | \$0.00 | Unpaid Balance | \$25,000.00 |
| Fiscal Year | 2023 | Surplus | \$0.00 | Recommended Amount | \$25,000.00 |
| Auto Recovered Amount | \$0.00 | Cheque Recovered Amount | \$0.00 | | |

Payments

Award Financials

Search...

Showing 1 to 8 of 8 records

Records are sorted by Row Number ascending order

| Budget Category | Award Budget | Spent | Balance | Actions |
|--------------------------|--------------------|---------------|--------------------|---------|
| Staff Wages and Benefits | \$25,000.00 | \$0.00 | \$25,000.00 | |
| Operating | \$0.00 | \$0.00 | \$0.00 | |
| Pay Equity | \$0.00 | \$0.00 | \$0.00 | |
| Administrative Funding | \$0.00 | \$0.00 | \$0.00 | |
| Historical Fund | \$0.00 | \$0.00 | \$0.00 | |
| Other | \$0.00 | \$0.00 | \$0.00 | |
| Base Operating | \$0.00 | \$0.00 | \$0.00 | |
| Payments to Providers | \$0.00 | \$0.00 | \$0.00 | |
| Total | \$25,000.00 | \$0.00 | \$25,000.00 | |

3. Click on Financials Tab

4. Budget line with funds to distribute to staff and reconcile

Appendix - GovGrants Award - KPIs

The screenshot shows the 'Region of Peel working with you' Grants Portal. The main content area displays details for an award: 'Award: GOF Test Announcement Nov 22', 'GovGrants ID: AD-GOF22-01', 'Status: Activated', 'Grant ID: GT-GOF22-00000', and 'Budget Period: 1/1/2023 - 31/12/2023'. Below this is a navigation bar with tabs: Overview, Financials, Performance, Management, Schedule, Attachments, and Collab. The 'Performance' tab is highlighted with a red box and an arrow pointing to it from the text '5. Click on Performance Tab'. Below the tabs are two expandable sections: 'Performance Indicators' and 'Progress Reports'. An arrow points from the text '6. Click on Performance Indicators to review KPIs for this fund' to the 'Performance Indicators' section.

Region of Peel working with you

Grants Portal

Funding Opportunities Applications Grants Monitoring Closeout

Award
GOF Test Announcement Nov 22

GovGrants ID: AD-GOF22-01 Status: Activated Grant ID: GT-GOF22-00000 Budget Period: 1/1/2023 - 31/12/2023

Overview Financials **Performance** Management Schedule Attachments Collab

▼ Performance Indicators

▼ Progress Reports

5. Click on Performance Tab

6. Click on Performance Indicators to review KPIs for this fund

Have more Questions?

You may also email us at earlyyearssystemdivision@peelregion.ca
or contact your Early Years Specialist.





Thank You!