



2018 FEE STABILIZATION SUPPORT GUIDELINES and CRITERIA

BACKGROUND

The Ontario legislature has passed the Fair Workplaces, Better Jobs Act, 2017. The new legislation includes broad ranging amendments to Ontario's Employment Standards Act, 2000 and Labour Relations Act, 1995 and Occupational Health and Safety Act including raising the minimum wage to \$14 per hour beginning January 1, 2018.

PURPOSE

The Ministry of Education recognizes that increasing operating pressures may lead to increases in child care fees. To support improved wages for the licensed child care workforce, affordability for families, and to address potential fee increases, the ministry will provide Prince Edward-Lennox and Addington Social Services (PELASS) funding for the first quarter of 2018, to support licensed child care staff currently earning under \$14 an hour.

ELIGIBILITY CRITERIA

The objective of the fee stabilization support funding is to increase wages and stabilize licensed child care fees in Ontario. Therefore, funding must be used to increase hourly wages of staff in licensed centres and licensed home child care agencies **earning less than \$14 per hour** (excluding wage enhancement but including any other wage grants such as Pay Equity and General Operating Grant included in salaries), **as of December 31, 2017**. Funding may not be used to support wages above \$14 per hour in 2018.

Licensees receiving fee stabilization support must demonstrate the percentage change in child care fee increases avoided in 2018, as compared to December 31, 2018.

All licensed child care centres and home child care agencies that opened before July 1, 2018 are eligible to receive this funding. Funding will be retroactive to January 1, 2018.

APPLICATION PROCESS

To access the Fee Stabilization Support Application licensees must make application to Prince Edward-Lennox and Addington Social Services using the forms provided. The application form is available

electronically on the website, for ease of completion and to support accuracy as the form automatically calculates the percentage of fee increases avoided as well as the fee stabilization funding amount.

Please note that the mandatory employer benefits are not included in this funding and must be covered by the employer.

While it is understood that small incremental fee increases are a normal part of annual operation, licensees will need to take into consideration the Fee Stabilization Support funding when determining this increase. Licensees applying for Fee Stabilization Support funding must be able to demonstrate that a percentage of program fee increases has been avoided because of receiving the Fee Stabilization Support Funding. To demonstrate this, licensees shall provide two accompanying budgets with their application. One with Fee Stabilization Support Funding included for the **first quarter of 2018** and one without Fee Stabilization Support Funding.

In the example below, the per diem rate charged by this centre for an Infant Full Day on December 31, 2017 was \$50.00. The agency was planning to increase this fee to \$52.00 per day as of January 1, 2018 but after considering, the Fee Stabilization Support Funding was able to set their per diem rate to \$51.00 per day as of January 1, 2018. In this example there was a 2% fee increase avoided.

CHILD CARE CENTRE / AGENCY PER DIEM INFORMATION	Infant Full Day	Infant Half Day	Toddler Full Day	Toddler Half Day	Preschooler Full Day	Preschooler Half Day
Per Diem rates as of December 31, 2017	50	35	40	30	35	25
Per Diem rates as of January 1, 2018 without Fee Stabilization Funding	52	37	42	32	37	27
Per Diem rates as of January 1, 2018 with Fee Stabilization Funding	51	36	41	31	36	26
Total Percentage change in fee increases avoided	2%	3%	3%	3%	3%	4%

Applications are to be submitted in the following formats and by the following dates:

Applications	Date Due
Fee Stabilization Support Application and accompanying budgets – submitted electronically to pkent@lennox-addington.on.ca	February 28, 2018
Fee Stabilization Support Application – hard copy with signature, mailed to Prince Edward Lennox and Addington Social Services 95 Advance Avenue, Napanee, ON K7R 3Y5	March 14, 2018

Completing the Application	How to Complete
Per Diem Information	Enter your per diem rate for each age group as of December 31, 2017, per diem rate for each age group as of January 1, 2018 without FSF and per diem rate for each age group as of January 1, 2018 with FSF. The per diem rates will be supported by the accompanying budgets.
Position Description	Enter a description that will assist you in identifying the eligible position.
Base Hourly Wage	Hourly wage paid for the position as of December 31, 2017, excluding the Wage Enhancement Grant but including GOG and Pay Equity. If the

	position is paid on an annual salary, take the annual salary divided by the standard hours of work per year.
General Operating Grant (GOG) Wages	If the GOG is not included in the base rate but you do provide GOG to employees to increase their base rate, please enter that amount here. For example, base rate is \$12 per hour and GOG is \$1 per hour (enter the \$1 in this column)
Total Base and GOG	This is pre-calculated but should match payroll records for the total hourly rate paid to this employee
Estimated hours worked from January 1, 2018 to March 31, 2018	Estimate the total number of hours the employee will work from January 1 – March 31, 2018.

NOTE:

Fee Stabilization Support funding is available for the first quarter of 2018.

EMPLOYEE / POSITION INFORMATION					FEE STABILIZATION DETERMINATION		
	Position Description (only positions with wages below hourly as of Dec. 31, 2017)	Base Hourly Wage (excluding wage enhancement)	GOG Wages (if not included in base wage)	Total Base and GOG (as per payroll records)	Estimated Hours January 1, 2018 to March 31, 2018	Eligibility Rate per Hour (\$)	Total Fee Stabilization Compensation
1	Toddler Teacher A	\$11.60	\$1.85	\$ 13.45	455	\$ 0.55	\$ 250.25
2	Toddler Teacher B	\$11.60	\$3.00	\$ 14.60	NOT ELIGIBLE		
3	Preschool Teacher A	\$12.83	\$0.50	\$ 13.33	455	\$ 0.67	\$ 304.85
4	Preschool Teacher B	\$13.98	\$0.00	\$ 13.98	455	\$ 0.02	\$ 9.10
							\$ 564.20

REPORTING AND ACCOUNTABILITY REQUIREMENTS

To ensure accountability and the appropriate use of these provincial monies,

- Licensees will be required to sign a Service Agreement with Prince Edward Lennox and Addington Social Services prior to any eligible monies being flowed to Licensees.
- At end of first quarter, Licensees will be required to submit a reconciliation template, provided by Prince Edward Lennox and Addington Social Services, to reconcile the use of monies received.
- Funds not utilized in accordance with the eligible expenditures outlined in the service agreement will be recovered by Prince Edward Lennox and Addington Social Services.
- Licensees are required to cooperate with any audit of payroll records undertaken by or for Prince Edward Lennox and Addington Social Services for the purpose of confirming compliance with the funding agreement and guidelines, which may include providing copies of T4 statements.
- Non-compliant Licensees may be deemed ineligible to receive future fee stabilization support funding.