

YORK REGION

Canada-wide Early Learning
and Child Care (CWELCC)
System



February 5, 2024

2024 Staff Compensation Wage Enhancement and CWELCC Workforce Funding Application Q&As

The [Staff Compensation Application](#) is now available on york.ca, which calculates eligibility for Wage Enhancement Grant and CWELCC funding including workforce compensation, administration, and cost escalation. A 2024 Staff Compensation Application User Guide has also been included as an attachment to support you. Thank you to all the child care operators who joined our virtual drop-in sessions. A Q&A has been developed to address the questions from those sessions.

REFERENCE ID

Q. Where can I find my Reference ID?

A. Reference ID is provided when an application is saved or submitted. If you are unable to locate your Reference ID, email your Contract Funding Coordinator for your Reference ID.

Q. My Reference ID is not working.

A. Verify that the Reference ID you are using is the most recent. A past Reference ID will not work once a new ID is generated.

BASE PAY

Q. What is base pay? Do I add General Operating Grant or Wage Enhancement to base pay?

A. Base pay refers to the staff's rate of pay before any government funding is added. General Operating Grant and Wage Enhancement funding should not be included in base pay.

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- Q. I previously included the General Operating Grant or Wage enhancement funding in my application, what should I do?
- A: The application should show the base pay, prior to any government funding. Please update the application with the correct base pay for all staff. Please contact your Contract and Funding Coordinator for support editing a submitted application.

TEMPORARILY VACANT POSITIONS

- Q. Can I enter information for positions that have not been filled but I am actively recruiting for?
- A. A Staff Compensation Amendment can be completed throughout the year to add/modify any staff changes. Vacant positions can be recorded in the Staff Compensation Application only if interviews have been completed and offer letters are being distributed.
- Q. How should I record staff on Maternity leave expected to return later 2024?
- A. Input the expected number of hours for the position for the year including the planned hours for the returning staff. A Staff Compensation Amendment can be completed throughout the year to add/modify any staff changes.

MINIMUM WAGE OFFSET

- Q. Are new staff hired after October 1, 2023 eligible for Minimum Wage Offset?
- A. No. New staff must be hired at the current minimum wage
- Q. If a Minimum Wage Offset recipient leaves my child care, does their replacement continue to receive their Minimum Wage Offset funding?
- A. No. New staff must be hired at the current minimum wage and will not qualify for Minimum Wage Offset. Funding provided through Cost Escalation can also be used to pay the wages for new staff.
- Q. Why does the 2024 application ask if staff were hired in 2021 or 2022?
- A. In order to calculate Minimum Wage Offset, the application requires both the year the staff worked and the wage they received in that year.

WAGE ENHANCEMENT/CWELCC ANNUAL WAGE INCREASE AND WAGE FLOOR INCREASE

- Q. If some staff are on salary, how can I check if they are eligible for Wage Enhancement?
- A. If you have staff paid on a salary, you will have to calculate the hourly wage to be entered.
- Q. Should the CWELCC Annual Increase and Wage floor funding be indicated as separate line items on the pay cheque?

A. The CWELCC Annual Increase and Wage floor funding should be listed on a separate line item. Operators may combine the two fundings into a single line item or report each CWELCC funding on its own line.

Q. When would a RECE staff not qualify for the full annual increase?

A. To receive the CWELCC annual wage increases, eligible staff must be receiving WEG funding, and their base wage including WEG on December 31, 2023, must be below the wage cap of \$25 per hour. Staff with a base pay between \$22.01 and \$24.00 would receive the dollar amount required to bring their salary to \$25/hr. Benefits should not be included when determining the base wage.

Q. What are the eligibility limits for the CWELCC annual wage increase?

A. CWELCC-enrolled licensees are required to increase the hourly wage of eligible staff by \$1 per hour plus benefits on January 1 of each year, compounded from the previous year, from 2023 to 2026. To receive the CWELCC annual wage increases, eligible staff must be receiving WEG funding, and their base wage including WEG on December 31, 2023, must be below the wage cap of \$25 per hour. Benefits should not be included when determining the base wage.

Q. What are the eligibility limits for the CWELCC wage floor increases?

A. Licensees are required to bring the wage of all eligible staff up to the wage floor of the given year. All new eligible staff hired during the year must earn at least the wage floor identified for the applicable year and the corresponding benefits. The wage floor for 2024 comes into effect on January 1, 2024. For 2024, RECE program staff should have a wage floor of \$23.86 per hour plus benefits, and RECE child care supervisors or RECE home child care visitors should have a wage floor of \$24.86 per hour plus benefits.

Q. What is included in the estimated number of hours?

A. Estimated number of hours are the hours that the staff will be working in a classroom. Statutory holiday hours do not need to be added as they are calculated in the Mandatory Benefit amounts.

Q. Will the system automatically fill out the CWELCC workforce compensation section?

A. Yes, the system will calculate eligibility based on the wages and hours input.

Q. What is the order of funding?

A. Supervisor/ Home Visitor / RECE = Base Pay + Wage Enhancement + Annual Wage Increase + Wage Floor

Q. Do we have to reconcile at the end of the year?

A. Yes, all 2024 CWELCC funding will be reconciled.

ERROR MESSAGES

- Q. Why am I receiving an error message while adding a Non-RECE to the application?
- A. There is a known error some are facing when adding a Non-RECE to the application. Operators experiencing this error should complete the following steps when adding the details of a Non-RECE that started working in 2021:
- Was the employee employed in 2023, prior to Oct 1, 2023?
 - Check Yes then Check No
 - Was the employee employed in 2022?
 - Check Yes then Check No
 - Was the employee employed in 2021?
 - Check Yes then enter the Base Hourly Wage in 2021
 - Enter the Base Hourly Wage (this is the 2024 Wage)
 - Estimated Number of Hours in 2024
 - % of Time in Eligible Position
 - Then click Add or Save in the bottom right

Add Entry

* Age Group
 Infant Toddler Preschool Kindergarten School Age All age groups

Supervisor
 Home Visitor
 Director Approved

Was the employee employed in 2021?
 Yes No

* Base Hourly Wage in 2021

Was the employee employed in 2022?
 Yes No

* Base Hourly Wage in 2022

Was the employee employed in 2023, prior to Oct 1, 2023?
 Yes No

* Base Hourly Wage in 2023

* Base Hourly Wage * Estimated Number of Hours in 2024 * % of Time in Eligible Position

REMINDERS

Please submit one application per site to determine eligibility for 2024 funding. The deadline to submit your application for 2024 is **Monday, February 12, 2024**. Late applications will only be accepted if funding is available.

More information about CWELCC is available at york.ca/canadawidechildcare. If you have any questions, please contact your Contract and Funding Coordinator directly.

Thank you,

Naomi Weinroth and Ziba Saadati
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