

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>CHILD CARE Wage Subsidy</p>
<p>WAGE SUBSIDY MONITORING AND REPORTING</p>	<p>Policy Number</p> <p>CC-5.1</p>

Preamble

As Child Care Service Manager, the Rainy River District Social Services Administration Board (RRDSSAB) manages wage subsidy for Child Care Programs.

In order to be eligible for a wage subsidy, Child Care Programs must meet requirements for specific types of programs, positions and funding conditions, as described in the *Ontario Child Care Service Management (OCCSM) Guidelines Wage Subsidy, 2006*. Wage subsidy is available to Day Nurseries, Private Home Child Care, Best Start Hubs, and Child Care Sites providing Special Needs Resourcing. The Private Home Day Care must be associated with a licensed site.

Policy

The RRDSSAB develops a system to monitor wage subsidy provided to the Child Care Programs to improve salaries and benefits of Child Care Workers and maintain affordability of services for parents.

Procedure

1. The use of wage subsidy is monitored by the Children's Services Manager to ensure that:
 - a) the Child Care Program uses wage subsidy to increase the salary and benefits of staff employed in licensed Child Care Programs, Best Start Hubs and Special Needs Resourcing;
 - b) the Child Care Program uses wage subsidy to increase salary and benefits of staff filling eligible positions only, unless non-salary related

use is specifically approved by the RRDSSAB. Where a *Collective Agreement* precludes increasing payments to staff, or other such exceptional circumstances exist, non-salary use of wage subsidy may be approved by the Children's Services Manager;

- c) the Child Care Program distributes a reasonable portion of wage subsidy to each employee, and that such distributions are consistent with achievement of the Program's *Pay Equity Plan*; and
 - d) distribution of wage subsidy to employees will not exceed \$9,030 per full-time equivalent (FTE) position in a non-profit organization or will not exceed \$3,230 per FTE in a commercially-operated Child Care Program.
2. The *Wage Subsidy Utilization Statement* must be completed by each receiving Child Care Program at year-end to document how wage subsidy was used in the previous year. The Child Care Program must account for all staff positions funded by wage subsidy and the total salary/benefits spent during the time period specified in the *Wage Subsidy Utilization Statement*, in order to reconcile the total amount of wage subsidy received the previous year.
 3. The Assistant Manager of Finance or other designated finance employee forwards a *Wage Subsidy Utilization Statement* to each Child Care Program in December of each year. The completed *Statement* must be returned to the RRDSSAB by January 31st.
 4. If a Child Care Program has not used allotted wage subsidy, due to staffing or service level reductions over the year, the surplus is identified and deducted by the RRDSSAB from the next year's wage subsidy payment.
 5. The RRDSSAB submits an audited financial statement to the respective Provincial Ministry following the end of each budget year, as specified in the *Service Contract*. The Child Care Program must submit audited or non-audited financial statements, as applicable, to the RRDSSAB within four months following the end of each budget year, in order for the RRDSSAB to comply with Ministry requirements. The Child Care Program also submits a year-end reconciliation, i.e. *prepared financial statement*, *non-audited financial review* or an *audited financial statement*, according to their approved funding allocation, within four months following the end of each budget year. Surplus dollars must be identified.
 6. The RRDSSAB collects reporting data from each Child Care Program on the number of full-time equivalent (FTE) staff in non-profit and commercial Programs. Within a specified time frame, the Child Care Program

information is rolled-up and forwarded to the respective Provincial Ministry.

7. The RRDSSAB maintains documentation as required by the respective Provincial Ministry including:
 - a) documentation on wage subsidy payment files to support the wage subsidy amount currently funded;
 - b) audited financial statements, per *Policy CC-2.6 Audit*;
 - c) year-end *Child Care Wage Subsidy Utilization Statement*;
 - d) year-end reconciliation; and
 - e) proof of regular review of wage subsidy calculations for Child Care Programs, including in-year use of the *Wage Subsidy Utilization Statement*.

8. The RRDSSAB provides the following information/documentation to the respective Provincial Ministry, as requested:
 - a) audited financial statements within four months of end of each budget year;
 - b) year-end reconciliation, within four months of end of each budget year;
 - c) all special reports received from Child Care Programs are attached to the audited or non-audited statement, as applicable, including confirmation of receipt and the audited or non-audited reports from Child Care Programs; and
 - d) other documentation listed in the signed *Service Contract* between the respective Provincial Ministry and RRDSSAB.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001

Reviewed/Revised by Administrative Approval: 08 April, 2004

Administrative Approval: 30 Dec, 2010

Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February, 2015

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	<i>Child Care</i>	<i>CC-2.1 Year-end Reconciliation</i>
	<i>Child Care</i>	<i>CC-2.6 Audit</i>
	<i>Child Care</i>	<i>CC-5.0 Wage Subsidy</i>
	<i>Child Care Wage Subsidy Guidelines & Procedures, 1995, MCSS</i>	