

2024 Workforce Innovation Fund (WIF)

Questions and Answers

Licensed Home Child Care (LHCC) Agencies

Released: March 5, 2024

This Q&A provides information about the 2024 WIF for Licensed Home Child Care Agencies. Refer to the [Guideline](#) available on our website for full details.

The answers in this document do not constitute legal advice. You are encouraged to obtain specific financial/legal advice as applicable.

General

1. I thought WIF was cancelled. Why am I getting WIF in 2024?

Recruitment and retention continue to be a priority under our Early Years and Child Care Workforce Strategy. As part of this strategy, we will continue to fund the activities under WIF that have had the highest impact on recruitment and retention.

As a reminder, WIF is part of a pilot to support workforce recruitment and retention and the program is being evaluated. Once the evaluation is complete, we may make enhancements to the WIF based on the results.

2. When will we receive our 2024 WIF payments?

You will receive monthly payments starting in March. Your first payment will include your funding for January and February.

3. What is the deadline to spend our WIF?

You must spend your WIF by December 31, 2024. Any unspent funding will be recovered by us.

4. Will there be a tool to track eligible WIF expense?

Yes, a tool is available to help you track your expenses in the appropriate budget categories and maintain details of your reporting requirements. It can be found [online](#).

5. Why were the eligible expenses for recruitment and credential evaluation excluded this year?

We are currently reviewing eligible expenses for recruitment costs and credential evaluation based on the feedback from the evaluation. These have not been included at this time while we wait for the results of the WIF evaluation.

6. Why can't I use WIF to support budgeted expenses?

As a pilot program, we are measuring the impact of the funding. We are interested in understanding the positive benefit this funding has for activities that are new or greater to existing levels. This will inform future funding initiatives.

In addition, supporting existing expenses may result in double funding and would result in a recovery during reconciliation.

Planning Time

7. Is there a certain number of hours of planning time that an HCC provider must do to receive the planning time grant?

No. The planning time grant recognizes the time that HCC providers spend outside of regular business hours to do meaningful planning for their program. If your agency chooses to provide the planning time grant, they can be provided to HCC providers who:

- Actively care for at least one agency-placed child from Peel, and
- Provide services at least 75% of the agency's business days during that month.

These HCC providers must do planning aligned with the planning time activities in the WIF Guideline.

Professional Learning

8. Is there a maximum or minimum we should spend on professional learning for staff and home child care providers?

No. You must provide eligible staff and HCC providers with equitable access to WIF supports with your funding, which means that all eligible staff and HCC providers should have the same opportunity to access WIF supports, where applicable. We may ask for proof of equitable access at any time.

Refer to the guidelines for more details.

9. Will there be another region-wide professional learning day?

No decisions have been made as we continue to wait for further details on the Ministry of Education’s Workforce Strategy announced on November 16, 2023. We will share more information once it is available.

10. Can I use WIF to do a group training with all my staff and home child care providers?

Yes, You can use WIF to encourage eligible staff participation in professional learning activities by using WIF to pay for:

- Base wages and mandatory benefits for extra hours worked to participate in professional learning activities outside of a staff’s regular hours. pm.
- Travel time: Up to one hour of travel time (round-trip) for each in-person professional learning opportunity outside of regular working hours.

Refer to guidelines for more details.

11. Is first aid training eligible for WIF professional learning costs?

Yes. Refer to the guidelines for more details, including for newly hired staff and HCC providers.

12. Can I use WIF for eligible trainings that begin in 2024 but end after December 31, 2024?

No, professional learning opportunities must begin and be successfully complete between January 2024 to December 2024.

HCC Incentive Grants

13. What happens if the second payment for the HCC Incentive Grant goes into 2025 based on a home child care provider's start-up date?

If the second payment for a HCC Incentive Grant is scheduled after December 31, 2024, due to the provider reaching their 6-month milestone in 2025, you need to communicate this to them in writing by December 31, 2024. The payment amount will be determined by the number of enrolled children as of December 31, 2024.

14. How do I reconcile funding for the HCC Incentive Grants in my 2024 reconciliation if the second payment for an HCC provider goes into 2025?

Report the second payment on your reconciliation as spent as long as you have committed the funding to the HCC provider through a letter issued by December 31, 2024. Refer to the guideline for more details.

Administration

15. Did we receive administration funding to help with the costs of administering this funding?

You have received a budget for administration, which is 10% of your WIF funding. Your administration funding amount is available in GovGrants in 2024 WIF.

Please contact your Early Years Specialists or EarlyYearsSystemDivision@peelregion.ca if you have additional questions.