

**2023 General Operating Fund (GOF)
Centre-Based Quick Look**
Refer to the [2023 GOF Guideline](#) for more information

OBJECTIVES

Improve access to high quality affordable early years and child care services for families in Peel by fostering a thriving workforce. 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; and,
- Reducing the wage gap between Early Childhood Educators working in licensed child care settings and school boards.

PROVIDER ELIGIBILITY CRITERIA

Service Providers must meet the eligibility criteria outlined in the [2023 GOF Guideline](#).

FUNDING PROVISIONS AND ELIGIBLE EXPENSES

Staff Wages and Benefit Enhancements (includes Historical Funding, if applicable) Updated	Enhance program staff wages and benefits above mandatory pay requirements as follows:	
	You signed your FSA ...	Do the following...
	after October 31, 2019	<ul style="list-style-type: none"> • Determine an equitable distribution approach for all eligible staff that is based on hours worked. • Establish your enhancements to staff wages by creating a per hour enhancement that is <ul style="list-style-type: none"> ○ An equal amount for all eligible positions, and/or ○ A set amount based on eligible position types as identified in Section 5 of the 2023 GOF Guideline. • Apply mandatory employer contributions resulting from increased wage and benefit costs related to the GOF enhancement.
	on or before October 31, 2019	Continue to enhance/maintain eligible staff wages and benefits with the distribution approach used in 2022 for SWB and former Historical Funding, where possible.

Pay Equity

- Eligible providers are to continue to meet pay equity obligations.

Administration Funding

- Offset incremental audit and/or administration/bookkeeping costs incurred to administer Region of Peel funding or reporting requirements.
- Support internal process to track data and expenditures to fulfill reporting requirements (both regional and provincial).
- Additional costs associated with the internal payment processes required to provide GOF/WEG to staff.

INELIGIBLE EXPENSES

Any expenditures not listed under the eligible expenses section are non-admissible. Refer to Appendix B of the [2023 GOF Guideline](#).

STAFF POSITIONS

Eligible positions	Registered Early Childhood Educators	Supply staff (regular casual employment status)
	Supervisor / Assistant Supervisor	Program Staff without ECE or Early Child Care Assistant
	Director-approved Program Staff (e.g., Montessori Teachers)	Permanent summer staff that work for numerous weeks each year to cover ratios
Ineligible positions	Cook/Housekeeping*	Custodian/Janitorial *
	Bus Drivers*	Other non-program staff positions*
	Clerical/Administrator*	Staff hired through a third party (i.e. temp agency)
	Special Needs Resourcing Staff*	Unpaid students/volunteers/students not in a permanent position

*These positions would only be eligible for GOF (SWB and Historical Funding) if the staff spends at least 25% of their time supporting ratio requirements under the CCEYA. In this case, the staff is eligible for GOF for the number of hours that they supported ratios.

FUNDING DISTRIBUTION TO STAFF

1. Ensure that you meet your regulatory requirements for [minimum wage and mandatory benefits](#).
2. Establish enhancement to eligible staff's wages and benefits as outlined on page 8 of the guideline.
3. Distribute GOF to all eligible staff for hours worked/paid as part of the **regular payroll schedule/process** (e.g., this means that if staff are paid their regular wages on a weekly basis, then GOF should also be issued weekly). One-time and/or cash payments are not permitted. GOF cannot be carried over to 2024.
4. Include a '**General Operating Fund**' notation with associated amounts payable on each paystub.
Note: if you are changing the GOF amount for eligible staff within 2023, it is your obligation to communicate in writing the change to all impacted staff.

IMPORTANT:

- Hours worked/paid" includes hours/days worked in program (in ratio) as well as paid professional learning time, paid planning time, and paid set-up time, and paid time spent participating in meetings mandated by the organization.
- The maximum number of hours that will be supported through the GOF (SWB and Historical Allocation) is **2080 hours per year** per staff.

CHANGES IN STAFF COMPLEMENT/SURPLUS GOF

New staff joining the program/site at any point during 2023 can receive GOF if the position is eligible and can be supported within your existing GOF funding allocation. Increases in staff complement will not result in a change to the funding allocation. If you run out of GOF you may choose to:

- 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
- Maintain salary and/or benefit enhancements. In this case, staffing costs over and above the approved GOF funding amount are your sole responsibility.

Any leftover 2023 funding must first be used to enhance program staff wages and benefits (SWB) for Workforce Innovation Funding (WIF) funded hours, where applicable. Once you meet this requirement, you may redistribute remaining funding equitably amongst eligible staff based on hours worked/paid.

ACCOUNTABILITY / REPORTING / RECONCILIATION

- Retain original documentation for a minimum of 7 years to demonstrate GOF was used to support eligible expenses.
- Submit the GOF Final Reconciliation and Key Performance Indicators (KPI) through GovGrants by **January 31, 2024**, or as otherwise instructed by the Region.
- The Region reserves the right to conduct check-ins any time to assess Provider's actual and projected expenditures.
- In the event the funds are not used for the purpose intended, or if there are unspent funds or a closure of an agency, all or part of the 2023 GOF funds must be returned to the Region.