

2023 Workforce Innovation Funding (WIF) Guideline

Centre-Based Licensed Child Care Providers



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Overview

The Workforce Innovation Funding (WIF) helps you pilot innovative ideas to attract and retain a skilled and committed child care workforce that delivers stable, quality child care programs for children in Peel. In 2023, WIF supports:

- child care fees and lunch and refreshments for the Region’s professional learning day
- paid planning time
- professional learning costs
- paid professional learning time
- credential evaluation for internationally trained staff
- 2023 recruitment costs

2023 updates. To provide clarity, respond to your feedback and enhance our supports to the Region’s wide professional learning day we have updated the guideline for 2023. Updates are highlighted in **yellow** and marked with the sign . Refer to the 2022-2023 WIF guideline for 2022 inquiries.



Service Provider Eligibility

To qualify for WIF, you must **continuously meet** these conditions¹:

- Have a signed EYCCS Fee Subsidy Agreement dated on or before July 31, 2022.
- Be licensed, open and providing child care services.
- Comply with all program, financial, contract (any EYCCS contract), and data reporting requirements on or before the assigned timelines.

¹ If this funding is continued or enhanced in future years, eligibility **will** be limited to service providers that participate in both Fee Subsidy and the Canada-Wide Early Learning and Child Care (CWELCC) program, meet the funding requirements and report on time.

Who doesn’t qualify?

You don’t qualify for WIF (in all or part) if during the funding period:

- You don’t meet or stop meeting the qualifying conditions.
- Your agency or program(s) closes permanently.
- Your agency/program’s assets are sold in an asset sale.

Funding conditions

The following applies to all eligible expenses:

- You must use WIF to support staff that spend most of their time working in rooms licensed under the [CCEYA](#).
- If you already support expenses eligible under this guideline, you can use WIF only to

fund expenses **over and above what you provided before WIF**. You can't use WIF to offset budgeted expenses.

Exception: In 2023, you may use your WIF to cover enhancements or offset budgeted [paid planning time](#) (if you meet the conditions on page 6) and [recruitment costs](#).

- Program staff and child care supervisors should be paid a consistent wage when completing program related functions such as planning time and professional learning activities. In 2023, staff must get their regular Wage Enhancement Grant (WEG) and General Operating Funding (GOF) payments for planning and professional learning hours supported by WIF (as applicable).



By accepting the WIF, you agree to:

- Participate in the Region's professional learning day on **February 17, 2023**.
- Use WIF to cover [mandatory expenses](#) first.
- Participate in the evaluation process as requested.
- Share information with staff and families as requested by the Region including inviting them to participate in the evaluation process.

Eligible expenses¹

Funding Flexibility

WIF includes both mandatory and flexible expenses. You must use WIF to cover the [mandatory expenses](#) first. After you cover the mandatory expenses, you have the flexibility to use the rest of your WIF on the [flexible eligible expenses](#) that best address your staff recruitment and retention needs.



In 2023, your GovGrants WIF grant (Award Financials), will include specific allocations for the following mandatory expenses:

1. [Offsetting child care fees](#) and pay staff wages and benefits for the Region's professional learning day. Refer to your child care fees budget category.
2. [Paid planning time](#) from January 1 to at least June 30, 2023. You may continue to use WIF to support paid planning time after June 30, 2023. However, after June 30, 2023, this expense becomes optional. Refer to your planning time budget category.

Funding for other eligible expenses will be issued under the "other" budget category.

Flexibility requirements

- **If you don't use WIF to support a mandatory expense, we will recover the funding allocated to that expense.**

¹ We reserve the right to deem expenses ineligible if they are unreasonable or you fail to meet WIF eligibility / requirements.

- If the amount you received under the “child care fees” or “planning time” budget categories is not enough, you must use the funding received under “other” until you fully meet the mandatory expenses.
- If you have unspent funding after you meet the requirements of the 2023 [mandatory WIF expenses](#), you can use the remaining funding to support other WIF eligible expenses that address your staff recruitment and retention needs.

MANDATORY EXPENSES (A, B, and C)

A. Offsetting child care fees for the Region’s professional learning day

You must use WIF to offset your child care fees for February 17, 2023 Region’s professional learning day **net of CWELCC**.

If you accept the WIF, you must:

1. **Participate** in the Region’s professional learning day.
2. **Communicate:** You must communicate the professional learning day to families and staff.
3. **Not charge child care fees to families** for the Region’s professional learning day.



- You must use WIF to cover the portion of your February 17, 2023 fees not covered by CWELCC.
- If you have a 2023 CWELCC agreement, CWELCC covers 52.75% of the fees for eligible CWELCC children. You will get the CWELCC portion of your fees with your February CWELCC payment.
- You must mark “N” (non-paid days) on your child care subsidy attendance for February 17, 2023.
- As a reminder, February 17 is a Professional Development day for most Peel school boards. WIF cannot be claimed for children who are not enrolled or charged fees for that day (if the Region’s professional learning day did not take place).



Examples:

- You are participating in CWELCC and your infant fee is \$100: CWELCC pays \$52.75 and you may use WIF to cover the remaining \$47.25 that the parent would have paid.
 - You opted-out of CWELCC and your infant fee is \$100. You may use WIF to cover the full fee (\$100).
 - Your licensed primary/junior school age rate (not eligible for CWELCC) is \$30 for before and after school and \$60 for a non-instructional day. Use WIF to cover the fees that the child would have been charged for that day (if the Region’s professional learning day did not take place).
4. **Pay regular wages and mandatory benefits** to staff who enroll and attend the Region’s professional learning day.
 - Staff who would normally get paid for the day and/or hours in which the professional learning day is held must be paid from child care fees (offset by the Region through WIF or CWELCC).

- Staff who wouldn't normally get paid for the day and/or hours in which the professional learning day is held: You may use [paid professional learning time](#) to cover staff's wages and mandatory benefits for the additional hours.

B. Paid Planning Time (Jan. 1 to at least Jun. 30, 2023)

Planning time improves program quality and program staff satisfaction which may lead to increased staff retention. You must use this funding to provide eligible staff with one hour of additional paid planning time per week worked and over and above what you currently provide. Planning time can be scheduled based on your program's operational needs.

Note: If prior to WIF you were providing one hour or more per week of paid planning time for all eligible staff, you may choose to increase the planning time hours you offer or offset your existing costs up to a maximum of one hour per week.

Who qualifies for the additional hour of planning time?

From January 1, to at least June 30, 2023, program staff who work a minimum of 20 hours supporting ratio requirements as outlined in the [CCEYA](#) in any one week period (Monday to Sunday) are eligible for the additional hour of paid planning time for that week.



What qualifies as planning time?

Meaningful planning time may require educators to be out of the classroom or care environment. For this pilot, planning time is dedicated time outside of ratio used to*:

- Engage in reflective practice, collaborative inquiry around pedagogical approaches (for example: inclusive learning environments and experiences, planning and creating) environments, use of pedagogical documentation). This includes applying learning from courses or training in the classroom.
- Prepare and document ongoing curriculum based on the four foundations of [How Does Learning Happen?](#) and observations of children's interests.
- Review documentation, identify interests and set goals for a group or a child.
- Research and plan goal-oriented activities that support a child's well-being and create the best possible conditions for learning and development.
- Reflect on and document the impact of current practices and approaches on children, families, and others.

* Planning activities can be carried out individually or as a room based on your existing practices and scheduled based on your program's operational needs and available staff for coverage.

Funded planning time cannot be used for:

- Staff meetings (individual or group)
- Performance reviews and other human resources activities
- Communications with parents
- Newsletters and social stories
- Activities that can be done during quiet time
- Offsetting or replacing existing planning hours (unless you meet the conditions on page 6 of this guideline)



How do I use the funding?

To meet WIF's objectives, you must provide one additional hour of paid planning time per week, per eligible staff*.

If planning time happens...	Then use WIF to pay...
Outside staff's regular hours	<ul style="list-style-type: none"> • Staff's regular base salary for one additional hour per week and increased mandatory benefits where applicable • Overtime pay is not eligible
During staff's regular hours (where other staff must temporarily take their place to meet ratios)	<ul style="list-style-type: none"> • Base wages and mandatory benefits for hours worked covering eligible staff's planning time. Planning time coverage can be provided by: <ul style="list-style-type: none"> • Supply staff, float staff, etc. • Part-time program staff, who may benefit from increased number of hours.

*If paying for one hour per week is not feasible due to operational considerations (e.g., availability of supply staff), you may choose to provide two paid planning time hours every two weeks or four paid planning time hours every four weeks. Paid planning hours cannot be accumulated for more than four weeks.

C. Lunch and refreshments for staff participating in the Region's professional learning day



You must use your WIF to provide lunch and refreshments to staff participating in the Region's professional learning day up to a maximum of \$30/per participating staff.

- You have the flexibility to determine the best way to provide lunch and refreshments to your staff (such as delivery order, catering, etc.) based on your needs and staff preferences. We encourage you to consult with staff on the planning for food and refreshments.
- Costs must be reasonable and not include alcoholic beverages.



FLEXIBLE EXPENSES (D, E, F, G)

D. Professional learning costs

You can use WIF to reimburse staff (or cover the cost of registering eligible staff) to attend eligible professional learning sessions, courses, and training opportunities.

Note: Professional learning activities organized by your agency may qualify if they are not part of your agency's budget and/or regular operations. WIF cannot be used to offset already budgeted expenses.

Which staff qualifies for professional learning costs or paid professional learning time?

Use WIF to support access to professional learning for regular (not casual) staff (full-time or part-time) including:

- Program supervisors.

- **Program staff**, such as RECEs and director approved staff in the place of a RECE, Early Childhood Assistants.
- Non-program staff enrolled in an ECE Diploma or a Child Development Practitioner Apprenticeship.

What courses or training qualify for professional learning costs funding?

Training, courses, and professional learning sessions attended, completed (graded courses must be passed to be completed) and not eligible for other supports* between January 1, and December 31, 2023, on the following topics:

- Early years and child care pedagogical practices aligned with [How Does Learning Happen?](#)
- Supporting children with special needs in an inclusive class-wide model and strategies that support the inclusion of all children.
- Health, safety, and well-being of children (nutrition, first aid, environmental health, communicable diseases, duty to report) and staff.
- Diversity, Equity, and Inclusion.
- The [CCEYA](#), its regulations and ministry policy.
- Business administration such as budgeting, leadership, human resource management, policy development and business software skills.
- Training requirements under the [Accessibility for Ontarians with Disabilities Act, 2005](#)
- **Newly hired staff:** certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board **only if** the new staff is not certified and courses offered by CDRCP are not available at the time of hiring.



Examples of eligible courses / training

- Training recommended by or based on your EYS and/or Resource consultant feedback.
- Training aligned with your Raising the Bar goals.
- Courses offered through the [Training - Geneva Centre for Autism](#) and the [Hanan Centre](#) (such as Learning Language and Loving it, More than Words).
- ECE diploma or Child Development Practitioner Apprenticeship college courses (if paid out of pocket and not eligible for other grants **such as the [Qualifications Upgrade Program](#)****).

Note: You must require staff to exhaust any other available bursaries and financial supports before accessing WIF**.

Other available supports*:

- **ECE diploma courses may qualify for the provincial [Qualifications Upgrade Program](#). This program provides financial support to individuals who work in Early Years settings, to obtain an ECE diploma and become eligible to apply for membership with the College of Early Childhood Educators (CECE).
- Courses not eligible under the WIF may qualify for the [Canada-Ontario Job Grant](#). Contact the Employment Ontario Contact Centre to learn more.
- The [Ontario's Small Business Health and Safety Training Program](#) may reimburse eligible employers for a health and safety representative training.

E. Paid professional learning time: release time and extra hours

To support staff participation in professional learning activities, you can use WIF to pay for:

- Release time: Pay supply staff base wages and mandatory benefits for hours worked covering eligible staff while they participate in eligible professional learning activities **during** their regular hours.
- Base wages and mandatory benefits for **extra** hours worked to participate in eligible professional learning activities **outside** of a staff's regular hours. For example, a course from 7:00 pm to 9:00 pm for a staff who works between 7:00 am to 6:00 pm.
- Travel time: Up to one hour of travel time (including both ways) for each in-person professional learning opportunity.



What professional learning activities qualify for release time and extra hours payment?

Activity	Who qualifies?	Examples
1. Professional learning Cap: Actual hours per staff/ agency may vary based on agency's funding availability and staff uptake.	<ul style="list-style-type: none"> • Program staff (such as RECEs, director approved staff, teachers, and Early Childhood Assistants) • Supervisors • Staff enrolled in an ECE Diploma or Child Development Practitioner Apprenticeship at the time of the professional learning activity. 	<ul style="list-style-type: none"> • Completion of the Continuous Professional Learning CPL program of the College of Early Childhood Educators (CECE) (RECEs only). • Attending post-secondary education to obtain ECE or leadership certifications. • Attending professional learning eligible under section D. • Attending CDRCP's professional learning opportunities. • Meeting with PIRS staff on Individual Program Plans (IPP). • Adapting activities and materials to support goals or strategies outlined in a child's PIRS Individual Program Plan (IPP).
2. Field placements required to complete an ECE diploma Cap: Based on agency's availability of funds.	<ul style="list-style-type: none"> • Staff working in a child care centre (regardless of the position) who are pursuing an ECE diploma and must complete a field placement outside of their place of work during the period January 1, to December 31, 2023 	<ul style="list-style-type: none"> • Use WIF to pay supply staff's wages and mandatory benefits • Use child care fees to continue to pay regular staff's wages and benefits

F. Credential evaluation and document translation costs for internationally trained staff

You may use WIF to reimburse internationally trained staff for*:

1. **Staff applying to the CECE:** Credential evaluation and document translation costs needed to meet CECE's [Individual Assessment of Educational Qualifications](#) requirements.

2. **Staff applying for an ECE Diploma approved by the CECE:** Credential assessment and document translation costs needed to:

- apply for an ECE diploma program, or
- be assessed for Advanced Standing for an ECE diploma program.

We may ask for supporting documents such as receipts and proof of application.

* Annual membership fees for the College of Early Childhood Educators don't qualify.

G. Recruitment costs

You may use your WIF to support the following recruitment costs in 2023*:

a) Regular wages and associated mandatory benefits	
Who qualifies? <ul style="list-style-type: none"> ▪ Supervisors ▪ HR staff ▪ Owner operators of single site agencies on payroll as of Jan. 1, 2023 ▪ Other staff 	What? Hours spent conducting the following activities: <ul style="list-style-type: none"> ▪ Creating job postings ▪ Conducting interviews ▪ Contacting candidates ▪ Liaising with colleges for student placements ▪ Performing reference checks ▪ Providing offer letters to new hires ▪ Preparing for and attending job fairs to recruit child care staff ▪ Other hiring activities Wages for other HR activities such as planning, benefits and compensation, performance management, training, and development, etc., may be covered through administration funding or parent revenues.
b) Other recruitment costs	
<ul style="list-style-type: none"> ▪ Professional and consulting fees of a third-party recruiter or recruitment company not claimed in all or in part under other regional funding. ▪ Costs for job posting ads with an external company or post-secondary institution. ▪ Registration fees, if applicable, to attend job fairs. Marketing activities not related to recruitment are not eligible for WIF.	

* If you use WIF for recruitment costs, you cannot use WIF administration costs or any other regional funding to cover recruitment costs. Claiming costs through different eligible expenses or funding streams, will make your costs ineligible and result in recoveries.

H. Administration costs

To provide more flexibility, administration funding for all programs has been merged in 2023. WIF administration funding payments will be issued in March. If you have a 2023 CWELCC agreement, WIF administration funding will be included in your CWELCC Transitional Operating Grant (TOG). If you opted-out of CWELCC, WIF administration funding will be included in your GOF. Unspent administration funding will be recovered.



Funding distribution, payments, and budget

Payments to service providers

You will get your full 2023 payment in **February 2023**. You must use your 2023 payment by **December 31, 2023**.

Distribution and payment to staff:

Requirement to provide equitable access

You must provide eligible staff equitable access to WIF supports within your funding amount. Equitable access means that every eligible staff must have the same opportunity to access WIF supports. We may ask for proof of equitable access at any time.



We encourage you to continue to use a transparent distribution approach that meets your agency’s professional learning priorities and share it with staff. **Tip!** You may include your approach in your staff training and development policy ([Child Care Centre Licensing Manual](#) page 117).

Payment to staff - requirements:

- You must pay staff wages for paid planning time, paid professional learning and recruitment costs with applicable pay cheque.
- Cash payments or gift cards are not permitted.
- WIF amounts cannot be carried over from one year to another (refer to [payments to service providers](#)).

Owner/Operator eligibility

Owner/operators employed by the child care agency in an eligible position and who receive a T4 for this work, are eligible to receive WIF supports up to an amount equal to the average supports provided to eligible staff.

For example: The average amount of professional learning paid to eligible staff at agency “A” is 12 hours. The owner at Agency “A” is employed as a centre supervisor. In this case, the owner of agency “A” qualifies for up to 12 hours of paid professional learning.

Surplus and shortfall

We encourage you to continuously review your WIF budget. To help you plan, we will share an optional *Planning Template* in early February. As you implement your plan, you may be in one of the following situations:

Situation	Requirements
Balanced Budget: you spend your WIF fully.	<ul style="list-style-type: none"> • No action is required.



Situation	Requirements
Shortfall: you run out of WIF before December 31, 2023	<ul style="list-style-type: none"> If your total 2023 WIF payment is not enough to cover your 2023 WIF <u>mandatory expenses</u>, email us at us at EarlyYearsSystemDivision@peelregion.ca with the subject line "WIF Funding Request" by July 30, 2023. A shortfall to WIF flexible expenses will not result in a funding increase. If you run out of WIF you may: <ul style="list-style-type: none"> Stop covering flexible eligible expenses. If you choose this option, you must notify staff and your EYS, OR Continue to support eligible expenses. In this case, expenses over and above the approved WIF amount are your sole responsibility.
Surplus: you expect to have unspent funding by December 31, 2023	<p>If you expect to have unspent funding, you may choose to:</p> <ul style="list-style-type: none"> Continue to cover planning time after June 30, 2023. Increase eligible staff's weekly paid planning time or the number of paid professional learning hours.

Reconciliation, responsibilities, audit and recoveries

Reconciliation and progress reports

You must submit your 2023 WIF reconciliation in [GovGrants](#). We will confirm the deadline to submit by the end of the year. We will ask you the following information:

1) **Reconciliation Report:** Actual expenditures for each WIF budget category as follows:

Eligible Expense	GovGrants Budget Category	2023
A. Fees for Region's professional learning day	Child Care Fees	<input checked="" type="checkbox"/>
B. Paid planning time	Planning Time	<input checked="" type="checkbox"/>
C. Staff lunch and refreshments for Region's professional learning day	Other	<input checked="" type="checkbox"/>
D. Professional learning costs	Professional Learning Costs	<input checked="" type="checkbox"/>
E. Paid professional learning time	Paid Professional Learning Time	<input checked="" type="checkbox"/>
F. Credential evaluation & translation	Other	<input checked="" type="checkbox"/>
G. Recruitment costs	Resources	<input checked="" type="checkbox"/>
H. Admin costs	<input checked="" type="checkbox"/> Opted-in CWELCC: You will receive and report this funding through TOG <input checked="" type="checkbox"/> Opted-out CWELCC: You will receive and report this funding through GOF	



Important: Expenses should be claimed only once and under one budget category only.

2) **Progress Report:** Key Performance Indicators (KPIs) as described on [Appendix 1](#).

3) **Supporting receipts** and paid invoices for expenses over \$15,000 through [GovGrants](#).

Important: By submitting your reconciliation, you are attesting that:

- You read and understood this guideline and your agreement.
- Funds were used in alignment with this guideline and your agreement.

3. Claimed expenses have not been claimed through other [EYCC funding streams](#) (e.g., 2022 COVID-19 Funding Guideline, administration funding, GOF, WEG, etc.) and/or other government funding (i.e., [Qualifications Upgrade Program](#) and other grants).
4. The planning hours claimed, paid professional learning hours claimed, and recruitment activities hours claimed were used for performing eligible activities.

Service provider responsibilities and requirements



When you receive funding from the Region, you must meet all requirements and responsibilities (such as compliance audits, funding inspections, documentation retention, etc.) outlined in the [Service Provider Handbook](#).

In addition to these requirements, you must **participate on WIF evaluation activities**. As we pilot this program, we need to understand the impact that each WIF initiative had on staff recruitment and retention.

- You may be required to participate in evaluation activities such as in-person visits, staff, and voluntary parent surveys, focus group sessions, etc. More details will be available by **spring of 2023**.
- Knowing which WIF initiatives had the most impact can help us to inform which (if any) initiatives should be extended beyond 2023.

Audit



You may be selected for a Compliance Audit (previously called a Funding Review) or a Funding Inspection. Review our [Service Provider Handbook](#) to learn about our accountability and reporting requirements.



Recoveries

We will **recover** all or part of your WIF if you:



- Become ineligible to receive WIF funding at any point during the funding period.
- Have unspent or surplus funding at interim or final reconciliation.
- Don't use or reconcile your funding in alignment with your Agreement or this guideline. For example, if you do not use your WIF to cover mandatory expenses like paid planning time or offsetting child care fees for the Region's professional learning day, we will recover the funding allocated under the applicable [GovGrants](#) budget category(ies).
- Don't provide supporting documentation for expenses claimed upon request.
- Fail to comply or participate in a compliance audit or a funding inspection.
- Use WIF to cover expenses supported by other government funding.

If we determine that you did not use WIF as intended or you did not meet your responsibilities as set out in this Guideline or your Agreement, we will recover all or part of your WIF and you may be deemed ineligible to receive future EYCCS funding.

If we determine that you must return all or part of your WIF, we will notify you by email. **The email will include our findings, the total amount owed and the repayment details.** The amount owed must be repaid upon demand (by cheque or payment adjustment as determined by the Region). **Once we receive your repayment, we will assess your ongoing eligibility for EYCCS funding.**

Key Terms



- Base Hourly Wage: Hourly rate paid to the position by the service provider (employer) before regional grants. If the position is paid an annual salary, use an online salary calculator to convert to hourly rate.
- Program Staff: Staff employed in a position counted towards adult child ratios under the CCEYA and the O.Reg. 137/15. Position titles may change by service provider.
- Supervisor: Staff working in a supervisor position as indicated in the centre's licence.
- Registered Early Childhood Educator (RECE): A member in good standing of the College of Early Childhood Educators (CECE) as outlined on the Early Childhood Educators Act, 2007. Review this link to learn more about the use of the title.
- Statutory Benefits: The employer portion of the benefits that you are required to provide to your staff by the law such as up 2 weeks of vacation days, 9 statutory holidays, Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT) if applicable, Workforce Safety and Insurance Board (WSIB) if applicable, etc.

Glossary

Term	Definition	Term	Definition
CCEYA	Child Care and Early Years Act, 2014	EYS	Early Years Specialist
CECE	College of Early Childhood Educators	KPIs	Key Performance Indicators
CDRCP	Child Development Resource Centre of Peel	Program	Licensed site
CPL	Continuous Professional Learning	RECE	Registered Early Childhood Educator
CWELCC	Canada-Wide Early Learning and Child Care	We	The Region of Peel
ECE	Early Childhood Education	WIF	Workforce Innovation Funding
EYCCS	Early Years and Child Care Services	You	Licensed Child Care Service Provider



Contact Us

If you have questions, e-mail your EYS or EarlyYearsSystemDivision@peelregion.ca.



Appendix 1: Key Performance Indicators (KPIs)

KPIs	Description
# of individuals supported with planning time	The number of individuals (staff and home child care providers) who were supported using WIF funded planning time. Count each individual once, if possible.
Total # of actual planning time hours supported through WIF	Total number of planning time hours supported using WIF planning time. Include all hours for all eligible staff. Example: Two eligible individuals are paid 39 planning hours each, you will report 78 (39+39).
Average number of planning hours paid to program staff in April 2022	The average monthly number of planning hours paid to program staff (in ratio) during the month of April 2022 using WIF planning time. For example, if you only have three program staff, and 1 RECE was paid for 6 hours, other RECE was paid for 4 hours and the assistant was not paid for planning time, you will report 3.33 (6+4+0)/3= 3.33. Do not include casual staff.
# of individuals supported with professional learning costs	The number of individuals (staff and home child care providers) whose professional learning costs were supported using WIF. Count each individual once.
# of individuals supported with paid professional learning time or a professional learning incentive grant	The number of individuals who were supported professional learning time (staff) or professional learning incentive grant (Home child care providers). Count each individual once.
Total # of actual paid professional learning time hours supported through WIF	Total number of professional learning time hours supported through WIF. Include all hours for all eligible staff. For example, you have two eligible individuals who are paid 19 hours each for professional learning time, you will report 38 (19+19).
Average number of professional learning time hours paid to program staff between January 1 to June 30, 2022	The average monthly number professional learning hours paid to program staff (in ratio) between January 1 and June 30, 2022. For example, you have three eligible program staff, 1 RECE is paid for 12 hours, another RECE is paid for 4 hours, and an early childhood assistant is paid for 6 hours. You will report 7.33 (12+4+6)/3= 7.33. Do not include casual staff.
# of individuals supported with credential evaluation and document translation costs	The number of individuals supported to pay for credential evaluation and document translation costs. Count each individual once.
# of children supported through Workforce Innovation Funding child care fee offset	The number of children enrolled with your agency and not charged fees on the professional learning day. Count each child once.