



# Alberta Child Care

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# Accreditation Funding Program

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GUIDE FOR CONTRACTED FAMILY DAY HOME AGENCIES





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**FUNDING GUIDE UPDATES**

Any changes, updates, and/or new information related to this funding guide will be posted on the website at [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding).



# Introduction

Alberta Human Services promotes excellence in child care to help families get the best care for their children. Grants available through the Alberta Child Care Accreditation Funding Program, support contracted family day home agencies to recruit and retain trained qualified staff and providers. Alberta Human Services recognizes contracted family day home agencies that have achieved the accreditation standards of excellence by providing staff funding at enhanced rates.

## The Accreditation Process

Accreditation is a voluntary process that objectively assesses whether child care programs meet child care standards of excellence. Alberta Human Services contracts with an accreditation agency to support the contracted family day home agency to work through the accreditation process and grant accreditation status once the agency meets the standards of excellence.

**To begin the accreditation process, a contracted family day home agency must apply for the accreditation self-study package through the Alberta Association for the Accreditation of Early Learning and Care Services (AELCS). Only agencies that have applied for a self-study are eligible to apply for accreditation funding.**

### Alberta Association for the Accreditation of Early Learning and Care Services

Suite 802 Baker Centre  
10025 - 106 Street  
Edmonton, Alberta T5J 1G4  
Telephone: 780-421-9222  
Toll-free: 1-877-552-2227  
Fax: 780-421-9229  
www.aelcs.ca

## Available Funding Supports

The types of accreditation funding are:

### 1. Family Child Care Consultant and Coordinator (FCCC) Funding

This funding provides a wage top-up for paid, certified staff, working as an employee in the role of a family child care consultant and/or coordinator.

### 2. Provider Support Funding

This funding provides a supplement to top-up wages over and above the regular wage or salary for registered, contracted caregivers.

### 3. Benefit Contribution Grant

This grant is paid to the agency to help offset the cost of the mandatory employer contributions needed to administer FCCC Funding and the Child Care Staff Attraction Incentive Allowance.

### 4. Professional Development Grant

This funding is to assist certified FCCC staff with tuition fees and required textbooks to obtain higher levels of certification, and with the costs of attending approved conferences or workshops.

### 5. Child Care Staff Attraction Incentive Allowance

Intended to reduce labour market pressures in child care in Alberta by attracting new and experienced Family Child Care Consultant and Coordinator staff back to the profession.

## Two Levels of Funding

The levels of funding available to a contracted family day home agency depend on the agency's accreditation status:

1. **Pre-accreditation funding:** Contracted family day home agencies that are not accredited, but have applied for the accreditation self-study guide and are working towards accreditation, are eligible for funding to help them meet the required standards of excellence for accreditation.

### Eligibility for Pre-Accreditation Funding

Agencies must have an approved grant application for funding and have an active contract with the Child and Family Services Authority.

Pre-accreditation funding will continue for a maximum of 15 months by which time an accreditation site visit must be requested of the accreditation agency or pre-accreditation funding will be discontinued.

Once a site visit has been scheduled, pre-accreditation funding will continue until the accreditation decision has been made. If the accreditation agency denies accreditation, following the accreditation site visit, pre-accreditation funding will continue based on the wait time to request another site visit as determined by the accreditation agency. A request for a site visit must be submitted by the end of that wait time period.

Agencies may request a three-month extension to their site visit due date to allow some extra time to meet the accreditation standards. During this time the agency will receive pre-accreditation funding. The agency must put this request in writing, indicating what processes are left to complete prior to scheduling a site visit. The request must be sent to:

#### Alberta Human Services

Manager, Provincial Programs  
Alberta Child Care Accreditation Funding Program  
Early Childhood Development Branch  
Sterling Place  
9940 – 106 Street  
Edmonton, Alberta T5K 2N2

Requests for extensions can also be faxed to 780-427-1258.

2. **Accreditation funding:** Contracted family day home agencies that have been officially accredited are eligible for grant funding at enhanced rates to further support the high quality of child care they provide. The accreditation funding rates will be effective from the month the accreditation certificate was signed and dated. The accreditation agency will notify the Child Care Accreditation Funding Program of the official date the accreditation certificate was signed.

### Eligibility for Accreditation Funding

Accredited family day home agencies must have an approved grant application for funding and have an active contract with the Child and Family Services Authority.

Accredited family day home agencies must maintain their accreditation status in order to continue to receive accreditation funding. This means they need to renew their accreditation status annually and be re-accredited every three years.

If the accreditation agency denies re-accreditation following the accreditation site visit, accreditation funding will be replaced with pre-accreditation funding. This funding will be provided only if the family day home agency schedules another site visit in accordance with the terms and timelines of the accreditation agency.

If the family day home agency allows the accreditation status to lapse by not having the site visit for re-accreditation within the timelines scheduled, accreditation funding will be terminated. The agency may re-apply for accreditation funding only after applying to the accreditation agency for a new self-study guide.

If the accreditation agency does not grant accreditation after three separate site visits or grant re-accreditation after two site visits, the family day home agency is no longer eligible for any funding until it becomes accredited.

## Accountability

Contracted family day home agencies must account for the expenditure of all funds they receive under the Alberta Child Care Accreditation Funding Program. They are subject to random or chosen audits by Alberta Human Services.

If a family day home agency does not spend all the funds it receives, it must report the difference to the Alberta Child Care Accreditation Funding Program. This amount will then be recovered from subsequent payments by reducing the payment by the amount owing. The details of this adjustment will be indicated on the monthly Payment Summary Statement.

To report unspent funds or un-receipted expenditures, use the Return Grant Funding Form located at the back of this guide or on the Alberta Human Services website ([www.humanservices.alberta.ca/childcare](http://www.humanservices.alberta.ca/childcare)).

If a family day home agency falsely obtains funds, fails to provide proper receipts or fails to return any funding not transferred to staff, the amounts will be adjusted by Alberta Human Services and eligibility for funding may be terminated.

If a staff member believes that they did not receive the wage top-up funding to which they are entitled, they should raise the matter directly with the employer. If the staff member is not satisfied with the result of this discussion they should contact Employment Standards Compliance at 1-877-427-3731.

If an approved child care provider believes they did not receive funding to which they are entitled, they are to submit a written letter identifying their specific concerns to the Alberta Child Care Accreditation Funding Program. Signed letters can be faxed to 780-427-1258.

## Overview of Funding

Funding Types	Pre-Accreditation Funding	Accreditation Funding
<b>1. Provider Support Funding<sup>1</sup></b>		
REGISTERED OR CERTIFIED AS A: Child Development Assistant	\$1.44/hr	\$2.14/hr
CERTIFIED AS A: Child Development Worker	\$2.70/hr	\$4.05/hr
CERTIFIED AS A: Child Development Supervisor	\$4.42/hr	\$6.62/hr
<b>2. Family Child Care Consultant Funding<sup>2</sup> (includes Coordinators)</b>		
REGISTERED OR CERTIFIED AS A: Child Development Assistant/Worker	\$2.70/hr	\$4.05/hr
IF CERTIFIED AS A: Child Development Supervisor	\$4.42/hr	\$6.62/hr
<b>3. Benefit Contribution Grant</b>	16% of Family Child Care Consultant Funding	16% of Family Child Care Consultant Funding
<b>4. Professional Development Grant<sup>3</sup></b>	up to \$1,000/yr	up to \$1,000/yr
<b>5. Child Care Staff Attraction Incentive Allowance<sup>4</sup></b>		
New Staff	\$2,500	\$2,500
Returning Staff	up to \$5,000	up to \$5,000

<sup>1</sup> If the provider provides care to only school-aged children during a calendar month, they will receive funding up to a maximum of 100 hours for September to June and up to 181 hours for July and August (which includes up to eight hours of programming time).

If the provider provides care to pre-school children only or a combination of pre-school and school-aged children during a calendar month, they will receive funding up to a maximum of 181 hours (which includes up to eight hours of programming time).

<sup>2</sup> Based on hours claimed up to 181 hours per month, inclusive of up to eight hours of programming/accreditation planning time.

<sup>3</sup> Available for staff certified as Child Development Assistants and Child Development Workers.

<sup>4</sup> Available for staff certified as Child Development Workers and Child Development Supervisors.

## 1. Family Child Care Consultant and Coordinator (FCCC) Funding

This funding is to top-up the wages of paid trained employees of contracted family day home agencies participating in accreditation who actively support the day home providers to ensure quality child care services. Staff must be paid at least minimum wage before the wage top-up is added to their pay. Funding is paid to a monthly maximum of 181 hours per month, which includes up to eight hours of accreditation and program planning time.

Support services include: monitoring provider care; consultation; provider training; assessment; and preparatory and follow-up work with providers.

Family day home agency coordinators are individuals employed by the agency whose responsibilities include managing the overall administrative operation of the agency (e.g., recruiting suitable family day home providers).

### Pre-Accreditation Funding

Funding rates for consultants and coordinators are as follows:

CERTIFICATION LEVEL	FUNDING LEVEL
Child Development Assistant/Worker*	\$2.70/hour
Child Development Supervisor	\$4.42/hour

### Accreditation Funding

Funding rates for consultants and coordinators are as follows:

CERTIFICATION LEVEL	FUNDING LEVEL
Child Development Assistant/Worker*	\$4.05/hour
Child Development Supervisor	\$6.62/hour

\* or have a registration number with the child care certification office

### Conditions

- An Accreditation Funding Grant Application and Supplementary Form A must be submitted and approved by the Alberta Child Care Accreditation Funding Program.
- A completed Supplementary Form A must be submitted for each certified staff member by the end of the month in which they were hired; at least once every 12 month period and when there is a change in the employee's wage/salary. Failure to do so may result in the suspension of Professional Development Funding, until the Supplementary Form A is submitted.
- The consultant or coordinator must be an employee of the agency and not self-employed as a contractor to qualify for this funding.
- Staff must be paid at least minimum wage before the wage top-up is added to their pay.

- FCCC funding is paid each calendar month based on the eligible hours reported on the monthly Claim and Report Form (up to 181 hours which includes up to eight hours for programming and meeting/maintaining accreditation standards).
- A breakdown of hours conducted in the role of a consultant/coordinator and programming hours must be maintained for audit purposes.
- All eligible staff members must sign the monthly Claim and Report Form with their employer to verify the hours they worked in their role, including up to eight hours of accreditation and program planning or administrative hours. They must sign **after** the hours are recorded on the claim form.
- The financial Payment Summary Statement from Alberta Human Services outlines all payments made to the agency and includes each staff member's name and the funding paid for him or her.
- The employer must ensure that the appropriate deductions are taken from employees' FCCC Funding and that these and the employer's contributions are submitted to the appropriate agency (i.e., federal government and WCB).
- The employer is also required to calculate and pay staff the appropriate vacation and general holiday pay on the FCCC Funding in accordance with *Albert Employment Standards Code*.
- A separate line item on each staff member's pay stub must clearly identify the FCCC Funding amount as a Government of Alberta contribution (i.e., not as a "bonus" or "overtime").

### Important Notes

- Under Federal and Provincial law, the Staff Support Funding Grant (wage top-up) paid to child care programs is considered a “wage”. The child care program must transfer this wage top-up, and any other mandatory employer payroll contributions to each staff member over and above his or her regular salary, vacation pay, statutory holiday pay, bonuses and/or increments in accordance with the Alberta Employment Standards Code. For further information contact Employment Standards at 1-877-427-3731. (The Benefit Contribution Grant is paid to child care programs to offset the costs associated with these mandatory employer contributions and addressed in the next section of this Funding Guide.)
- Consultant or coordinator staff members whose income is funded by another program (such as therapists and assistants paid through other organizations) are not eligible for FCCC Funding. Those hours must **not** be claimed on the monthly claim form.
- Volunteers, unpaid staff and individuals contracted as self-employed are not eligible for FCCC Funding.

### Definition of Family Day Home Agency Coordinator Hours

- Hours conducted in the role of a Family Day Home Agency Coordinator are defined as an individual employed by the agency whose responsibilities include managing the overall administrative operation of the agency (e.g., recruiting suitable family day home providers).

### Definition of Family Child Care Consultant Hours

- Hours worked in the role of a family child care consultant which is defined as a paid agency staff member who actively provides support functions (including the provision of monitoring, support, consultation, provider training, assessment, preparatory and follow-up work) with providers to ensure quality child care services on behalf of the family day home agency. It also includes up to eight hours per month for programming and maintaining accreditation standards. Funding is not available for vacation, sick days, holidays, or training time.

### Conditions

- To be eligible for the accreditation funding for a calendar month, the agency must provide services under its contract for at least five days during that calendar month.

### Accountability

- The employee payroll records must reflect all payments for this funding.
- Any funding that could not be transferred to the eligible staff member must be reported to the Alberta Child Care Accreditation Funding Program using the Return Grant Funding Form.
- The agency must keep accurate records to support all hours claimed on the monthly claim form. Failure to do so may result in the recovery of the funding.

## 2. Provider Support Funding

This funding is for registered/certified child care providers who provide direct child care for preschool and school-aged children (not including their own children) under a contracted family day home agency. Funding is paid to a maximum of 181 hours per month, which includes up to eight hours of accreditation and program planning.

### Pre-Accreditation Funding

Funding rates are based on the certification level of the child care providers:

PROVIDER	FUNDING LEVEL
REGISTERED OR CERTIFIED AS A: Child Development Assistant	\$1.44/hr
CERTIFIED AS A: Child Development Worker	\$2.70/hr
CERTIFIED AS A: Child Development Supervisor	\$4.42/hr

If the provider provides care to only school-aged children during a calendar month, they will receive funding up to a maximum of 100 hours for September to June and up to 181 hours for July and August (which includes up to eight hours of programming time).

If the provider provides care to pre-school children only or a combination of pre-school and school-aged children during a calendar month, they will receive funding up to a maximum of 181 hours (which includes up to eight hours of programming time).

### Accreditation Funding

Funding rates are based on the certification level of the child care providers:

PROVIDER	FUNDING LEVEL
REGISTERED OR CERTIFIED AS A: Child Development Assistant	\$2.14/hr
CERTIFIED AS A: Child Development Worker	\$4.05/hr
CERTIFIED AS A: Child Development Supervisor	\$6.62/hr

If the provider provides care to only school-aged children during a calendar month, they will receive funding up to a maximum of 100 hours for September to June and up to 181 hours for July and August (which includes up to eight hours of programming time).

If the provider provides care to pre-school children only or a combination of pre-school and school-aged children during a calendar month, they will receive funding up to a maximum of 181 hours (which includes up to eight hours of programming time).

Hours providing child care refers to the hours worked by the provider, not the total number of hours the preschool children attend.

### Conditions

- This funding is available to registered/certified providers approved under a contracted family day home agency.
- Only family day home agencies that have a contract with Alberta Human Services are eligible for this funding. If your agency does not have a contract in place, please contact the Alberta Child Care Accreditation Funding Program.
- A family day home agency will need a new funding agreement when there is a change to the contract holder or the agency undergoes a sale of assets.
- Provider Support Funding is paid each month based on hours the registered/certified provider worked providing direct care to children as reported on the monthly Claim and Report Form.
- If the provider provides care to only school-aged children during a calendar month, they will receive funding up to a maximum of 100 hours for September to June and up to 181 hours for July and August (which includes up to eight hours of programming time).
- If the provider provides care to pre-school children only or a combination of pre-school and school-aged children during a calendar month, they will receive funding up to a maximum of 181 hours (which includes up to eight hours of programming time).
- A breakdown of direct care hours and programming/planning hours must be maintained for audit purposes.
- The financial Payment Summary Statement from Alberta Human Services outlines all payments made to the family day home agency includes each provider's name and the funding paid for him or her. The agency is responsible for forwarding these funds to the providers within 30 days.

- Hours worked by family day home providers that are paid under an inclusive contractual agreement with the Child and Family Services Authority are eligible for this funding.
- Provider Support Funding cannot be claimed for agency staff hired as family child care consultants or family day home agency coordinators unless they have a separate contract as a provider. If a consultant or coordinator provides cover-off care for providers, these cover-off hours are to be claimed as consultant or coordinator hours.
- Provider Registration Forms must be submitted to the Accreditation Funding Office whenever a new uncertified provider is hired (see form at the back this guide). This form must be submitted prior to the funding being paid. Funding will not be backdated.
- Any funding that could not be transferred to the provider must be reported to the Alberta Child Care Accreditation Funding Program using the Return Grant Funding Form.
- The agency must keep accurate records to support all hours claimed on the monthly claim form, as well as records to verify the payments were made to the providers. Failure to do so may result in the recovery of funding.

#### **Definition of Provider Hours**

- Hours giving direct child care to children aged 0 to 12 years and not yet attending Grade 7, with whom the provider does not have a parent/guardian relationship. It also includes up to eight hours per month for programming and meeting/maintaining accreditation standards. It excludes vacation days, sick days and training time.



### 3. Benefit Contribution Grant

The Benefit Contribution Grant is paid to eligible contracted family day home agencies to offset the cost of the mandatory employer payroll contributions such as Canada Pension Plan, Employment Insurance and Workers' Compensation Board (WCB) premiums, general holiday pay (statutory holidays) and vacation pay associated with FCCC Funding and the Staff Attraction Incentive Allowance.

#### Pre-Accreditation and Accreditation Funding

This funding is calculated and paid monthly at the rate of 16 per cent of the total FCCC Funding and the Staff Attraction Incentive Allowance issued on that month's payment.

The financial payment summary statement from Alberta Human Services indicates the total amount of the Benefit Contribution Grant paid to the agency on behalf of all eligible staff members that were paid FCCC Funding.

#### Conditions

- The employer is required to calculate and pay staff the appropriate vacation and general holiday pay on the FCCC Funding and the Staff Attraction Incentive Allowance in accordance with the *Alberta Employment Standards Code*.
- Under Federal and Provincial law, the Staff Support Funding Grant (wage top-up) paid to child care programs is considered a "wage". The child care program must transfer this wage top-up, and any other mandatory employer payroll contributions to each staff member over and above his or her regular salary, vacation pay, statutory holiday pay, bonuses and/or increments in accordance with the Alberta Employment Standards Code. For further information contact Employment Standards at 1-877-427-3731. (The Benefit Contribution Grant is paid to child care programs to offset the costs associated with these mandatory employer contributions and addressed in the next section of this Funding Guide.)
- The employer must ensure that the appropriate deductions are taken from employees' FCCC Funding and the Staff Attraction Incentive Allowance, and that these and the employer's contributions are submitted to the appropriate agency (i.e., federal government and WCB).



## 4. Professional Development Grant

The Professional Development Grant is available to paid certified staff employed as a family child care consultant or coordinator, to help obtain higher levels of certification and attend approved conferences and workshops. Family day home providers are not eligible to receive the Professional Development Grant.

### Pre-Accreditation and Accreditation Funding

Professional Development Grant funding is provided to paid family child care consultant/coordinator staff certified as Child Development Assistants or Child Development Workers. Family child care consultant/coordinator staff certified as Child Development Supervisors are not eligible for the Professional Development Grant; however, they are eligible to apply for the Professional Development Grant for Child Development Supervisors available through the Alberta Child Care Association or the Skills Investment Bursary (available through Alberta Human Services).

To be eligible for the Professional Development Grant the applicant must be a Canadian Citizen or hold Canadian Permanent Resident status.

Use of the full amount of the Professional Development Grant is limited to post-secondary tuition and required course textbooks to get to the next level of child care certification. Eligible staff may choose to use up to 50% of grant funding to which they are entitled towards registration fees for approved child care conferences and workshops. Approved conferences and workshops are those related to early childhood and school-age care.

HOURS CLAIMED EACH MONTH FOR TWO PREVIOUS CONSECUTIVE MONTHS	PROFESSIONAL DEVELOPMENT GRANT LIMIT
Fewer than 28	Not eligible
28 to 79	Up to \$250 per fiscal year*
80 or more	Up to \$1,000 per fiscal year*

\*The fiscal year is April 1 to March 31.

**Note:** Approved conferences and workshops are paid up to 50% of the applicant's eligible grant limit.

Funding amounts for the Professional Development Grant are based on the number of hours claimed for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received.

### Conditions

- An Accreditation Funding Grant Application and Supplementary Form B must be submitted and approved by the Alberta Child Care Accreditation Funding Program. The most current forms are always available online at [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding).
- The applicant must complete all information on the form. Incomplete applications will not be processed and will be returned for completion.
- In order to be eligible for this funding, eligible certified staff must have worked at least 28 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received.
- Unused funding from the Professional Development Grant is not transferable from one staff member to another, and it may not be carried over to the next fiscal year. The fiscal year is April 1 to March 31.
- A family child care consultant or coordinator staff may apply for a portion of their total Professional Development Funding more than once during the year, until the grant limit for which they are eligible has been reached.
- The funding must be used for exactly what was approved on the Supplementary Form B. A receipt must be kept by the Family Day Home Agency that indicates the expenditure and matches the amount and payment date as indicated on the Supplementary Form B.
- The family day home agency receives the grant funding on behalf of the staff member and it must be transferred to him or her.
- The family day home agency receives the grant funding on behalf of the staff member and it must be transferred to him or her.
- The Professional Development Grant may not be requested if another grant or bursary has been awarded (e.g., from Student Finance) for the same purpose.
- The grant will not be processed unless a Supplementary Form A has been submitted within the last 12 months.

### Important Notes

- The Professional Development Grant is approved for each fiscal year (April 1 to March 31), based on the date the payment was made for the expenditure. It is not based on the date the service/product was received or course was taken.

**Note:** FCCC staff certified as Child Development Supervisors who wish to attend approved child care workshops and conferences can apply for up to \$350 through the Alberta Child Care Association.

For further information, contact the Alberta Child Care Association at 1-877-421-9937.

For example, if a post-secondary course is taken in April 2010, but it was paid for in January 2010, the Professional Development Grant applies to the fiscal year ending March 31, 2010.

- The Supplementary Form B must be submitted in the fiscal year to which the funding is to be applied. The deadline for submitting the Supplementary Form B is February 15, of the current fiscal year, for all expenditures in that fiscal year.

**NOTE: Supplementary Form Bs received between February 15 and March 31 will not be approved for funding.**

For example, if the Supplementary Form B is submitted in March 2010 for an expenditure made in February 2010, the funding will not be approved, as it was not received by the February 15 deadline.

- When applying for course textbooks, proof of course registration and the name of the required textbook(s) must be submitted with the Supplementary Form B.

### Accountability

- A staff member who receives the Professional Development Grant may keep the receipts, but copies must be given to the family day home agency to verify the expenditure of this grant funding.
- The family day home agency must retain a copy of all receipts supporting the Professional Development Grant payments made to the program. If copies are not kept, the funding will be recovered.

- The family day home agency has the discretion to transfer the funding to the staff member before obtaining receipts for the expenditure, but if receipts are not obtained, the funding must be returned using the Return Grant Funding Form.
- Any funding that is spent without supporting receipts, that is not transferred to the staff member, or that is used for a purpose other than what was requested and approved on the Supplementary Form B, must be reported to the Alberta Child Care Accreditation Funding Program by using the Return Grant Funding Form.

### Other Funding Programs

All paid, family child care consultant/coordinator staff, including Child Development Supervisors, may be eligible to apply for the following funding programs:

#### 1. Professional Development Grant Funding for Child Development Supervisors

This grant for child development supervisors is for the purpose of enhancing child care program leadership skills through child care conferences and workshops and credit administration courses offered at recognized post-secondary institutions in Alberta.

Note: The grant maximum provided is up to \$350 per fiscal year.

For further information, contact the Alberta Child Care Association at 1-877-421-9937.

#### 2. Skills Investment Bursary

Several types of training supports are available for individuals studying on a part or full-time basis. Please call 310-0000 and ask to be connected to the nearest office responsible for providing Financial Supports for Training. You can also access further information online at [www.employment.alberta.ca](http://www.employment.alberta.ca).

## 5. Child Care Staff Attraction Incentive Allowance

The Staff Attraction Incentive Allowance is one tool that, in addition to other strategies, is intended to address labour market pressures in child care, in Alberta. It is available to support the recruitment of staff and providers certified or eligible for certification as Child Development Workers and Child Development Supervisors, as well as high school students that have accessed the Child Care Career Scholarship.

### Conditions

- Pre-accredited and accredited family day home agencies currently receiving funding under the Alberta Child Care Accreditation Funding Program may apply for this incentive.

### Staff Attraction Incentive Allowance (New Child Development Workers and Child Development Supervisors)

- Family day home agencies applying for the Staff Attraction Incentive Allowance for staff and providers new to child care must ensure that staff members and providers recruited to positions under this initiative:
  - are Canadian citizens or permanent residents of Canada;
  - are new to the child care profession;
  - are certified or eligible for certification as Child Development Workers or Child Development Supervisors; and
  - will be working full-time (minimum of 80 hours per month in contracted family day home agency with the exception of approved time off by the employer, such as vacation) for at least a year.
- Eligible family day home agencies will receive \$2,500 at the end of 12 months of continuous employment for the new staff member. This funding must then be transferred to the staff.

### Staff Attraction Incentive Allowance (Experienced Child Development Workers and Child Development Supervisors)

- Family day home agencies applying for the Staff Attraction Incentive Allowance for Child Development Workers and Child Development Supervisors returning to the field must ensure that staff members and providers recruited to positions under this initiative:
  - are Canadian citizens or permanent residents of Canada;
  - have previously worked in a licensed or approved child care program for a minimum of six months (excludes practicums);
  - have been out of the child care profession for at least six months prior to the commencement date on the Supplementary Form C;
  - are certified or eligible for certification as Child Development Workers or Child Development Supervisors;
  - are not child care staff members or providers currently on maternity leave, leave of absence or special leave, or currently working full- or part-time in a licensed or approved child care program in Alberta; and
  - will be working full-time (minimum of 80 hours per month in with a contracted family day home agency with the exception of approved time off by the employer, such as vacation) for at least a year.
- Eligible family day home agencies will receive \$2,500 at the end of 12 months of continuous employment for the returning staff member and providers to a maximum of \$5,000 over two years. This funding must then be transferred to the staff.

### Application and Processing

- An updated Accreditation Funding Grant Application and Supplementary Form C **must be submitted within 60 days of the employee's or provider's commencement**. Both the employer and family child care consultant/coordinator or provider are required to sign the Supplementary Form C and submit it to the Alberta Child Care Accreditation Funding Program.

### Payments

- The allowance will be paid to the program on the family child care consultant's/coordinator's or provider's behalf. The family day home agency must transfer this amount to the staff member or provider on the next pay cheque.

- Payments will be not be pro-rated should the approved staff or provider leave prior to the 12-month commitment period. However, staff or providers can work at more than one pre-accredited or accredited child care program/agency to meet the 12-month commitment period as long as a Supplementary Form C is completed at each program/agency.
- A 16 per cent benefit contribution grant will be made to the program to offset the cost of the mandatory employer contributions. Vacation and general holiday pay must be calculated on the allowance and be paid to staff in accordance with the *Alberta Employment Standards Code*.

### Accountability

Family day home agencies must maintain payroll and payment records to confirm that payments were transferred to the employee or provider.



# How to Apply

## for Pre/Accreditation Funding

To receive accreditation funding, the family day home agency will need to apply for the accreditation self-study package through the accreditation agency. Once an application has been made to the accreditation agency, the family day home agency must complete and submit the Accreditation Funding Grant Application together with the Supplementary Form A (and any other applicable supplementary forms) to the Alberta Child Care Accreditation Funding Program. Forms are available online at [www.humanservices.alberta.ca/childcare](http://www.humanservices.alberta.ca/childcare).

If the family day home agency has already applied for, and is receiving, funding, a new Accreditation Funding Grant Application is not required.

The family day home agency's contract holder representative is responsible for signing and dating the grant application and supplementary forms.

Some supplementary forms require a staff member's or provider's co-signature, depending on the type of grant funding requested. Refer to the specific sections in this guide for information about the conditions and reporting requirements for each grant type.

If there is a change in the contract holder, as with an asset sale, the new contract holder must complete and submit a new grant application with the Supplementary Form As to the Alberta Child Care Accreditation Funding Program.

Incomplete applications or forms will not be processed. Funding will not be back dated for late or missing documents.

Please submit only one copy of your completed grant application and Supplementary Form As via fax or mail to:

### **Alberta Human Services**

Alberta Child Care Accreditation Funding  
Program  
Sterling Place  
9940 – 106 Street  
Edmonton, Alberta T5K 2N2  
Fax: (780) 427-1258

**Note:** When faxing any documents, it is important to keep the Fax Transmission Confirmation indicating the fax was successfully transmitted and received.

Family day home agencies will be notified of their funding approvals in writing. Payments will be attached to the processing of the monthly claim form; an incomplete claim form will result in funding not being paid.

For further information about accreditation funding, call the:

### **Alberta Child Care Accreditation Funding Program**

Telephone [Edmonton]: 780-422-1119,  
Toll-free [in Alberta]: 1-800-661-9754,  
or [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding).



# Buying or Selling Family Day Home Agencies

It is critical that the Alberta Child Care Accreditation Funding Program be notified by the buyer or seller prior to any purchasing or selling of a family day home agency so that information regarding the accountability and responsibilities associated with the funding may be communicated.

**If a family day home agency has any change in its identity, ownership, business structure or legal status, it needs to immediately notify the accreditation agency and the accreditation funding program, because the change may impact the agency's accreditation application or status.**

## What is a share sale?

- A share sale occurs when shares of the company or membership interests are bought or transferred from one holding to another. This could range from one share to 100% of the shares. The entity/licence holder continues to be owned by the share holders and the transfers or sales of shares have no impact on the licensing of the business.

**Note:** when you purchase shares in the company you also accept the history and liabilities, known or unknown, that come with the business.

## What is an asset sale?

- An asset sale occurs when a business sells its assets (equipment, furniture, real estate, inventory, accounts receivables, etc.) to another entity. The new entity is a new business and is independent of the old operation. The new operator would have to meet all business and licensing requirements set out by the licensing authority and the respective municipal government.

**Note:** In an asset sale the liabilities remain with the seller.



**What happens to your program's accreditation status and grant funding if you:**

	Purchase a <b>pre-accredited</b> program through a <b>share sale?</b>	Purchase an <b>accredited</b> program through a <b>share sale?</b>	Purchase a <b>pre-accredited</b> program through an <b>asset sale?</b>	Purchase an <b>accredited</b> program through an <b>asset sale?*</b>	Move a <b>pre-accredited</b> program to a <b>new location?</b>	Move an <b>accredited</b> program to a <b>new location?</b>
Accreditation Status	N/A	Remains accredited	N/A	Remains accredited with a grace period of six months	N/A	Remains accredited with a grace period of six months
Program must notify accreditation agency of sale or change.	Yes	Yes	Yes	Yes	Yes	Yes
Program must apply to Accreditation Agency for new self-study	No	No	Yes	No – within six months program must apply for an accreditation site visit.	No	No
Funding Status	No change	No change	New program	No change for six months. If program is not accredited following the site visit, the program reverts to pre-accreditation funding status.	No change.	No change.
Program must notify Alberta Child Care Accreditation Funding Program of sale or change.	Yes	Yes	Yes	Yes	Yes	Yes
Program must complete a new grant funding application with the Alberta Child Care Accreditation Funding Program	No	No	Yes	Yes	Yes	No
Number of months your program can receive pre-accreditation grant funding while working on your accreditation self-study.	From the date the first program applied for their self-study - remainder of the 15 months with up to two additional three month extensions (upon written request to the Alberta Child Care Accreditation Funding Program).	N/A	From the date the new program applied for their self-study - 15 months with up to two additional three month extensions (upon written request to the Alberta Child Care Accreditation Funding Program).	N/A	Remainder of the 15 months left with up to two additional three month extensions (upon written request to the Alberta Child Care Accreditation Funding Program).	N/A

**\*NOTE:** If the licence holder change occurs within six months from the program's last accreditation or re-accreditation site visit, then the program will not be required to undergo another site visit to maintain accreditation status. A new accreditation certificate will be issued under the new licence holder's name.



# Common Questions and Answers

## Family Child Care Consultant and Coordinator (FCCC) Funding

### Q. Who is eligible to receive FCCC Funding?

- A. FCCC Funding is for paid registered/certified family child care consultants and coordinators hired as employees up to a maximum of 181 hours per month.

### Q. What salary do I indicate on the Supplementary Form A?

- A. State the hourly wage being paid from the employer, not including the top-up enhancement. Please convert monthly salaries to an hourly wage. A new Supplementary Form A must be submitted for each staff member receiving FCCC Funding upon hiring, at least once per fiscal year (April to March), and/or when the wage/salary changes.

### Q. When will I receive my FCCC Funding?

- A. FCCC Funding is paid to the contracted family day home agency each calendar month, based on the hours reported on the monthly claim form for the previous month.

### Q. When can my program expect to receive the accredited rate for FCCC Funding?

- A. The accredited rate is effective the month your program was accredited. For example, if your program was accredited effective October 15, 2012, you will receive the accredited rate for claimed hours worked in October 2012.

## Professional Development Grant

### Q. Who is eligible for the Professional Development Grant?

- A. Paid family child consultant and coordinator staff certified as Child Development Assistants or Child Development Workers. Professional Development Grant funding for Child Development Supervisors is available through the Alberta Child Care Association (1-877-421-9937). Staff must have worked at least 28 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received. A Supplementary Form A for the staff member must have been submitted within the last 12 months. Family day home providers are not eligible for this funding.

### Q. What can I spend the Professional Development Grant on?

- A. The Professional Development Grant is approved for post-secondary tuition and required course textbooks to help obtain a higher level of certification (specify the name of the course, location, post-secondary institution, name of books, cost, and date paid). Other costs, such as registration or student fees, are not eligible. Approved conferences and workshops are also eligible for this funding.

### Q. How do staff know what conferences and workshops are approved?

- A. Approved conferences and workshops are those that are related to early childhood and school age care. If you are unsure about a particular conference or workshop, contact the Alberta Child Care Accreditation Funding Program.

**Q. Can staff combine their Professional Development Grant to pay the cost of an approved workshop?**

- A. Yes. If arrangements are made to hold an approved workshop that will be attended by multiple FCCC staff, then written consent must be obtained by each FCCC agreeing to “pool” their funding and be approved by the Alberta Child Care Accreditation Funding Program before any funding can be combined. Staff that agree to pool their funding must attend the workshop and sign the Supplementary Form B.

**Q. Can the Professional Development Grant be used for first aid training?**

- A. No. The responsibility for first aid training lies with the individual.

**Q. How much funding can I apply for?**

- A. To be eligible for the total funding of \$1000 per year, you must have worked at least 80 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received. To be eligible for \$250 per year in funding, you must have worked 28 to 79 claimed hours per month for the two consecutive months immediately prior to either the date of the expenditure or the date the application is received. Approved conferences and workshops are paid up to 50% of the applicant’s eligible grant limit.

**Q. Do I apply for the Professional Development Grant in the year that I am taking the course or when I have paid for the course?**

- A. You must apply for the Professional Development Grant in the fiscal year in which you paid for the course. The fiscal year is April 1 to March 31. Funding will be applied towards the fiscal year in which the expenditure was made.

**Q. Once my application for the Professional Development Grant is approved, how and when do I receive my money?**

- A. Funding for the Professional Development Grant is paid directly to the family day home agency upon the next processing of its monthly Claim and Report Form. When you have provided a receipt to the owner/operator of the agency, you are reimbursed for items approved on your application form. The program has the discretion to transfer the grant funding prior to obtaining the receipt from you.

**Q. Do I have to include the receipts with my Professional Development Grant application to ensure approval?**

- A. No, receipts do not have to be sent with the application, but they must be kept on file at the program and be made available to Alberta Human Services when requested.

**Q. When is the cut-off for submitting applications for the Professional Development Grant?**

- A. The Supplementary Form B must be received by the Alberta Child Care Accreditation Funding Office by February 15.

**Staff Attraction Incentive Allowance**

**Q. Why was the Staff Attraction Incentive Allowance implemented?**

- A. The Staff Attraction Incentive Allowance is intended to help owners and operators recruit trained staff and providers.

**Q. Who is eligible?**

- A. New and returning family child care consultant and coordinator staff and providers who are certified or are eligible for certification as Child Development Workers or Child Development Supervisors qualify for the allowance. In order to qualify for the \$5,000 allowance, eligible staff and providers must also have a minimum of six months of previous child care professional experience. The \$2,500 allowance is for employees and providers who have never before worked in the child care field or have less than six months of previous child care experience.

**Q. Who can apply?**

- A. Contracted pre-accredited and accredited family day home agencies may apply.

**Q. How do I apply for the allowance?**

- A. Family day home agencies must submit an updated Accreditation Funding Grant Application and Supplementary Form C to the Alberta Child Care Accreditation Funding Program **within 60 days of the new employee's or provider's commencement**. Both the employer and employee and provider are required to sign the Supplementary Form C. Applications are available on the Alberta Human Services website at [www.humanservices.alberta.ca/childcare](http://www.humanservices.alberta.ca/childcare).

**Q. Will a contract/agreement need to be signed in order to receive the allowance?**

- A. Yes. The eligible staff member or provider hired is required to sign the Supplementary Form C indicating his or her commitment to work for the child care program a minimum of 80 hours each month for a one or two-year period.

**Q. How is the allowance paid?**

- A. The allowance will be paid to the family day home agency. After the completion of one year of continuous service, the agency is responsible for transferring these funds to the employee and provider. A 16 per cent benefit contribution payment will also be made to the program to offset the costs related to the mandatory employer contributions.

**Q. How long must you be out of the child care field to be eligible for the allowance?**

- A. For the \$5,000 allowance, the Child Development Worker or Child Development Supervisor must have been out of the child care profession for a minimum of six months prior to the date of employment.

**Q. When recruiting-back trained staff and providers, how much previous child care work experience should an operator/owner look for?**

- A. For the \$5,000 allowance, a minimum of six months work experience in licensed or approved

child care is required. This does not include a practicum.

**Q. If I currently live in another province and move to Alberta, will I be eligible to receive this allowance?**

- A. Yes, as long as you and the family day home agency meet the eligibility requirements.

**Q. Are people wishing to return to work from maternity leave eligible for the allowance?**

- A. No. Individuals returning from maternity leave, leave of absence or special leave, or working full or part-time in a child care program in Alberta are not eligible for the allowance as they still have employment status.

**Q. Do Child Development Workers and Child Development Supervisors have to stay with the same employer for the two years?**

- A. No. Approved applicants may work in more than one child care program during the two-year period as long as the break in service is no longer than one month, and if this occurs, the applicant must work an extra month to account for the missing month. The new child care program/agency will need to complete a Supplementary Form C and notify the Alberta Child Care Accreditation Funding Program of these changes.

**Q. If staff or providers do not complete a full year of employment will the allowance be pro-rated?**

- A. No. Payments will not be pro-rated should an individual leave prior to the 12-month commitment period.

**Q. After a two-year commitment and receipt of the total \$5,000, can staff or providers quit for six months and then return to the child care field and apply for the allowance again?**

- A. No.



# Claims Procedures

**Programs can submit their claim online starting the first of every month.** Please refer to the document entitled “Online Claims System Handbook” for additional information, available online at [www.humanservices.alberta.ca/claims](http://www.humanservices.alberta.ca/claims).

## Definition of Provider Hours

Hours giving direct child care to children aged 0 to 12 years and not yet attending Grade 7, with whom the provider does not have a parent/guardian relationship. It also includes up to eight hours per month for programming and meeting/maintaining accreditation standards. It excludes vacation days, sick days and training time.

## Definition of Family Child Care Consultant and Coordinator Hours

Hours conducted in the role of a family child care consultant, defined as a paid agency staff member who actively provides support functions (including provision of monitoring, support, consultation, provider training, assessment, and preparatory and follow-up work) with providers to ensure quality child care services on behalf of the family day home agency.

Hours conducted in the role of a family day home agency coordinator, defined as an individual employed by the agency whose responsibilities include managing the overall administrative operation of the agency (e.g., recruiting suitable family day home providers).

It also includes up to eight hours per month for programming and meeting/maintaining accreditation standards, but excludes vacations days, sick days and training time.

## Providers Giving Service

Provider names from the previous month’s claim will be automatically listed on this page until a termination date is entered.

If the provider is not certified as a Child Development Assistant, Child Development Worker or Child Development Supervisor with the Alberta Child Care Staff Certification Office, the agency must submit a Provider Registration Form to the Accreditation Funding Program (see the form in this guide) to obtain a registration number prior to adding the provider’s name and commencement date to the monthly Claim and Report Form.

Enter the number of hours worked by the provider giving child care service. A breakdown of direct care hours and programming/planning hours must be maintained for audit purposes.

Insert the termination date when the provider has ended his or her contract to provide child care.

Consultants and coordinators providing cover-off care for providers are not to be claimed under “Providers Giving Service”, but these hours can be claimed under consultant and coordinator staff. The only exception is when the consultant or coordinator has a separate contract with the agency as a provider to provide direct child care.

## Family Child Care Consultant Staff

Family Child Care Consultant or Coordinator staff on the previous month’s claim will automatically list on this page until a termination date is entered.

If the staff name and registration ID/certification number does not appear on the Claim and Report Form, please insert this information in the space provided.

Only hours conducted in the role of family child care consultant or family day home agency coordinator are to be included. These may include up to eight hours for programming and duties required to meet accreditation standards.

A breakdown of hours conducted in the role of a consultant and/or coordinator and programming/planning hours must be maintained for audit purposes.

When the consultant or coordinator is providing cover-off child care for a provider, these hours are to be claimed as a consultant or coordinator.

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### **IMPORTANT INFORMATION**

Requests for funding adjustments must be made in writing no later than one month after the claim payment. Adjustment requests after one month will not be processed.

If you have any questions related to claiming staff hours on your online claim form, please contact the Child Care Claims Unit at 1-855-638-6121.



# Forms

Accreditation Funding Grant Application

Supplementary Form A: Staff Support Funding and Benefit Contribution Grant

Supplementary Form B: Professional Development Grant

Supplementary Form C: Child Care Staff Attraction Incentive Allowance

Return Grant Funding Form

Provider Registration Form

NOTE: These forms are available online at [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding)

**This guide describes the various funding options available to contracted family day home agencies through the Alberta Child Care Accreditation Funding Program. It provides the conditions of funding and information about how family day home agencies, staff and providers may receive this funding.**

For additional information, contact:

**Alberta Human Services**

Alberta Child Care Accreditation Funding Program

Sterling Place

9940 – 106 Street

Edmonton, Alberta T5K 2N2

Tel: (780) 422-1119 (in Edmonton)

Toll-free: 1-800-661-9754 (in Alberta)

Fax: (780) 427-1258

Website: [www.humanservices.alberta.ca/funding](http://www.humanservices.alberta.ca/funding)

**Important Information**

When faxing any documents, it is important to keep Fax Transmission Confirmations indicating that the fax was successfully transmitted and received.

**For applications and questions about becoming accredited, contact:**

Alberta Association for the Accreditation of Early Learning and Care Services (AELCS). Call 1-877-552-2227 or in the Edmonton area at 780-421-9222, or online at [www.aelcs.ca](http://www.aelcs.ca).

**For information about funding available for licensed out-of-school programs**, refer to the *Alberta Child Care Accreditation Funding Program—Guide for Licensed Out-Of-School Care Programs*.

**For information about funding available for licensed day care centres**, refer to the *Alberta Child Care Accreditation Funding Program—Guide for Licensed Day Care Programs*.