

# Accreditation Funding Audit

## Top Observations

An audit of a sample of child care programs that received accreditation funding for the 2010/11 fiscal year has been completed. For your attention, below are the top observations recorded during this audit. Please ensure that your program is meeting all accreditation funding requirements, with particular note given to the ones listed below.

### Discrepancies Between Staff Attendance Records and Claims

A breakdown of all direct child care hours, administrative hours, and programming/planning hours (for day care and out-of-school care programs) or family child care consultant hours, family day home agency coordinator hours, programming/planning hours, and provider direct child care hours (for family day home agencies) claimed for funding must be maintained and kept to support program claims.

### Regular Wage Rates Less Than Those in Supplementary Form A's

For each staff member (excluding family day home providers) for whom hours are claimed, a completed Supplementary Form A must be submitted (1) when the staff member starts employment with the program, (2) when there is a change to the staff member's regular wage rate, and (3) at least once in each 12-month period.

### Staff Funding Not Paid

Staff Support Funding (for day care and out-of school care programs) or Family Child Care Consultant and Coordinator Funding and Provider Support Funding (for family day home agencies) must be paid to staff as indicated on the payment summary statement.

## **Observations Involving Foreign Nationals**

### Hours Claimed for Foreign Nationals Not Authorized to Work in Canada

Hours may not be claimed for foreign nationals not authorized to work in Canada.

### Regular Wage Rates Less Than Those in Labour Market Opinion Confirmation Letters

Employers must adhere to all applicable federal and provincial employment standards.

### Missing Labour Market Opinion Confirmation Letters

Labour Market Opinion confirmation letters must be made available upon request to demonstrate that Staff Support Funding (for day care and out-of school care programs) or Family Child Care Consultant and Coordinator Funding (for family day home agencies) was paid to staff over and above their regular wages.

If you have any questions about accreditation funding for day care programs or family day home agencies, please call Robin Hairsine at 780-427-3349. Questions about accreditation funding for out-of-school care programs may be directed to Carla Legare at 780-415-8912. You may dial 310-0000 for toll-free access anywhere in Alberta.