

**General Operating Grant Fast Facts**  
effective January 1, 2016



General Operating Grant (GOG)	
<b>Program Entitlement for Funding</b>	
	current active wage subsidy service providers will have funding levels grandfathered
	GOG based on new point system using capacity/enrolment details only
	must have current 2016 Child Care Service Management Agreement
	new service providers requesting GOG are placed on pressure list
	annual Budget Summary & Service Description sign-off required to receive funds
	as per EDU Guidelines, priority may be granted to Non-Profit programs
<b>Schedule of Halton Payments to Service Provider</b>	
	quarterly
	minimal to no one-time payments at year end
<b>Persons Eligible</b>	
	must be permanent full-time or part-time staff
<i>family member</i>	eligible ONLY when on-site supporting ratios, as per CCEYA licensing standards
<i>owner/administrator/executive director</i>	eligible ONLY when on-site supporting ratios, as per CCEYA licensing standards
<i>supervisor</i>	eligible, as per CCEYA licensing standards
<i>RECE</i>	eligible
<i>early childhood assistant</i>	eligible
<i>float staff</i>	eligible
<i>cook</i>	eligible
<i>bus driver</i>	eligible
<i>home visitor</i>	eligible
<i>home child care provider</i>	eligible
<i>clerical staff</i>	not eligible
<i>janitorial staff</i>	not eligible
<i>casual supply staff</i>	not eligible
<i>summer student</i>	not eligible
<i>fee-for-service contracted staff</i>	not eligible
<b>Service Provider Distribution of GOG Funds</b>	
<i>salary and benefit funding</i>	use 90% of GOG funding to increase salary and benefit levels of eligible staff
<i>flex funding for operating costs</i>	use 10% of GOG funding for other operating costs (i.e., utilities, lease & occupancy costs, nutrition, resources, etc.). A detailed list of admissible and inadmissible expenses is included in the GOG User Guide.
	ensure the funds are paid to eligible staff within the quarter they were received from Halton Region
	paystub must reflect base wage and GOG funding on separate lines
<b>Funding Guidelines</b>	
<i>salary levels</i>	service provider must meet minimum wage and mandatory benefit requirements without GOG funding (or Wage Enhancement Grant funding)
	GOG cannot replace regular and annual salary increases
	GOG cannot be used for bonus pay, performance pay
<i>mandatory and non-mandatory benefits</i>	up to 25% of the 90% salary and benefit GOG funding can be used to cover the employer portion of mandatory benefits resulting from increased salary and benefit costs related to GOG, AND non-mandatory benefits
<i>transparent and equitable distribution</i>	use a GOG calculation method based on the foundation of hours worked with allowances to consider other tangible factors developed with staff group (i.e., years of service, position type)
	a GOG policy must be developed with staff group, and submitted to Halton Region
	service provider must post the GOG policy & provide clear communication to staff regarding GOG funding (i.e., employment contracts, letter of hire, etc.)
	service provider makes efforts to contact eligible staff who have left the program who are entitled to their portion of the GOG within the current year
<i>program sales</i>	GOG is only transferable in shares transactions to family members
<i>decline funds due to audit cost</i>	GOG cannot be declined due to audit costs
<b>Reconciliation</b>	
	service provider must complete annual reconciliation package
	audit is required by Licenced, Certified Professional Accountant - CPA when combined GOG and WEG funding exceeds \$50,000
	failure to comply with GOG User Guide may result in a claim for recovery of GOG funding by Halton Region and ineligibility to receive future GOG funding