

Staff Replacement Grant Application and Payment	
Applicable To	Non-Profit Centres and Home-Based Facilities
Effective Date	March 1, 2019

Policy

This policy outlines the procedures to apply for a *Staff Replacement Grant* and to receive payment for the actual cost of a replacement staff (substitute) while a child care assistant (CCA) in a centre or the licensee in a home-based facility participates in an approved early childhood education (ECE) workplace training program.

Effective March 1, 2019, the *Staff Replacement Grant* for hourly wages and benefits will be approved up to a maximum amount. All applications are assessed on an individual basis to ensure a fair and reasonable wage is provided to support ECE training opportunities.

Background

As stated in Manitoba Regulation 62/86 Section 37(3.6), “if the director is satisfied that a licensee who provides child care in a family child care home or in a group child care home, or a child care assistant who is a full-time employee at a centre, is enrolled in an early childhood education workplace training program, a grant equalling the actual cost of employing a replacement, but not exceeding the maximum set by the minister, may be paid to the licensee or child care centre.”

The availability of the grant is dependent upon resources available in the provincial budget. As such, applications will receive approval based on available funds.

In order to ensure equitable distribution of available financial resources, the Early Learning and Child Care (ELCC) Program is implementing a maximum amount payable through the *Staff Replacement Grant*.

Policy

1. Licensed non-profit centres and licensed home-based facilities are eligible to apply for the *Staff Replacement Grant* to offset the cost of a substitute while an employee (CCA) or the home-based licensee attends a workplace ECE training program.
2. The *Staff Replacement Grant* is used to cover the actual cost of replacing the workplace student in a centre or home-based facility. The amount paid to the substitute cannot be less than the facility receives from the ELCC Program for *Staff Replacement Grant*.
3. The maximum amount of benefits to help cover costs such as Employment Insurance, the Canada Pension Plan and group insurance cannot exceed 12 per cent.
4. The workplace student must complete the ECE diploma within two consecutive academic years, however, an extension may be approved in exceptional circumstances, such as:
 - The college requests an extension on behalf of a student and provides a specific timeline.
 - The workplace student plans to return to college, with permission of the college after a maternity leave. The *Staff Replacement Grant* is not paid while the student is on maternity leave.
5. A consistent substitute should be hired whenever possible. In centres, the substitute hired should have a CCA classification.
6. The substitute must meet the regulatory requirements for working in a licensed centre or home.
7. The years of service requirement, as noted in the signed service agreement with the workplace student or in the written confirmation of the licensee’s commitment must be fulfilled at a licensed child care facility within Manitoba.

Procedures

1. Home-Based Facility: Parents of children enrolled must be informed well in advance of the licensee’s participation in the workplace training program and the need for a substitute. The substitute should be paid at a level that is equivalent to a CCA.
2. Centre-Based Facility: The substitute should be paid at the CCA level on the centre’s salary scale. The workplace student must be paid at the CCA-in-training level on the centre’s salary scale while enrolled in the workplace program. The centre must keep on file verification of the full CCA-in training salary being paid to the workplace student. The centre must agree to pay the workplace student at the centre’s ECE II salary level upon graduation and classification as an ECE.
3. The centre director or home-based licensee must ensure the substitute meets the regulatory requirements for working in a licensed centre or home. It is expected that an orientation will be provided to the substitute, including a review of the licensing manual, as well as policies, procedures and protocols.
4. A *Staff Replacement Grant Application* must be completed in full and submitted within 60 days of the beginning of the first and second academic years.
 - a) The following documents must be attached to the *Staff Replacement Grant Application* form for the first academic year:
 - enrollment or registration confirmation in an approved ECE workplace training program offered by Red River College (RRC), Assiniboine Community College (ACC), University College of the North (UCN) or Université de Saint-Boniface (USB); and
 - a copy of a signed service agreement between the centre and the workplace student confirming that, upon graduation, the workplace student agrees to continue employment in a licensed child care facility in Manitoba for each year of training completed; or
 - written confirmation of the licensee’s commitment to continue to operate a licensed home-based facility (or work in a licensed child care centre) in Manitoba for each year of training completed.
 - b) The following document must be attached to the *Staff Replacement Grant Application* form for the second academic year:
 - enrollment or registration confirmation in the second year of an approved ECE workplace training program offered by RRC, ACC, UCN or USB.
5. At the time of the assessment, ELCC Program staff will contact the facility if there is a concern regarding the amounts requested for the hourly wage and/or percentage of benefits or if the total grant calculated by ELCC Program is different from the grant requested by the facility on the application form.
6. The grant is issued for the first academic year and reconciled with the application for the second academic year.
7. If the workplace student withdraws from the workplace training program prior to graduation or resigns from the centre / closes the home-based facility, the centre director or licensee must notify the ELCC Program and return the unused portion of the *Staff Replacement Grant* payment.

Cross Reference	
Legislation	The Community Child Care Standards Act and Manitoba Regulation 62/86
Reference Forms	<i>Staff Replacement Grant Application</i> form
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Comments	