

WAGE GRANT SUBMISSION INSTRUCTION

Toronto Children's Services requires child care agencies to submit their Wage Grant Utilization forms using the Online Services Account.

Child care agencies must complete and submit the form through Online Services no later than **January 16th, 2012**.

The form will be available online starting December 15, 2011 and can be accessed at: www.toronto.ca/children/providers_online.htm. **You will need to ensure your agency has recently updated the Board Members and Signing Officers through the Online Services account. Your agency must have a current Budget Submitter assigned in the system to enable you to submit the form.**

Information that you need to complete the Wage Grants form online include:

1. your agency's payroll records
2. bank reconciliation statements
3. the Wage Subsidy and Pay Equity forms that you submitted last year

A sample form with instructions is included as a link from the Online Services post login page (Appendix F) for your reference. This shows you the type of information you must input.

In addition, a report confirming your contracted Wage Grants is available through your online account. See Appendix A (attached) for your reference.

General help in filling out the form is available from your agency's Budget Consultant. Technical help is available from the Children's Services' Helpdesk between 7 a.m. and 7 p.m. Monday to Friday at 416-397-5555.

Step 1 – December 2011 Update your Board Members / Signing Officers

You **MUST** have a current **Budget Submitter** assigned in the Online Services system to allow you to submit the form. If you have not recently updated your Board Members and Signing Officers to reflect the current members, this will be Step 1. Refer to the internet Online Services page, Training and User Guides.

Step 2 – December 2011 Assign a Budget Submitter

The **Budget Submitter** is the person who submits the form to the City. **The Budget Submitter must be a Signing Officer of the agency. It is best practice to ensure that you have more than one active Budget Submitter assigned in the Online System at all times.**

- The **Application Administrator** of the child care agency's Online Services account goes to www.toronto.ca/children/providers_online.htm and selects "**Online Services**".
- Enter your User Name and password.
- Click on the "**User Management**" tab.

Is the name of the person you want to select in the list of Current Users on the left?

If Yes:

1. **Click on the person’s name.** Their information automatically fills the blank boxes on the screen.
2. Click on **“Add new agency role”** button.
3. In the **“Role Name”** drop down menu, chose **“Budget Submitter.”**
4. Click on **“Save User.”**

If No:

1. Click on **"New Budget Submitter"** button.

The screenshot shows the 'Children's Services Information System' interface. At the top, there is a navigation bar with 'Home', 'Attendance', 'Registry', 'Budgets', 'User Management', 'Reports', and 'Submit / Track Problem'. Below this, a status bar indicates 'Application Administrator Logged In: CHARLES WIDMORE (48151623)'. The main content area is divided into two sections: 'Current Users' on the left and 'New Budget Submitter Information' on the right. The 'Current Users' list includes names and user IDs, with 'Widmore, Charles - 48151623' highlighted. The 'New Budget Submitter Information' form has fields for 'UserID', 'Temporary Password', 'Last Name', and 'First Name'. A dropdown menu titled 'Please pick one the Signing Officers Below' is highlighted with a red box and the number 2. Below this are sections for 'Current Roles and Locations' with tables for 'Location Roles' and 'Agency Roles'. The 'Agency Roles' table shows a 'Budget Submitter' role for 'ABCD CHILD CARE AGENCY (ID: 1516) - [AGC]'. At the bottom, there are buttons for 'New User', 'New Budget Submitter' (circled in red with a 1), 'Save User' (circled in red with a 3), and 'Cancel'. The footer contains 'Terms Of Use' and 'Copyright © 2009 City of Toronto. All rights reserved.'

2. From the **“Signing Officer”** drop down menu chose the name you want to select.
3. Click on **“Save User.”**
4. A user id and temporary password is generated. The Application Administrator can give it to the new Budget Submitter.
5. If the name of the person you want to select is not listed, you must go back to Step 1 and have an existing Signing Officer add the new Signing Officer.

Optional Step - Assign a Budget Preparer

You can have someone other than the “Budget Submitter” fill out the Wage Grants form (like a bookkeeper or centre supervisor). To do this, assign the “Budget Preparer” role to the person who will complete the form. The “Budget Preparer” can only prepare the form. They are not able to submit. **Once the form has been submitted only the BUDGET SUBMITTER will be able to edit the form. The Budget Preparer will not be able to make any changes.**

- The **Application Administrator** of the child care agency’s Online Services account goes to www.toronto.ca/children/providers_online.htm and selects "**Online Services**".
- Enter your User ID and password.
- Click on the "**User Management**" tab.

Is the name of the person you want to select in the list of Current Users on the left?

If Yes:

- **Click on the person’s name.** Their information will fill the boxes on the screen.
- Click on “**Add new agency role**” button.
- In the “Role Name” drop down menu, chose “**Budget Preparer**”.
- Click on “**Save User**”.

NO:

- **If the name of the person you want to select is not listed, click on “Create New User”.**
- **Select the person’s salutation (MR/MS) and enter the person’s first & last name.**
- **Click on the “Add new agency role” button.**
- **In the “Role Name” drop down menu, chose “Budget Preparer.”**
- **Click on “Save User”.**

Step 3 – January 2012 Complete the Wage Grants form

The “**Budget Preparer**” or “**Budget Submitter**” **completes the form online.** It can be saved by clicking on the “**Save Changes**” button and worked on at a later time. It can be printed at any time for your records.

- The “Budget Preparer” or “Budget Submitter” goes to **Online Services** at www.toronto.ca/children/providers_online.htm
- **Enter User ID and password.** (If you do not know your User ID, please contact your agency’s “Application Administrator.”)
- Click on the **Budget tab**
- Click on the **Wage Grants tab.**
- From the “**Select Location/Entity**” drop down menu, **choose the location** you are entering information for.

- You will see a summary of your location's information from 2011 on the left. And you will see some basic information about your agency on the top right. (If any of this information is incorrect, please contact your agency's Budget Consultant.)

Contracted Summary 1-Jan to 31-Dec	Amount
Total Approved Wage Subsidy	\$135,356.00

Agency Name:	ABCD CHILD CARE AGENCY INC.	Agency ID:	1516
Site Name:	PARK PLACE CHILD CARE CENTRE	Location ID:	1516
Street Address:	4815 PARK PLACE, SUITE 100	Auspice:	Not-for-Profit
Municipality:	TORONTO, ON M9W 5A2	Reporting Period:	1-JAN-2009 to 31-DEC-2009

- Fill in the information requested in the form.** You can move from box to box using the Tab key or use your mouse to click on the box you want to fill in.
- The benefits column in Section 2 and 4 are not required for 2011 reporting. See sample:**

PART ONE: WAGE SUBSIDY & WAGE IMPROVEMENT UTILIZATION

WAGE IMPROVEMENT (WIF) - (Section 4 on the WS form)				
Staff Positions	Number of FTE Staff/Providers	Salaries (\$)		
		Salaries (including Wage Subsidy & All Pay Equity Grants) (D)	Wage Improvement (E)	Total Salaries (F) (F = D + E)
Program Staff 0-5 Years				0.00
Program Staff 6-12 Years				0.00
Supervisor				0.00
Home Visitors				0.00
TOTAL	0	0.00	0.00	0.00
Home Providers				0.00

Step 4 – NO LATER THAN JANUARY 16 2012 Submit the Wage Grants form

Once the Wage Grants form is complete, only the “**Budget Submitter**” can submit it to the City. It can be printed at any time for your records. **If changes are required, only the BUDGET SUBMITTER will be able to make changes and resubmit the form.**

- The “**Budget Submitter**” goes to **Online Services** at www.toronto.ca/children/providers_online.htm
- **Enter User ID and password.** (If you do not know your User ID, please contact your agency’s “Application Administrator.”)
- Click on the **Budget tab**.
- Click on the **Wage Grants tab**.
- From the “**Select Location/Entity**” drop down menu, **choose the location** you wish to submit information for.
- **Review the information** entered on the Wage Grants form.
- Once the information is correct, **click on the “Submit” button**

APPENDIX A

Instructions to access your Wage Grant Per Service Contract Report:

- The “**Budget Preparer**” or “**Budget Submitter**” goes to **Online Services** at www.toronto.ca/children/providers_online.htm
- **Enter User ID and password.** (If you do not know your User ID, please contact your agency’s “Application Administrator.”)
- Click on the **Budget tab.**
- Click on the **Reports tab.**
- Click on the **Wage Grants Per Service Contract Report.**
- Select the Fiscal Year you will be reporting on.
- Enter the date you are requesting the report as the Effective Date.
- **Click on the Download Report button.**

The screenshot shows a Mozilla Firefox browser window displaying the 'Online Services' application. The address bar shows the URL: <https://was-inter-dev.toronto.ca/CSISONTheWeb/secure/budgetReports.do?dynamicP>. The page header includes the Toronto logo and 'Children's Services : Online'. The navigation menu has tabs for 'Home', 'Budget', and 'Registry', with 'Reports' selected. Below the navigation, there are links for 'Budget Spreadsheets', 'Wage Grants', and 'Reports'. The main content area is titled 'CARDINAL LEGER AGENCY (ID: 1010)'. It features a 'Report Name' section with three radio buttons: 'Wage Grants Per Service Contract Report' (selected), 'Statement of Account Report', and 'Payment Summary Report'. To the right, there is a 'Fiscal Year' dropdown menu set to '2010' and an 'Effective Date' input field with a placeholder '(DD-MON-YYYY) e.g. 01-JAN-2010'. A 'Download Report' button is located at the bottom right of the form.