

Addendum A to the Indigenous Supportive Housing Program Guidelines and the Community Homelessness Prevention Initiative Program Guidelines

Ministry of Municipal Affairs and Housing Program Guidelines – Temporary Pandemic Pay

Overview

The purposes of Ontario's Temporary Pandemic Pay are to:

- Provide additional support and relief to frontline workers;
- Encourage staff to continue working and attract prospective employees; and
- Help maintain safe staffing levels and the operation of critical frontline services.

The Ministry of Municipal Affairs and Housing (MMAH) will provide funding for Temporary Pandemic Pay for Eligible Workers working for Eligible Employers in the Supportive Housing and the Emergency Shelter Sectors.

Similar to the Social Services Relief Fund announced on March 23, 2020, funding for Temporary Pandemic Pay will be provided by MMAH to Service Managers through the existing Community Homelessness Prevention Initiative (CHPI) Service Manager Service Agreements and to the Indigenous Program Administrators through the Indigenous Supportive Housing Program (ISHP) Agreements.

Service Managers and Indigenous Program Administrators will in turn provide the hourly and lump sum payments directly to their Eligible Workers or will provide funding to Service Manager or Indigenous Program Administrator-funded employers with Eligible Workers. This will help ensure that Temporary Pandemic Pay is received by eligible front-line workers as soon as possible.

Each Service Manager is to read and apply these Program Guidelines as if the Program Guidelines apply directly to it and do not refer to Indigenous Program Administrators and ISHP, and each Indigenous Program Administrator is to read and apply these Program Guidelines as if the Program Guidelines apply directly to it and do not refer to Service Managers and CHPI.

Service Managers, Indigenous Program Administrators and employers are encouraged to review the Province of Ontario's website at www.ontario.ca/pandemicpay for further

information on Temporary Pandemic Pay. This page will be updated with new information as it becomes available.

Definitions

“Eligible Employer” refers to a person/entity that operates a facility in the Emergency Shelter Sector or a residence in the Supportive Housing Sector or that provides support services to such a facility or residence and that:

- In that connection is funded by the Service Manager or the Indigenous Program Administrator, or by MMAH through the Service Manager or the Indigenous Program Administrator, pursuant to a transfer payment agreement with the Service Manager or the Indigenous Program Administrator; or
- Is the Service Manager or Indigenous Program Administrator directly providing such facility or residence and/or the related support services.

“Eligible Worker” refers to, subject to the eligibility rules below, an individual who works in an eligible position in the Supportive Housing Sector or the Emergency Shelter Sector, whether employed or on contract, and whether on a full-time or part-time basis, and who is paid for his or her services by an Eligible Employer or Home Employer.

“Emergency Shelter Sector” refers to facilities that (i) are located in the Service Manager or the Indigenous Program Administrator area, (ii) provide temporary residence for people who are homeless, and (iii) are funded by MMAH, the Service Manager or the Indigenous Program Administrator, including:

- Emergency and homeless shelters;
- Respite and drop-in centres;
- Temporary shelter facilities, such as re-purposed community centres or arenas; and
- Hotels and motels used for self-isolation and/or emergency shelter overflow.

“Home Employer” refers to an employer of a worker in a non-management position that has been redeployed to be an Eligible Worker to work in an eligible position with an Eligible Employer.

“Indigenous Program Administrator” refers to Ontario Aboriginal Housing Support Services Corporation or Miziwe Biik Development Corporation.

“Primary Employer” in relation to an Eligible Worker who works for multiple Eligible Employers, refers to the Eligible Employer of the worker for whom the worker works the most hours in a designated 4-week period.

“Redeployed Worker” refers to an individual in a non-management position who is redeployed from his/her primary job position with his/her Home Employer to an eligible

position that is temporary (i.e. worker will return to primary job position with Home Employer after redeployment ends).

“Supportive Housing Sector” refers to residences that (i) are located in the Service Manager or the Indigenous Program Administrator area, (ii) provide a combination of housing and support services to help people in need live as independently as possible in their community, and (iii) are funded by MMAH, the Service Manager or the Indigenous Program Administrator. This includes several forms of housing types including:

- Congregate care buildings (e.g., housing formerly known as domiciliary hostels funded under CHPI);
- Dedicated supportive housing buildings with independent living units; and
- Scattered units.

Temporary Pandemic Pay Amounts

There are two kinds of Temporary Pandemic Pay that employees may be eligible for:

- A temporary top-up to hourly wages; and
- Lump sum payments for designated 4-week periods.

Eligible Employers and Home Employers should make reasonable efforts to set out Temporary Pandemic Pay as a separate line item from other amounts paid to Eligible Workers in a pay stub and/or other documents.

Temporary Pandemic Pay on Hourly Wages

Eligible Workers will receive \$4 per hour worked in addition to their existing hourly wages, regardless of how much is already earned.

Eligible Workers are eligible to receive Temporary Pandemic Pay on hourly wages for a 16-week period beginning on April 24, 2020 and ending on August 13, 2020.

Temporary Pandemic Pay on hourly wages is provided on a go-forward basis beginning on April 24, 2020 and will not be paid retroactively for hours worked prior to this date.

Monthly Lump Sum Payments

Eligible Workers who work at least 100 hours in a designated 4-week period will receive an additional lump sum payment of \$250 for each such designated period.

The designated 4-week periods are:

- April 24, 2020 to May 21, 2020;

- May 22, 2020 to June 18, 2020;
- June 19, 2020 to July 16, 2020; and
- July 17, 2020 to August 13, 2020.

This means Eligible Workers may receive up to a total of \$1,000 in lump sum payments over the 16 weeks of the Temporary Pandemic Pay initiative. Eligible Workers will be paid retroactively for hours worked during these periods.

Monthly Lump Sum Payments for Individuals with Multiple Employers

Eligible Workers who work at least 100 hours in a designated 4-week period will receive a lump sum payment of \$250 for each designated period.

For individuals working for multiple Eligible Employers, the Primary Employer will be responsible for making the monthly lump sum payments (see Definitions).

Roles and Responsibilities	
Eligible Worker	<ul style="list-style-type: none"> • Attests to Primary Employer that they worked for other Eligible Employers for a cumulative total of 100 or more hours in a designated 4-week period. <ul style="list-style-type: none"> ○ Attestation would include: <ul style="list-style-type: none"> ▪ The employee’s full legal name; ▪ The name and address of the other eligible workplaces, as well as hours worked in those workplaces; ▪ An attestation that the hours worked are eligible; and ▪ An attestation that the Primary Employer is where the employee has worked the greatest number of hours in the given four-week period. ○ For more information on attestation, see Appendix: Temporary Pandemic Pay Attestation: Multiple Employers
Primary Employer	<ul style="list-style-type: none"> • Collects employee attestation (to confirm information provided, the Primary Employer may, with the Eligible Worker’s consent, contact other employers indicated on the attestation to validate number of hours worked); • Pays employee for eligible hours worked and the monthly lump sum; • Maintains employee documentation for recordkeeping; and • Reports to Service Manager or Indigenous Program Administrator on employee payments.

Note: For Redeployed Employees working at various temporary workplaces, the Home Employer will need to collect information from their workers consistent with non-redeployed staff.

Eligibility

MMAH Temporary Pandemic Pay is designed to support Eligible Workers, both full-time and part-time, in an eligible position working in the Supportive Housing Sector and/or the Emergency Shelter Sector. Eligibility is not dependent on whether there is a COVID-19 outbreak in the location where the employee works.

Eligible Workers who have received a similar wage supplement from a municipal or other employer continue to be eligible under this program.

Individuals in non-management positions who have been redeployed to work in an eligible position on a temporary basis during the 16-week period and whose salary and benefits continue to be paid by their Home Employer in accordance with their primary job/position are eligible to receive Temporary Pandemic Pay.

MMAH Temporary Pandemic Pay does not apply to individuals employed in a management capacity or individuals in a management capacity who are redeployed to an otherwise eligible position.

To receive MMAH Temporary Pandemic Pay, an Eligible Worker must:

- Work in a residence or facility in the Supportive Housing Sector or Emergency Shelter Sector, as defined above; and
- Work in an eligible position described below.

It is the responsibility of the Service Manager or Indigenous Program Administrator to determine whether a worker is working in an eligible workplace and an eligible position and is otherwise eligible.

Eligible Positions

To receive MMAH Temporary Pandemic Pay, Eligible Workers must be working in a position listed on the Province of Ontario's Temporary Pandemic Pay webpage (www.ontario.ca/pandemicpay), primarily providing direct in-person (face-to-face) services in the Emergency Shelter Sector and the Supportive Housing Sector which includes:

- Direct support workers (e.g., intake and outreach workers);
- Clinical staff; and
- Nursing staff.

In addition, Eligible Workers in the following auxiliary positions, listed on the Province of Ontario's Temporary Pandemic Pay webpage (www.ontario.ca/pandemicpay), which primarily support the delivery of front-line care and work directly in the Emergency Shelter Sector (facility) and congregate care and/or dedicated Supportive Housing building would also be eligible for Temporary Pandemic Pay:

- Housekeeping staff;
- Security staff;
- Administration personnel;
- Maintenance staff; and
- Food service workers.

Ineligible Workers

For additional clarity, examples of workers who are not eligible to receive MMAH Temporary Pandemic Pay include persons who are:

- In management positions or redeployed from management positions;
- Those who are paid to perform specific tasks but who are not otherwise employed or contracted as hourly workers to perform the majority of their essential job duties providing a front-line service in the Emergency Shelter Sector or Supportive Housing Sector facility (e.g., taxi driver paid to transport an individual from a shelter to a hotel for self-isolation, contractors paid to deliver/supply linens or other supplies to emergency shelters);
- Service Manager or Indigenous Program Administrator workers who do not work primarily in the Emergency Shelter Sector or the Supportive Housing Sector (e.g., staff who provide general maintenance services across the Service Manager's housing portfolio which may contain scattered-site Supportive Housing Sector units);
- Organizations that provide mobile outreach services to people experiencing homelessness or other vulnerable populations outside of the Emergency Shelter Sector or the Supportive Housing Sector; and
- Organizations that provide services for low-income or other vulnerable populations outside of the Emergency Shelter Sector or the Supportive Housing Sector (e.g., soup kitchens, food banks, social service agencies).

Temporary Pandemic Pay to Eligible Workers

Eligible Workers are to receive the hourly top-up and lump sum payments directly from their Eligible Employer or from their Home Employer. Eligible Workers do not need to apply for Temporary Pandemic Pay.

Role of Eligible Employer or Home Employer

Eligible Employers and Home Employers are not being asked to apply for Temporary Pandemic Pay. The Service Manager or the Indigenous Program Administrator must identify and reach out to these organizations and must advance payments for their Eligible Workers.

The Service Manager or Indigenous Program Administrator must ensure Eligible Employers and Home Employers are contractually responsible for:

- Providing the hourly Temporary Pandemic Pay and lump sum payments directly to their Eligible Workers:
 - Primary Employers of Eligible Workers who work for multiple Eligible Employers in an eligible position must be responsible for making lump sum payments to those Eligible Workers;
- Identifying Temporary Pandemic Pay payments on pay stubs;
- Only using Temporary Pandemic Pay funds for the purposes of paying Eligible Workers with Temporary Pandemic Pay calculated in accordance with these Program Guidelines; and
- Maintaining such documentation and providing such reports to the Service Manager or Indigenous Program Administrator as will allow the Service Manager or Indigenous Program Administrator to comply with its reporting requirements under these Program Guidelines.

Even though Eligible Employers or Home Employers may receive funding from more than one ministry, no Eligible Worker can receive Temporary Pandemic Pay from more than one ministry.

Even though Eligible Employers may have contracts relating to more than one Service Manager area and/or with more than one Service Manager and/or Indigenous Program Administrator, no Eligible Worker can receive Temporary Pandemic Pay from more than one Service Manager or Indigenous Program Administrator.

Role of Service Manager or Indigenous Program Administrator

The Service Manager or Indigenous Program Administrator must:

- Identify Eligible Employers operating a facility in the Emergency Shelter Sector or a residence in the Supportive Housing Sector in the Service Manager or Indigenous Program Administrator area;
- Amend or enter into contracts with those identified above to allow for the flowing of Temporary Pandemic Pay and to meet reporting requirements;
- Advance funding for Temporary Pandemic Pay payments to Eligible Employers and Home Employers;

- Perform audits as required to ensure the proper use of the Temporary Pandemic Pay funds provided to Eligible Employers and Home Employers;
- Maintain records and provide reports to MMAH as set out in these Program Guidelines; and
- Provide such communications materials to Eligible Employers and Home Employers as MMAH may require.

For greater certainty, the Service Manager or Indigenous Program Administrator shall ensure that each Eligible Employer and Home Employer enters into an agreement that requires the Eligible Employer or Home Employer to:

- Pay the proper amount of Temporary Pandemic Pay funds to each of its Eligible Workers;
- Only use Temporary Pandemic Pay funds for the purposes of paying Eligible Workers and not for administrative costs;
- Retain and provide such documentation and records as may be requested by the Service Manager, Indigenous Program Administrator and/or MMAH to substantiate the use of the Temporary Pandemic Pay funds provided to it; and
- Provide to its Eligible Workers such communications materials as MMAH may require.

Where the Service Manager or Indigenous Program Administrator is the Eligible Employer, the Service Manager or Indigenous Program Administrator must:

- Provide the Temporary Pandemic Pay top-up to hourly wages and lump sum payments directly to their Eligible Workers; and
- Fulfill record maintenance and reporting requirements consistent with Eligible Employers, as set out in these Program Guidelines.

Funding

Funding will be provided to the Service Manager and the Indigenous Program Administrator in the following installments:

- To help ensure funding is available to flow to Eligible Employers as soon as possible, an initial “float” will be processed based on staffing information collected through the Emergency Shelter Survey provided by Service Managers and information from the Indigenous Program Administrators. This payment will be processed within five days of receipt of the Service Manager’s or Indigenous Program Administrator’s executed sign-back letter and a list of Eligible Employers and addresses;
- To support Service Managers and Indigenous Program Administrators in administering Temporary Pandemic Pay, MMAH will provide 5 per cent of the

initial float identified above for each Service Manager and Indigenous Program Administration as upfront administration funding:

- The initial installment of administration funding will be processed along with the initial float.
- If the initial float provided is considered insufficient to meet employers' interim expenditures, Service Managers and Indigenous Program Administrators may project the expected expenditures for Temporary Pandemic Pay through the Budget Report Template:
 - An additional payment taking into consideration initial float amount and projected expenditures for the 16-week period, as reflected in the voluntary Budget Report Template will be processed within five business days of receipt of the Budget Report Template. Total of the initial float and additional payments made by MMAH to Service Managers and Indigenous Program Administrators prior to the mid-term report back will not exceed 75% of total projected expenditures for the 16-week program period.
- A subsequent payment of the remaining amount based on interim actuals of the first 8-week period and forecast for the remaining period of Temporary Pandemic Pay, as submitted through the Mid-Project Report (see Reporting section). Payment will be processed within ten business days of receipt of the Mid-Project Report Back.

Payments made by MMAH to the Service Manager and the Indigenous Program Administrator will be reconciled against actuals reported through the final report. All remaining administration fees and any payment adjustments required by the Province of Ontario will be made at this time, including any recovery of overpayments.

The Service Manager or Indigenous Program Administrator shall comply with these Guidelines and shall use the funds provided to it in accordance with these Program Guidelines by September 30, 2020 and only for the purposes contemplated by these Program Guidelines.

Funds provided hereunder shall not be included for the purposes of the definition of "Maximum Funds" under the Service Manager's or the Indigenous Program Administrator's Transfer Payment Agreement.

Eligible Costs

Temporary Pandemic Pay funding can only be used for the following costs:

- A temporary top-up to hourly wages;
- Lump sum payments;
- An amount equal to the increased costs for providing pandemic pay to Eligible Workers that the Eligible Employer and Home Employer incurs pursuant to its

obligations as an employer to provide statutory deductions and contributions and to comply with contractual requirements including:

- Employers' statutory contributions to the Canada Pension Plan
 - Employers' statutory contributions to Employment Insurance
 - Employer Health Tax on payroll
 - Employers' statutory obligation to pay Workplace Safety and Insurance Board premiums
 - Employers' statutory payment of Vacation Pay
 - Employers' statutory payment of Public Holiday Pay
 - Employers' statutory payment of Overtime Pay
- Increased costs associated with any required contributions to a pension plan or benefits plan are NOT eligible costs.
 - Hourly and pandemic lump sum payment should be administered in accordance with the Employment Standards Act, 2000 and the applicable collective agreement(s).
 - Administration costs incurred by Service Managers and Indigenous Program Administrators only (see Administration Fees).

Administration Fees

In recognition of the administrative requirements to deliver Temporary Pandemic Pay with Eligible Employers (e.g., amending existing contracts, fulfilling reporting requirements, etc.), each Service Manager and Indigenous Program Administrator is eligible to receive 5 per cent in administration fees in proportion to the funding that it pays to Eligible Employers.

Accountability and Reporting

Eligible Employers, Service Managers and Indigenous Program Administrators are each responsible for fulfilling their respective reporting requirements for Temporary Pandemic Pay.

Each Service Manager and Indigenous Program Administrator is required to provide, as soon as possible:

- The sign-back acknowledging that the organization agrees to the use of funds as set out in these Program Guidelines; and
- A list of Eligible Employers and addresses including Service Manager / Indigenous Program Administrator eligible employed sites (in excel format).

If the Service Manager or Indigenous Program Administrator requires additional funds that exceeds the amount provided through the initial float prior to receiving the second payment installment, they may submit the Budget Reporting Template.

Reporting Package

Eligible Employers (including the Service Manager / Indigenous Program Administrator, as applicable) are each responsible for completing an “Employer Reporting Package”.

Each Employer Reporting Package includes an attestation section and worksheets that capture, among other things:

- Employer information (e.g., ministry oversight, contact information);
- Hourly Temporary Pandemic Pay utilization (e.g., number of Eligible Workers paid during reporting period; number of eligible hours receiving wage top-up);
- Lump sum utilization (e.g., total number of employees receiving lump sum); and
- Workforce stability information (e.g., number of vacancies at beginning and end of reporting period, number of new hires in reporting period).

Service Managers and Indigenous Program Administrators will provide this “Employer Reporting Package” to each Eligible Employer for completion.

Each Eligible Employer will be required to submit its “Employer Reporting Package” to their respective Service Manager or Indigenous Program Administrator twice throughout the Temporary Pandemic Pay period as follows:

Mid Project Report-back due to MMAH by July 10, 2020:

- In addition to the elements listed above, this report-back includes staffing information and interim actuals for the first 8-week period (April 24 – June 18, 2020) and forecasted expenditures for the remaining 8-week period (June 19, 2020 – August 13, 2020) for each employer.
- A subsequent payment will be advanced by MMAH to Service Managers and Indigenous Program Administrators based on interim actuals and forecasted expenditures reported for the 16-week period of the temporary pandemic pay.

End Project Report-back due to MMAH by September 11, 2020:

- In addition to the elements listed above, this final report-back will include actuals for the complete 16-week period (April 24, 2020 – August 13, 2020).

Service Managers and Indigenous Program Administrators are responsible for:

- Submitting all completed “Employer Reporting Package” to MMAH by attaching in the Transfer Payment Ontario (TPON) system.
- Reviewing, reconciling, and ensuring completeness and accuracy of the consolidated report provided by MMAH. The consolidated report summarizes the data from all the submitted Employer Reporting Package for each Service Manager or Indigenous Program Administrator.
- Submitting to MMAH the reviewed and verified consolidated report as a report back in TPON.

Detailed instructions are included in the Employer Reporting Package. TPON reporting instructions and business processes for Services Managers and Indigenous Program Administrators will be provided through a separate communication.

MMAH will advance and reconcile funding, as noted above in the “Funding” section, based on the completion and submission of these report-backs by Service Managers and Indigenous Program Administrators.

Reconciliation of actual expenditures and funding paid will be completed through the final report-backs to ensure total funding was used for eligible expenses. Any funding that, in the sole opinion of MMAH, is not spent on eligible expenses by **September 30, 2020** shall be promptly thereafter returned to MMAH.

For the purposes of the reconciliation, the Eligible Employer and the Service Manager or the Indigenous Program Administrator must certify through the reports that no Eligible Worker who received Temporary Pandemic Pay funding from MMAH pursuant to these Program Guidelines also received Temporary Pandemic Pay funding from another ministry under another program and/or transfer payment agreement. In the event of any such double counting, MMAH may exercise its rights to recover the overpayment pursuant to its Transfer Payment Agreement with the Service Manager or Indigenous Program Administrator.

Audits and Reviews

The Service Manager or Indigenous Program Administrator shall:

- Ensure that MMAH has the same rights to audit and inspect each Eligible Employer’s and Home Employer’s records to ensure funding is used only in compliance with these Program Guidelines as is set out in section 17 of the Service Manager’s CHPI Transfer Payment Agreement and sections A7.2 to A7.6 of the Indigenous Program Administrator’s ISHP Transfer Payment Agreement, with the necessary changes; and
- Facilitate MMAH in exercising these rights.

Payroll Implications

Salaries, Benefits and Pensions

The temporary top-up to hourly wages and lump sum payments under Temporary Pandemic Pay are not part of an employee's base salary or intended to be pensionable earnings. Temporary Pandemic Pay is not intended to impact benefit plans paid by employers.

Temporary Pandemic Pay and lump sum payments do not impact an employee's eligibility for Employment Insurance (EI) or the Canada Emergency Response Benefit (CERB).

Vacation and other Leaves

The temporary top-up to hourly wages and lump sum payments under Temporary Pandemic Pay only apply to the hours that an Eligible Worker works during the eligible period.

It does not apply to time an Eligible Worker was not in the workplace for any reason, including:

- Vacation;
- Any authorized paid leave, including sick leave; and
- Time and benefits awarded under the *Workplace Safety and Insurance Act, 1997*.

Important Dates

MMAH Temporary Pandemic Pay will be delivered according to the following timelines:

Activity	Date
Temporary Pandemic Pay begins	April 24, 2020
First monthly lump sum designated period	April 24, 2020 to May 21, 2020
Provincial announcement	April 25, 2020
Second monthly lump sum designated period	May 22, 2020 to June 18, 2020
Payments issued to Service Managers and Indigenous Program Administrators	Processed within five to ten business days following receipt of the executed

	sign-back and list of Eligible Employers and addresses in excel format
Third monthly lump sum designated period	June 19, 2020 to July 16, 2020
Eligible Workers start receiving payments	As soon as possible
Mid project report-back due (covering ACTUALS for the period of April 24, 2020 to June 18, 2020 and FORECASTS for the period of June 19, 2020 to August 13, 2020)	July 10, 2020
Fourth monthly lump sum designated period	July 17, 2020 to August 13, 2020
Hourly Temporary Pandemic Pay ends	August 13, 2020
End project report-back due (covering ACTUALS for the period of April 24, 2020 to August 13, 2020)	September 11, 2020
Remaining funding paid to Service Managers and Indigenous Program Administrators	September 23, 2020
Last day by which funding must be used by Service Managers and Indigenous Program Administrators	September 30, 2020

Program Package – Key Materials

The chart below provides an overview of the key materials provided to Service Managers (SMs) and Indigenous Program Administrators (IPAs) and actions required.

Material	Purpose/Intent	Audience	Data Collected	Actions Required
Sign-back Letter	Obtain mutual agreement to terms set out in the delivery of Temporary Pandemic Pay. Prompts processing of first payment (“float”).	SMs & IPAs	Delegated authority signature	Staff with delegated authority to bind the SM/IPA to sign and submit letter to MMAH.
List of Eligible Employers	Obtain names and addresses of eligible employers for MMAH	SMs & IPAs	Names and addresses of employers	SMs and IPAs to complete template and

	records in excel format.			submit to MMAH.
Program Guidelines	Addendum to CHPI/ISHP TPAs. Outlines program background, eligibility, and deliverables.	SMs & IPAs	N/A	SMs and IPAs to review and implement program as stipulated per guidelines.
Staffing Sheet – Interim Actuals	Staffing report at employer level of program ACTUALS for the period of <u>April 24 to June 18, 2020.</u> Information provided will assist with funding reconciliation and determining amount for second payment.	Eligible Employers (this may include SMs & IPAs)	<ul style="list-style-type: none"> • Employer name; • Facility type; • Eligible positions; • Hourly pay premium (headcount, eligible hours, and amount paid); • Lump sum payments (headcount and amount paid); • Statutory benefits and deductions; and • Position vacancies. 	Employers to complete template and submit to applicable SM/IPA. SMs/IPAs will collect reports from all of their employers and submit to MMAH (through the TPON system).
Staffing Sheet – Forecast	Staffing report at employer level of program FORECASTS for the period of <u>June 19 to August 13, 2020.</u> Information provided will assist with funding reconciliation and determining amount for second payment.	Eligible Employers (this may include SMs & IPAs)	<ul style="list-style-type: none"> • Employer name; • Facility type; • Eligible positions; • Hourly pay premium (headcount, eligible hours, and payment forecast); • Lump sum payments (headcount 	Employers to complete template and submit to applicable SM/IPA. SMs/IPAs will collect reports from all of their employers and submit to MMAH (through the TPON system).

			<ul style="list-style-type: none"> and payment forecast); • Statutory benefits and deductions; and • Position vacancies. 	
Staffing Sheet - Final	<p>Staffing report at employer level of program ACTUALS for the period of <u>April 24 to August 13, 2020.</u></p> <p>Information provided will assist with funding reconciliation and determining amount for final payment or recovery owing to MMAH if applicable.</p>	Eligible Employers (this may include SMs & IPAs)	<ul style="list-style-type: none"> • Employer name; • Hourly pay premium (headcount, eligible hours, and amount paid); • Lump sum payments (headcount and amount paid); • Statutory benefits and deductions; and • Position vacancies. 	<p>Employers to complete template and submit to applicable SM/IPA.</p> <p>SMs/IPAs will collect reports from all of their employers and submit to MMAH (through TPON).</p>
Reconciliation	Supports ongoing program monitoring and ensuring SMs/IPAs and employers receive sufficient funding to cover eligible expenses during program period.	SMs & IPAs	<ul style="list-style-type: none"> • Funding received-to-date by Eligible Employers and • Funding spent-to-date by Eligible Employers. 	SMs and IPAs to work with Eligible Employers to reconcile funding actuals (received and spent-to-date), and forecasts for remaining eligible period of program.
Attestation – Eligible Employer	Attestation associated with reporting template completed and submitted to SMs/IPAs.	Eligible Employers (this may include SMs & IPAs)	Delegated authority signature	Staff with delegated authority to attest to accuracy of report submission.

Attestation – SM/IPA	Attestation associated with SM/IPA submission of employers' completed reporting templates and other information required to MMAH.	SMs & IPAs	Delegated authority signature	Staff with delegated authority to attest to completion of reports collected from employers and other information provided to MMAH.
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Appendix: Temporary Pandemic Pay Attestation: Multiple Employers

As part of the Government of Ontario’s commitment to provide Temporary Pandemic Pay, eligible frontline workers are eligible for an additional \$4 an hour on top of their regular wages. An additional lump sum payment may also be available. An individual is eligible for a lump sum payment of \$250 where they work in one or more eligible positions for 100 hours or more during one of the four designated four-week periods listed below:

April 24, 2020 to May 21, 2020;

May 22, 2020 to June 18, 2020;

June 19, 2020 to July 16, 2020; and

July 17, 2020 to August 13, 2020.

Where an individual works for a single employer for more than 100 hours in a designated four-week period, they are not required to complete this attestation.

Where an individual works for multiple eligible employers for a combined total of 100 hours or more during a designated four-week period, they may demonstrate eligibility for lump sum Temporary Pandemic Pay by completing this attestation. An individual providing this attestation should do so through the eligible employer that they predominantly work for during the designated four-week period.

A complete attestation may contain personal information. The primary employer [name of primary employer] will keep copies of the attestations and may share them with the [Service Manager / Indigenous Program Administrator] and the Ministry of Municipal Affairs and Housing (“the Ministry”) in order to verify eligibility for lump sum Temporary Pandemic Pay and to ensure the effectiveness of the Government of Ontario’s Temporary Pandemic Pay initiative. If you have any questions about the [Service Manager / Indigenous Program Administrator’s] collection, use or disclosure of this information, please contact [contact details of individual]

Please review the attestation below. In order to complete it, fill in your full legal name, complete the table, including business contact information for each eligible employer, and sign the attestation. Please return the completed attestation to your primary employer.

I, _____, attest that I have worked with the employers listed in the table below for a total of 100 hours or more during one of the four designated four-week periods outlined in the table below. I confirm that I have not submitted another attestation in respect of the same eligibility period through another employer. I consent to the primary employer [name of primary employer] collecting, using and disclosing the information contained in this attestation, including disclosing the attestation in full or in part to the [Service Manager / Indigenous Program Administrator] and the Ministry, for the purposes of verifying my eligibility for Temporary Pandemic Pay and monitoring the effectiveness and implementation of the Government of Ontario’s Temporary Pandemic Pay initiative.

Contact Person (Name, email address and phone number)				
Eligibility Period	Eligible Position	Eligible Workplaces and Contact Information	Hours Worked	TOTAL Hours Worked
April 24th to May 21st, 2020				
May 22nd to June 18th, 2020				
June 19th to July 16th, 2020				
July 17th to August 13th, 2020				

Signature:

Print Name:

Date: