

Quality Inclusive Support Services

Questions and Answers

**If we have more than one Inclusion Support Assistant supporting one classroom how do we identify that on the Monthly Remittance form?**

If you are splitting your approved hours between more than one Inclusion Support Assistant, you can, click yes when it is ask if you have more classrooms, enter the name of the other Assistant and identify that Assistant's classroom (this would be the same classroom as the first). All Inclusion Support Assistants will need to complete a monthly work schedule and their hours must total up to the approved amount.

**If our agency has multiple locations receiving funding, is it possible to do one invoice for all locations?**

Yes, we can combine all locations under one Purchase Order Number, so you can complete only one invoice. All the location supervisors would need to complete a monthly remittance form but can ignore the spot for uploading an invoice. Your finance department can complete the monthly-consolidated invoice remittance form to submit the invoice. All work schedules, monthly remittance forms and invoice forms must be referenced each month.

**What do we do if we are receiving CEWS funding?**

If you are approved for Quality Inclusive Support Services, you would not be able to include the wages funded by the CEWS, CLH will are not reimbursing these wages.

**When do I submit my application?**

General contract periods are January-March; April-June; July and August; September-December. Applications should be submitted for the first of each month for review. Contracts for Quality Inclusive Support Services may start part way through a typical contract period, if resources are available.

June 1<sup>st</sup> deadline for July-August

August 1<sup>st</sup> deadline for September-December

March 1<sup>st</sup> deadline for April-June

December 1<sup>st</sup> deadline for January-March

**How do I submit my application?**

Complete the application on the CLH Developmental Support Services Licensed Childcare Centre webpage. Click on the QISS Application Form and complete.

**Can I submit one application for two rooms?**

No, you are required to do an application for each classroom requesting Quality Inclusive Support Services funding.

**When do I send my invoice in?**

Invoices are to be submitted by the 5<sup>th</sup> of the following month. Final invoices for the period ending in December must be submitted by December 15<sup>th</sup> for reimbursement to be received by December 31<sup>st</sup> of the calendar year.

**When will I be reimbursed?**

If invoices are submitted by the 5<sup>th</sup> of the month, you will receive the funds on the following Friday. Final invoices in December are reimbursed by December 31<sup>st</sup>.

**What if a child on our application, leaves my childcare?**

You need to inform the Coordinator of Quality Inclusion Support Services.

**Where do I get the monthly work schedule and remittance forms?**

Look under the QISS Monthly Remittance Form and Monthly Schedule tab for the forms on the website.

**How do I share the needs of the children?**

When the children identified have needs that affect the classroom, this can be described in the question “comments related to difficult times outlined in the previous chart”. This is the section where you can paint the picture of why the times are challenging. If children have behaviours or aggression please outline what this looks like and how it affects the classroom. If you are listing challenging times (ex: transitions) tell us why they are challenging. We are looking for the information that creates the extenuating needs, if the behaviours are age appropriate (ex: biting in a toddler room) this would not be approved for inclusion and therefore can be excluded on the application.

If you have a child with medical needs this also needs to be outlined here and how it affects the classroom (the children with health selected). This can support if your application is approved and for how many hours.

**What is considered a health need?**

Medically fragile children are considered having a health need. This includes children who are g-tube fed, have uncontrolled seizures, Anaphylactic allergy that is not easily maintained (ex: anaphylactic to the cold). This does not include food allergies, diabetes, hygiene needs, etc.

**How do I get more hours?**

Hours are approved based on the classroom needs and available funding. When completing your application be sure to use the comment boxes where provided to describe how the needs of the identified children are challenging for your classroom. Describe and give details about why the identified times are challenging and how they fit the criteria of health, safety and mobility.

**What is an Operator Statutory Cost Percentage?**

This is the percentage of your mandatory employer costs that are usually made up of CPP, EI, WSIB, etc.

