

To: Day Care Programs, Out-of-School Care Programs, and Family Day Home Agencies

From: Child Development Branch

**Staff Attraction Incentive Allowance**

The Staff Attraction Incentive Allowance (Allowance) was introduced to assist child care program operators with their recruitment efforts.

Recently, there have been some concerns brought forward by child care staff with regard to programs not submitting the Supplementary Form C (Allowance application) on time, which is within 60 days from the date the employee commences. Supplementary Form C's that are not submitted within the required timeline cannot be approved as this does not meet the condition of the grant.

For those programs that participate in accreditation and apply for the allowance, on behalf of their new staff, please note the following:

- Child care programs are responsible for applying for the Staff Attraction Incentive Allowance by submitting the Supplementary Form C to the Alberta Child Care Accreditation Funding program within 60 days of the date the staff member commences.
- The program operator and the staff member must sign the Supplementary Form C.
- Applications may be faxed (780-427-1258) or mailed. **If faxed, programs are strongly advised to keep a copy of the Supplementary Form C on file as well as the fax confirmation report. The fax confirmation report will provide the evidence required to confirm the date the form was submitted.**
- Mailed applications are to be sent to:
  - Attention: Laurie Mosier
  - Alberta Child Care Accreditation Funding Program
  - 6<sup>th</sup> Floor, Sterling Place
  - 9940 – 106 Street
  - Edmonton, Alberta T5K 2N2
- An approval or denial letter is always sent back to both the program and to the applicant, following the assessment of the Supplementary Form C. **If you do not receive this letter within three weeks, please contact Laurie Mosier at 780-427-8215, as your application may not have reached our office.**
- Concerns brought forward by child care staff claiming that the Supplementary Form C that they signed was not submitted, or not submitted on time, will be directed back to the program operator to resolve.

Eligibility requirements for the allowance should be reviewed by the operator and the staff member before the Supplementary Form C is submitted. This information is available on-line at [www.child.alberta.ca/home/1186.cfm](http://www.child.alberta.ca/home/1186.cfm).

If your program does not apply for the allowance, as part of your recruitment efforts, please communicate this to your staff.

Questions on Accreditation Grant Funding can be directed to Linda Yurdiga, Senior Manager, Child Development Branch at 780-427-7599.

Thank you for your help in ensuring a smooth grant approval process.