

Access - Enhanced Staff Support Funding

1. a) The child care program submits the appropriate completed application for Enhanced Staff Support Funding (ESSF) to the Intake and Resource Coordinator outlining the need for support. **A specific time frame for submission applies to some of the applications if it is a new request.**
 - b) The child care program identifies any changes or upcoming needs with the Resource Consultant during the review of a current contract (e.g. changes for summer/Sept.).
2. a) The Intake Coordinator assesses the application and may need to speak or meet with the Director of the child care centre/Home Child Care Consultant of the home child care agency to clarify the request in order to determine the eligibility for this support.
 - b) If the child is already receiving Resource Consultant support and a new ESSF application is being submitted, the Resource Consultant will review the application with the Director/Home Child Care Consultant and confirms its eligibility with the Intake Coordinator.
3. The Intake Coordinator will provide a written response to all new applications identifying the eligibility and status of the request. The request will be placed on the ESSF waiting list.
4. Once funds are confirmed, a contract is prepared by the Intake and Resource Coordinator outlining the conditions and terms of the agreement. Attendance sheets and an electronic invoice are provided to the child care program.
5. The ESSF contract is reviewed regularly by the Resource Consultant and the child's Educator/Director/Home Child Care Provider/Home Child Care Consultant.