

## Process - Reimbursement of Enhanced Staff Support Funding

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### A. Monthly Billing

1. Fill out the CISS monthly attendance sheet for every day the Program Assistant (PA) is in your child care program and indicate the approved number of hours for each day (for each contract). Bill according to the hours and days confirmed in the contract regardless of the child's attendance due to **unplanned illness**.
2. If the PA is absent, and a supply teacher is called in, please indicate the name of the replacement staff in the appropriate box and the number of hours worked. Please note this will allow you to claim supply PA hours **and not extra hours**.
3. Extra hours for the PA may be requested and when deemed necessary are **not to exceed 2 hours a month per child for:**
  - any meeting called by the Resource Consultant where the attendance of the PA is required
  - an in-service or information session initiated by the Resource Consultant
  - a staff meeting when the Resource Consultant recommends the PA attend to support collaborative communication

**All additional hours must be authorized by the Resource Consultant prior to the scheduled meeting/ in-service.**

### B. Electronic Invoices

1. When a contract is confirmed you will receive an electronic invoice form afterwards. This is the invoice you are required to send each month to CISS. Please save the original template in an electronic folder to be used each month by simply updating to the accurate month. Signed invoices are to be sent by no later than the 10th day of the next month to [painvoice@afchildrensservices.ca](mailto:painvoice@afchildrensservices.ca)
2. Compare your contract & invoice template to ensure accurate hours and hourly rate. You are asked to enter the date, name or initials of the program assistant or alternate staff. In addition, the number of hours worked (*while respecting the total approved hours*) that will automatically calculate the total weekly and monthly hours claimed for reimbursement. Please note that the total claimed must not exceed the amount indicated in the contract signed by your childcare service.

3. The employer portion for Canada Pension Plan (CPP) and for Employment Insurance (EI) will not exceed their yearly approved percentage of the subtotal. It is possible that the PA has not worked enough hours to have CPP deducted in which case the child care program does not need to pay or charge CISS for these benefits.

Please claim only those amounts which you have paid out for the program assistant employee.

4. The Employer Health Tax percentage varies depending on your child care program's overall payroll and can be claimed after the legislated payroll exemption, if applicable. Please indicate the actual percentage your child care program pays for the health tax. This percentage should remain consistent from one month to the next.

Certain employers pay the "*Workers Compensation*" premiums for their supply staff. If this is the case, you may claim it on the appropriate line.