**Tip Sheet - Children’s Services Contract Teams: How to walk through the Critical Worker Benefit…**

**Important to remember:**

* Only congregate care programs qualified for this benefit in Phase I – also qualify in Phase II
* Submit one invoice per contract
* Frontline staff cannot qualify for more than $1200 in either phase
* There are two additions under Phase II

1. Child & Youth Shelters (includes crisis nursery)
2. Support staff who earn $25 and under, supported congregate care/child & youth shelters  programs, did not work remotely and worked 300 or more hours (i.e. security, food prep, cleaners, etc.)

* There are two 16-week time periods

1. *March 15, 2020 – July 4, 2020*
2. *October 12, 2020- January 31, 2021*

* Frontline staff must have worked minimum of 300 hour in one of the two time periods to be eligible (cannot be a combination of both), did not work remotely and earn $25hr and under
* Frontline staff in Phase 1 who worked a minimum of 300 hours (in either time periods) but did not receive $1200 in Phase 1 will be eligible for the difference so in total they receive $1200
* Compensation for 7.66% Employee Benefits for both phases

**Steps…**

* Complete all the Agency information on ‘Invoice’ tab (i.e. Agency Name, Address, CS Region, Contract Specialist etc.)
* For Congregate Care Programs - first, transpose all the staff identified in Phase 1 onto the new Congregate Care template (staff should only be identified once, in one line!), identify hours worked in Phase I (as per previous invoice)
* Identify all their hours worked in Phase II time period (*October 12, 2020 – January 31, 2021*)
* In the second tab ‘Support Staff’, identify any support staff who work in congregate care programs who earn $25 or less (i.e. security, food prep, cleaners etc.) in the second time period *October 12, 2020 – January 31, 2021*
* For child & youth shelters - (including crisis nursery), frontline staff and support staff are only eligible for Phase II
* Using the Child & Youth Shelter Invoice, identify all staff and support staff who worked between *October 12, 2020 – January 31, 2021*
* Those frontline staff and support staff who worked a minimum of 300 hours are eligible for full $1200 benefit

**Clarification**

* The requirement of a minimum of 300 hours cannot be between the two time periods.  A frontline staff must have worked at minimum 300 hours in one of the identified time periods
* Managers and supervisors are not eligible. This Critical Worker Benefit is to support frontline staff who earn $25 or less per hour.
* The two additions in Phase II (Child & Youth Shelters and Support staff) can only qualify with hours worked in the second time period *October 12, 2020 – January 31, 2021*