

# Program Overview and Application Instructions

This document is used for the Saskatchewan Temporary Wage Supplement Program (STWSP).

Ministry of Finance  
Revenue Division  
PO Box 200  
REGINA SK S4P 2Z6

Toll Free 1-800-667-6102  
Regina 306-787-6645

[stwsp@gov.sk.ca](mailto:stwsp@gov.sk.ca)

## PROGRAM OVERVIEW

The STWSP provides a temporary wage supplement to eligible workers helping Saskatchewan's most vulnerable citizens through the COVID-19 pandemic.

The temporary supplement is \$400 for each 4-week period up to 16 weeks, for the period from March 15, 2020 to July 4, 2020.

There are two sets of eligibility criteria outlined below, based on the type of essential care facility. Please review each set of criteria in order to determine your eligibility and which application form you must complete.

To be eligible under **Wage Supplement Program Form A**, a worker must:

- earns a wage less than \$24.00 per hour at an eligible essential care facility, in the 4-week period for which the worker has applied for the STWSP; and,
- has total gross earnings less than \$2,500, including earnings from work outside an eligible essential care facility, in the 4-week period for which the worker has applied for the STWSP; and,
- be employed by an eligible essential care facility including:
  - Unlicensed private assisted living facilities, where residents are provided with direct assistance or supervision of daily living activities;
  - Community-based group homes;
  - Licensed childcare facilities;
  - Emergency shelters;
  - Transition shelters - short stay/emergency, transition housing; and,
  - Home care workers providing care to seniors in their own home.

To be eligible under **Wage Supplement Program Form B**, an applicant must:

- Be employed by a:
  - Personal care home licensed pursuant to *The Personal Care Homes Act*; **or**
  - Special-care home designated pursuant to *The Provincial Health Authority Act*; **or**
  - Integrated health care facility; **or**
- Be the owner/operator of an:
  - Approved private-service home as defined in *The Residential Services Act*; **or**
  - Licensed or unlicensed family child care home as defined in *The Child Care Act*

**Note:** The wage supplement will be provided to only one eligible owner/operator of an approved private-service home or unlicensed family child care home.

Acute care facilities such as hospitals which provide access to acute short term care services such as emergency, ambulatory care, diagnostic services, inpatient and outpatient care, critical care, and surgical care operated by the Provincial Health Authority or its affiliates as defined in *The Provincial Health Authority Act*, are not eligible facilities.

Eligible essential care facilities are listed alphabetically in the online application form (see drop-down menus under "Employer Information").

The benefit will be provided to full-time, part-time and casual workers, and includes anyone employed by the facility, such as care workers, cooks, housekeepers, janitors, administrative staff, etc., but does not include third party contract service providers working in the facilities. The wage supplement will be provided to only one eligible owner/operator of an approved private-service home or unlicensed family child care home.

Residents of Alberta or Manitoba who meet the criteria and are employed by an eligible essential care facility in Saskatchewan, or Lloydminster, AB or Flin Flon, MB are eligible to apply.

## PROGRAM OVERVIEW

Before making a submission of any kind to the STWSP, the applicant should thoroughly review this document and the program [webpage](#).

To qualify for the STWSP program, an applicant must submit the appropriate and complete application and attest to all the eligibility criteria for that application.

## APPLICATION STEPS

Individuals should review all the eligibility criteria and *Program Questions and Answers* available on the [webpage](#).

If there is more than one eligible worker in your family, each worker must submit his or her own application. The wage supplement will be provided to only one eligible owner/operator of an approved private-service home or unlicensed family child care home.

The applicant must apply for each 4-week period beginning March 15, 2020 and ending July 4, 2020 (March 15 – April 11, 2020, April 12 – May 9, 2020, May 10 – June 6, 2020 and June 7 – July 4, 2020). The application deadline has been extended to September 1, 2020.

Complete the appropriate application form online at [saskatchewan.ca/wage-supplement-program](https://saskatchewan.ca/wage-supplement-program):

- Include banking information for automatic deposit;
- Upload copies of supporting pay information and direct deposit information
- Attest to eligibility criteria;
- Declare application to be true and accurate;
- Consent to information being used to confirm eligibility; and
- Click on Submit.

Applications will be processed on a first come first served basis. Complete applications with all required information will be given priority.

Applications may be audited after a payment is provided. Any payments that are deemed to be ineligible will be considered a debt owing to the Government of Saskatchewan and subject to collection.

For more information, email [stwsp@gov.sk.ca](mailto:stwsp@gov.sk.ca) or call 1-800-667-6102 or 306-787-6645 in Regina.