

# **Consolidated Municipal Service Managers (CMSMs)/District Social Services Administration Boards (DSSABs)**

Instructions on Completing the 2016  
Financial Statements Submission in  
EFIS 2.0

## Purpose

The Financial Statements Submission identifies the level of services provided along with the associated expenditures and revenues generated by the Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) for the calendar year period of January 1, 2016 to December 31, 2016.

## Reminders

Please ensure that you have selected the **M2016FIS** application from the home page. Once the **M2016FIS** application has been selected – **at the start of each new reporting cycle** in EFIS 2.0, a one-time set up process is required prior to commencing your reporting.

1. Under File → Select Preferences
2. Select Financial Reporting
3. Click Setup Members
4. Select “M2016FIS\_Planning\_Main” from the “Database Connection” drop down menu
5. Click Refresh
6. Using the drop down menu, set the “Display Member Label as:” **Default**
7. Click on Apply and OK.

## Reporting in EFIS 2.0

The Financial Statements Submission is arranged into the following categories:

### 1. Submission Inputs and Query

- **Input and Results:** This section includes all of the schedules that must be completed in order to file your submission to the Ministry.
- **Reports:** Selecting a report allows you to print schedules, export data to excel, and save schedules as PDF files in a printable format.
- **Validating Forms:** Validation formats are summarized for each schedule; each cell within a schedule is defined by the allowable inputs for the relevant schedule.

## 2. Submission Management

- **Version Description and Summary:** This area lists all of the different versions of the file and the applicable notes.
- **Flag Submission for Approval:** The submission must be flagged to enable the approval.
- **Validate and Promote for Approval:** All entered data in the submission is validated and once all errors and warnings are corrected, the file is ready for approval from the modifier's standpoint.

### Suggested Order of Entry

It is recommended that the schedules be completed in the order in which they appear in the 'Input and Results' folder (i.e. commence with Schedule 1.1, Schedule 1.2, Schedule 2.1, etc.). Please ensure the '**Guideline Adherence Confirmation**' is also completed (see Step 13). Once all the schedules have been finalized, the Recipient Active Version of the following schedules must be printed from the '**Reports**' section, signed and sent (mailed or e-mailed) to the Ministry:

1. Certificate
2. Schedule 2.3 - Adjusted Gross Expenditures
3. Schedule 3.1 - Entitlement

### Steps for Completion

The following **14 steps** will guide you in completing your 2016 Financial Statements Submission.

## Step 1: Completion of Schedule 1.1 – Contractual Service Targets

### PURPOSE

Schedule 1.1 captures the contractual service targets which were included in your signed service agreement. The definitions of these service targets can be found in the *Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016. Section 2: Ministry Business Practice Requirements, “Service/Contractual Targets.”* These service targets were negotiated as part of the service contracting process for 2016.

**There are four tabs within Schedule 1.1:**

1. Service Agreement (As submitted in your signed agreements)
2. Total (Actual levels of service)
3. Reconciliation (Comparison between the Service Agreement and Actuals for the Year)
4. Notes (Comments regarding targets may be entered here)

Should the CMSM or DSSAB not meet all three contractual service targets by 10% or more and 10 children or more in aggregate, the Recipient’s entitlement and cash flow will be reduced by 1% to reflect the underachievement of contractual service targets. This one-time funding adjustment will be processed upon review of the Financial Statement submission.

**HINT:** Service targets are required to be entered with 1 decimal place only.

### HOW TO COMPLETE

In EFIS 2.0, under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 1.1 –Contractual Service Targets”**

CMSMs and DSSABs are required to report their actual service levels for each category listed pertaining to the three contractual service targets, where applicable. This schedule contains 4 tabs.

#### Tab 1 – Service Agreements

There is no data entry required for this tab. This is the same information that you have seen in the Estimates and Revised Estimates submissions. The data is included in this schedule to assist with the calculation of variances.

## **Tab 2 – Total**

In this tab CMSMs and DSSABs are required to enter the actual level of service that has been provided by your CMSM or DSSAB from January 1st to December 31st inclusively. Please note that the data entered in this tab should be the levels that have been supported with provincial funding and required cost share only.

The variance report must be completed for Schedule 1.1 if any variance checks have failed. Please refer to the last column of the Total tab. This is in accordance with Section 2 of the Ministry business practice requirements of the *Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016*.

## **Tab 3 – Reconciliation**

This tab compares the targets as indicated in the signed service agreement to the actual levels of service achieved within the calendar year. If targets are not met, funding adjustments will be calculated in this tab. Should the CMSM or DSSAB not meet all three contractual service targets by 10% or more and 10 children or more in aggregate, the Recipient's entitlement and cash flow will be reduced by 1% to reflect the underachievement of contractual service targets. This one-time funding adjustment will be processed upon review of the Financial Statement submission.

### **HINT:**

The service levels included in this schedule should be reflective of the level of funding received by the Ministry of Education and your CMSM/DSSAB's required cost share. If the CMSM/DSSAB is providing services with funds over the required cost sharing provisions, the Ministry does not require those children to be included in contractual service targets in Schedule 1.1.

## **Tab 4 – Notes**

Please feel free to enter any notes that will assist your Financial Analyst in completing his/her review of Schedule 1.1. If Schedule 1.1 has indicated that you must complete the Variance Report, you are also required to do so.

## Step 2: Completion of Schedule 1.2 – Other Service Targets

### PURPOSE

Schedule 1.2 captures additional service targets, beyond those included in the service agreement. The definitions of these service targets can be found in the *Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016. Appendix B, “Data Elements and Definitions.”*

These service targets are included in the Financial Statements Submission to provide a more comprehensive overview of child care service levels.

### Schedule 1.2 consists of 4 tabs:

1. Total Grid 1 (Number of Children Served)
2. Total Grid 2 (Number of FTEs)
3. Total Grid 3 (Number of Other Targets)
4. Notes (Comments regarding targets may be entered here)

### HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 1.2 – Other Service Targets”**

This schedule is to report the actual service target information regardless of the funding sources. ALL funding sources should be considered when calculating the actual levels of service achieved.

### TIP:

If you are unsure of the validation format of a particular cell, in a specific schedule, refer to your TASK LIST, click on the VALIDATION FORMATS folder and then the schedule, for guidance.

## Step 3: Completion of Schedule 2.1 – Staffing (Direct Delivery of Service)

### PURPOSE

Schedule 2.1 captures information on the number, full-time equivalency (FTE), salaries and benefits of individuals performing duties for directly operated programs (centre-based or home-based licensed child care programs or special needs resourcing services). These individuals **MUST BE** employees of the CMSM/DSSAB as this schedule only captures staffing under a direct delivery of service model.

Please include **all staffing expenditures** even if funded from other sources and not fully subsidized by the Ministry.

In deciding if the staffing should be reported in Schedule 2.1 or Schedule 2.2, ask the following question:

**“Would the position still exist if the directly delivered child care or SNR program closed?”**

If the position would continue to exist, report the position on Schedule 2.2, otherwise report them on Schedule 2.1.

### HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 2.1 – Staffing (Direct Delivery of Services)”**

Schedule 2.1 consists of 2 tabs:

1. Working Hours
2. Total

In **Tab 1 – Working Hours**, please confirm whether or not there is a standard work week across all positions related to direct delivery of services. If there is a standard work week, please enter the number of hours. If there is no standard work week across all positions (i.e. part-time and full-time positions), please select “no” by clicking in the cell and do not enter the hours.

In **Tab 2 – Total**, please enter the positions (title/description), number of staff, number of FTEs, salaries, and total benefits expenditure (entered as a lump sum amount).

- When entering the number of individuals, a whole number is required to designate an individual whether he/she is full-time or part-time.

- Full-time equivalency (FTE) is calculated as:

$$(\# \text{ hours worked during the year}) / (35 \text{ hours/week} \times 52 \text{ weeks})$$

*For example, if a part-time person works for 15 hours every week, their FTE is:  
15 hours X 52 weeks) ÷ 1820 hours per year = 0.43 FTE.*

- Salaries include the following: payments to all full-time, part-time, temporary, occasional, summer or other employees. Included in this account line are premium pay, overtime pay, vacation pay, and other direct monetary compensation paid to employees.

**Please ensure that you have not included benefits in this column, as they are to be reported in total in the “Benefits Subtotal” column.**

- When entering the total benefit costs for the individuals reported, this line should include mandatory benefits (i.e. CPP, EI, and EHT), benefit plan costs (i.e. ADD, LTD, extended health, dental) as well as other benefits (i.e. WSIB, maternity top-up).

**HINT:**

An error message will result if the FTE of staff reported exceeds the number of staff that has been entered.

All error messages must be cleared in order to promote your submission to active.



## Step 4: Completion of Schedule 2.2 – Staffing (Child Care Administration)

### PURPOSE

Schedule 2.2 captures information on the number of staff, full-time equivalency (FTE), and salaries and benefits of positions that support the administration of child care services in the service agreement. Any administration costs that can logically be assigned to administering child care services in the service agreement (e.g. fee subsidy, special needs resourcing, general operating, etc. included in the Service Description Schedule) are considered program administration costs.

This schedule is where CMSMs and DSSABs are to include staffing chargebacks from central departments (e.g. IT, HR, Finance, etc.). Where possible, the number of staff and FTE for these chargeback costs should be provided in this schedule. Include ***all staffing expenditures*** even if funded from other sources and not fully subsidized by the Ministry.

**IMPORTANT:** Do not include any staffing expenditures related to Wage Enhancement that are funded through the 2016 Wage Enhancement Administration allocation. Wage Enhancement Administration expenditures should be reported in Schedule 4.3.

### HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 2.2 – Staffing (Child Care Administration)”**

Please follow the same steps as those identified in Step 3 to calculate the number of staff, the number of FTE, the salary and the benefit costs.

The same rationale is applied in Schedule 2.2 as in Schedule 2.1:

In deciding if the staffing should be reported on this schedule or schedule 2.2, ask the following question:

**“Would the position still exist if the directly delivered child care or SNR program closed?”**

If the position would continue to exist, report the position on Schedule 2.2, otherwise report them on Schedule 2.1.

## Step 5: Completion of Schedule 2.3 – Total Adjusted Gross Expenditures

### PURPOSE

Schedule 2.3 captures information on gross expenditures and revenue streams for child care programs by auspice (Non-profit, Profit, Directly Operated, and Other), all within one tab.

- The **Non-Profit Operations** section represents payments flowed to non-profit child care operators.
- The **Profit Operations** section represents payments flowed to for-profit child care operators.
- The **Directly Operated** section represents expenditures for child care programs (i.e. licensed centre-based or home-based child care programs or special needs resourcing services) that are directly operated by the CMSM or DSSAB.
- The **Other** section represents expenditures incurred by the CMSM or DSSAB in their role as service system managers.

### HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select “**Schedule 2.3 – Adjusted Gross Expenditures**”.

### GROSS EXPENDITURES

Gross expenditures are defined as total expenses regardless of whether the funding is provided by the Ministry, municipal contributions or other offsetting revenues.

CMSM/DSSABs are to include all expenses for child care services, regardless of the funding source. However, please DO NOT report any expenditures spent on Wage Enhancement in Schedule 2.3.

This schedule consists of one tab that is broken down by auspice. The first step within this schedule is to report the expenditures per auspice in the following categories. (Detailed descriptions of each category are outlined in the *Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016*):

#### 1. General Operating

Enter the amount of funding, by auspice, to licensed child care operators to address on-going operating costs such as staffing, wages, benefits, lease and occupancy costs,

utilities, administration, transportation for children, resources, nutrition, supplies and general maintenance.

If funding continues to be flowed through general operating funding to support historical pay equity expenditures such as job-to-job and proportional value, these expenditures are to be reported as such. There will be no separate reporting of historical pay equity expenditures. Proxy pay equity pursuant to the 2003 Memorandum of Settlement is to be reported within this schedule on a separate line.

## **2. Fee Subsidy**

Enter the amount of funding to be flowed for Fee Subsidy by auspice. Fee subsidy is required to be split out by regular and recreation.

## **3. Ontario Works/LEAP**

Enter the amount of funding to be flowed to child care operators to support Ontario Works participants including LEAP participants as well as Ontario Disability Support Program (ODSP) recipients in approved employment assistance activities. The total expenditures must be broken down into “formal” or “informal” expenses. Informal care is to be reported under the “Other Auspices” category.

## **4. Pay Equity Memorandum of Settlement**

CMSMs/DSSABs are to report their expenses related to proxy pay equity pursuant to the 2003 Memorandum of Settlement within this tab, on the line: “Pay Equity Memorandum of Settlement.”

## **5. Special Needs Resourcing**

Enter the amount of funding, by auspice, to service providers and agencies for eligible costs such as resource teachers/consultants, staffing and benefit costs, training, resources, intensive supports, and other items such as purchasing or leasing specialized/adaptive equipment and supplies to support the inclusion of children with special needs.

## 6. Administration

Enter the administrative costs associated under “**Other Auspices**” only. The administrative costs for non-profit and profit service operators are indirectly funded through the contract with the operator and the CMSM or DSSAB.

Examples of these administration expenditures include:

- Staffing and benefit costs
- Purchased professional services – non-client (purchase of service from an organization that is not your own)
- Advertising and promotion
- Building accommodation
- Travel
- Education and staff training<sup>1</sup>
- Technology/ general office expenses
- Corporate chargebacks

Do not include any administration expenditures related to Wage Enhancement that are funded through the 2016 Wage Enhancement Administration allocation.

Please note that the expenditure benchmark for administration is a **maximum ceiling of ten percent** of the CMSM or DSSAB’s total allocation, less funding for Territory without Municipal Organization (TWOMO) and Wage Enhancement. The ten percent administration ceiling includes the CMSM or DSSAB’s 50/50 cost sharing amount noted in their budget schedule. Should a CMSM or DSSAB choose to exceed benchmark limits, any additional expenditure must be 100% Municipal contributions. If the additional spending over and above the maximum allowable expenditure is not from 100% Municipal contributions, the Ministry will recover the overspent funds equal to the amount of overspending on administration above the maximum allowable expenditure.

Further details of the description of these types of expenses can be found on page 54 of the *Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016*.

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<sup>1</sup> Education and staff training costs may also be reported as a capacity building expenditure if staff is directly involved in creating and running workshops to support eligible service providers.

## **7. Repairs and Maintenance**

Enter the amount of funding to be flowed, by auspice, to support child care service providers and private home day care agencies that are not in compliance or may be at risk of not being in compliance with licensing requirements under the Child Care and Early Years Act.

## **8. Play-based Material & Equipment**

Enter the amount of funding to be flowed, by auspice, to support non-profit and for-profit child care operators to purchase non-consumable supplies/equipment that support the regular operation of the child care program.

## **9. Capacity Building**

Enter the amount of funding flowed by auspice to licensed child care centres to support professional development opportunities.

## **10. Small Water Works (SWW)**

Enter the amount of funding flowed by auspice to licensed child care centres that have historically received Small Water Works funding.

## **11. Transformation**

Enter the amount of funding flowed to non-profit and directly operated child care operators to support business transformation activities.

## **12. Miscellaneous**

The amount incurred for miscellaneous expenditures is pre-populated based upon the completion of Schedule 2.6 - Miscellaneous. All other expenditures that do not fit under any other expenditure category on Schedule 2.3 should be reported in Schedule 2.6. Please report the expenditures and descriptions under Schedule 2.6 – Miscellaneous so that the amount will flow through to Schedule 2.3.

**NOTE:** All expenses reported under miscellaneous should be reviewed with your Child Care Advisor prior to reporting.

## **13. Capital Retrofits**

Enter the amount of funding flowed to non-profit child care operators to support the reconfiguration of existing child care spaces to adapt to serve younger aged children as 4 and 5 year olds enter full day kindergarten.

## Required Parental Contributions

Following the recording of expenditures, is the entry of **Required Parental Contributions** in the next column. Required Parental Contributions are for subsidized child care spaces where the parents are required to pay a portion of the cost, which is determined through income testing. These child care spaces are not 100% subsidized by the CMSM/DSSAB. Please note that the column for required parental contributions should **never** be blank unless the CMSM or DSSAB only has children that are 100% fully subsidized.

## Parental Full Fee (Directly Operated Only)

This column is only applicable for directly operated centres. Enter the amount of parental full fee revenue received where the parents are paying the full cost of the space in order for their child to attend the centre. This column should **never** be blank unless the CMSM or DSSAB has no parents that pay the full cost of a space.

## Other Offsetting Revenues

Enter all other offsetting revenues, where applicable. This is the area where revenues from sources external to the CMSM or DSSAB are reported. ***Please do not include your legislated provincial/municipal cost sharing requirement or any 100% municipal contributions in excess thereof.***

## IMPORTANT:

The report of Schedule 2.3 must be printed off from your Active EFIS submission, signed by 2 signing authorities within your CMSM or DSSAB, and sent to the Ministry via a scanned copy through email or the original signed copy sent in by regular mail.

## 2015 WAGE ENHANCEMENT ADMINISTRATION FLEXIBILITY

The Ministry is providing CMSMs and DSSABs with the flexibility to spend any unused **2015** wage enhancement administration funding on Child Care Program operating expenses only, **not** child care administration expenses, for all auspices. All 2016 Child Care operating expenses are to be reported in Schedule 2.3.

For any 2015 wage enhancement administration funding used on child care operating expense (refer to Schedule 4.3, WE Administration Allocation tab, Other Child Care Program Expenses line), the equivalent dollar amount is to be recorded under both “Gross Expenditure” & “Other Offsetting Revenue” in the same auspice under Schedule 2.3.

**EXAMPLE:**

In the example below, assume \$10,000 of 2015 wage enhancement administration funding was used for 2016 child care general operating gross expenditures for Non-Profit Operations. You will include that expenditure in Schedule 4.3 under the “WE Administration Allocation” tab as “Other Child Care Program Expense”. Subsequently, \$10,000 should be reported in Schedule 2.3 as your gross expenditure under “General Operating” and -\$10,000 will be reported as offsetting revenue as well in “General Operating”.

**Schedule 2.3 – Adjusted Gross Expenditures**

Non Profit			
Profit	Directly Operated	Other	Total
Revised Estimates			
Non-Profit Operations			
	Interim Actuals - Gross Expenditures	Interim Actuals - Required Parent Contribution	Interim Actuals - Other Offsetting Revenues
FULL COST OF CHILD CARE EXPENDITURES TO BE REPORTED HERE			
LE MONTANT TOTAL DES DÉPENSES POUR LA GARDE D'ENFANTS DOIT ÊTRE SAISI ICI			
EXCLUDE MUNICIPAL CONTRIBUTIONS FROM OTHER OFFSETTING REVENUES			
EXCLURE LES CONTRIBUTIONS MUNI. À PARTIR DE AUTRES RECETTES DE COMPENSATION			
General Operating	10,000		(10,000)
Fee Subsidy - Regular			

**Schedule 4.3 – Wage Enhancement Allocation Schedule**

CC Centres and Home Visitors		Home Child Care Providers		Ineligible Positions		WE Allocation Summary		WE Administration Allocation	
				Estimates		Wage Enhancement Administration			
AMOUNT CARRIED FORWARD FROM 2015		.							
MONTANT REPORTÉ DE 2015		.							
Wage Enhancement Administration Allocation Carry Forward from 2015		No SubCategory				25,574			
Administration of Wage Enhancement - Ongoing		No SubCategory							
Administration of Wage Enhancement - One Time		No SubCategory							
Other Child Care Program Expenses		No SubCategory				10,000			
<input type="checkbox"/> Total Wage Enhancement Administration Usage		No SubCategory							

Please note that 2016 Wage Enhancement Administration funding must be used to support Wage Enhancement administration efforts only and any unused 2016 Wage Enhancement Administration funding will be recovered by the Ministry.

## **Step 6: Completion of Schedule 2.6 – Miscellaneous**

### **PURPOSE**

Schedule 2.6 captures the actual miscellaneous costs for 2016. These costs are defined as costs that do not meet the definitions under any of the other categories on Schedule 2.3 listed on the previous pages.

**Other system needs expenditures that do not fit under any of the expense categories should be reported in this schedule provided that the CMSM or DSSAB has consulted with their Child Care Advisor and both parties have agreed that the expenditure cannot fit under any other expense category. System needs are further explained in the *Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016. Section 2: Ministry Business Practice Requirements***

### **HOW TO COMPLETE**

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 2.6 – Miscellaneous”**.

For each miscellaneous item reported, please provide a detailed description of the expenditure, as well as the gross expenditure amount.



## **Step 7: Completion of Schedule 2.7 – TWOMO Reimbursement (DSSABs ONLY)**

### **PURPOSE**

Schedule 2.7 captures the support costs provided to territories without municipal organization (TWOMO). TWOMO only applies to DSSABs without municipal organization, which is a territory outside the geographical area of any municipality or First Nation.

### **HOW TO COMPLETE**

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select “**Schedule 2.7 – TWOMO REIMBURSEMENT**”.

This schedule is broken down as follows:

**1. Calculation of TWOMO Levy =** The Total Approved DSSAB Budget /less Other Sources of Revenue (Provincial, Federal & Other funding)

The TWOMO share of the municipal levy is determined using the municipal attribution or ‘share’ percentage

**2. Calculation of the Ministry’s Portion of TWOMO Levy =** The Total Approved TWOMO Levy (Calculated from above) less Non- EDU Related Allocation (By Ministry and Program)

The percentage of municipal levy that the child care program allocation represents is used to calculate the MEDU portion of the TWOMO levy.

The Ministry acknowledges that your DSSAB’s calculation of TWOMO may differ from the template presented; DSSABs are asked to try and use the Ministry template however if problems exist, please contact your Financial Analyst to discuss.

### **HINT:**

TWOMO costs should only include the share of costs funded by the Ministry of Education. For detail codes funded by MCYS, the costs should not be reported in the financial statements submission but rather reported separately to MCYS.

## **Step 8: Completion of Schedule 3.0 – Child Care Allocations & Wage Enhancement Funding**

### **PURPOSE**

Schedule 3.0 captures the 2016 child care allocation and wage enhancement funding for your CMSM or DSSAB based upon the Budget Schedule as contained in your service agreement.

### **HOW TO COMPLETE**

There is no data entry required for this schedule as all the required data has been pre-loaded.

Please ensure that your allocation has been loaded correctly by reviewing the schedule under:

**SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 3.0 – Child Care Allocations and Wage Enhancement Funding”**

If there are any discrepancies in Schedule 3.0 in comparison to Schedule B of your signed service agreement, please contact your Financial Analyst. Please note that the Wage Enhancement allocation in this schedule should match the approved amount in the 2016 Estimates submission.

## Step 9: Completion of Schedule 3.1 – Entitlement

### PURPOSE

Schedule 3.1 captures the funding entitlement for your CMSM or DSSAB. It takes into consideration the level of expenditures, your municipal cost sharing requirements, and the financial flexibility policies as set out in the *Ontario Child Care and Family Support Program Service Management and Funding Guideline 2016*.

This schedule consists of 6 different tabs:

- Entitlement
- Admin. Overspending Adjustment
- Transfer Payment
- Breakdown of Capital
- Utilization
- Summary of Entitlement

### HOW TO COMPLETE

There is no data input required for this schedule.

To review the calculation of your entitlement under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select “**Schedule 3.1 – Entitlement**”

All data found in this schedule is derived from other schedules within the submission.

The 6 tabs are described below:

#### Tab 1 – Entitlement

This tab calculates the entitlement based on all expenditures reported on schedule 2.3, 2.7 and 4.3.

The various columns are as follows:

- **Column 1 – Allocation:** This column lists the allocation amounts as per the service agreement. The wage enhancement allocation is based on expenditures reported in the Estimates submission.

- **Column 2 – Minimum Cost Share Requirement:** This column lists the 80:20 and 50:50 minimum cost share requirements.
- **Column 3 – Allocation and Cost Share:** This column indicates the total allocation and cost share
- **Column 4 – Expenditures:** This column is the total expenditures from Schedule 2.3.
- **Column 5, 6, & 7 – Entitlement Before Flexibility:** These columns indicate the entitlement amounts under each cost share requirement prior to the application of flexibility.
- **Column 8 – Entitlement Before Flexibility:** This column is the total of columns 5, 6, and 7 indicating the total entitlement available prior to the application of flexibility.
- **Column 9 – Cost Share Before Flexibility:** This column indicates the 80:20 and 50:50 cost share portion of the entitlement before the application of flexibility.
- **Column 10 – Pressure or Surplus:** This column indicates the over/under spending in each expense category.
- **Column 11, 12, & 13 –** These columns indicate the use of flexibility.
- **Column 14 – Application of Flexibility:** This column is the total flexibility applied to each expense category.
- **Column 15 – Cost Share of Flexibility:** This column shows where flexibility is applied and the portion related to cost share.
- **Column 16 – Total Entitlement:** This column calculates the total entitlement by combining the amounts for entitlement before flexibility and application of flexibility.
- **Column 17 – Municipal Cost Share related to Ministry Entitlement Calculation:** This column is the cost share related to Schedule 3.1.
- **Column 18 – Child Care Adjustment/ (Recovery):** This column indicates the funds that will be recovered by the Ministry due to underspending. If there are no recoveries, this column will indicate a \$nil value.

**NOTE:** *Row 6.1 – Missed Target Adjustment: This row will indicate the adjustment for not meeting the contractual service targets set in schedule 1.1. If the CMSM or DSSAB*

*does not meet all three contractual service targets by 10% or more and 10 children or more in aggregate, the Recipient's entitlement and cash flow will be reduced by 1% to reflect the underachievement of contractual service targets.*

### **Tab 2 – Administration Overspending Adjustment**

This tab confirms the following:

- The maximum allowable administration expenditure limit.
- The total administration expenditures reported in schedule 2.3.
- The calculation of over (under) spending based on the Ministry limit.
- The compliance status based on the 10% administration limit.
- The Municipal contribution available to be applied towards administration.
- Application of Municipal contribution towards administration
- Recovery of Ministry funding over maximum allowable expenditure

### **Tab 3 – Transfer Payments Summary**

This tab specifies the entitlement per each category and the total entitlement for the sectors; This schedule is for Ministry use only.

### **Tab 4 – Breakdown of Capital**

Tab 4 summarizes:

- Portion of expenditure funded by carry forward amount
- Portion of expenditures funded by current year allocation
- Operating funds used for capital funded by Ministry
- Operating funds used for capital funded by Municipality

### **Tab 5 – Utilization**

The Utilization tab summarizes:

- Municipal contribution in excess of cost share requirement
- Child Care Adjustment/ Recovery by Ministry

- Expenditures related to prior year capital carry forward
- Over or underspending related to Small Water Works
- Over or underspending related to TWOMO (if applicable)
- Missed Target Adjustment to Utilization
- Total over/(under) spending for utilization

Please note that Mitigation must be drawn to nil before municipal overspending is considered for utilization

#### **Tab 6 – Summary of Entitlement**

This tab summarizes the following amounts:

- Total Entitlement
- Child Care Adjustment / (Recovery)

#### **IMPORTANT:**

The REPORT of Schedule 3.1 – Summary of Entitlement must be printed off from your active EFIS submission, signed by 2 signing authorities within your CMSM or DSSAB, and sent to the Ministry of Education via a scanned copy through email or the original signed copy sent in by regular mail.

## Step 10: Completion of Schedule 4.0 – Mitigation Funding

### PURPOSE

Schedule 4.0 captures information relating to the mitigation funding received by CMSMs or DSSABs who experienced a reduction in their 2013 allocations due to the new funding formula framework.

The schedule applies additional municipal contributions above the CMSM or DSSAB's 2016 minimum cost sharing requirements and applies the amount against the balance of the mitigation funding received.

If a CMSM or DSSAB's 2016 minimum cost sharing requirement decreased from their 2012 minimum cost sharing requirement yet the CMSM or DSSAB still chose to keep their contribution at the 2012 level, this additional investment can be deemed as municipal contributions rather than applied against the mitigation funding received.

The deemed municipal contribution may be used to calculate the 2016 utilization component allocation of the funding formula in future years.

### HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 4.0 – Mitigation Funding”**

Most of Schedule 4.0 is pre-populated from information derived from other schedules within the application.

There is one input cell in this schedule in which the CMSM or DSSAB will need to enter the amount of the deemed municipal contribution. The deemed municipal contribution is the additional level of investment by the CMSM or DSSAB when it has decided to keep its minimum cost sharing consistent with 2012 levels even though this requirement decreased in 2016. The input cell is limited to a maximum of the amount of the decrease in cost sharing requirement from 2012 to 2016.

## **Step 11: Completion of Schedule 4.1 – Capital Carry Forward**

### **PURPOSE**

Schedule 4.1 captures information regarding the expenditures of the 2016 capital retrofit funding, and the use of the committed 2015 capital funding carried forward to 2016.

### **IMPORTANT:**

The capital carry-forward policy will no longer be effective for the 2016 calendar year. The capital allocation for the current year must be both expensed and spent within the calendar year. Amounts identified by CMSMs or DSSABs as committed for the purposes of capital carry-forward in 2015 will be paid in 2016 (once the capital expenses have been incurred). Funding from other allocations (e.g. core) may be used to support capital projects within the year they were allocated.

### **HOW TO COMPLETE**

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 4.1 – Capital Carry Forward”**

This schedule is divided into 2 sections:

#### **1. PRIOR YEAR**

- 2015 Committed Capital Carry Forward Amount to 2016
  - The amount of capital committed as of December 31, 2015 is pre-populated and pulled from the 2016 Revised Estimates submission.

#### **2. CURRENT YEAR**

- Allocation
- Amount Carried Forward From 2015
- Potential Expenditures 2016 (calculated based upon the 2016 allocation plus the amount carried forward from 2015)
- Actual Capital Expenditures at December 31, 2016 (flowed from Schedule 2.3)

**NOTE: The spending in 2016 is deemed to first use the 2015 committed carry-forward.**



**HINT:**

When reporting data elements in Schedule 1.2, the CMSM/DSSAB is to report the number of spaces and the number of licensed programs supported for capital retrofits that relate to the 2016 allocation only. 2015 carry forward projects are to be reported as part of the 2015 financial statement submission package.

## **Step 12: Completion of Schedule 4.3 – Wage Enhancement Allocation Schedule**

### **PURPOSE**

Schedule 4.3 captures information regarding Wage Enhancement (WE) and Home Child Care Enhancement Grant (HCCEG). The purpose of the 2016 wage enhancement funding is to support a wage increase of up to \$2 per hour plus 17.5% benefits to eligible Registered Early Childhood Educators (RECEs) and other child care program staff working in licensed child care. In addition, the 2016 Home Child Care Enhancement Grant (HCCEG) will support an increase of up to \$20 per day for eligible home child care providers. Please refer to the guideline for more information and eligibility requirements. CMSMs and DSSABs are to report their wage enhancement data based on the consolidation of all approved wage enhancement application forms by auspice received from Child Care Centre/ Private Home Day Care Providers.

### **HOW TO COMPLETE**

Under **SUBMISSION INPUT AND QUERY**, expand **INPUT AND RESULTS**, and then select **“Schedule 4.3 – Wage Enhancement Allocation Schedule”**

The schedules consist of 5 tabs:

- 1. Child Care (CC) Centres and Home Visitors**
- 2. Home Child Care Providers**
- 3. Ineligible Positions**
- 4. WE Allocation Summary**
- 5. WE Administration Allocation**

**Tab 1 – CC Centres and Home Visitors:** CMSMs and DSSABs are to report the total wage enhancement salaries and benefits paid to eligible staff for each of the 3 auspices (Non-Profit Operations, Profit Operations and Directly Operated):

**Tab 2 – PHDC Providers:** CMSMs and DSSABs are to report the following data elements for each of the 3 auspices (Non-Profit Operations, Profit Operations and Directly Operated):

- The number of PHDC Providers that received a **full** HCCEG of \$20 per day (e.g. staff whose daily compensation was less than \$242.70 excluding year one HCCEG as of December 31, 2015 and provide full time services of 6 hours or more a day on average along with the actual HCCEG dollar amount.

- The number of PHDC providers receiving a **partial** HCCEG of \$10 per day (e.g. staff whose daily compensation was less than \$147.62 excluding year one HCCEG as of December 31, 2015 and provide part-time services of less than 6 hours a day on average along with the actual HCCEG dollar amount).

**Tab 3 – Ineligible Positions:** This tab captures the number of ineligible (i.e. exceed the cap) RECE, Non-RECE, Supervisor positions, and Home Child Care Providers for each of the 3 auspices (Non-Profit Operations, Profit Operations, and Directly Operated).

**Tab 4 – Wage Enhancement Allocation Summary:** This tab summarizes the 2016 allocation for wage enhancement (from Schedule 3.0) and calculates the total 2016 wage enhancement entitlement. The final wage enhancement entitlement will be linked to Schedule 3.1.

To complete this tab, CMSMs or DSSABs are required to enter the following data:

- Number of Child Care Centres or Sites
- Number of Operators for Child Care Centres
- Number of PHDC Agencies

**Tab 5 – Wage Enhancement Administration Allocation:**

CMSMs or DSSABs must utilize their 2016 wage enhancement administration funding allocation first before any 2015 carry forward amount can be applied towards 2016 wage enhancement administration expenses. In Tab 5 of Schedule 4.3, CMSMs and DSSABs are required to provide the following data:

**AMOUNT CARRIED FORWARD FROM 2015**

- Wage Enhancement Administration Allocation Carried Forward from 2015
- Administration of Wage Enhancement – Ongoing
- Administration of Wage Enhancement – One Time
- Other Child Care Program Expenses (applicable ONLY to 2015 carry forward amount of wage enhancement administration funding):

The Ministry is providing CMSMs and DSSABs the flexibility to utilize any unused 2015 wage enhancement administration funding on Child Care Program Operating expenses but **not** Child Care Administration expenses. Note, the same flexibility **does not apply** to the 2016 wage enhancement administration funding allocation. CMSMs or DSSABs are to record the amount of 2015 wage enhancement administration used on 2016 Child

Care operating expense in this line **AND** Schedule 2.3 (under Gross Expenditure & Other Offsetting Revenue). Please refer to Step #5 for further instructions

**2016 WAGE ENHANCEMENT ADMINISTRATION ALLOCATION**

- Number of Operators Receiving Funding
- Annual Allocation Provided to Operators (CMSMs and DSSABs are required to provide a minimum of 10% of their 2016 administration funding allocation to operators to support implementing wage enhancement/HCCEG).
- Total Administration Funds Spent (including Funds Provided to Operators)

**IMPORTANT: Unused Wage Enhancement Administration Funding**

Any unused 2016 wage enhancement administration funding will be recovered by the Ministry.

## Step 13: Review of Submission

### PURPOSE

The last six schedules of the Financial Statements Submission have been created in order to streamline the review procedures that are performed by Financial Analysts during the review process. By including them in the submission document set, CMSMs and DSSABs have the ability to correct any inconsistencies prior to activating the submission. This will expedite the Ministry's review process and minimize the number of queries that will require follow-up with the CMSM/DSSAB.

The schedules are as follows:

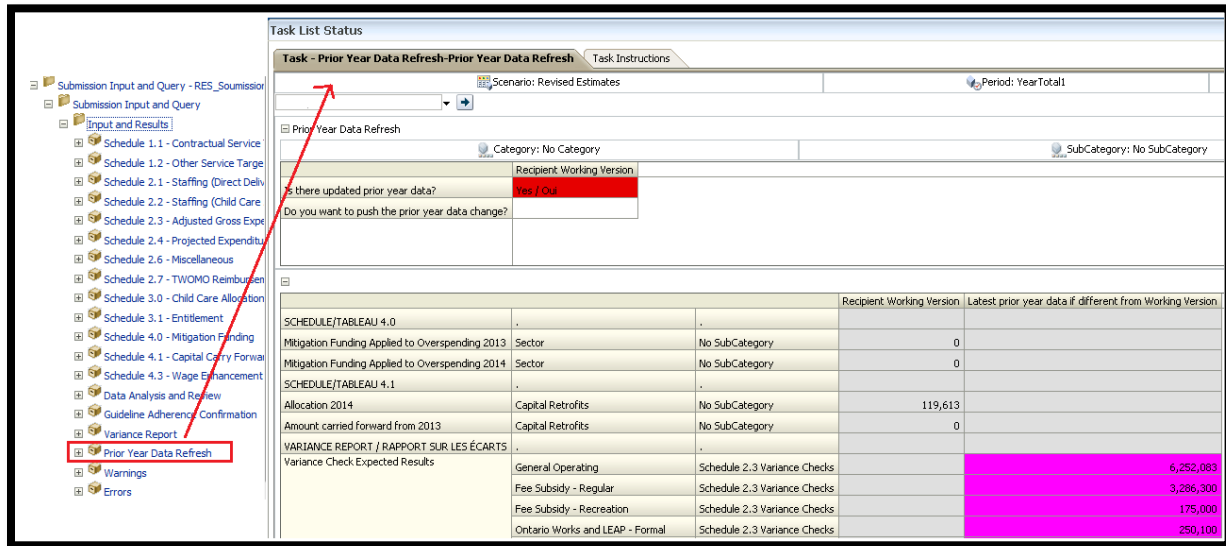
1. Data Analysis and Review
2. Guideline Adherence Confirmation
3. Variance Report
4. Prior Year Data Refresh
5. Warnings
6. Errors

### HOW TO COMPLETE

You are requested to review and update the information in the six schedules where necessary:

- 1. Data Analysis and Review:** This schedule compares the average daily fee subsidy cost to average monthly number of children and average monthly number of children served to staff FTE.
- 2. Guideline Adherence Confirmation:** Please read the warning on guideline adherence and confirm whether or not your submission is in compliance by selecting "Yes" or "No". A selection must be made in order to promote your file to active status.
- 3. Variance Report:** This schedule must be completed; detailed explanations are required to clarify the variances listed in this report.
- 4. Prior Year Data Refresh:** Changes in pre-loaded data from prior-year submissions are not automatically refreshed in the Recipient Working Version. This schedule informs the user if there have been any recent changes in prior

year data. In the case where there is updated prior year data, the user will see a red highlighted cell with “Yes / Oui” in the top portion of the Prior Year Data Refresh form. In the bottom of the form, the “Latest prior year data if different from Working Version” column will be highlighted pink if it is different from the current values in the Recipient Working Version (see screenshot).



Please review this schedule for any updated prior year data. To accept the latest prior year data into the Recipient Working Version, the user needs to select “Yes/Oui” to confirm that they want to push the prior year data change, and click the Save icon.

**NOTE:** When there are changes in the Prior Year Data Refresh form that have not been accepted by the user, an Error will be triggered in the Error schedule to prevent the user from being able to submit the application.

To resolve the Error, the user needs to go to the Prior Year Data Refresh form and accept the latest Prior Year Data.

5. **Warnings:** Follow-up on all items where a “Yes / Oui” cell is highlighted in red and provide an explanation in order to promote the file to active.
6. **Errors:** If there is a “Yes / Oui” cell highlighted in red at the top, there is an error that must be cleared in the submission. Please identify the error listed in this schedule and correct the error by referring back to the specific schedule. A definition of the error is provided in the description column.

**IMPORTANT:**

You submission cannot be promoted to “active” status until all ERROR messages have been addressed and cleared.

## Step 14: Submission Management

### PURPOSE

The Submission Management area allows the Modifier to validate the Recipient Working Version and promote it for approval. It also allows the Approver to sign-off on and send the submission as the Recipient Active Version to the Ministry.

### HOW TO COMPLETE (MODIFIER)

Under “Submission Management”, expand the folder by clicking on the “+” sign. The folder will expand and reveal 3 task boxes:

- 1. Version Description and Summary:** This area allows you to manage the various versions of the file. Ensure the correct data is populated into the “Recipient Working Version” as this will be the file submitted to the Ministry.
- 2. Flag Submission for Approval:** “Yes” must be selected in the highlighted cell to answer the question *“Are you sure you want to promote the current Submission for approval?”* The current submission will be the “Recipient Working Version.”
- 3. Validate and Promote for Approval:** The process to validate and promote submission for approval is as follows:
  - Click on the file name under the header: “Planning Unit”
  - Click on “Actions”
  - Select “Validate”; if the sub-status column shows “Invalid Data”, you must click “Invalid Data” and correct the listed errors. If the sub-status column shows “Validated”, proceed to the next step.
  - **NOTE:** Please ensure the file is highlighted by selecting it under “Planning Unit”
  - Click on “Actions”
  - Click on “Change Status” and select “Promote”
  - Click on “Ok”
  - The submission is promoted and flagged for the Approver. The file is now read-only for the Modifier.



- The Approver will then log into EFIS, review, and change the status to “Approve” in order to submit the EFIS file to the Ministry.

## HOW TO COMPLETE (APPROVER)

Once a submission has been promoted for approval by the Modifier, the Modifier no longer has write access to the Working Version and the next user in line is the Approver. The Approver is responsible for reviewing the submission and deciding how to proceed with it. The Approver has two choices: running the sign-off process on the submission or rejecting the submission. If the Approver decides to reject the submission, the submission is back in the hands of the Modifier. Once approved, the data is automatically copied from the Recipient Working Version to the Recipient Active Version as well as the FA Working Version.

Under “Submission Management”, expand the folder by clicking on the “+” sign. The folder will expand and reveal 3 task boxes:

1. **Version Description and Summary:** This area allows shows the various versions of the file. Ensure the “Recipient Active Version” has been activated and submitted to the Ministry once approver signs off in the “**Recipient Approver Sign – Off**” Schedule.
2. **Recipient Approver Sign-Off:** The steps to approve and sign-off on the submission is as follows:
  - Under **Submission Management** → click **Recipient Approver Sign-Off**
  - Within the form, click the dropdown beside “**Are you sure you want to sign-off the current submission?**” → select **Yes** then click the Save icon.

The status of the Submission will be changed to Active and the Activation date will be updated.

3. **Reject Submission:** If the Approver decides that the submission is not satisfactory and not ready for further sign-off, the approver can reject and return the submission to the Modifier. The steps to reject the submission is as follows:
  - Under Submission Management → Reject Submission
  - Once the Recipient name under Planning Unit is selected, select **Actions** → **Change Status**

- The Change Status screen will pop-up, select **Reject** from the **Select Action** dropdown list, and select **<Automatic>** from the **Select Next Owner** dropdown list. Enter comments if required, then select **OK**.

The Approvals status will change to Not Signed off. The Owner will revert back to the Modifier and Recipient Working version of the submission will no longer be read-only and changes can be made.

**IMPORTANT:**

The report versions of your Certificate, Schedule 2.3 and Schedule 3.1 – Summary of Entitlement must be printed from the Recipient Active Version of the EFIS submission, and signed by 2 members of your CMSM or DSSAB who have signing authority. (Alternatively, a corporate seal can be affixed to this report.) The signed reports must be sent to the Ministry either by email (scanned copies are acceptable) or through regular mail.

## REPORTING

After completing steps 1 – 14, the data in the submission file should be complete.

CMSMs and DSSABs are required to send the following three reports (either scanned copy or hard copy) of the following sections of their **Recipient Active Version** of the 2016 Financial Statements submission:

- Signed Certificate;
- Signed Schedule 2.3 – Adjusted Gross Expenditures; and
- Signed Schedule 3.1 – Entitlement – Summary of Entitlement

*(Please select REPORTS in EFIS 2.0 to print out the pages above.)*

DSSABs are also required to submit the following documentation to support the Territory Without Municipal Organization (TWOMO) allocation. They may be submitted in either electronic or hardcopy format:

- Approved 2016 DSSAB budget (not applicable for CMSMs); and
- Levy Apportionment details (not applicable for CMSMs)

Please scan and email the relevant documents to:

[childcarefunding@ontario.ca](mailto:childcarefunding@ontario.ca)

Or submit (by regular mail) the completed signed hardcopies to:

Manager, Child Care Finance Unit  
Financial Analysis & Accountability Branch  
900 Bay Street  
20th Floor, Mowat Block,  
Toronto, Ontario  
M7A 1L2

The due date for the 2016 Financial Statements submission is June 15, 2017.

Once a submission is promoted to “Active” status, a CMSM or DSSAB has formally submitted their 2016 Financial Statements submission to the Ministry of Education.

## Assistance with EFIS

For user/navigation assistance on EFIS 2.0, please contact:

**EFIS Technical Support**

Telephone: (416) 326-8307

E-mail: [efis.support@ontario.ca](mailto:efis.support@ontario.ca)

For data input assistance, please contact your Financial Analyst:

Financial Analyst	Telephone #	E-mail Address
Argen Elezi	(416) 326-5423	<a href="mailto:Argen.Elezi@ontario.ca">Argen.Elezi@ontario.ca</a>
Bryan Mason	(416) 212-8159	<a href="mailto:Bryan.Mason@ontario.ca">Bryan.Mason@ontario.ca</a>
Danielle Learmonth	(416) 325-4753	<a href="mailto:Danielle.Learmonth@ontario.ca">Danielle.Learmonth@ontario.ca</a>
David Geng	(416) 325 4861	<a href="mailto:David.Geng@ontario.ca">David.Geng@ontario.ca</a>
Kiersten Lee	(416) 212-9218	<a href="mailto:Kiersten.Lee@ontario.ca">Kiersten.Lee@ontario.ca</a>
Sanjay Kiran	(416) 326-9667	<a href="mailto:Sanjay.Kiran@ontario.ca">Sanjay.Kiran@ontario.ca</a>
Vanessa Yu Foon Moi	(416) 327-8492	<a href="mailto:Vanessa.YuFoonMoi@ontario.ca">Vanessa.YuFoonMoi@ontario.ca</a>