

Ministry of Education
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Ministère de l'Éducation
Édifce Mowat
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Queen's Park
Toronto ON M7A 1L2



2012: ELCC16

MEMORANDUM TO: General Managers/Commissioners, CMSMs/DSSABs
Children's Service Managers, CMSMs/DSSABs

FROM: Pam Musson
Director, Early Learning and Child Care Implementation Branch
Early Learning Division
Ministry of Education

Andrew Davis
Director, Financial Analysis and Accountability Branch
Elementary/Secondary Business & Finance Division
Ministry of Education

DATE: December 21, 2012

SUBJECT: **2013 Child Care Service Agreement**

In follow-up to the information you received from the Ministry of Education (EDU) on Tuesday, December 18, 2012, regarding the new child care funding framework and funding formula, we are writing to provide you with your 2013 child care service agreement.

We recognize that for some Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs), business and planning practices are already underway for 2013. To that end, we would like to reiterate that 2013 will be a transition year. As such, we will be seeking advice from CMSMs and DSSABs on the implementation of the new funding framework through an on-going provincial/municipal child care funding working group, regional discussions with EDU to take place in January 2013, and at our upcoming in-person CMSM and DSSAB event to be held in Toronto early in the new year.

There have been minor changes to the child care service agreement since 2012, which is made up of the following components:

Schedule A: Service Description Schedule

Schedule A has been condensed to align with the expense categories under the new funding framework. Service Description Schedules for the new expense categories- General Operating,

Capacity Building and Play-Based Material and Equipment- have also been added to Schedule A. For some CMSMs and DSSABs, language regarding French Language Services has been added to the introduction of Schedule A to reflect recent discussions with your Child Care Advisor.

Schedule B: Contractual Service Targets Schedule

For 2013, the Ministry is requiring CMSMs and DSSABs to set contractual service targets for Fee Subsidy, Ontario Works and Special Needs Resourcing. The number of contractual service targets since 2012 has been reduced from 5 to 3 to align with the new funding framework.

Contractual service targets should reflect local demand and priorities. We recognize that setting service targets in a year of transition may be complex for some CMSMs and DSSABs. The Ministry will be available to provide additional support throughout the year in setting and meeting these targets. Your Child Care Advisor will be contacting you shortly to discuss this process.

Once your targets have been determined, please complete Table 2 of Schedule B and include this completed Schedule with your signed child care service agreement to be submitted to the Ministry by March 28, 2013. Data is not required in the shaded cells.

Schedule C: Budget Schedule

The Budget Schedule has been re-designed to align with the new funding framework and has been pre-populated with your 2013 child care allocation under the new funding formula. In addition to your Core Services, Special Purpose and Capital allocations, the Budget Schedule outlines cost sharing requirements and expenditure benchmarks for Administration and Special Needs Resourcing.

Schedule D: Reporting Schedule

The Reporting Schedule outlines the submission dates for the service agreement, estimates, revised estimates and financial statement submissions for 2013. The policy for late filing as outlined in this schedule applies to the estimates, revised estimates and financial statement submissions. CMSMs and DSSABs will receive automatic extensions for the service agreement and estimates submissions should municipal council approval not be received by this date. Please advise your Child Care Advisor and Financial Analyst if you are unable to meet these deadlines.

CMSMs and DSSABs will be required to submit a condensed estimates submission due April 30, 2013. Training will be provided by the Financial Analysis and Accountability Branch on the Estimates package, which will be available in late February/early March.

Next Steps for the Child Care Service Agreement

Please complete Schedule B and submit **two signed and dated original copies of the agreement** to the Ministry. Completed service agreements should be mailed to the address below by March 28, 2013:

Attention: Pam Musson, Director
Early Learning and Child Care Implementation Branch
Ministry of Education
24th Floor, Mowat Block
900 Bay Street, Toronto, ON M7A 1L2

Cash Flow in 2013

Monthly cash flow in 2013 will be based upon your 2012 Revised Estimates submission less the July 2012 one-time investment funding until your 2013 signed service agreement is received by the Ministry.

Your cash flow will be updated to your 2013 allocation according to the following chart pending receipt of your signed service agreement.

Signed Service Agreement Received by:	Payment Date:
March 28 th , 2013	May 2 nd , 2013
April 30 th , 2013	June 4 th , 2013
May 31 st , 2013	July 3 rd , 2013

Mitigation Funding

Mitigation funding will flow under a separate process for CMSMs and DSSABs that have been identified as eligible for this funding. The Ministry will be in contact with these CMSMs and DSSABs in the new year regarding next steps for flowing the mitigation funding.

Next Steps for Implementation

EDU and the Regional Municipality of York are working together to develop tools and resources that will support CMSMs and DSSABs in using the Ontario Child Care Service Management System (OCCMS) within the context of the new funding framework for 2013. These tools and resources will also assist CMSMs and DSSABs in completing their financial submissions in EFIS. Information will be available in the early new year regarding immediate next steps from an OCCMS perspective.

Child Care Advisors will be coordinating regional meetings with CMSMs and DSSABs early in 2013 to discuss planning for and the implementation of the new funding framework and the Ontario Child Care Service Management and Funding Guideline, and to address any further questions you may have upon review of your 2013 child care service agreement. In the meantime, please contact your Child Care Advisor directly if you have any questions or concerns regarding this memo and the enclosed materials. For questions regarding 2013 cash flow, please contact your Financial Analyst.

We thank you again for your patience, cooperation and most importantly partnership throughout this very exciting time. We would like to extend a holiday greeting to you and your families and look forward to working closely with you in the new year!

Original signed by
Pam Musson

Original signed by
Andrew Davis

Copy: Gabriel F. Sékaly, Assistant Deputy Minister, Elementary/Secondary Business and Finance Division, Ministry of Education

Jim Grieve, Assistant Deputy Minister, Early Learning Division, Ministry of Education
Child Care Advisors, Early Learning and Child Care Implementation Branch, Ministry of
Education

Financial Analysts, Financial Analysis and Accountability Branch, Ministry of Education