

Ministry of Education

Financial Analysis and
Accountability Branch
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2
Tel: (416) 326-0201
Fax: (416) 325-2007
Email: Marie.Li@ontario.ca

Ministère de l'Éducation

Direction de l'analyse et de la
Responsabilité financières
21^e étage, édifice Mowat
900, rue Bay
Toronto, Ontario M7A 1L2
Tél: (416) 326-0201
Télé: (416) 325-2007
Courriel: Marie.Li@ontario.ca



2014: EYCC1

**MEMORANDUM TO: Children's Services Managers, CMSMs/DSSABs
Children's Services Finance Leads, CMSMs/DSSABs**

FROM: Marie Li
Director, Financial Analysis & Accountability Branch
Elementary/Secondary Business and Finance Division
Pam Musson
Director, Early Years Implementation Branch Early Years
Division

DATE: February 12, 2014

**SUBJECT: 2014 Child Care and Family Support Program Estimates
and Update on Reporting Contractual Service Targets**

Further to Memorandum 2013: ELCC19 dated December 20, 2013, this memorandum provides Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) with information on completing their 2014 Estimates (budget) submission for child care and Family Support Programs and an update on reporting the 2014 contractual service targets. The deadline for completing your Estimates submission is **March 31, 2014**.

Included in this memorandum is information on:

- Available training
- Accessing and submitting the Estimates forms

Page 1 of 4

*2014 Child Care and Family Support Program Estimates and Update on Reporting
Contractual Service Targets*

- Late Estimates submissions
- Additional information on the child care funding formula
- Update on reporting contractual service targets

Training

There will be two training sessions via Adobe Connect and teleconference to assist you in preparing your 2014 Estimates submission. An invitation, including all the details, has been extended to all CMSMs and DSSABs via email in early February. The training dates are as follows:

- Thursday February 13, 2014 1:00 – 3:00 pm EST
- Thursday March 6, 2014 1:00 – 3:00 pm EST

Accessing and submitting Estimates forms or submission

The Estimates forms are accessible through the Financial Analysis and Accountability Branch website at <http://faab.edu.gov.on.ca>. Under the Child Care heading located on the bottom right portion of the home page, select the Estimates link. Under the CMSM/DSSAB heading, select 2014 then select EFIS. CMSMs and DSSABs are required to promote their submission to “Active” status by **March 31, 2014**.

In order to make your Estimates submission active in EFIS you must submit your service agreement with your completed contractual service targets. Please be advised that as long as your contractual service targets remain outstanding in EFIS, you will not be able to clear the error message to submit your Estimates.

The OCCMS (Ontario Child Care Management System) tip sheet that assists CMSMs/DSSABs align EFIS reporting requirements with OCCMS references is currently being updated to reflect the development of new reports in OCCMS. It will be available on the EFIS and <http://faab.edu.gov.on.ca> website in the coming weeks.

CMSMs and DSSABs are required to forward one original signed copy (hard copy) of the following sections of the active 2014 Estimates EFIS submission:

- Title Page; and,
- Schedule 3.1 (all pages of schedule 3.1 must be submitted).

Please send the above required documentation to:

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

Late Estimates Submissions

In the event that Estimates are filed after the March 31st due date, cash flow may be withheld from the CMSMs/DSSABs regular cash flow as per the late filing policy outlined in Schedule D of your 2014 Child Care and Family Support Service Agreement. Upon submission of the Estimates, the Ministry will revert back to the normal monthly payment process and will include the total amount withheld up to that point in the monthly payment.

If you are unable to submit your Estimates by March 31, 2014 due to the timing of municipal council approval, please advise your Financial Analyst. A listing of Financial Analysts has been attached for your reference.

Child Care Funding Formula Technical paper

The technical paper details the data sources, allocation calculations and rationale for all the allocations in the funding formula. It has been revised to reflect updated information resulting from 2014 allocations.

Update on reporting Contractual Service Targets

In the 2014 Child Care Service Management and Funding Guideline the following direction was provided regarding contractual service targets:

- Include children who receive fee subsidy for recreation programs and/or extended day under the fee subsidy contractual service target;
- Include children receiving Ontario Works supports under the Ontario Works contractual service target regardless of the type of program they attend.

In addition to the above direction, please note:

- Children who receive extended day fee subsidy should be counted under the fee subsidy service target for JK and SK aged children (unless they receive Ontario Works, in which case they should be counted accordingly).
- In addition to being counted under the JK and SK service targets, children receiving extended day supports will **also be counted** in EFIS schedule 1.2.
- Children who receive special needs resourcing (SNR) and fee subsidy (or Ontario Works) supports should be counted under **both SNR and fee subsidy (or Ontario Works)** as these two types of funding address separate needs and should be counted separately.

Changes will be made to future versions of the guideline to capture the clarification provided above. If you have any questions regarding the service target clarification or the guideline, please contact your Child Care Advisor.

Should you have any questions about completing the Estimates or the financial reporting process, please contact your Financial Analyst.

Sincerely,

Original signed by:

Marie Li
 Director
 Financial Analysis & Accountability
 Branch
 Elementary/Secondary Business and
 Finance Division
 Ministry of Education

Pam Musson
 Director
 Early Years Implementation Branch
 Early Years Division
 Ministry of Education

Enclosures: Instructions, Financial Analyst Assignment Listing, Technical Paper

cc:

Child Care Advisors, Early Years Implementation Branch
 Financial Analysts, Financial Analysis & Accountability Branch