

**Ministry of Education**

Financial Analysis and  
Accountability Branch  
21th 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  
21e étage, édifice Mowat  
900, rue Bay  
Toronto, Ontario M7A 1L2  
Tél: (416) 326-0201  
Télé: (416) 325-2007  
Courriel: Marie.Li@ontario.ca



**2014: EYCC2**

**MEMORANDUM TO: Transfer Payment Agencies  
Board Presidents and Executive Directors**

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

**DATE:** February 12, 2014

**SUBJECT:** 2014 Estimates – Family Support Programs

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Further to **Memorandum 2013:EY20** dated December 20, 2013 which outlined aspects of your 2014 Family Support Program Service agreement, this memorandum provides Transfer Payment Agencies (TPAs) with a total allocation of \$350,000 or above with information on completing the 2014 Estimates submission. The deadline for completing your Estimates submission is **March 31, 2014**.

### **Training**

We are pleased to offer an in person training session for TPAs, which will be made up of two components. The first portion of the training session will provide an overview of the Ministry of Education's business practice, as outlined in the Family Support Business Practices and Service Reference Document. All TPAs that transferred to the Ministry of Education on January 1, 2014 will be invited to participate in this portion of the training. The second portion of the training session will focus on how to prepare the 2014 Estimates submission and is only for TPAs with an allocation of \$350,000 or above.

The training date is set for:

- Wednesday March 5<sup>th</sup>, 2014, 10:00 am in Kingston An invitation, including details, will be extended to all TPAs shortly.

## **Submission**

Please find attached the reporting package for the 2014 Estimates submission. Transfer Payment Agencies (TPAs) are required to submit the completed Estimates submission in Excel via e mail to their Financial Analyst by **March 31, 2014**.

TPAs are also required to submit one original hard copy of the following:

- Signed Cover Page; and,
- Signed Page 5 (Entitlement)

Please send all of 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 due date, cash flow may be withheld from the TPA's regular cash flow as per the late filing policy outlined in Schedule C of your 2014 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.

## **Contacts**

For any questions on the Estimates package or training, 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

Enclosures: 2014 Estimates Reporting Package  
FA assignment list for TPAs

cc: Pam Musson, Director, Early Years Implementation Branch  
Kelly MacDonald, Senior Program Advisor, Early Years Implementation Branch  
Financial Analysts, Financial Analysis & Accountability Branch