

Ministry of Education

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Ministère de l'Éducation

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2014: EYCC9

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

FROM: Marie Li
Director, Financial Analysis & Accountability Branch Financial
Policy and Business Division

Pam Musson
Director, Early Years Implementation Branch Early Years
Division

DATE: September 2, 2014

**SUBJECT: 2014 Child Care and Family Support Program Revised
Estimates**

This memorandum provides Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) with information on completing their 2014 Revised Estimates submission for child care and Family Support Programs. The deadline for completing your Revised Estimates submission is **October 31, 2014**.

Included in this memorandum is information on:

- Accessing and submitting the Revised Estimates forms
- Late Revised Estimates submissions

Accessing and submitting Revised Estimates forms or submission

The Revised Estimates forms are accessible through the [Financial Analysis and Accountability Branch website](#). Under the Child Care heading located on the bottom

right portion of the home page, select the Revised 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 October 31, 2014.

The OCCMS (Ontario Child Care Management System) tip sheet that assists CMSMs/DSSABs in providing the data element information required for the 2014 Revised Estimates Submissions will be available on EFIS and the [Financial Analysis and Accountability Branch website](#) in the coming weeks.

CMSMs and DSSABs are required to forward one hard or scanned copy of the following sections of their active 2014 Revised Estimates EFIS submission:

- Signed Title Page;
- Signed Schedule 3.1 (all pages of schedule 3.1 must be submitted); and,
- Completed explanation report

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

- Approved 2014 DSSAB budget (not applicable for CMSMs); and
- Levy Apportionment details (not applicable for CMSMs).

Please send the above required documentation to:

Manager
Child Care Finance Unit
Financial Analysis & Accountability Branch
20th Floor, Mowat Block,
900 Bay Street
Toronto, Ontario
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Late Revised Estimates Submissions

In the event that Revised Estimates are filed after the October 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 Revised 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 Revised Estimates by October 31st, 2014 due to extenuating circumstances, please advise your Financial Analyst. A listing of Financial Analysts has been attached for your reference.

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

Yours truly,

Original signed by:

Marie Li
Director
Financial Analysis & Accountability
Branch
Financial Policy and Business Division
Ministry of Education

Pam Musson
Director
Early Years Implementation Branch
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Enclosures: Instructions, Financial Analyst Assignment Listing, EFIS Naming Convention

cc:

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