

Ministry of Education

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Ministère de l'Éducation

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900, rue Bay
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2014: FSP1

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

FROM: Pam Musson
Director, Early Years Implementation Branch Early Years
Division
Ministry of Education

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

DATE: **March 20, 2014**

SUBJECT: **2014-15 Service Agreement Package – Family Support
Programs**

As a follow-up to the memo sent from the Ministries of Education and Children and Youth Services on November 21, 2013, we are pleased to announce that we are moving forward with the second phase of the transfer of family support programs on April 1, 2014.

Our primary focus throughout the transfer of family support programs is to ensure continuity of services to you and the children and families in your communities. During this transition period, the Ministry of Education (MEDU) and the Ministry of Children and Youth Services (MCYS) will continue to work in close partnership to ensure a smooth, modified-status quo transfer of knowledge and responsibilities.

A modified-status quo transfer means funding and program delivery will be consistent with MCYS funding levels and guidelines. Modifications have only been made to the

contract management and financial reporting processes in order to simplify business practices and align them with existing MEDU structures.

This memo includes information about the structures in place to support you at the ministry, your 2014-15 service agreement package for family support programs, as well as information about the business practices and financial reporting processes at MEDU.

2014-15 Family Support Program Service Agreement 1

You will also find attached the *Family Support Business Practices, Services and Funding Reference Document ('Reference Document')*, which has been developed to support you through these business practice changes.

Ministry of Education Support

The Early Years Division, Early Years Implementation Branch, will provide support on program and contract management for agencies in receipt of family support program funding. Your contact in this branch is Kelly MacDonald, Senior Program Advisor, who is located in Toronto. Kelly is your interim contact for program and contract management support while we continue to finalize staffing portfolios for family support programs within the Early Years Implementation Branch. Kelly can be contacted by email at Kelly.MacDonald@ontario.ca or by phone at (416) 212- 4310.

The Financial Policy and Business Division is responsible for financial reporting and payments through the Financial Analysis and Accountability Branch (FAAB). Financial Analysts within FAAB are located in Toronto and are available to provide support to you on financial reporting. Your Financial Analyst is Shalini Dharna who will also provide interim support while the branch continues to finalize a permanent staffing complement. Shalini can be reached by email at Shalini.Dharna@ontario.ca or by phone at (416) 212-8410.

We are excited that the transfer of these programs provides us the opportunity to build a new relationship with your agency. The staff within these divisions work very closely together to ensure integration between program, contract management and financial reporting.

The ministry will be offering an orientation for family support programs transferring to MEDU in May, 2014. More information regarding the orientation sessions will be provided to you as soon as it is available.

2014-15 Service Agreement

Please find attached your 2014-15 service agreement, which replaces the previous contract that your agency held with MCYS for family support program funding.

We have streamlined the service agreement and reduced the number of areas that require a signature. Your service agreement with MEDU sets out the expectations, terms and conditions related to your family support program funding from MEDU. The service agreement is comprised of the following sections:

- Legal Text
- Schedule A: Service Description Schedule
- Schedule B: Budget Schedule
- Schedule C: Reporting Schedule

Legal Text

One provision we would like to bring to your attention relates to general liability insurance. The provincial government's Transfer Payment Accountability Directive requires transfer payment recipients to have not less than two million dollars (\$2,000,000) per occurrence in general liability insurance.

As a result, your 2014-15 family support program service agreement will include a general liability insurance requirement of not less than two million dollars. If your agency's general liability insurance is below this requirement, we are requesting that you make the necessary changes to be in compliance before signing your 2014-15 family support program service agreement.

If your agency is unable to obtain the necessary insurance, please contact Kelly MacDonald to discuss how the ministry can support you in meeting this requirement.

Schedule A: Service Description Schedule

The Service Description Schedule outlines the details of the family support programs your agency is required to provide with the funding you receive from the ministry. These services are in accordance with your funding allocation outlined in Schedule B and are consistent with the services specified in your previous MCYS agreement.

Please note, agencies are no longer required to complete the "agency completed section" of the service description schedule for family support programs.

For areas designated under the *French Language Services Act*, Transfer Payment Agencies (TPAs) that previously had a French Language Services clause in their MCYS service agreement will continue to have this clause in their 2014-15 MEDU service agreement.

Schedule B: Budget Schedule

The Budget Schedule has been pre-populated based on your family support programs funding allocation transferred from MCYS to M EDU. Your allocation for 2014-15 is based on your 2013-14 funding allocation from MCYS. **You will receive your first payment from MEDU on April 2, 2014.** Subsequent payments will follow each month thereafter.

MEDU recognizes that historically the use of administration funding to support the delivery of family support programs has varied across the province. Going forward, this policy will be streamlined so that **TPAs that manage family support program funding for multiple agencies may access administration funding (up to 10% of total allocation)**. Further details about administration are available in Section 5 of the enclosed *Reference Document*.

Schedule C: Reporting Schedule

The reporting schedule outlines the required financial submissions to be provided to the ministry throughout the calendar year and their corresponding due dates. This schedule also includes the ministry's progressive policy for late filing of financial submissions.

MEDU has reduced the number of submissions for 2014-15 based on an agency's allocation (i.e., above or below \$350,000). Please see Sections 2 and 3 of the enclosed *Reference Document* for additional details on the financial reporting requirements. Agencies will continue to report on the same service level data that was previously reported to MCYS.

Family Support Program Business Practices, Services, and Funding Reference Document

The *Reference Document* has been developed to support you through the ministry's service contracting and financial reporting processes and applies to both calendar and fiscal agreements. This document also provides references to the guidelines developed by MCYS that will continue to provide direction to TPAs on program delivery, operations and related policies for family support programs in 2014-15.

The *Reference Document* should be reviewed prior to signing your 2014-15 service agreement, and is comprised of the following sections:

- Section 1: Introduction
- Section 2: Business Practices for Transfer Payment Agencies with a Funding Allocation Above \$350,000

- Section 3: Business Practices for Transfer Payment Agencies with a Funding Allocation Below \$350,000
- Section 4: Business Practices for All Transfer Payment Agencies
- Section 5: Service and Funding Eligibility Requirements
- Appendix A - Data Elements and Definitions
- Appendix B - Review (Audit) Engagement Report Requirements

Early Child Development (ECD) – Planning (Aboriginal Planning)

Agencies that receive Early Child Development- Planning (A525) funding will continue to receive an allocation to support Aboriginal planning, which is outlined in Schedule B of your service agreement. This funding will begin flowing in April 2014; TPAs should begin planning for the use of this funding as soon as possible. Please complete the attached template and send it to the ministry at ELIB@ontario.ca by August 31, 2014.

NEW PROCESS - Serious Occurrence Reporting

Agencies that receive ministry funding for Ontario Early Years Centres (OEYCs), Child Care/Family Resource Programs (CCRCs) and/or Better Beginnings Better Futures (BBBFs) will report serious occurrences (SOs) to the Ministry of Education effective April 1, 2014. Please see section 5 of the *Reference Document* for the Serious Occurrence Reporting Protocol at MEDU and the attached 2014 MEDU Family Support Program Serious Occurrence Form.

The new protocol replaces the existing Ministry of Children and Youth Services process and guidelines for serious occurrence reporting for family support programs.

Ontario Early Years Centres Website

The OEYC website will be integrated into the Ministry of Education's website effective April 1, 2014. Please note that responsibility for the website, including the portal to OEYC calendars and contact information, will remain with MCYS until further notice.

All communications, questions, and business related to the OEYC website should be directed to the MCYS contact Kathryn Brown at Kathryn.Brown@ontario.ca. Additional information on the transfer of responsibilities for the OEYC website will be provided in June 2014.

Next Steps

Please review the contact information on page 10 of your agreement and inform Kelly MacDonald of any updates. Please sign and date the agreement and ensure that two original signed copies of the entire agreement are returned to MEDU at the address below by June 13, 2014. Once the ministry signs-off on your agreement, a signed copy will be mailed back to your agency. Service agreements should be mailed to:

Pam Musson,
Director
Early Years Implementation Branch
Early Years Division,
Ministry of Education
900 Bay St.
24th Floor Mowat Block
Toronto, Ontario M7A 1L2

2014 Estimates

Agencies with an allocation above \$350,000 will be required to submit an Estimates submission due June 30, 2014. Additional details on this submission will be provided by the Financial Analysis and Accountability Branch by May 2014.

Please contact Kelly MacDonald directly should you have any questions regarding this memo and the enclosed materials. We look forward to working with you and share in your commitment to serving families and young children.

Sincerely,

Original signed by:

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

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

Enclosures:

2014-15 Family Support Program Service Agreement

Ontario Family Support Program Business Practices, Services, and Funding
Reference Document

2014-15 Early Child Development – Aboriginal Planning Template 2014

EDU Family Support Program Serious Occurrence Form

Copy:

Jim Grieve, Assistant Deputy Minister, Early Learning Division, Ministry of
Education

Rupert Gordon, Director, Early Years Policy & Programs Branch, Ministry of
Education

Greg Douglas, Director, Client Services Branch, Service Delivery Division,
Ministry of Children and Youth Services

Kelly MacDonald, Senior Program Advisor, Early Years Implementation Branch,
Early Years Division, Ministry of Education

Cettina Cuffaro, Manager, Childcare Finance Unit, Financial Analysis &
Accountability Branch