

Ministry of Education

Early Years Division
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Toronto, Ontario M7A 1L2

Ministère de l'Éducation

Division de la petite enfance
24th étage, édifice Mowat
900, rue Bay
Queen's Park
Toronto, Ontario M7A 1L2



2014: FSP7

**MEMORANDUM TO: Transfer Payment Agencies - Family Support Programs
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 & Business Division
Ministry of Education

DATE: December 19, 2014

**SUBJECT: 2015 Family Support Program Service Agreement
Package**

We are pleased to provide you with your 2015 Family Support Program Service Agreement Package, which includes your service agreement and the updated 2015-16 Family Support Program Business Practices and Funding Reference Document (Reference Document).

2015 Service Agreement

The Ministry of Education ('the Ministry') has revised its service agreement template to align with the Ontario Public Service's standard agreement template. You may be familiar with the service agreement template as it is used by a number of our partner ministries. The agreement reflects the conditions and best-practices under which the government funds transfer payment recipients.

The content of your 2015 service agreement is very similar to the previous year's agreement. You will notice our legal text has been reduced and the language of the schedules has been revised in places. Please refer to Appendix 1 for details of the changes to the service agreement.

Service agreements must be submitted to the Ministry by **March 13, 2015**. For your convenience agencies may now submit their signed service agreement **by email** to tpa.edu.earlylearning@ontario.ca. However, should this not be possible you may submit two original signed copies of the agreement by regular mail to:

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

The Ministry will email a scanned signed copy or mail a hard copy of the completed agreement back to your organization for your records.

2015–16 Ontario Family Support Program Business Practices, Services and Funding Reference Document

A few key changes have been made to the Reference Document, including:

- **Reduced Reporting** - the Ministry has further reduced the frequency of reporting. Agencies will no longer be required to submit an Estimates submission to the Ministry. Beginning in 2015-16, agencies will submit two financial reports to the Ministry - Revised Estimates and Financial Statements- as per the timelines outlined in the guideline.
- **Late Filing** – the Ministry has revised the cash flow implications related to the late submission of service agreements and financial submissions (Revised Estimates, Financial Statements) in the progressive late filing policy. The Ministry will continue to support agencies with timely financial documentation submission through regional outreach, training and resources. For additional details please see pages 7 or 13 of the reference document.
- **New Reporting Requirement** - agencies will provide the addresses of all locations where family support programming is offered utilizing funding from the Ministry. This information is being collected as part of our commitment to public accountability, including public reporting, and helps us to further understand

where programs and services funded by the Ministry are offered across the province.

French Language Services

In areas designated under the *French Language Services Act* (FLSA) agencies are required to meet the specific requirements outlined in their service agreement. Where the agency is not at full capacity, they shall annually submit to the Ministry a plan to build capacity. The 2015 plans are due to the Ministry by **June 30, 2015**.

2015 Reporting Requirements

EFIS 2.0 (only applicable to agencies with an allocation greater than \$350,000)

As you are aware, agencies currently submit financial reports to the Ministry using an Excel workbook template. This method of reporting simplified the financial reporting process for agencies during the transition year.

The Ministry has an existing financial reporting system - EFIS (Education Finance Information System) - which is a web-based application that allows funding recipients to complete and submit their financial reports on-line. This system is currently being modernized and it is expected that the upgraded version of EFIS (version 2.0) will be in place for the 2015-16 Revised Estimates submission. As a result, the use of the Excel workbook template for financial reporting will be transitioned out and agencies will begin using EFIS 2.0 to submit their 2015-16 financial reports next year. Training opportunities for agencies will be provided in the New Year.

EFIS is a user friendly, easy to access system that allows for easier analysis and more streamlined financial reporting. The Ministry will be in communication with you over the coming months regarding the roll-out of this new system.

2015 Revised Estimates (Transfer Payment Agencies with annual funding over \$350,000)

Agencies will be required to submit their 2015 revised estimates submission by **August 31, 2015** in EFIS 2.0. Training on the updated EFIS 2.0 will be provided in the New Year. Further information about this submission will be available in spring of next year.

Cash Flow in 2015

Monthly cash flow in 2015 will be based upon your 2014 Revised Estimates submission (if applicable). Once your 2015 signed service agreement is received by the Ministry, your monthly cash flow will be updated to reflect your 2015 allocation as follows:

Signed Service Agreement Received by:	Payment Date:
January 30, 2015	March 3, 2015
February 27, 2015	April 2, 2015
March 27, 2015	May 4, 2015

Your ongoing partnership is critical in providing family support programs across the province. Your regional Child Care Advisor or Education Officer and Financial Analysts will continue as the Ministry of Education contacts for your agency. Please direct any questions or concerns regarding this memo to your existing contacts.

We wish you and your families a happy holiday and we look forward to our continued collaborative work in supporting children and their families in the coming year.

Sincerely,

Original signed by:

Pam Musson
 Director
 Early Years Implementation Branch
 Early Years Division

Marie Li
 Director
 Financial Analysis & Accountability
 Branch
 Financial Policy & Business Division

Enclosure:

- 2015 Family Support Program Service Agreement
- 2015 Ontario Family Support Program Business Practices, Services and Funding Reference Document
- 2015 EDU Family Support Program Serious Occurrence Form

cc: Jim Grieve, Assistant Deputy Minister, Early Years Division, Ministry of Education
 Rupert Gordon, Director, Early Years Policy and Program Branch, Early Years Division
 Education Officers, Early Years Implementation Branch, Early Years Division, Ministry of Education

Child Care Advisors, Early Years Implementation Branch, Early Years Division,
Ministry of Education

Financial Analysts, Financial Analysis & Accountability Branch, Financial Policy &
Business Division

Appendix 1: Changes to the FSP Service Agreement Schedules

Schedule	Description & Changes										
Service Agreement Legal Text Changes	<ul style="list-style-type: none"> • The Ministry has revised its 2015 service agreement template to better align with standard conditions and best-practices under which the government funds transfer payment recipients. • Definitions and details of specific clauses for child care and family support program have been condensed. • Newly added is a clause outlining disposal of assets 										
Service Agreement Schedule Changes	<ul style="list-style-type: none"> • The Ministry has aligned its service agreement schedules with the OPS standards. Please see the updates to our naming conventions below. • A fourth schedule has been added to the service agreements, "Payment Schedule." The contents of this schedule are included in the guidelines and have not varied from previous years. <table border="1" data-bbox="412 829 1416 1161"> <thead> <tr> <th data-bbox="412 829 935 898">2014 Name</th> <th data-bbox="935 829 1416 898">2015 Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="412 898 935 961">Schedule "A" - Service Description</td> <td data-bbox="935 898 1416 961">Schedule "A" - Program Description</td> </tr> <tr> <td data-bbox="412 961 935 1024">Schedule "B" - Budget</td> <td data-bbox="935 961 1416 1024">Schedule "B" - Budget</td> </tr> <tr> <td data-bbox="412 1024 935 1094">Schedule "C" - Reporting</td> <td data-bbox="935 1024 1416 1094">Schedule "C" - Payment</td> </tr> <tr> <td data-bbox="412 1094 935 1161"></td> <td data-bbox="935 1094 1416 1161">Schedule "D" - Reports</td> </tr> </tbody> </table>	2014 Name	2015 Name	Schedule "A" - Service Description	Schedule "A" - Program Description	Schedule "B" - Budget	Schedule "B" - Budget	Schedule "C" - Reporting	Schedule "C" - Payment		Schedule "D" - Reports
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