

Ministry of Education

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Ministère de l'Éducation

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2015: EYCC15

**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

DATE: July 29, 2015

SUBJECT: 2015 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 2015 Revised Estimates submission for Child Care and Family Support Programs. The deadline for completing your Revised Estimates submission is **August 31, 2015**.

Included in this memorandum is information on:

- Accessing and submitting the Revised Estimates forms
- Policy for Late Filing

Accessing and submitting Revised Estimates forms

The Revised Estimates forms are accessible through the [Financial Analysis and Accountability Branch website](#). Under the "Reporting to the Ministry" heading located on the top left portion of the home page, select the "EFIS 2.0 Login" link to login with your EFIS 2.0 user name and password. For CMSMs and DSSABs with Child Care and Family Support Program allocations, please complete BOTH the "**M2015RES**" application to report Child Care information and "**P1516RES**" to report Family Support

Program information. For CMSMs and DSSABs with only Child Care allocation, please complete only the “**M2015RES**” application to report Child Care information. Please refer to the *Instructions for Completing the 2015 Revised Estimates* documents attached with this memo. CMSMs and DSSABs are required to promote their submission to “Active” status by August 31, 2015.

CMSMs and DSSABs are required to forward one hard or scanned copy of the following sections of their active 2015 Revised Estimates EFIS submission for both the Child Care and Family Support Programs submissions if applicable:

- Signed Title Page;
- Signed Schedule 3.1/Entitlement Page (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 2015 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
M7A 1L2

OR

childcarefunding@ontario.ca

Policy for Late Filing

In the event that Revised Estimates are filed after the August 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 2015 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 August 31, 2015 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

Enclosures:

Instructions on Completing the 2015 Revised Estimates (Child Care)
Instructions on Completing the 2015 Revised Estimates (Family Support Program)
Financial Analyst Assignment Listing

cc:

Pam Musson, Director, Early Years Implementation Branch
Trish Malone, A/Manager, Early Years Implementation Branch
Laura Sparling, Manager, Early Years Implementation Branch
Child Care Advisors, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch