

Ministry of Education

Financial Analysis and Accountability
Branch
20th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Direction de l'analyse et de la responsabilité
financières
20^e étage, Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



2015: EYCC16

MEMORANDUM TO: Chiefs of First Nations with Child Care Agreements
Child Care & Family Support Program Administrators

FROM: Marie Li
Director
Financial Analysis and Accountability Branch

DATE: **October 16, 2015**

SUBJECT: **2015-16 First Nation Child Care and Family Support
Program Interim Report - EFIS**

The start of October marks the approach of the reporting deadline for your 2015-16 child care and/or family support program funding. With one half of the fiscal year gone by (April to September 2015), the Ministry of Education, requires all First Nations with a 2015-16 Child Care funding allocation of \$350,000 or greater to complete a mid-year financial report, Interim Report, previously known as "Revised Estimates".

As your First Nation received a funding allocation equal to or greater than \$350,000 this year, you must submit a 2015-16 Interim Report by November 30, 2015. This requirement is set out in both your 2015-16 Child Care Service Agreement (Schedule D: Reporting Schedule) and the [Ontario Child Care Business Practice, Service and Funding Guideline 2015-16](#).

Getting Started

The purpose of the Interim Report is to identify your First Nation's expenditures for the first six months of the fiscal year (April 2015 through to September 2015) and to project your remaining expenses for the last six months of the fiscal year (October 2015 through to March 2016).

The EFIS 2.0 Interim Report 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 First Nations with Child Care AND Family Support Program allocation, please complete both the “**F1516RES**” application to report Child Care information and “**P1516RES**” application to report Family Support Program information.
- For First Nations with only Child Care allocation, please complete only the “**F1516RES**” application.

For more information, please refer to the *Instructions for Completing EFIS 2.0 2015-16 Interim Report Submission* documents attached with this memo.

Available Training

There will be one training session via Adobe Connect and teleconference to assist First Nations in completing their 2015-16 Interim Report Submission. An invitation, including details, will be extended to your First Nation shortly. The training date and time is as follow:

- October 29, 2015 2:00 pm – 4:00 pm (EST)

Submission

First Nations are required to promote their Interim Report submission to “**Active**” status by **November 30, 2015**.

First Nations are also required to forward one signed hard or scanned copy of the following sections of the **Recipient Active Version** of the 2015-16 Interim Report EFIS submission for both Child Care and Family Support Programs (if applicable):

- Signed Certificate;
- Signed Schedule 2.3; and,
- Signed Schedule 3.1 (“Summary of Entitlement” Schedule).

Please submit 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
or

childcarefunding@ontario.ca

Late Interim Report Submissions

In the event that Interim Report are filed after the due date, cash flow may be withheld from the First Nation's regular cash flow as per the late filing policy outlined in Schedule D of your Child Care 2015-16 Service Agreement and outlined on page 11 of the Ontario Child Care Business Practice, Service and Funding Guideline (2015-16). Upon submission of the Interim Report, 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

Should you have any questions about completing the Interim Report or the financial reporting process, please contact your [Financial Analyst](#).

Original signed by:

Marie Li
Director
Financial Analysis and Accountability Branch

Enclosures:

- Instructions on Completing EFIS 2.0 2015-16 Interim Report Submission (First Nations)

- Financial Analyst Contact List

cc: Julia Danos, A/Director, Early Years Implementation Branch
Trish Malone, A/Manager, Early Years Implementation Branch
Child Care Advisors, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch