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Toronto, ON M7A 1L2

Ministère de l'Éducation
Division de la petite enfance
900, rue Bay
24^e étage, édifice Mowat
Toronto ON M7A 1L2



2015: EYCC2

MEMORANDUM TO: Chief Administrative Officers, CMSMs/DSSABs
General Managers/Commissioners, CMSMs/DSSABs
Children's Service Managers, CMSMs/DSSABs

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

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

DATE: **January 20, 2015**

SUBJECT: **2015 Child Care and Family Support Program Service Agreement Package**

We are pleased to provide the 2015 Child Care and Family Support Program Service Agreement package for Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs).

To support the government's vision for a system of responsive, high-quality, accessible, and increasing integrated early years programs and services the province has made two new investments in child care:

- **\$44.5 million** in 2015 allocated through the child care funding formula; and
- **\$269 million** to support an increase of \$1 per hour plus benefits in total compensation for Registered Early Childhood Educators (RECEs) and other program staff in the licensed child care sector in 2015 and an additional increase in 2016.

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2015 Child Care and Family Support Program Service Agreement Package

The details of these two investments are outlined in the EYCC1 2015 Child Care Allocations memo, and the *Child Care Funding Formula: Technical Paper 2015* (Technical Paper) which will be available in the coming weeks on the [Financial Analysis and Accountability Branch website](#).

Included in this package you will find:

- 2015 Child Care and Family Support Program Service Agreement
- *2015 Ontario Child Care Service Management and Funding Guideline* (“Guideline”)
- 2015 Child Care Allocations including wage enhancement (Table A) (please note the allocations table has been updated to include the wage enhancement and to reflect Small Water Works (SWW) allocations that align with 2014 allocations)
- A summary of changes to the guideline and service agreement schedules (Table B)
- Questions and Answers
- Wage Enhancement Tool Kit
- Serious Occurrence Form
- Aboriginal Planning Template

Child Care and Family Support Program Service Agreements

The ministry has revised its 2015 service agreement template to align with the Ontario Public Service’s standard agreement template. 2015 will be a transition year for the ministry in using the revised template; however, the agreement reflects the conditions and best-practices under which the government funds transfer payment recipients. Please refer to Table B for details of the changes to the service agreement.

The 2015 service agreements must be submitted to the ministry by **March 13, 2015**. For your convenience, CMSMs/DSSABs now have the choice of submitting their signed service agreement **by email** to: tpa.edu.earlylearning@ontario.ca, or alternatively by regular mail.

Should you choose to submit your signed agreement by regular mail, please send two original signed copies 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 CMSM/DSSAB for your records.

2015 Ontario Child Care Service Management and Funding Guideline ("Guideline")

Some updates to the 2015 Guidelines have been made, please refer to Table B for an overview of these changes.

As in previous years, in areas designated under the *French Language Services Act* (FLSA) municipalities must meet the FLSA requirements outlined in their service agreement. Where the CMSM or DSSAB is not at full capacity, they are required to submit a plan to the ministry to build capacity. The 2015 plans are due to the ministry by June 30, 2015.

The ministry will also continue to collect the aboriginal planning templates for 2015. Please complete the template and send it to the ministry by May 30, 2015.

Wage Enhancement

Tools and Resources

As outlined in the EYCC3 memo *Child Care Wage Enhancement Implementation*, the province is supporting child care professionals employed in the licensed child care sector, as well as licensed private home-day care providers, in 2015 with an additional investment in 2016.

The wage enhancement initiative has a number of key goals:

- to close the wage gap between RECEs working in the publicly funded education system and those in the licensed child care sector;
- to help stabilize child care operators by supporting their ability to retain RECEs and non-RECE program staff; and
- to support greater employment and income security.

In order to meet these goals, the wage enhancement initiative is an ongoing investment. This will support an increase of \$1 per hour in 2015, plus 17.5 per cent for benefits, with an additional increase in 2016. The Home Child Care Enhancement Grant (HCCEG) will support an increase of up to \$10 per day in 2015 for home child care providers.

To support CMSMs/DSSABs with the implementation of the wage enhancement/HCCEG initiative the ministry is providing child care service system

managers with a one-time grant equivalent to **ten percent** of their projected 2015 wage enhancement allocation. One-time administration grant letters will be provided to CMSMs/DSSABs in the coming weeks.

Attached you will find the wage enhancement/HCCEG tool kit for CMSMs/DSSABs which includes:

- a sample wage enhancement application template for operators with instructions – to unlock and edit the application forms use the password wage 2015;
- a template for calculating wage enhancement funding; and
- “Helpful Tips” for wage enhancement agreements with new operators.

Wage enhancement/HCCEG allocations are included in your 2015 service agreement, in the budget schedule (attached). Child Care Advisors (CCAs) will be engaging with their regions on the implementation of the wage enhancement in the coming weeks.

Questions and Answers

In response to a number of questions from CMSMs/DSSABs regarding ongoing business practices, the ministry has developed a Questions and Answers (Qs & As) document. The 2015 Qs & As will include the following:

- Income test Qs & As: an updated Qs & As document developed by the Ministry of Children and Youth Services (MCYS) to support the launch of the income test in 2007;
- Wage enhancement Qs & As.

2015 Reporting Requirements

Contractual Service Targets

Consistent with 2014, the ministry is requiring CMSMs and DSSABs to set contractual service targets for Fee Subsidy, Ontario Works and Special Needs Resourcing. There are no contractual service targets associated with family support programs. Your Child Care Advisor will be contacting you in the coming weeks to discuss the targets for 2015.

2015 Estimates

CMSMs and DSSABs will be required to submit their 2015 Estimates submission by March 31, 2015 in EFIS 2.0. Training on the updated EFIS 2.0 will be provided to CMSMs and DSSABs in late January and early February 2015.

Cash Flow in 2015

Monthly cash flow in 2015 will be based on the 2014 Revised Estimates submission entitlement, which includes 2014 family support program entitlement where applicable. Once the 2015 signed service agreement and 2015 Estimates submission are received by the ministry, 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 |

Child Care Advisors and Financial Analysts continue to be the ministry contacts for child care and family support programs. Please direct any questions or concerns to your existing contacts at the ministry.

Your ongoing partnership is critical in providing child care and family support programs across the province. We look forward to our continued collaborative work in supporting children and their families.

Sincerely,

Original signed by:

Pam Musson
 Director, Early Years Implementation
 Branch
 Early Years Division

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

Enclosures:

- 2015 Child Care Allocations (Table A)
- Table B: Changes to the Service Agreement, Schedules and Guideline
- 2015 Child Care Service Agreement
- 2015 Ontario Child Care Service Management and Funding Guideline

- Questions and Answers
- Wage Enhancement Tool Kit
- Serious Occurrence Form
- Aboriginal Planning Template
- List of Financial Analysts

cc: Jim Grieve, Assistant Deputy Minister, Early Years Division, Ministry of Education
Shannon Fuller, Director, Early Years Policy and Program Branch, Early Years Division
Andrew Davis, Executive Director, Financial Policy & Business Division
Child Care Advisors
Financial Analysts

2015 Child Care Allocations (Table A)

| CMSM/DSSAB | Core | Capital Retrofits | Repairs and Maintenance | Rural | Cost of Living | FDK Transition | Transformation | Language | Aboriginal | Capacity | Utilization Adjustment | Capping Adjustment | 2015 Total Allocation | SWW | TWOMO | Wage Enhancement | 2015 Total Funding | |
|------------|-------------------------|-------------------|-------------------------|---------|----------------|----------------|----------------|----------|------------|----------|------------------------|--------------------|-----------------------|-------------|--------|------------------|--------------------|-------------|
| 200 | City of Brantford | 7,191,646 | 75,063 | 25,920 | 153,187 | 248,034 | 528,908 | 50,908 | 106,122 | 50,859 | 61,977 | -36,047 | -203,408 | 8,253,169 | 7,434 | - | 754,297 | 9,014,900 |
| 201 | City of Cornwall | 6,282,238 | 54,793 | 18,920 | 485,045 | 199,081 | 374,248 | 37,280 | 569,837 | 44,502 | 44,563 | -12,837 | -356,791 | 7,740,878 | - | - | 573,752 | 8,314,630 |
| 202 | City of Greater Sudbury | 8,911,690 | 73,811 | 25,487 | 939,780 | 284,973 | 528,215 | 50,026 | 2,047,110 | 86,531 | 61,365 | 109,169 | 2,640,094 | 15,758,251 | - | - | 1,484,528 | 17,242,779 |
| 203 | City of Hamilton | 39,698,018 | 265,356 | 91,628 | 6,417 | 1,003,702 | 1,933,565 | 179,732 | 1,265,506 | 116,199 | 221,114 | - | -529,756 | 44,251,482 | 5,510 | - | 3,464,880 | 47,721,872 |
| 204 | City of Kawartha Lakes | 4,180,959 | 35,583 | 12,287 | 675,910 | 151,193 | 247,076 | 24,069 | 35,934 | 10,949 | 29,583 | -48,076 | -94,808 | 5,260,661 | 2,805 | - | 255,741 | 5,519,207 |
| 205 | City of Kingston | 7,398,024 | 67,510 | 23,311 | 326,487 | 272,276 | 514,585 | 45,757 | 184,172 | 43,795 | 56,375 | -13,406 | - | 8,918,888 | 11,657 | - | 979,384 | 9,909,929 |
| 206 | City of London | 25,900,777 | 225,384 | 77,826 | 22,559 | 849,780 | 1,671,907 | 152,754 | 738,605 | 77,702 | 187,636 | - | - | 29,904,931 | - | - | 2,770,747 | 32,675,678 |
| 207 | City of Ottawa | 52,488,933 | 466,066 | 160,934 | 9,432 | 2,984,922 | 3,458,041 | 315,316 | 10,338,782 | 213,326 | 390,594 | 5,452,400 | -103,364 | 76,175,383 | 77,803 | - | 8,553,254 | 84,806,440 |
| 208 | City of Peterborough | 6,932,639 | 58,188 | 20,093 | 381,700 | 241,765 | 424,909 | 39,415 | 66,663 | 34,966 | 48,503 | 118,876 | -21,700 | 8,346,015 | 13,585 | - | 709,326 | 9,068,926 |
| 209 | City of St. Thomas | 4,587,455 | 51,921 | 17,929 | 331,035 | 144,922 | 358,064 | 35,207 | 113,814 | 12,008 | 42,788 | -6,789 | -187,172 | 5,501,183 | - | - | 469,670 | 5,970,853 |
| 210 | City of Stratford | 3,064,893 | 41,847 | 14,450 | 371,149 | 124,463 | 287,739 | 28,323 | 65,231 | 10,596 | 34,742 | 27,756 | -13,282 | 4,057,907 | 2,670 | - | 325,991 | 4,386,568 |
| 211 | City of Toronto | 247,702,784 | 1,262,182 | 435,834 | 720 | 8,943,559 | 10,433,219 | 853,507 | 18,292,825 | 175,182 | 1,071,485 | 16,939,869 | -1,302,072 | 304,809,095 | - | - | 20,527,970 | 325,337,064 |
| 212 | City of Windsor | 24,226,595 | 191,150 | 66,005 | 14,216 | 726,977 | 1,313,834 | 128,561 | 1,136,909 | 63,574 | 162,376 | -79,350 | - | 27,950,848 | - | - | 2,410,247 | 30,361,094 |
| 213 | County of Bruce | 2,664,240 | 34,692 | 11,979 | 837,554 | 108,472 | 236,842 | 23,853 | 50,323 | 11,655 | 27,054 | - | -37,826 | 3,968,837 | 44,729 | - | 397,634 | 4,411,201 |
| 214 | County of Dufferin | 2,331,975 | 30,876 | 10,662 | 245,346 | 95,126 | 207,662 | 20,852 | 31,183 | 9,536 | 25,770 | -87,720 | -37,688 | 2,883,579 | 4,000 | - | 301,640 | 3,189,220 |
| 215 | County of Grey | 4,202,005 | 41,272 | 14,251 | 596,219 | 152,005 | 293,750 | 27,952 | 64,519 | 16,247 | 34,217 | -25,561 | - | 5,416,876 | 12,815 | - | 537,064 | 5,966,756 |
| 216 | County of Hastings | 7,334,242 | 63,233 | 21,834 | 556,922 | 237,477 | 435,574 | 42,926 | 100,211 | 48,387 | 51,845 | - | -66,555 | 8,826,095 | 9,043 | - | 617,687 | 9,452,826 |
| 217 | County of Huron | 2,202,496 | 28,774 | 9,936 | 768,071 | 92,040 | 201,550 | 19,460 | 61,832 | - | 24,003 | 10,654 | -10,560 | 3,408,254 | - | - | 281,931 | 3,690,184 |
| 218 | County of Lambton | 6,043,242 | 61,184 | 21,127 | 363,654 | 223,976 | 422,037 | 41,596 | 94,604 | 30,374 | 49,975 | 35,739 | 4,741,011 | 12,128,519 | - | - | 796,965 | 12,925,484 |

| CMSM/DSSAB | Core | Capital Retrofits | Repairs and Maintenance | Rural | Cost of Living | FDK Transition | Transformation | Language | Aboriginal | Capacity | Utilization Adjustment | Capping Adjustment | 2015 Total Allocation | SWW | TWOMO | Wage Enhancement | 2015 Total Funding | |
|------------|--------------------------------------|-------------------|-------------------------|---------|----------------|----------------|----------------|----------|------------|----------|------------------------|--------------------|-----------------------|------------|--------|------------------|--------------------|-------------|
| 219 | County of Lanark | 2,822,626 | 29,823 | 10,298 | 800,515 | 107,755 | 206,960 | 20,187 | 61,087 | 25,430 | 24,736 | -49,714 | - | 4,059,703 | 20,000 | - | 387,690 | 4,467,393 |
| 220 | County of Lennox & Addington | 2,909,444 | 27,323 | 9,435 | 554,483 | 112,087 | 194,810 | 18,269 | 32,548 | 15,187 | 23,757 | -154,487 | -82,477 | 3,660,379 | - | - | 243,262 | 3,903,641 |
| 221 | County of Northumberland | 3,319,575 | 31,340 | 10,822 | 394,981 | 136,836 | 219,115 | 21,022 | 40,424 | 10,596 | 26,954 | -4,869 | - | 4,206,796 | 2,750 | - | 321,957 | 4,531,502 |
| 222 | County of Oxford | 4,578,649 | 59,228 | 20,452 | 319,345 | 193,622 | 420,312 | 40,142 | 70,450 | 10,949 | 49,024 | - | -7,249 | 5,754,923 | - | - | 509,160 | 6,264,083 |
| 223 | County of Renfrew | 4,208,777 | 48,667 | 16,805 | 682,468 | 180,151 | 356,448 | 33,134 | 125,794 | 38,851 | 39,803 | - | - | 5,730,899 | - | - | 403,133 | 6,134,032 |
| 224 | County of Simcoe | 21,094,379 | 228,543 | 78,917 | 32,530 | 874,872 | 1,601,608 | 154,518 | 465,356 | 148,340 | 190,898 | - | -622,075 | 24,247,885 | 22,147 | - | 2,590,952 | 26,860,984 |
| 225 | County of Wellington | 9,121,581 | 114,212 | 39,438 | 441,211 | 386,997 | 856,984 | 76,957 | 288,553 | 36,379 | 97,219 | 367,606 | -131,325 | 11,695,810 | 9,748 | - | 954,140 | 12,659,698 |
| 226 | District Municipality of Muskoka | 2,433,621 | 24,003 | 8,288 | 786,127 | 99,368 | 164,995 | 16,320 | 23,243 | 16,247 | 19,591 | -76,385 | -35,106 | 3,480,312 | 8,800 | - | 258,633 | 3,747,745 |
| 227 | Municipality of Chatham-Kent | 6,065,686 | 50,154 | 17,318 | 428,169 | 180,894 | 349,854 | 33,799 | 142,823 | 27,902 | 42,316 | 100,543 | 4,217,022 | 11,656,481 | - | - | 556,167 | 12,212,648 |
| 228 | Norfolk County | 4,684,964 | 50,152 | 17,318 | 646,943 | 190,814 | 358,057 | 33,892 | 126,973 | 20,132 | 41,903 | - | -255,602 | 5,915,546 | - | - | 290,464 | 6,206,010 |
| 229 | Regional Municipality of Durham | 29,883,078 | 341,526 | 117,930 | 12,392 | 1,196,636 | 2,387,218 | 230,655 | 667,490 | 91,476 | 286,366 | 604,796 | -328,776 | 35,490,788 | 52,242 | - | 4,120,058 | 39,663,088 |
| 230 | Regional Municipality of Halton | 22,296,848 | 313,652 | 108,305 | 5,738 | 1,016,132 | 2,102,907 | 211,474 | 817,382 | 54,391 | 263,457 | 5,755,488 | -323,345 | 32,622,427 | - | - | 5,292,948 | 37,915,376 |
| 231 | Regional Municipality of Niagara | 22,294,702 | 193,708 | 66,888 | 12,837 | 810,935 | 1,374,312 | 130,773 | 655,475 | 86,885 | 162,916 | 1,850,486 | -104,828 | 27,535,088 | 1,100 | - | 2,503,402 | 30,039,590 |
| 232 | Regional Municipality of Peel | 85,105,035 | 747,458 | 258,099 | 2,871 | 4,896,246 | 5,552,154 | 500,199 | 6,410,690 | 81,940 | 651,289 | - | -4,680,940 | 99,525,042 | - | - | 7,169,451 | 106,694,493 |
| 233 | Regional Municipality of Waterloo | 25,395,149 | 291,432 | 100,632 | 8,062 | 989,477 | 2,111,679 | 197,629 | 1,116,099 | 74,876 | 241,425 | 2,607,123 | -222,507 | 32,911,077 | 2,648 | - | 3,376,598 | 36,290,323 |
| 234 | Regional Municipality of York | 60,100,719 | 591,931 | 204,395 | 5,096 | 3,862,838 | 4,061,474 | 398,492 | 6,133,910 | 45,561 | 500,872 | - | -2,964,847 | 72,940,441 | 23,463 | - | 9,541,475 | 82,505,379 |
| 235 | United Counties of Leeds & Grenville | 4,221,017 | 40,526 | 13,994 | 587,684 | 176,614 | 274,555 | 27,210 | 88,378 | 23,310 | 34,513 | -16,374 | -42,397 | 5,429,029 | 34,882 | - | 551,793 | 6,015,704 |

| CMSM/DSSAB | | Core | Capital Retrofits | Repairs and Maintenance | Rural | Cost of Living | FDK Transition | Transformation | Language | Aboriginal | Capacity | Utilization Adjustment | Capping Adjustment | 2015 Total Allocation | SWW | TWOMO | Wage Enhancement | 2015 Total Funding |
|------------|------------------------------------------------------------------|-----------|-------------------|-------------------------|-----------|----------------|----------------|----------------|-----------|------------|----------|------------------------|--------------------|-----------------------|--------|---------|------------------|--------------------|
| 236 | United Counties of Prescott & Russell | 3,638,982 | 46,313 | 15,992 | 412,977 | 144,446 | 310,985 | 31,587 | 1,273,508 | 25,430 | 37,200 | -8,157 | -17,156 | 5,912,106 | - | - | 675,798 | 6,587,904 |
| 300 | Algoma District Services Administration Board | 1,677,903 | 15,500 | 5,352 | 1,482,185 | 57,410 | 106,079 | 10,559 | 114,955 | 6,504 | 12,529 | 210,760 | -4,079 | 3,695,658 | 4,125 | 107,600 | 286,001 | 4,093,384 |
| 301 | District of Cochrane Social Service Administration Board | 4,146,502 | 40,537 | 13,997 | 2,011,339 | 129,668 | 302,694 | 27,442 | 846,711 | 55,804 | 33,852 | -198,698 | - | 7,409,846 | - | 241,400 | 488,630 | 8,139,876 |
| 302 | District of Nipissing Social Services Administration Board | 4,869,759 | 38,802 | 13,398 | 1,629,954 | 139,352 | 280,347 | 26,405 | 473,541 | 45,208 | 31,699 | - | - | 7,548,465 | 1,320 | 68,400 | 633,826 | 8,252,011 |
| 303 | District of Parry Sound Social Services Administration Board | 1,625,413 | 15,462 | 5,339 | 2,199,251 | 68,639 | 101,051 | 10,380 | 32,911 | 2,472 | 13,204 | - | - | 4,074,122 | 4,869 | 37,100 | 207,163 | 4,323,255 |
| 304 | District of Sault Ste Marie Social Services Administration Board | 4,520,622 | 34,499 | 11,913 | 429,850 | 127,783 | 236,112 | 23,503 | 107,636 | 53,538 | 27,888 | - | - | 5,573,344 | - | 131,700 | 413,416 | 6,118,460 |
| 305 | District of Timiskaming Social Services Administration Board | 1,536,584 | 15,595 | 5,385 | 2,292,328 | 52,869 | 106,332 | 10,720 | 182,068 | 17,306 | 12,155 | 12,296 | 1,435,367 | 5,679,005 | - | 70,000 | 253,580 | 6,002,586 |
| 306 | Kenora District Services Board | 2,555,417 | 50,369 | 17,393 | 1,748,651 | 111,463 | 348,984 | 34,666 | 63,963 | 54,391 | 39,254 | - | - | 5,024,551 | - | 344,400 | 298,694 | 5,667,645 |
| 307 | Manitoulin-Sudbury District Social Services Administration Board | 1,257,241 | 14,997 | 5,179 | 2,459,989 | 54,523 | 102,769 | 10,209 | 136,931 | 15,540 | 12,150 | 111,825 | -147,009 | 4,034,343 | 2,750 | 106,400 | 135,342 | 4,278,835 |
| 308 | Rainy River District Social Services Administration Board | 803,332 | 10,317 | 3,563 | 1,638,752 | 31,649 | 70,297 | 7,007 | 9,045 | 11,655 | 8,424 | - | -98,790 | 2,495,252 | - | 57,100 | 61,146 | 2,613,497 |
| 309 | Thunder Bay District Social Services | 7,465,485 | 66,743 | 23,047 | 1,740,747 | 258,030 | 478,584 | 45,355 | 196,683 | 90,063 | 54,800 | - | - | 10,419,537 | 14,080 | 141,800 | 694,097 | 11,269,514 |

| CMSM/DSSAB | | Core | Capital Retrofits | Repairs and Maintenance | Rural | Cost of Living | FDK Transition | Transformation | Language | Aboriginal | Capacity | Utilization Adjustment | Capping Adjustment | 2015 Total Allocation | SWW | TWOMO | Wage Enhancement | 2015 Total Funding | |
|------------|-------------------------|-------------|-------------------|-------------------------|------------|----------------|----------------|----------------|------------|------------|-----------|------------------------|--------------------|-----------------------|---------|-----------|------------------|--------------------|--|
| | Administration Board | | | | | | | | | | | | | | | | | | |
| | PROVINCIAL TOTAL | 807,977,943 | 6,661,700 | 2,300,300 | 30,852,879 | 33,672,849 | 48,909,400 | 4,500,000 | 56,068,808 | 2,242,752 | 5,606,156 | 33,496,919 | 0 | 1,032,289,705 | 396,975 | 1,305,900 | 89,431,685 | 1,123,424,265 | |

Table B: Changes to the Service Agreement, Schedules and Guideline

2015 Child Care and Family Support Program Service Agreement

| SECTION | 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 programs have been condensed. Newly added is a clause outlining disposal of assets. | | | | | | | | | | |
| Service Agreement Schedule Changes | <ul style="list-style-type: none"> Updated names for the service agreement schedules to align with the OPS standards and legal text changes. A fifth 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="579 972 1803 1284"> <thead> <tr> <th data-bbox="579 972 1192 1029"><u>2014 Name</u></th> <th data-bbox="1192 972 1803 1029"><u>2015 Name</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="579 1029 1192 1086">Schedule "A" - Service Description</td> <td data-bbox="1192 1029 1803 1086">Schedule "A" - Program Description</td> </tr> <tr> <td data-bbox="579 1086 1192 1175">Schedule "B" - Contractual Service Targets</td> <td data-bbox="1192 1086 1803 1175">Schedule "B" - Budget</td> </tr> <tr> <td data-bbox="579 1175 1192 1232">Schedule "C" - Budget</td> <td data-bbox="1192 1175 1803 1232">Schedule "C" - Payment</td> </tr> <tr> <td data-bbox="579 1232 1192 1284">Schedule "D"- Reports</td> <td data-bbox="1192 1232 1803 1284">Schedule "D" - Reports</td> </tr> </tbody> </table> | <u>2014 Name</u> | <u>2015 Name</u> | Schedule "A" - Service Description | Schedule "A" - Program Description | Schedule "B" - Contractual Service Targets | Schedule "B" - Budget | Schedule "C" - Budget | Schedule "C" - Payment | Schedule "D"- Reports | Schedule "D" - Reports |
| <u>2014 Name</u> | <u>2015 Name</u> | | | | | | | | | | |
| Schedule "A" - Service Description | Schedule "A" - Program Description | | | | | | | | | | |
| Schedule "B" - Contractual Service Targets | Schedule "B" - Budget | | | | | | | | | | |
| Schedule "C" - Budget | Schedule "C" - Payment | | | | | | | | | | |
| Schedule "D"- Reports | Schedule "D" - Reports | | | | | | | | | | |

| SECTION | DESCRIPTION & CHANGES | | |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------|
| | | | Schedule "E" - Contractual Service Targets |
| Schedule "A" - Program Description Schedule | <ul style="list-style-type: none"> A wage enhancement program description schedule has been added. | | |

2015 Ontario Child Care Service Management and Funding Guideline

| FROM | TO | PAGE # |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| WAGE ENHANCEMENT | | |
| N/A | <ul style="list-style-type: none"> (NEW) Expense information for the new wage enhancement is available in section 3 of the guideline. | 43 |
| ONTARIO WORKS | | |
| Ontario Works child care funding must prioritize the use of licensed child care. | <ul style="list-style-type: none"> (NEW) CMSMs and DSSABs are required to establish or update their policy, on the prioritization of licensed child care option for Ontario Works recipients which include documentation of the rationale for the provision of funding to support informal child care. | 27 |
| AUDIT STRATEGY | | |
| N/A | <ul style="list-style-type: none"> (NEW) The Ministry of Education has developed a financial audit strategy for CMSMs and DSSABs that will be implemented as a pilot beginning in 2015. The strategy entails a review of CMSM and DSSAB | 23 |

| FROM | TO | PAGE # |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | <p>adherence to specific requirements, such as regulations, guidelines, policies and directives, otherwise known as a compliance audit in relation to the data reported to the ministry through EFIS.</p> | |
| POLICY FOR LATE FILING | | |
| <p>Where a CMSM or DSSAB files any submission after the filing deadline, its regular monthly cash flow will be reduced progressively and withheld by the ministry until the submission has been received.</p> | <ul style="list-style-type: none"> • The policy for late filing has been modified as follows: <ul style="list-style-type: none"> ○ Where a signed service agreement is not received by the ministry six months from the effective date of the new contract the ministry will stop all payments until the contract is received. ○ Where Estimates, Revised Estimates, or Financial Statements are not submitted 31 days after the submission deadline, a 50% monthly cash flow reduction will be implemented. • Upon submission of ministry requirements, monthly payments will be restored and will include the total amount withheld. • Should a CMSM or DSSAB have any outstanding submissions the ministry may exercise its discretion by not providing funding in the subsequent calendar year. • The ministry will continue to support CMSMs or DSAABs with timely financial documentation submission through regional outreach, training and resources. | <p>13</p> |

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| SERVICE TARGETS AND VARIANCES | | |
| <p>A cash flow penalty is imposed where a CMSM or DSSAB did not meet all three contractual service targets by 10% or more in the aggregate.</p> <p>A variance report is required if service data is 10% or more over or under the target.</p> | <ul style="list-style-type: none"> Contractual service target and the variance reporting requirement have been revised to include a second threshold identifying the variance in number of children served to be 10 or more (e.g. service targets must be missed by 10% or more <u>and</u> 10 children or more in the aggregate to trigger a penalty or variance report) This change is in response to the feedback the ministry has received from its municipal partners. | 14 and 17 |
| FINANCIAL STATEMENTS | | |
| <p>Financial Statements should include a written confirmation to the ministry that all requirements as outlined in the “Ontario Child Care Service Management and Funding Guideline” have been adhered to.</p> | <ul style="list-style-type: none"> CMSMs/DSSABs are no longer required to submit a written confirmation with their financial statement. EFIS 2.0 includes a checkbox to verify compliance. | 16 |
| TRANSFORMATION EXPENSE | | |
| <p>Eligible Expenditures:</p> <p>Eligible expenditures under Transformation include dollar thresholds for some expenditures.</p> | <ul style="list-style-type: none"> The <u>dollar thresholds</u> for eligible transformation expenditures have been eliminated including amalgamation, business planning, and technology upgrades. | 62 |
| <p>Reporting Requirements:</p> <p>CMSMs and DSSABs are required to report on the number of, and associated expenditures for amalgamation,</p> | <ul style="list-style-type: none"> CMSMs/DSSABs are no longer required to report on the number of, and associated expenditures for amalgamations, relocation or business transformation. | 63 |

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| relocation, business transformation, programs supported and total capacity supported. | | |
| FAMILY SUPPORT PROGRAMS | | |
| Financial Reporting: CMSMs and DSSABs that hold an allocation for family support programs are expected to provide the Estimates, Revised Estimates and Financial Statements submissions to the ministry. | <ul style="list-style-type: none"> Beginning in 2015, there is no Estimates reporting for family support programs in EFIS. CMSMs and DSSABs that receive family support program funding will only be required to report service data and expenditures for these programs in the Revised Estimates and Financial Statement submissions. | 13 and 73 |
| N/A | <ul style="list-style-type: none"> (NEW) CMSMs/DSSABs are now required to report the civil address of all Family Support Program sites that are supported with ministry funding. 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. | 74 and 77 |
| APPENDICES | | |
| Appendix B of the Guideline outlined admissible / inadmissible expenditures. | <ul style="list-style-type: none"> The admissible and inadmissible expenditures list has been eliminated from the guideline. All expenses formerly listed in Appendix B have been updated and incorporated into existing expense sections (e.g. Administration, general operating etc.) | 22, 40, and 56 |

Additional Changes

| SECTION | CHANGES | PAGE # |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Introduction | <ul style="list-style-type: none"> The introduction section has been updated to reflect a number of 2015 updates including information regarding: <i>How Does Learning Happen? Ontario's Pedagogy for the Early Years</i>; wage enhancement; updated information on the <i>Child Care Modernization Act</i>; and the introduction of funding formula benchmarks. | 5-8 |
| Business Practice Requirements | <ul style="list-style-type: none"> Submission dates have been updated for 2015 | 13 |
| | <ul style="list-style-type: none"> Language in the Reconciliation section has been modified to clarify that CMSM/DSSABs must have a reconciliation process in place with service providers. | 24 |
| CORE SERVICE DELIVERY | <u>Fee Subsidy</u> <ul style="list-style-type: none"> The section includes a clarification on collecting overpayments from fee subsidy recipients. CMSM/DSSAB can access licences and other licensing related documents on the ministry's Child Care Licensing System (CCLS). | 33 |
| | | 32 |
| | <u>General Operating</u> <ul style="list-style-type: none"> Clarification on the use of general operating as it relates to the wage enhancement. | 40 |
| | | 41 |

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| | <ul style="list-style-type: none"> • Policies outlining the equitable allocation of general operating funding to child care operators must be implemented by the end of 2015. | |
| | <u>Pay Equity</u> <ul style="list-style-type: none"> • Clarification that wage enhancement funding may not be used to replace pay equity memorandum of settlement obligations. | 52 |
| | <u>Special Needs Resourcing</u> <ul style="list-style-type: none"> • Clarification that any expansion to SNR-funded services and supports must comply with the guideline. | 50 |
| | <u>Administration</u> <ul style="list-style-type: none"> • Clarification that administration expenses must represent actual expenses incurred for program administration. | 53 |
| | <u>Capacity Building</u> <ul style="list-style-type: none"> • Updated to include information on ministry developed resources. | 60 |
| | <u>Play-Based Material And Equipment</u> <ul style="list-style-type: none"> • Language has been updated to reflect the philosophy and practice of <i>How Does Learning Happen? Ontario's Pedagogy for the Early Years</i>. | 66 |
| | <u>Repairs and Maintenance</u> | 67 |

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| | <ul style="list-style-type: none"> • Clarification that funding is intended to cover one-time repair and maintenance costs | |
| Service Planning | <ul style="list-style-type: none"> • Updated to include early years programs. • Revised to include information on Bill 10. | 72 |
| Appendix A | <ul style="list-style-type: none"> • The following changes have been made to Data Elements: <ul style="list-style-type: none"> ○ Included EFIS Schedule Numbers. ○ Included data elements for the wage enhancement. ○ Included data elements for Admin to align with guideline text. ○ Included data elements for Fee Subsidies to align with guideline text (per diem rates paid and fees charged by operators (centre-based and/or home-based)). ○ Requirement to report children served under extended day has been removed. Children will now be counted under fee subsidy. | 79 |
| Appendix D | <ul style="list-style-type: none"> • The Serious Occurrence Report Form and Aboriginal Planning Template are now located in Appendix D. | 125 |