



**Ministry of Education**

**Ontario Child Care Business  
Practice, Service and Funding  
Guideline 2015-16**

**First Nations and Child Care Transfer  
Payment Agencies**

**April 2015**

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## **SECTION 1: INTRODUCTION**

The Ministry of Education (the Ministry) is pleased to release the 2015-16 Ontario Child Care Business Practice, Service and Funding Guideline (“guideline”) for First Nations and Child Care Transfer Payment Agencies.

The Ontario Early Years Policy Framework (OEYPF) provides a vision for the early years where Ontario’s children and families are well supported by a system of responsive, high-quality, accessible, and increasingly integrated early years programs and services that contribute to healthy child development today and a stronger future tomorrow. For additional information on the OEYPF, please visit the [Ministry of Education website](#).

### **How Does Learning Happen? Ontario’s Pedagogy for the Early Years**

The release of *How Does Learning Happen? Ontario’s Pedagogy for the Early Years* (HDLH) in 2014, helps to bring the provincial vision to life. Identified in the OEYPF as a priority area for action, HDLH provides a comprehensive framework to guide program development and pedagogy in early years settings. It builds on the guiding principles to support Ontario’s vision of high quality programs and services centred on the child and family with a view of children as competent and capable of complex thinking, curious and rich in potential.

HDLH helps move Ontario towards increasingly integrated programs and services for children and families whether in child care, family support programs or kindergarten with a shared view of the child, common pedagogical approaches and foundations of belonging, well-being, engagement and expression that are aligned with the full-day kindergarten program. The Ministry will continue to work with its partners to engage the early years sector on the new pedagogical document. To read HDLH please visit the [Ministry of Education website](#).

### **Wage Enhancement**

Registered Early Childhood Educators (RECEs) and other child care program staff play a key role during the critical years of a child’s development. However, there is a significant wage gap between RECEs working in the publicly funded education system and those in the licensed child care sector. This places pressure on licensed child care operators to deliver affordable, high-quality services and retain pedagogical professionals.

To help stabilize licensed child care operators, support their ability to retain RECEs, and close the wage gap, the province is providing an additional \$269 million over three years to support a \$1 per hour wage increase in 2015 and a further increase in 2016 for eligible child care program staff who work in licensed child care. This investment will

also support an increase of up to \$10 per day in 2015 for home child care providers, referred to here as the Home Child Care Enhancement Grant (HCCEG).

The first year of the wage enhancement initiative will be a transition year. The transition year will allow the Ministry to work with First Nations and Transfer Payment Agencies on the delivery of the wage enhancement funding and offer opportunities for feedback and learning to inform adjustments for the second year.

### **Bill 10, Child Care Modernization Act, 2014**

On July 10, 2014, the government re-introduced the Child Care Modernization Act, 2014. On December 2, 2014, Bill 10 was passed by the Legislative Assembly and on December 4, 2014, the Bill received Royal Assent. Under Bill 10, the *Day Nurseries Act* will be replaced with the *Child Care and Early Years Act, 2014*. The *Child Care and Early Years Act, 2014* provides a new, modernized legislative framework that would govern the provision of child care and early years programs and services. Bill 10 also makes amendments to the *Education Act* that would support access to developmentally responsive before- and after-school programs for 6 to 12 year olds, as well as the *Early Childhood Educators Act, 2007* based on advice the government received last fall as part of the statutory review of the act.

The new legislation supports greater access to licensed home-based child care for families by increasing the incentives for child care providers to join the licensed home-based sector, as well as strengthen the government's oversight in child care settings. Recognizing the important partnerships that support the child care and early years system, the legislation also facilitates the local planning and implementation of child care and early years programs and services.

The legislation is available on the [Legislative Assembly website](#).

The *Child Care and Early Years Act, 2014* will not come into force immediately. An incremental and phased process is planned to implement the provisions under the new act.

The *Day Nurseries Act* and its regulations will continue to be in effect while the Ministry engages with families, child care providers, First Nations, service system managers and community partners to support a smooth transition to reduce disruptions to service and prepare for changes and regulations under the new act.

In order to implement and clarify all the requirements under the new act, the government will be drafting a broad range of regulations. All regulations under the act are subject to public consultation.

The Ministry will continue to engage and inform families and the child care and early years sector on changes under Bill 10.

## **SECTION 2: TRANSFER PAYMENT BUSINESS PRACTICES FOR FIRST NATIONS AND TRANSFER PAYMENT AGENCIES WITH A FUNDING ALLOCATION OF \$350,000 OR ABOVE**

### **OVERVIEW OF THE CONTRACT MANAGEMENT PROCESS**

This section of the guideline is specific to First Nations and Transfer Payment Agencies (TPAs) with a funding allocation of \$350,000 or above effective April 1, 2015, and provides an overview of the contract management process for child care at the Ministry of Education.

The contract management process consists of the following three stages:

1. Contracting;
2. Financial Reporting; and
3. Payment

In accordance with the Government of Ontario's Transfer Payment Accountability Directive, and consistent with the principles of prudent fiscal management, funds must be flowed to transfer payment recipients only upon signature of the service agreement and related amendments.

### **CONTRACTING**

Service agreements, which identify funding levels and service expectations, are distributed to First Nations and TPAs by email at the beginning of the fiscal year. The service agreement and any amendments to this agreement cover the fiscal period of April 1, 2015 to March 31, 2016.

Signed service agreements must be submitted to the Ministry by **June 30, 2015**. Agreements can be submitted by email to [tpa.edu.earlylearning@ontario.ca](mailto:tpa.edu.earlylearning@ontario.ca), or by regular mail.

To submit by regular mail, please send two original signed copies of the child care service agreement to the Early Years Implementation Branch at the address below:

Pam Musson, Director  
Early Years Implementation Branch  
Ministry of Education  
24<sup>th</sup> Floor, Mowat Block 900 Bay Street  
Toronto, ON M7A 1L2

*Note:* When submitting signed service agreements please send the entire service agreement along with the signature page to the email or mailing address noted above.

Service agreements between the Ministry and First Nations/TPAs:

- set out expectations, terms and conditions of funding to support good governance, value for money, and transparency in the administration of transfer payment funds;
- document the respective rights, responsibilities, and obligations of the Ministry and the recipient; and
- include specific, measurable results for the money received, reporting requirements, and any corrective action the government is entitled to take if agreed upon results are not achieved.

Email communication between First Nations/TPAs and the Ministry should occur using an email address that is from the First Nation's or TPA's registered domain. This method of communication reassures senders and receivers of the email that they are corresponding in a more secure environment. An example of an acceptable e-mail using a registered domain is yourname@yourfirstnation.ca.

## **FINANCIAL REPORTING**

The Reporting Schedule (Schedule D of the service agreement) identifies the Ministry's submission requirements for the current fiscal year. First Nations and TPAs are required to provide the following submissions to the Ministry as per the following cycle:

<b>Submission Type</b>	<b>Due Date</b>
Service Agreement	June 30, 2015 <sup>1</sup>
Wage Enhancement Application Form	June 30, 2015 <sup>2</sup>
Interim Report - EFIS	November 30, 2015
Financial Statements - EFIS	July 29, 2016

Beginning in 2015, First Nations and TPAs with an allocation of \$350,000 or above are no longer required to submit an Estimates report in June through the Education Finance Information System (EFIS). First Nations and TPAs must now submit only two financial reports to the Ministry, Interim Report (previously known as the Revised Estimate) and Financial Statements, through EFIS. The Financial Analysis and Accountability Branch

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<sup>1</sup> With an automatic extension granted if the Band Council has not approved the budget by this date.

<sup>2</sup> Only applicable to First Nations with licensed child care programs. See section four, Wage Enhancement/Home Child Care Enhancement Grant, for details.

(FAAB) will provide detailed instructions to First Nations and TPAs for each submission upon release of the submission in EFIS. The following is only a brief overview of the interim report and financial statement submissions:

### **Interim Report – EFIS (Previously known as Revised Estimates)**

In the Interim Report submission, First Nations and TPAs provide in-year actuals up to September 30, 2015. In addition, First Nations and TPAs provide a projection of expenditures and service data to March 31, 2016. The Interim Report submission is due by November 30, 2016.

### **Financial Statements- EFIS**

The Financial Statements submission measures the First Nation's and TPA's actual performance against their estimated service data for the year. The Financial Statements submission is also a reconciliation of the First Nation's or TPA's funding allocation against actual expenditures once the year-end results are reported. It is due approximately four months following the March 31 year-end date (July 29, 2016) and must include the following elements:

1. Audited Financial Statements of the First Nation or TPA that covers all programs provided by the First Nation or TPA, including child care;
2. A post audit management letter issued by the external auditors. If such a letter is not available, confirmation in writing for the rationale as to why it is not available;
3. A schedule of child care and family support program revenues and expenses funded by the Ministry of Education. This information may be provided through the following formats:
  - included as a note to the audited Financial Statements (part of # 1 above);
  - included as a schedule to the audited Financial Statements (part of # 1 above); or
  - included as part of a separate audit or review engagement report<sup>3</sup>.
4. An active EFIS submission.

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<sup>3</sup> The review engagement report allows for the independent verification of data reported within EFIS. Sample templates are provided in Appendix C.

If the schedule of child care and family programs revenues and expenses does not reconcile to the EFIS revenues and expenses, a reconciliation must be prepared by the auditors to reconcile the difference(s).

If a First Nation's or TPA's audited Financial Statement will not be available by July 29, 2016, the following steps should be taken:

1. Contact your Financial Analyst advising them that the year-end reporting requirements cannot be met. The correspondence should include the estimated date when the Ministry can expect the audited Financial Statements as well as other year-end reporting requirements.
2. Submit an active EFIS submission by July 29th based on the best information available at that time and recognize that it may change following the completion of the audit.
3. Submit a copy of the audited Financial Statements and other remaining requirements as soon as they are available.
4. Contact your Financial Analyst should a change be required to the active EFIS submission following the audit of the First Nation or TPA.

### **Variance Reporting**

Variance reporting is required for identified significant variances in the Interim Report and Financial Statement submissions compared to the previous year. First Nations and TPAs will be contacted by their Financial Analyst to discuss significant variances, including the reason for variances and the potential or actual impacts on staff and services, and may be asked to provide an action plan as part of financial reporting.

Significant variances are identified as follows:

- If the expenditures (by detail code) are \$5,000 or 10% or more over or under the projected actuals.
- If service data in actuals is over or under 10% and 10 children served as compared to previous years targets.

Example:

- If a First Nation reported 70 children in the previous year and has reported 61 children in the current year, a variance report is **not required** because the variance in number of children served is less than 10.
  - Number of children missed is 9

- Percentage is 13 % (9 children missed/ 70 children identified in service target)
- If a First Nation reported 70 children in the previous year and has reported 60 children in the current year, a variance report **will be required** because BOTH the variance in number of children served is 10 and the variance in percentage is more than 10%.
  - Number of children missed is 10
  - Percentage is 14 % (10 children missed/ 70 children identified in service target)

Interim Report or Financial Statement Variance:

	Variance Reporting
Expenditures (by detail code)	+/- \$5,000 and +/- 10%
Service Data	+/- 10% and +/- 10 Children

### Exceptions to Variance Reporting

In the event that additional in-year funding is announced following the receipt of the signed service agreement, a modified variance reporting methodology will be introduced to allow First Nations and TPAs to report on variances based on the revised funding allocation and increased expenditures.

### PAYMENT

The Budget Schedule (Schedule B of the service agreement) identifies the Ministry's funding allocation for the First Nation or TPA named in the agreement. Generally, this allocation is divided into 12 approximately equal monthly payments (see "Payment Mechanics" table below), less any Health and Safety funding. Any applicable revised payments in each fiscal year will only begin after the service agreement or related amendments are signed by the First Nation/TPA and the Ministry. In some circumstances, the Ministry may continue to make payments based on 2014-15 revised estimates until the budget for the current fiscal year is signed by all parties.

### Payment Mechanics

The Payment Schedule (Schedule C of the service agreement) identifies monthly cash flow percentages. Percentages are based on the total 2015-16 allocation<sup>4</sup>:

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<sup>4</sup> Payments may be based on the prior year's revised estimates, less Health and Safety funding, until the signed service agreement is received.



Month	Percentage	Month	Percentage
April	8.3%	October	8.3%
May	8.3%	November	8.3%
June	8.4%	December	8.4%
July	8.3%	January	8.3%
August	8.3%	February	8.3%
September	8.4%	March	8.4%

**In-Year Funding Adjustments**

As per the service agreement, the Ministry automatically adjusts entitlement and the resulting cash flow to reflect forecasted or actual under-spending that is reported in the Interim Report and Financial Statement submissions.

These adjustments will result if the following occurs:

- the First Nation’s or TPA’s projected or actual spending levels are less than the approved funding amounts in Schedule B of the service agreement; and/or
- the Ministry identifies that projected expenses should be adjusted to better reflect previous years' actual expenses, trends and expectations for the current fiscal year. This process is completed through discussions between the Ministry and the First Nation/TPA.

**Payments based on Service Agreement:**

The original monthly cash flow will be based on approximately 1/12 (see “Payment Mechanics” table above) of the allocation amount outlined in Schedule B of the service agreement. Payments are then adjusted after each financial submission.

**Payments based on Interim Report:**

If the Interim Report submission in EFIS, due by November 30, 2015, reflects a different entitlement amount than in the service agreement, cash flow for the January 2016 payment will be adjusted based on approximately 10/12 (see “Payment Mechanics” table above) of the entitlement amount. The total payments made to date in 2015-16 will be subtracted from the entitlement amount. The following monthly payments will be based on approximately 1/12 of the entitlement amount in the EFIS Interim Report submission.

### **Payments based on Financial Statements:**

Upon submission of the Financial Statement, any difference between the total amount paid to date and the entitlement calculated in the Financial Statements will be cash flowed to the First Nation or TPA. This adjustment will be made once the Financial Analyst completes a review of the Financial Statement. Any funding owed to the Ministry by the First Nation or TPA will be deducted from future monthly payments. The First Nation or TPA is not required to issue a cheque to the Ministry for the recoverable funding, unless requested by the Ministry. The Ministry may request payment with a cheque if more than three months or 25 per cent of the annual total allocation will be recovered.

### **POLICY FOR LATE FILING**

The policy for late filing has been amended in 2015-16. The Ministry acknowledges that the majority of First Nations and TPAs provide signed service agreements, updated financial submissions and related information on a timely basis. The intent behind the amendment to the late filing process outlined below is to ensure the Ministry has the information required to demonstrate accountability for public funds. The Ministry will continue to support our First Nation and TPA partners with timely filing of financial submission requirements through regional outreach, training and resources. The Ministry will also follow-up with First Nations or TPAs impacted by the policy to discuss any challenges with providing the information and to offer support prior to imposing any financial penalty. Effective April 1, 2015, the following late filing policies of financial submissions will be implemented.

#### **Policy for late filing of Signed Service Agreements:**

1. Where a signed service agreement is not received by the Ministry six months from the effective date of the new service agreement (i.e. October 1, 2015, unless an extension has been granted), the Ministry will stop all payments to the First Nation or TPA until the signed agreement is submitted.
2. Policy for late filing of financial submissions, including:
  - a. Financial reporting (Interim Report or Financial Statements)
  - b. Queries related to financial reporting
  - c. Financial documentation (audited Financial Statements, Review Engagement Reports)
- Where a First Nation or TPA files any submission after the filing deadline, the Ministry will take the following action until the submission has been received:

- If the submission is not received by the Ministry within 30 days after the filing deadline, the Ministry will inform the First Nation or TPA that the submission is overdue.
- After 31 days, cash flow will be reduced by 50 percent of their monthly payment until the submission is received. The Ministry will work with the First Nation or TPA to discuss any challenges with providing the information and to offer support.

Upon receipt of the late submission, the Ministry will reinstate the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

Should a First Nation or TPA have any outstanding submissions the Ministry may exercise its discretion by not providing funding in the subsequent fiscal year until the submissions have been received.

## **SECTION 3- TRANSFER PAYMENT BUSINESS PRACTICES FOR FIRST NATIONS AND CHILD CARE TRANSFER PAYMENT AGENCIES WITH A FUNDING ALLOCATION BELOW \$350,000**

### **OVERVIEW OF THE CONTRACT MANAGEMENT PROCESS**

This section of the guideline is specific to First Nations and Transfer Payment Agencies (TPAs) with a funding allocation below \$350,000<sup>5</sup>, effective April 1, 2015, and provides an overview of the contract management process for child care at the Ministry of Education.

The contract management process consists of the following three stages:

1. Contracting;
2. Financial Reporting; and
3. Payment.

In accordance with the Government of Ontario's Transfer Payment Accountability Directive, and consistent with the principles of prudent fiscal management, funds must be flowed to transfer payment recipients only upon signature of the service agreement and related amendments.

### **CONTRACTING**

Service agreements, which identify funding levels and service expectations, are distributed to First Nations and TPAs by email at the beginning of the fiscal year. The service agreement and any amendments to this agreement cover the fiscal period of April 1, 2015 to March 31, 2016.

Signed service agreements must be submitted to the Ministry by June 30, 2015. Agreements can be submitted by email to [tpa.edu.earlylearning@ontario.ca](mailto:tpa.edu.earlylearning@ontario.ca), or by regular mail.

To submit by regular mail please send two original signed copies of the child care service agreement to the Early Years Implementation Branch at the address below:

Pam Musson, Director  
Early Years Implementation Branch

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<sup>5</sup> Allocation" is defined as the funding amount set out in the service agreement and excludes one-time funding adjustments (e.g., health and safety funding). Reporting requirements are subject to change in-year should a First Nation's or TPA's on-going allocation exceed \$350,000 for the first time during the fiscal year. Includes both child care and family support program funding.

Ministry of Education  
24<sup>th</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, ON M7A 1L2

*Note:* When submitting signed service agreements please send the entire service agreement along with the signature page to the email or mailing address noted above.

Service agreements between the Ministry and First Nations/TPAs:

- set out expectations, terms and conditions of funding to support good governance, value for money, and transparency in the administration of transfer payment funds;
- document the respective rights, responsibilities, and obligations of the Ministry and the recipient; and
- include specific, measurable results for the money received, reporting requirements, and any corrective action the government is entitled to take if agreed upon results are not achieved.

Email communication between First Nations/TPAs and the Ministry should occur using an email address that is from the First Nation's or TPA's registered domain. This method of communication reassures senders and receivers of the email that they are corresponding in a more secure environment. An example of an acceptable e-mail using a registered domain is yourname@yourfirstnation.ca.

## **FINANCIAL REPORTING**

The Reporting Schedule (Schedule D of the service agreement) identifies the Ministry's submission requirements for the current fiscal year. First Nations and TPAs are required to provide the following submissions to the Ministry as per the following cycle:

<b>Submission Type</b>	<b>Due Date</b>
Service Agreement	June 30, 2015 <sup>6</sup>
Wage Enhancement Application Form	June 30, 2015 <sup>7</sup>
Financial Statements - Attestation	July 29, 2016

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<sup>6</sup> With an automatic extension granted if the Band Council/Board of Directors has not approved the budget by this date.

<sup>7</sup> Only applicable to First Nations with licensed child care programs. See section four, Wage Enhancement/Home Child Care Enhancement Grant, for details.

First Nations and TPAs with an allocation below \$350,000 must submit one financial report to the Ministry- Financial Statements- through an attestation form. The Financial Analysis and Accountability Branch (FAAB) will provide instructions to First Nations and TPAs for the Financial Statements submission upon release of the attestation form. A brief overview of the Financial Statements submission is below.

### **Financial Statements- Attestation**

In the Financial Statements submission, the First Nation or TPA provides their actual service data for the year. The Financial Statements submission is a reconciliation of the First Nation's or TPA's annual funding allocation against actual expenses incurred. It is due approximately four months following the March 31<sup>st</sup> year-end date or July 29, 2016 and must include the following elements:

1. Audited Financial Statements of the First Nation or TPA that covers all programs provided by the First Nation or TPA, including child care and family support programs;
2. A post audit management letter issued by the external auditors. If such a letter is not available, confirmation in writing for the rationale as to why it is not available;
3. An attestation form verifying the First Nation's or TPA's compliance with the terms of the service agreement for the fiscal year in which the agreement applies.
4. A schedule of child care and family support program revenues and expenses funded by the Ministry of Education.

This information may be provided through the following formats:

- included as a note to the audited Financial Statements (part of # 1 above);
- included as a schedule to the audited Financial Statements (part of # 1 above);  
or
- included as part of a separate audit or review engagement report<sup>8</sup>.

If the schedule of child care and family programs revenues and expenses do not reconcile to the attestation revenues and expenses, a reconciliation must be prepared by the auditors to reconcile the difference(s).

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<sup>8</sup> The review engagement report allows for the independent verification of data reported within the Attestation form. Sample templates are provided in Appendix C.

If a First Nation's or TPA's audited Financial Statement will not be available by July 29, 2016, the following steps should be taken:

1. Contact your Financial Analyst to advise them that the year-end reporting requirements cannot be met. The correspondence should include the estimated date of when the Ministry can expect the audited Financial Statements as well as other reporting requirements.
2. Submit the attestation form by July 29, 2016 based on the best information available at that time and recognize that it may change following the completion of the audit.
3. Submit a copy of the audited Financial Statements and other remaining requirements as soon as they are available.
4. Contact your Financial Analyst should a change be required to the previously submitted attestation form following the audit of the First Nation or TPA.

### **Variance Reporting**

Variance reporting is required for identified significant variances in the Financial Statement submission. If there is a significant variance between the previous and current fiscal year's financial and data elements, First Nations or TPAs will be contacted by their Financial Analyst to discuss this variance, including the reason for variances and the potential or actual impacts on staff and service. In addition, First Nations or TPAs may be asked to provide an action plan as part of financial reporting in response to the variance.

Financial Statement (Attestation) Variance:

	<b>Variance Reporting</b>
Expenditures (by detail code)	+/- \$5,000 and +/- 10%
Service Data	+/- 10% and +/- 10 Children

### **Exceptions to Variance Reporting**

In the event that additional funding is announced within the fiscal year, a modified variance reporting methodology will be introduced to allow First Nations or TPAs to report on variances based on the revised funding allocation and increased expenditures.

## PAYMENT

The Budget Schedule (Schedule B of the service agreement) identifies the Ministry's funding allocation for First Nations and TPAs. Generally, the allocation is divided into 12 approximately equal monthly payments (see "Payment Mechanics" table below), less any Health and Safety funding. Revised payments in each fiscal year should only begin after the service agreement or related amendments are signed by the First Nation/TPA and the Ministry. In some circumstances, the Ministry may continue to make payments based on the budget schedule in the signed service agreement for the immediately preceding fiscal year until the service agreement for the current fiscal year is signed by all parties.

### Payment Mechanics

The Payment Schedule (Schedule C of the service agreement) identifies monthly cash flow percentages. Percentages are based on the total 2015-16 allocation<sup>9</sup>:

Month	Percentage	Month	Percentage
April	8.3%	October	8.3%
May	8.3%	November	8.3%
June	8.4%	December	8.4%
July	8.3%	January	8.3%
August	8.3%	February	8.3%
September	8.4%	March	8.4%

### In-Year Funding Adjustments

As per the service agreement, the Ministry automatically adjusts entitlement and the resulting cash flow to reflect under-spending that has occurred following the submission of Financial Statements, where actual under spending is reported.

These adjustments will result when the following occurs:

- the First Nation's or TPA's actual spending levels are less than the approved funding amounts in Schedule B of the service agreement; and/or,
- the Ministry identifies that reported expenses should be adjusted to better reflect previous years' actual expenses, trends and expectations for the current fiscal year. This process is completed through discussions between the Ministry and the First Nation or TPA.

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<sup>9</sup> Payments may be based upon the prior year's allocation, less Health and Safety funding, until the signed service agreement is received.



### **Payments based on the Service Agreement:**

The original monthly cash flow will be based on approximately 1/12 (see “Payment Mechanics” table above) of the allocation amount outlined in Schedule B of the service agreement.

### **Payments based on the Financial Statements- Attestation:**

Upon submission of the First Nation’s or TPA’s attestation, any difference between the total amount paid to date and the entitlement will be cash flowed to the recipient or recovered from a future cash flow payment. This adjustment will be made once the financial review of the attestation has been completed. Any funding owed to the Ministry by the First Nation or TPA will be deducted from future monthly payments. The First Nation or TPA is not required to issue a cheque to the Ministry for the recoverable funding unless requested by the Ministry. The Ministry may request payment with a cheque if more than three months or 25 per cent of the annual total allocation will be recovered.

### **POLICY FOR LATE FILING**

The policy for late filing has been amended in 2015. The Ministry acknowledges that the majority of First Nations and TPAs provide signed service agreements, updated financial submissions and related information on a timely basis. The intent behind the amendment to the late filing process outlined below is to ensure the Ministry has the information required to demonstrate accountability for public funds. The Ministry will continue to support our First Nation and TPA partners with timely filing of financial submission requirements through regional outreach, training and resources. The Ministry will also follow-up with First Nations or TPAs impacted by the policy to discuss any challenges with providing the information and to offer support. Effective April 1, 2015, the following late filing policies of financial submissions will be implemented.

1. Policy for late filing of Signed Service Agreements:
  - Where a signed service agreement is not received by the Ministry six months from the effective date of the new service agreement (i.e. October 1, 2015, unless an extension has been granted), the Ministry will stop all payments to the First Nation or TPA until the signed agreement is submitted.
2. Policy for late filing of financial submissions, including:
  - a. Financial reporting (Financial Statements - Attestation)
  - b. Queries related to financial reporting

c. Financial documentation (Audited Financial Statements, and Review Engagement Reports)

- Where a First Nation or TPA files any submission after the filing deadline, the Ministry will take the following action until the submission has been received:
  - If the submission is not received by the Ministry within 30 days after the filing deadline, the Ministry will inform the First Nation or TPA that the submission is overdue.
  - After 31 days, cash flow will be reduced by 50 percent of their monthly payment until the submission is received. The Ministry will work with the First Nation or TPA to discuss any challenges with providing the information and to offer support.

Upon receipt of the late submission, the Ministry will reinstate the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

Should a First Nation or TPA have any outstanding submissions the Ministry may exercise its discretion by not providing funding in the subsequent fiscal year until the submissions have been received.

## **SECTION 4: TRANSFER PAYMENT BUSINESS PRACTICES FOR ALL FIRST NATIONS AND TRANSFER PAYMENT AGENCIES**

### **FINANCIAL FLEXIBILITY**

Funding to First Nations and Transfer Payment Agencies (TPAs) flows under detail codes (e.g. A370- Regular Fee Subsidies), which are codes that describe each type of child care funding. Schedule B of the child care service agreement outlines the detail code(s) and the amount of associated funding.

#### **In-Year Flexibility**

First Nations and TPAs have in-year flexibility to realign funds between detail codes, in accordance with the financial flexibility criteria outlined below, to meet service needs in their communities and address volume and caseload pressures. First Nations or TPAs must identify the realignment of funding in their applicable financial reporting submissions.

In order to exercise financial flexibility, First Nations and TPAs must meet the following criteria:

- **Program/Policy Direction and Priorities-** services must be delivered in the most effective, efficient and affordable manner. Service levels must be consistent with community priorities. Financial flexibility must improve client and service outcomes.
- **Funding Policies and Guidelines-** permanent realignments between detail codes cannot be made. Any flexibility between detail codes is only effective for the current fiscal year.

#### **Funding between detail codes can be realigned as follows:**

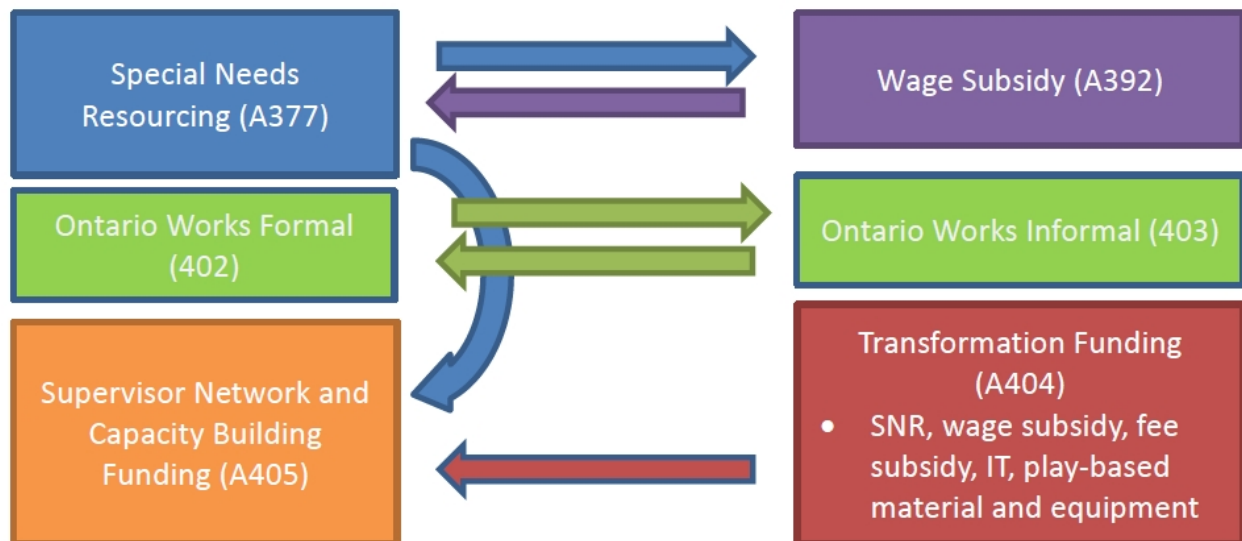
- Funds may be transferred between Special Needs Resourcing (A377) and Wage Subsidy (A392).
- For the 2015-16 fiscal year, funds may be transferred from Special Needs Resourcing (A377) to Supervisor Network and Capacity Building Funding (A405); however the reverse is not permitted.
- Funds may be transferred between Ontario Works Formal (A402) and Ontario Works Informal (A403).

- Funds may be transferred from Child Care Transformation funding (A404) to Supervisor Network and Capacity Building Funding (A405); however the reverse is not permitted.

Please Note: Special needs resourcing is a priority for the Ministry to ensure the inclusion of children with special needs in regulated child care settings at no additional cost to parents/guardians. This means that prior to the transfer of special needs resourcing funding; First Nations must ensure that all special needs resourcing requirements for children in licensed child care are met. Funding can only be moved from the original special needs resourcing allocation and cannot be combined with other flexibility options.

Please note: There are multiple eligible expenses under Child Care Transformation (A404). First Nations and TPAs have the flexibility to decide how to spend this allocation on the eligible expenses in order to meet community priorities.

The illustration below outlines in-year funding flexibility for 2015-16. Please refer to Section 4 for additional information.



**Detail Codes with no Financial Flexibility:**

- Funds may NOT be transferred out of or into the following detail codes:
- Child Care Regular Subsidies (A370)
- Repairs and Maintenance (A375)
- Pay Equity Union Settlement (A394)

- Wage Enhancement/Home Child Care Enhancement Grant (A406)
- Small Water Works Child Care (A515)

**With respect to family support programs, funding may be transferred between the following detail codes:**

- Program Effectiveness – Data Analysis Coordinators (A466); and
- Ontario Early Years Centres (A462);

**Funding may not be transferred in or out of the following detail codes:**

- Better Beginnings Better Futures (A520)
- Child Care Resource Centres (A387)

**There is no financial flexibility between child care and family support program funding.**

## **BASIS OF ACCOUNTING**

First Nations and TPAs are required to report their revenues and expenditures using the modified accrual basis of accounting in their Interim Report and Financial Statement submissions. This basis of accounting is also guided by other policies and guidelines.

### **Modified Accrual Basis of Accounting**

The modified accrual basis of accounting requires the inclusion of short-term accruals of normal operating expenditures in the determination of operating results for a given time period. Short-term accruals are defined as payable usually within 30 days of year-end.

The modified accrual basis of accounting does not recognize non-cash transactions such as amortization, charges/appropriations to reserves or allowances as these expenditures do not represent an actual cash expenditure related to the current period<sup>10</sup>.

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<sup>10</sup> Non-cash transactions include:

- provisions for pension expenses
- provisions for unused sick leave and wage settlements
- provisions for repairs or replacements
- provisions for bad debts
- retainer fees for legal services
- provisions for amortization

However, related payments are admissible.

Under modified accrual accounting, expenditures that would be amortized under full accrual accounting must be recognized as expenditures in the budget year the goods or services are received.

Expenditures made once a year (e.g. insurance) must be recorded in one of the following two methods:

- a. Expenditures will be charged to the period in which they are paid.
- b. The part of the expenditure that applies to the current year will be expensed in that year.

Either method of accounting for expenditures made once a year is acceptable. However, the selected method must be consistent from year to year.

### **Admissible/Inadmissible Expenditures**

Expenditures deemed reasonable and necessary for the provision of services subsidized by the Ministry are admissible in the calculation of the funding entitlement. These expenditures must be supported by acceptable documentary evidence.

All expenditures arising from transactions not conducted at arm's length from the First Nation or TPA (e.g. transactions in which both parties to the transaction may not be acting independently of each other due to a previous relationship) are inadmissible unless transacted at fair market value.

Expenses that do not directly support the provision of child care services are inadmissible and include the following:

- Interest expenses incurred on operating loans
- Professional organization fees paid on behalf of staff for membership in professional organizations
- Property tax expenses
- Fundraising expenses
- Donations to charitable institutions or organizations
- Bonuses, gifts and honoraria
- Capital loans
- Mortgage financing

- Reserve Funds

## **AUDIT**

Auditing is a cornerstone of good public sector governance. It is an unbiased and objective assessment of whether public resources are managed responsibly and effectively to achieve intended results.

Audits fulfill a number of roles:

- Help organizations achieve accountability;
- Identify non conformity and required corrective actions leading to improved operations;
- Highlight areas of good practice; and
- Identify trends and emerging challenges.

The Ministry of Education has developed an audit strategy for First Nations, Consolidated Municipal Service Managers, District Social Services Administration Boards and TPAs that will be effective starting in 2015. The audit strategy entails a review of the adherence to specific requirements, such as regulations, guidelines, policies, and directives – otherwise known as a compliance audit.

### **Compliance Audit Objectives**

- To strengthen accountability within the child care sector;
- To ensure that expenditures and data elements driving the funding entitlement are properly reported in EFIS;
- To address material financial risks identified in previous audit reports that continue to be applicable today;
- To gather field intelligence on data and validate/strengthen existing processes and inform future policy decisions; and
- To obtain best practices contributing to continuous sector improvement.

### **Audit Scope**

The audits will focus primarily on Regular Fee Subsidy, but does not preclude the inclusion of other audit components. Family Support Programs are not in scope for the initial phase of the audit.

**Audit Strategy**

The audit strategy will be implemented in phases, with 2015-16 being the first year. More information will be shared with the sector as soon as it becomes available.



## **SECTION 5- CHILD CARE SERVICE AND FUNDING ELIGIBILITY AND REQUIREMENTS**

This section of the guideline applies to all First Nations and TPAs and sets out the Ministry's expectations, terms and conditions for provincial child care funding and the corresponding services.

### **A370 – CHILD CARE REGULAR FEE SUBSIDIES**

#### **PURPOSE**

Child care plays a key role in helping to promote healthy child development and helping children to reach their full potential. It is also an essential support for many parents, helping them to balance the demands of career and family while participating in the workforce or pursuing education or training.

#### **ALLOCATIONS**

Child Care Fee Subsidy funding is available through detail code A370- Child Care Regular Fee Subsidies. This allocation is available in Schedule B of the child care service agreement, if applicable.

#### **ELIGIBLE EXPENDITURES**

First Nations may use Child Care Regular Subsidies funding to provide access for eligible families whose children attend licensed child care centres (day nurseries) and licensed private home day care directly operated or purchased by First Nation Bands.

Operating transportation costs may be included in fee subsidies if they are part of the child care centre's or private-home day care's budget.

Capital costs such as the purchase of a bus or capital builds are not eligible expenditures.

Access for eligible families is subject to the availability of subsidy funds within the budget of the First Nation space availability with a child care program.

#### **COST-SHARING REQUIREMENTS**

Child Care Regular Fee Subsidies (A370) is cost shared with 80% provided by the province and 20% by the First Nation. Funding is flowed under the *Day Nurseries Act*.

#### **FINANCIAL FLEXIBILITY**

Funding may not be moved to any other detail codes.

## **REPORTING REQUIREMENTS**

First Nations are required to report financial and service data to the Ministry related to Child Care Regular Fee Subsidies expenses. First Nations that report in EFIS will provide this information in their Interim Report and Financial Statement submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements - Attestation submission.

In addition to total expenses, First Nations are required to report on the Child Care Regular Fee Subsidies data elements outlined in Appendix A of this guideline. These data elements include:

- The average monthly number of infants receiving fee subsidy;
- The average monthly number of toddlers receiving fee subsidy;
- The average monthly number of preschoolers receiving fee subsidy;
- The average monthly number of JK children receiving fee subsidy;
- The average monthly number of SK children receiving fee subsidy;
- The average monthly number of school age children receiving fee subsidy;
- The cumulative number of children receiving fee subsidy; Please see Appendix A for additional details on reporting requirements.

## **REQUIRED DOCUMENTATION**

First Nations should maintain service and financial records for each site where the service above is being provided.

## **A375 – REPAIRS AND MAINTENANCE (HEALTH AND SAFETY)**

### **PURPOSE**

Repairs and Maintenance (Health and Safety) funding is to support licensed child care centres and private-home day care agencies in meeting licensing requirements under the *Day Nurseries Act* (DNA). It is the Ministry's expectation that child care service providers will continue to comply with the Ministry's licensing requirements under the DNA as well as health and safety practices, the upkeep of equipment, property repairs and maintenance.

## **ELIGIBLE EXPENDITURES**

Repairs and Maintenance (Health and Safety) expenses are to support eligible First Nations or TPAs with on-reserve licensed child care programs to fund repairs, minor renovations, furnishings and equipment. Major capital costs are not eligible expenditures. First Nations must apply for Repairs and Maintenance (Health and Safety) funding on an annual basis.

Once approved for Repairs and Maintenance (Health and Safety) funding, your allocation will be included on the Schedule B of your Child Care service agreement (or Child Care Service Amendment if applicable) and will be available through detail code A375- Repairs and Maintenance.

First Nations may use Repairs and Maintenance (Health and Safety) funding for the following types of expenses:

### **Food Preparation**

Addition, repair or replacement of:

- hand washing sink in the kitchen
- dishwasher or hot water booster
- major appliances

### **Washrooms**

Addition, repair or replacement of:

- fixtures
- partitions
- flooring materials
- change table

### **Major Systems**

Addition, improvement, repair or replacement of:

- leaking roof
- building foundation

- heating/cooling system
- ventilation system
- sump pump
- emergency lighting
- accessibility
- windows or doors
- asbestos removal or encapsulation
- wiring upgrades

### **Play Area**

Addition, repair or replacement of:

- damaged walls/peeling paint that may contain lead
- windows
- damaged/worn flooring material or ceiling
- damaged/worn outdoor play equipment/safety surfacing
- fencing
- drinking water system
- heating system

### **Code Compliance**

- Ontario Fire Code orders/recommendations
- Ontario Building Code orders/recommendations
- Public Health Code orders/recommendations

Health and safety funding for licensed private-home day care agencies must be used to purchase portable items that improve health and safety for children. The portable nature of the equipment will enable the items to be transferred to another private-home day care provider, as required. Examples of portable safety items may include Canadian

Standard Association (CSA) approved infant equipment such as playpens, highchairs, safety gates, child safety locks, first aid kits and fire extinguishers.

**Note1:** The above list is only a guide and not an exhaustive list.

**Note2:** Health and Safety funding cannot be used for program expansion.

## **APPLICATION PROCESS**

In memo [EYCC11](#) the Ministry invited First Nations to apply for 2015-16 Repairs and Maintenance (Health and Safety) funding by February 27, 2015. While applications will continue to be accepted throughout the fiscal year, First Nations are encouraged to submit their applications for health and safety funding applications to the Ministry as soon as possible.

Health and safety applications submitted to the Ministry **must** include the three items listed below:

1. A completed copy of the **2015-16 Health and Safety Funding Request Form** (included in the [EYCC11](#) package);
2. Proof of the estimated cost for each health and safety project:
  - **One quote** or proof of the estimated cost is required for each project with a total cost below \$10,000;
  - **Three quotes** or proof of the estimated costs are required for each project with a total cost above \$10,000;
  - Proof of purchase (receipt or invoice) is required for projects where the cost was covered by the First Nation or TPA after April 1, 2015.
3. A copy of independent documentation that supports the need for each health and safety project from one or more of the following sources:
  - Summary of Day Nursery Licensing Requirements and Recommendations Report or Day Nursery or Private Home Day Care Licensing Checklist;
  - Health Canada Inspection Report;
  - Fire Inspection Report; and/or
  - Building Inspection Report.

Once your application is complete, all of the above can be mailed, emailed or faxed to:

Early Years Implementation Branch  
Ministry of Education  
900 Bay St., Mowat Block  
24<sup>th</sup> Floor Toronto, ON  
Fax: (416) 314-7836  
Email: [ELCCIB@ontario.ca](mailto:ELCCIB@ontario.ca)

Please notify your Child Care Advisor by email or phone once you have submitted your health and safety funding application.

The Ministry recognizes that emergency health and safety requirements may arise at any point in time. Contact your Child Care Advisor should you require funding to address an emergency health and safety requirement.

### **AFTER SUBMITTING AN APPLICATION FOR REPAIRS AND MAINTENANCE (HEALTH AND SAFETY) FUNDING**

As limited funding is available to address health and safety requirements, the Ministry will be unable to provide funding for every request submitted. Approval of health and safety funding requests is based on priority situations as follows:

- A. It is a current licensing/fire/building/public health issue identified in an inspection report.
- B. It could potentially become a licensing/fire/building or public health issue.
- C. It is to enhance service/quality/other.

Applications for 2015-16 child care Repairs and Maintenance (Health and Safety) funding will be reviewed on an on-going basis as they are received by the Ministry. First Nations will receive notification regarding the status of their health and safety application within 20 business days of the Ministry receiving the completed application.

If your First Nation or TPAs applied before February 27, 2015 and was approved for funding, this amount would have been included on your original 2015-16 child care service agreement. If your First Nation was approved for Repairs and Maintenance (Health and Safety) funding after this date, an approval letter as well as an amendment to your child care service agreement will be sent to you by email.

### **EXPENDITURE REQUIREMENTS, INCLUDING TIMELINES, FOR REPAIRS AND MAINTENANCE (HEALTH AND SAFETY) FUNDING**

Health and safety funding can only be used to address health and safety requirements in licensed child care centres and/or licensed private-home day care agencies. Per the approval letter and Schedule A of the service agreement, health and safety projects

must be completed by March 31, 2016. In addition, any health and safety funding received in the 2015-16 fiscal year must be spent by March 31, 2016. Health and safety funding can only be used to cover costs incurred between April 1, 2015 and March 31, 2016.

First Nations should retain all supporting documentation related to health and safety projects. The Ministry may request, at any time, documentation (e.g., contracts, invoices, receipts) related to approved health and safety projects.

## **PAYMENT REQUIREMENTS FOR REPAIRS AND MAINTENANCE (HEALTH AND SAFETY) FUNDING**

One-time Repairs and Maintenance (Health and Safety) funding flows under detail code A375- Repairs and Maintenance as it appears in the Service Description Schedule (Schedule A) and Budget Schedule (Schedule B) of your child care service agreement/amendment.

Approved Repairs and Maintenance (Health and Safety) funding flows to your First Nation in two separate payments. First Nations that receive approval for 2015-16 Repairs and Maintenance (Health and Safety) funding are required to submit the following documents before the Ministry can provide each health and safety payment:

- Payment 1: 75% of the total approved health and safety funding amount will flow upon receipt of the child care agreement/amendment by the Ministry.
- Payment 2: 25% of the total approved health and safety funding amount will flow upon receipt of the “Statement of Conformity and Attestation Form” by the Ministry indicating that the approved project(s) have been completed. If the total expenditure on your health and safety project(s) is less than the approved funding amount, the Ministry will adjust your 25% payment to reflect this underspending.

The Statement of Conformity and Attestation Form for Repairs and Maintenance (Health and Safety) funding is due to the Ministry by April 4, 2016. First Nations are encouraged to submit this form as soon as their projects are completed to ensure receipt of the second payment in a timely manner.

Health and safety funding, payments of 25 per cent and 75 per cent, will flow to First Nations as part of the monthly child care payments. The timing of these payments will depend on when the Ministry receives your signed agreement/amendment and Statement of Conformity and Attestation Form and the next scheduled payment. If the Statement of Conformity and Attestation Form for Repairs and Maintenance (Health and Safety) funding is received after May 2, 2016, any remaining funding will be provided

following a review of the 2015-16 Financial Statements or Financial Statements – Attestation.

Any questions regarding the Ministry's 2015-16 health and safety funding process can be directed to your Child Care Advisor.

## **FINANCIAL FLEXIBILITY**

There is no flexibility associated with Health and Safety funding and the related allocation must be used for approved projects only.

## **REPORTING REQUIREMENTS**

First Nations are required to report financial and service data to the Ministry related to Repairs and Maintenance (Health and Safety) expenses. First Nations that report in EFIS will provide this information in their Interim Report and Financial Statement submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenses, First Nations are required to report on the Repairs and Maintenance (Health and Safety) data element outlined in Appendix A of this guideline. This data element includes:

- The number of licensed programs funded for repairs and maintenance; Please see Appendix A for additional details on reporting requirements.

## **A377 – SPECIAL NEEDS RESOURCING**

### **PURPOSE**

Special Needs Resourcing (SNR) funding is to support the inclusion of children with special needs in regulated child care settings at no additional cost to parents/guardians.

### **ALLOCATIONS**

SNR funding is available through detail code A377- Special Needs Resourcing and A404- Child Care Transformation. These allocations are available in Schedule B of the child care agreement, if applicable.

### **ELIGIBLE EXPENDITURES**

Services and supports purchased through SNR funding are for children with special needs up to 18 years of age to support attendance in a licensed child care centre or private-home day care.



First Nations may use SNR funding for the following expenses:

- Hiring or acquiring the services of resource teacher/consultant or supplemental staff where necessary (including salary, benefits and training) to support the inclusion of children with special needs;
- Provide training for staff in licensed child care centres working with children with special needs to support inclusion;
- Purchasing or leasing specialized/adaptive equipment and supplies to support children with special needs.

Resource teachers/consultants can be hired directly by First Nations/TPAs or their services can be secured through a contract with an external agency specializing in supporting children with special needs. Resource teachers/consultants typically provide a wide range of supports for children with special needs in child care settings. These supports may include providing child care staff with program adaptation strategies, developing individual program plans, conducting developmental screens, providing referrals to community agencies and obtaining specialized equipment as required.

At a minimum, the Ministry recommends that resource teachers/consultants hold a diploma in Early Childhood Education (ECE), from an Ontario College of Applied Arts and Technology ECE program, or from an institution recognized by the College of Early Childhood Educators, have additional training/experience/education related to working with children with special needs, and hold a first aid certificate. Additional requirements for resource teachers/consultants directly employed by licensed child care operators are outlined in s. 60 of Ontario Regulation 262 made under the *Day Nurseries Act*.

Resource teachers/consultants may work with several children in multiple child care locations located within the community and can also provide general training to individuals working with children with special needs.

First Nations may consider the following principles of service delivery for SNR:

- Reflective and responsive to individual, family and community strengths and needs.
- Accountable to the individual, family and community.
- Sensitive to the social, linguistic and cultural diversity of families and First Nation communities.
- Staffed by individuals with the appropriate range of skills and abilities necessary to respond effectively to the needs of children, their families and program staff.

## **FINANCIAL FLEXIBILITY**

First Nations may exercise financial flexibility to offset SNR expenses by transferring funds, in their financial submissions, from A392- Wage Subsidy to A377- Special Needs Resourcing. First Nations may also expense Special Needs Resourcing under A404- Child Care Transformation; funds do not need to be moved in or out of this detail code.

For the 2015-16 fiscal year, Special Needs Resourcing funding (A377) may be transferred into, but not out of Capacity Building Funding (A405).

Please Note: SNR is a priority for the Ministry to ensure the inclusion of children with special needs in regulated child care settings at no additional cost to parents/guardians. This means that prior to the transfer of SNR funding; First Nations must ensure that all SNR requirements for children in licensed child care are met. Funding can only be moved from the original special needs resourcing allocation and cannot be combined with other flexibility options.

## **REPORTING REQUIREMENTS**

First Nations are required to report financial and service data to the Ministry related to SNR expenses. First Nations that report in EFIS will provide this information in their Interim report and Financial Statement submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements - Attestation submission.

In addition to total expenses, First Nations are required to report on the SNR data elements outlined in Appendix A of this guideline. These data elements include:

- The number of children receiving services funded through SNR;
- The number of full-time equivalent (FTE) staff providing services funded through SNR;
- The average monthly number of children (up to SK) receiving services funded through SNR; and
- The average monthly number of school-age children receiving services funded through SNR.

Please see Appendix A for additional details on reporting requirements.

## **REQUIRED DOCUMENTATION**

First Nations should maintain service and financial records for each site where the service above is being provided.

## **A392 – WAGE SUBSIDY**

### **PURPOSE**

Wage Subsidy funding is intended to increase the salary and non-mandatory benefits of staff employed in regulated child care settings.

### **ALLOCATIONS**

Wage Subsidy funding is available through detail code A392- Wage Subsidy and A404- Child Care Transformation. These allocations are available in Schedule B of the child care agreement, if applicable.

### **ELIGIBLE EXPENDITURES**

Wage Subsidy funding is for eligible staff employed in a licensed child care centre or private- home day care agency. These child care centres and private-home day care agencies must be licensed by the Ministry of Education in accordance with the *Day Nurseries Act* (DNA). First Nations may also use Wage Subsidy funding to increase payments to private-home day care providers.

First Nations have flexibility to determine how wage subsidies are distributed to staff within their child care programs. First Nations are encouraged to consider community priorities when determining how to distribute wage subsidies to their child care staff.

Some principles that First Nations may wish to consider in distributing wage subsidy funding include:

- Retaining qualified, stable staffing to increase convenience and reliability for parents;
- Supporting program quality to enable higher-quality, consistent services; and
- Distributing wage subsidies equitably and with transparency.

Child care program and non-program staff are eligible to receive wage subsidy. Child care program staff work directly with children and provide programming. First Nations are encouraged to allocate wage subsidies to staff that are in a permanent position that is considered part of the child care program's regular staffing complement. The position can be full or part-time.

The following list provides examples of permanent positions typically found in a child care program that would be eligible for wage subsidy:

- Child Care Program Staff:

- Child Care Supervisors
- Registered Early Child Educators (RECEs)
- Private-Home Day Care Home Visitors and Providers
- Director-approved Program Staff
- Program Staff without ECE qualifications
- Child Care Non-Program Staff:
  - Administrators or Financial Personnel
  - Clerical Staff
  - Cooks
  - Housekeeping and Janitorial
  - Bus Drivers

The following list provides examples of non-permanent positions that may not be eligible for Wage Subsidy funding:

- Individuals working on a short-term project, such as developing a parent handbook
- Students or staff whose salaries are covered by employment programs;
- Individuals paid on a fee for service basis, such as an individual who provides accounting or janitorial services; or
- Individuals that receive an honorarium e.g. elders or artists that occasionally visit the program.

## **FINANCIAL FLEXIBILITY**

First Nations may exercise financial flexibility to offset Wage Subsidy expenses by transferring funds, in their financial submissions, from A377- Special Needs Resourcing to A392- Wage Subsidy should the funding not be required to meet community SNR needs. First Nations may also expense Wage Subsidy under A404- Child Care Transformation; funds do not need to be moved in or out of this detail code.

## **REPORTING REQUIREMENTS**

First Nations are required to report financial and service data to the Ministry related to Wage Subsidy funding. First Nations and TPAs that report in EFIS will provide this information in their Interim Report and Financial Statement submissions. First Nations and TPAs that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenses, First Nations are required to report on the wage subsidy data elements outlined in Appendix A of this guideline. These data elements include:

- The number of full-time equivalent (FTE) program staff serving children 0-5 who receive Wage Subsidy funding;
- The number of full-time equivalent (FTE) program staff serving children 6-12 who receive Wage Subsidy funding; and
- The number of full-time equivalent (FTE) non-program staff who received Wage Subsidy funding.

Please see Appendix A for additional details on reporting requirements.

## **REQUIRED DOCUMENTATION**

First Nations should maintain service and financial records for each site where the service above is being provided.

## **A394 – PAY EQUITY UNION SETTLEMENT**

### **PURPOSE**

To enable the province to continue to support eligible organizations with the cost of implementing proxy pay equity.

### **ELIGIBILITY**

As a result of the Memorandum of Settlement, the province announced additional proxy pay equity funding for eligible non-profit service providers. In order to be eligible, child care programs were required to:

- have a proxy order from the Pay Equity Commission;
- have posted pay equity plan(s) based on proxy comparisons;
- have current and/or outstanding proxy obligations; and

- receive funding to provide child care.

## **EXPENDITURE REQUIREMENTS**

The province will continue to flow funding as agreed in the Memorandum of Settlement to First Nations for the provision of pay equity funding to child care programs in First Nations communities. Service providers are required to continue to meet their pay equity obligations.

## **REPORTING REQUIREMENTS**

First Nations are required to report financial and service data to the Ministry related to Pay Equity Union Settlement funding. First Nations that report in EFIS will provide this information in their Interim Report and Financial Statement submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

## **A402/A403 – ONTARIO WORKS CHILD CARE**

### **PURPOSE**

Ontario Works (OW) Child Care funding is to be used to enable OW participants to work, or engage in employment assistance activities while their children are being cared for in a safe and nurturing environment.

### **ALLOCATIONS**

First Nations and TPAs can access two types of OW child care funding- Ontario Works Formal and Ontario Works Informal, which are described in detail below. Ontario Works Child Care funding is available through detail codes A402/A403- Ontario Works Child Care. This allocation can be found in Schedule B of the child care agreement, if applicable.

### **ELIGIBLE EXPENDITURES**

OW child care funding covers the cost of child care for children in First Nations communities whose parents are eligible for income assistance under the *Ontario Works Act, 1997* and are employed and/or participating in employment assistance activities under the act. OW child care may be provided for children under 10 years of age, or for children up to 12 years of age in special circumstances. Parents of children up to age 18 with special needs may be eligible for this funding.

Child care is an essential support that allows OW participants to partake in employment assistance activities in order to make the transition to employment and achieve financial

independence. First Nations and TPAs who receive OW Child Care funding are designated OW delivery agents under the *Ontario Works Act, 1997*. In addition, the First Nation being funded directly or TPA designated to serve First Nations communities must be delivering the full OW program i.e. financial assistance and employment assistance.

In First Nation communities with a licensed child care centre, OW and Child Care Administrators are encouraged to work collaboratively to ensure that child care supports are available for OW participants and to determine the child care services appropriate for OW participants within their communities while protecting confidentiality of families.

### **Ontario Works Formal Child Care**

Ontario Works Formal Child Care funding may cover the cost of licensed child care centre and private- home day care services provided to children of OW participants in First Nation communities. Ontario Works Formal child care funding is a type of fee subsidy, which is financial assistance provided on behalf of parents for the cost of licensed child care services or private-home day care services up to the actual cost of the licensed child care (as specified in section 8.7 of the Ontario Works Policy Directives).

Ontario Works Formal Child Care funding may be provided for children in attendance at a licensed child care centre operated by a First Nation/TPA or for the purchase of child care centre or private-home day care services for children whose parents are eligible for income assistance under the *Ontario Works Act, 1997* (as defined in O. Reg. 262 under the *Day Nurseries Act*).

### **Ontario Works Informal Child Care**

Ontario Works Informal Child Care funding may cover the cost of informal (unlicensed) child care provided to children of OW participants in First Nation communities. Informal child care provides an additional option for parents requiring more flexible arrangements for part time, short term and irregular care arrangements to meet OW participation requirements. The payment level to OW participants for informal care is the actual cost of the informal child care up to the prescribed maximum per child (as specified in section 8.7 of the Ontario Works Policy Directives).

Please refer to the Ministry of Community and Social Service's Ontario Works Policy Directives for more information about OW formal and informal child care supports.

In light of recurrent events regarding child safety and well-being in the informal child care sector the Ministry of Education is taking steps to prioritize and promote the use of licensed child care options for OW participants.

The Ministry encourages First Nations and Transfer Payment Agencies to promote the use of licensed child care for OW participants and to document where OW participants are either unable to secure licensed child care or licensed child care does not effectively support the participants' activities as documented in the OW Participation Agreement.

Information on the differences between informal and licensed child care options can be found on the [Ministry of Education website](#).

## **COST-SHARING REQUIREMENTS**

Ontario Works Formal Child Care (A402) is cost-shared on an 80% provincial/20% First Nations basis under the *Day Nurseries Act*. Ontario Works Informal Child Care (A403) is funded 100% by the Province under the *Ministry of Community and Social Services Act*.

## **FINANCIAL FLEXIBILITY**

Effective April 1, 2012, the Ontario Works Formal (A402) and Informal (A403) detail codes were combined and First Nations and TPAs receive one allocation under Ontario Works Child Care- A402/A403 in Schedule B of the child care service agreement.

The blending of the Ontario Works Formal (A402) and Informal (A403) detail codes provides First Nations and TPAs with the flexibility to spend their allocation in a way that best meets community need. Although First Nations and TPAs receive a combined allocation under A402/A403, they will be required to report their expenditures on A402 and A403 separately in their financial submissions.

The calculation of the First Nation or TPA's entitlement under Ontario Works Child Care-A402/A403 will take into account the different cost sharing requirements for the two detail codes. See the example below.

### **Ontario Works Child Care Funding- Example of Entitlement Calculation**

A First Nation is entitled to receive a maximum combined Ontario Works child care allocation of \$30,000. Based on community need, the First Nation has determined that 1/3 of their allocation will be used for Formal Child Care (A402) and 2/3 of their allocation will be used for Informal Child Care.



## **A402/A403 OW Child Care Allocation \$ 30,000<sup>11</sup>**

### **Community Need Analysis:**

**A402 Ontario Works Formal Child Care- (\$30,000 X 1/3) \$10,000<sup>12</sup>**

**A403 Ontario Works Informal Child Care- (\$30,000 X 2/3) \$20,000**

Costs that must be incurred in order to receive full allocation:

	<b>EDU Share</b>	<b>First Nation Share</b>	<b>Total Costs Incurred<sup>13</sup></b>
A402 Ontario Works- Formal Child Care (80/20 Cost Share)	\$10,000	\$2,500	\$12,500
A403 Ontario Works- Informal Child Care (100% funded by EDU)	\$20,000	-	\$20,000
Total	\$30,000	\$2,500	\$32,500

## **REPORTING REQUIREMENTS**

First Nations and TPAs are required to report financial and service data to the Ministry related to OW Child Care. First Nations that report in EFIS will provide this information in their Interim report and Financial Statement submissions. First Nations and TPAs that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total OW Child Care expense, First Nations and TPAs are required to report on the OW data elements outlined in Appendix A of this guideline. These data elements include:

### **Formal Child Care:**

- The average monthly number of infants, toddlers, preschoolers, JK, SK and school-age children of OW participants provided with child care in licensed child care settings;
- The cumulative total number of children of OW participants provided with child care in licensed child care settings; and
- The number of OW participants receiving fee subsidies.

<sup>11</sup> As outlined in Schedule B of the child care service

<sup>12</sup> Allocation split based on facts of the scenario above.

<sup>13</sup> If the cost incurred by the First Nation is less than \$32,500 the amount of funding the First Nation receives from the Ministry will decrease.

### **Informal Child Care:**

- The average monthly number of children of OW participants provided with child care in an unlicensed child care setting; and
- The cumulative total number of children of OW participants provided with child care in an unlicensed child care setting;
- The number of OW participants provided with funding for unlicensed child care. Please see Appendix A for additional details on reporting requirements.

### **REQUIRED DOCUMENTATION**

First Nations and TPAs should maintain service and financial records for each site where the service above is being provided.

### **A404 – CHILD CARE TRANSFORMATION**

#### **PURPOSE**

Transformation funding is ongoing funding to support program viability and quality and assists with the transformation of child care in First Nation communities.

First Nations are responsible for spending their Child Care Transformation funding in a way that best meets community needs and priorities. First Nations are encouraged to use the following guiding principles to inform transformation funding priorities:

- transforming existing child care programs to enable increased access to higher-quality programs and services for younger children;
- increasing convenience and reliability for parents; and
- supporting programs that serve children with special needs.

#### **ALLOCATIONS**

Child Care Transformation funding is available through detail code Child Care Transformation (A404). This allocation can be found in Schedule B of the child care agreement, if applicable. Please note that in 2015-16 one-time transformation has been converted to ongoing transformation funding.

#### **ELIGIBLE EXPENDITURES**

Child Care Transformation funding may be used to cover expenses related to Fee Subsidy, Wage Subsidy, and Special Needs Resourcing. It may also be used to

purchase play-based materials and equipment for child care programs as well as IT upgrades that help facilitate internet connectivity for child care business purposes.

Child Care Transformation funding cannot be allocated to unlicensed settings. Please refer to the following schedules for a description of these services:

- Fee subsidy- refer to detail code A370 in Schedule A of the service agreement and pages (22-23) of this guideline;
- Wage subsidy- refer to detail code A392 in Schedule A of the service agreement and pages (32-33) of this guideline; and
- Special Needs Resourcing- refer to detail code A377 in Schedule A of the service agreement and pages (29-31) of this guideline.

Below are further details on eligible expenses related to play-based materials and equipment or IT upgrades.

### **Play-based Material and Equipment**

- Play-based material and equipment funding is intended to help child care operators create enriching environments with materials that promote children's learning and development through exploration, play and inquiry consistent with the views, foundations and approaches of ***How Does Learning Happen?***

***Ontario's Pedagogy for the Early Years.*** Please see the [Ministry of Education website](#) for additional information.

- Funding may be used to create indoor and outdoor spaces that invite children to investigate, imagine, think, create, solve problems, collaborate, communicate and make meaning from their experiences. Consider providing interesting and open-ended materials that children can use in many ways.
- Funding may be used to create environments that support children's connections to the natural world. Consider programs where they can engage in vigorous physical play in natural outdoor spaces and playgrounds that present manageable levels of challenge. Examples may include creating a natural playground space or adding a sandbox to the outdoor play area.
- Play-based material and equipment funding may also be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program (e.g. kitchen supplies).

- Play-based material and equipment funding may also be used for minor renovations, such as lowering sinks/countertops to provide easier access for children to wash their hands.

If you have any questions regarding the use of transformation funding for the purchase of play-based materials and equipment please contact your Child Care Advisor.

### **IT Upgrades**

- Transformation funding may be used for IT upgrades to support the purchase of IT equipment that enables child care staff to connect to the internet for business purposes;

### **FINANCIAL FLEXIBILITY**

Child Care Transformation funding (A404) may be used for any of the expenses listed under eligible expenditures above. Child Care Transformation funding may also be transferred to Supervisor Network and Capacity Building Funding (A405) to assist First Nations communities to invest in professional development, networking and capacity building opportunities. This allocation can be found in the Budget Schedule (Schedule B of your 2015-16 child care service agreement).

### **REPORTING REQUIREMENTS**

First Nations are required to report financial and service data to the Ministry related to Child Care Transformation expenses. First Nations that report in EFIS will provide this information in their Interim report and Financial Statement submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements - Attestation submission.

First Nations are required to report on their total transformation expenditures for Fee Subsidy, Wage Subsidy, SNR, play-based materials and equipment and IT upgrades under Child Care Transformation (A404). In addition to expenses, First Nations are required to report on the Child Care Transformation data elements outlined in Appendix

A of this guideline. These data elements include:

- The number of children receiving transformation fee subsidies;
- The number of children receiving SNR services funded through transformation;
- The number of full-time equivalent (FTE) staff providing SNR services funded through transformation;

- The number of full-time equivalent (FTE) program staff serving children 0-5 who receive wage subsidy through transformation funding;
- The number of full-time equivalent (FTE) program staff serving children 6-12 who receive wage subsidy through transformation funding;
- The number of full-time equivalent (FTE) non-program staff who received wage subsidy through transformation funding.
- The number of licensed centres that received funding for IT upgrades. Please see Appendix A for additional details on reporting requirements. **REQUIRED DOCUMENTATION**

First Nations should maintain service and financial records for each site where the service above is being provided.

## **A405 – CHILD CARE SUPERVISOR NETWORK- CAPACITY FUNDING**

### **PURPOSE**

The primary purpose of Child Care Supervisor Network– Capacity Funding is to support the development of First Nations Child Care Supervisor Networks and capacity building for Supervisors/staff to deliver quality programs in First Nations licensed child care programs.

Capacity building funding is also intended to support professional learning and development opportunities that build the capacity of supervisors, program staff/caregivers, home visitors and home child care providers to support the provision of high quality programs for children ages 0 to 12. High quality child care programs are child-centred and provide environments and experiences to engage children in active, creative and meaningful exploration and learning.

### **ALLOCATIONS**

Child Care Supervisor Network – Capacity funding is available through detail code A405- Child Care Supervisor Network-Capacity funding. This allocation can be found in Schedule B of the child care agreement, if applicable.

### **ELIGIBLE EXPENDITURES**

Child Care Supervisor Network–Capacity funding may be used to cover any of the eligible expenses below for Supervisors/staff in licensed child care settings. This funding cannot be allocated to unlicensed settings.

Professional learning and development opportunities may be provided to child care supervisors, program staff, resource teachers/consultants, supplemental SNR staff, cooks, home child care providers, home visitors, other staff or boards of directors of licensed non-profit programs. Capacity building funding is not intended to support licensing and compliance.

First Nations and TPAs are responsible for determining how this funding can be used to support the development of and participation in child care supervisor networks and capacity building for First Nation child care Supervisors and staff. First Nations and TPAs are encouraged to work with their child care Supervisors to determine how the funding can be used to maintain or enhance quality programming in their child care programs.

Child Care Supervisor Network – Capacity funding may be used for:

- Transportation, meal and accommodation costs to attend supervisor meetings and network events.
- Equipment and technology to support supervisor network meetings (e.g., teleconference lines and Adobe connect).
- Costs associated with the development and sharing of resources to support child care supervisors and child care programs.
- Mentoring with First Nations Child Care Supervisor Network leaders.

First Nations and TPAs may also direct funding to support:

- Professional learning and staff development opportunities that align with the *Day Nurseries Act* regulations and Ministry policy (e.g., workshops, mentoring and coaching, in person or virtual networking opportunities that support continuous learning through questions, reflection and dialogue).
- Establishment of professional learning communities of practice to support early years program staff.
- Program-related professional learning opportunities that align with the views and approaches outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, and promotes reflective practice and collaborative inquiry (e.g. College of Early Childhood Educators leadership initiatives, post-diploma training programs etc.); Professional development opportunities related to child care program business administration (e.g., budgeting, leadership, human resource management, policy development, and board governance etc.).

- Professional development opportunities related to the health, safety and well-being of children (e.g., nutrition, first aid, environmental health, communicable diseases, etc.).
- Release time and overtime to support staff in participating in professional development opportunities.
- Travel costs to support attendance at professional development opportunities.

Some guiding principles that First Nations and TPAs may want to consider in determining how to spend this funding include:

- Supporting child care supervisors with opportunities to create and enhance First Nation Child Care Supervisor Networks;
- Increasing opportunities for child care supervisors to meet face to face to share knowledge, build relationships and learn from one another;
- Building capacity among child care supervisors and program staff; and
- Support Supervisors and licensed child care program staff in delivering high quality child care for children ages 0 -12.

## **FINANCIAL FLEXIBILITY**

Funding may be used for any of the categories listed above under eligible expenditures. First Nations and TPAs may transfer Child Care Transformation (A404) funding allocation to Supervisor Network and Capacity Building Funding (A405) to assist First Nations communities in investing in professional development and capacity building opportunities that will maintain or enhance child care program quality on reserve. This allocation can be found in the Budget Schedule (Schedule B) of your 2015-16 child care service agreement.

For the 2015-16 fiscal year First Nations and TPAs may also transfer Special Needs Resourcing funding (A377) into, but not out of Capacity Building Funding (A405). SNR is a priority for the Ministry to ensure the inclusion of children with special needs in regulated child care settings at no additional cost to parents/guardians. This means that prior to the transfer of SNR funding; First Nations must ensure that all SNR requirements for children in licensed child care are met. Funding can only be moved from the original special needs resourcing allocation and cannot be combined with other flexibility options.

## **REPORTING REQUIREMENTS**

First Nations and TPAs are required to report financial and service data to the Ministry related to Child Care Supervisor Network-Capacity expenses. First Nations and TPAs that report in EFIS will provide this information in their Interim report and Financial Statement submissions. First Nations and TPA that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenditure, First Nations and TPAs are required to report on the Child Care Supervisor Network – Capacity data elements outlined in Appendix A of this guideline. These data elements include:

The number of child care staff who receive funding to participate in network meetings or engage in professional development activities.

Please see Appendix A for additional details on reporting requirements.

## **REQUIRED DOCUMENTATION**

First Nations and TPAs should maintain service and financial records for each site where the service above is being provided.

## **A406 – WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT**

### **INTRODUCTION**

The 2014-15 Provincial Budget included an investment of \$269 million over three years to support wage enhancement in the licensed child care sector. This wage enhancement will benefit low-income child care program staff in the sector, help retain Registered Early Childhood Educators (RECEs), and support access to stable, high-quality child care programs for children in Ontario. The wage enhancement will also help close the wage gap between registered early childhood educators (RECEs) working in full-day kindergarten (FDK) programs and RECEs/other child care program staff working in licensed child care settings.

The wage enhancement will support an increase of up to \$1 per hour in 2015, plus 17.5 percent benefits, with an additional increase in 2016. In addition, the Home Child Care Enhancement Grant (HCCEG) will support an increase of up to \$10 per day in 2015 for home child care providers working with a licensed Private Home Day Care (PHDC) Agency.

The first year of the wage enhancement initiative will be a transition year. This year of transition will allow the Ministry to work with First Nations on the delivery of wage



enhancement/HCCCEG funding and offer opportunities for feedback and learning to inform adjustments for the second year.

## **PURPOSE**

The purpose of the wage enhancement funding is to support a wage increase of up to \$1 per hour plus 17.5 percent benefits for Registered Early Childhood Educators (RECEs) and other child care program staff working in licensed child care centres and home visitors working in licensed PHDC agencies.

The purpose of the HCCCEG funding is to support an increase of up to \$10 per day for licensed home child care providers contracted with a licensed PHDC agency.

## **FUNDING**

There are two different types of funding under this initiative:

### 1. Wage enhancement:

- will be transferred to licensed child care centres and home child care agencies to support eligible child care program staff and home visitors.
- will support an increase of up to \$1 per hour, plus 17.5 percent benefits.

### 2. Home Child Care Enhancement Grant:

- will be transferred to licensed home child care agencies to support eligible home child care providers.
- will support an increase of up to \$10 per day.

Funding for the 2015 wage enhancement will be based on full time equivalent positions in licensed child care centres and agencies between January 1, 2014 and December 31, 2014. This is to support consistency for centres that experience turnover throughout the year.

As the intent of the wage enhancement is to close the wage gap between RECEs working in FDK programs and RECEs/child care program staff in licensed child care settings, the Ministry has established an hourly wage maximum of \$26.27/hour (as of December 31, 2014) for centre-based staff or an equivalent rate of \$262.70 per day for PHDC providers. This wage cap aligns with the top of the existing school board Educator Salary Matrix for RECEs in FDK.

## **ELIGIBILITY CRITERIA: WAGE ENHANCEMENT (CHILD CARE CENTRES AND HOME VISITORS)**

### **Centre-Based Child Care and Home Child Care Visitor Positions:**

To be eligible to receive the full 2015 wage enhancement, RECEs, home visitors and other child care program staff must be employed in a licensed child care position that:

- Existed in a licensed child care centre or home child care agency between January 1, 2014 and December 31, 2014;
- Has an associated wage of less than \$25.27 per hour; and
- Is categorized as a child care supervisor, RECE, home child care visitor, or can be otherwise counted toward adult to child ratios under the *Day Nurseries Act* (DNA).

Supplementary program staff positions that are in place to maintain lower adult-child ratios than required under the DNA are also eligible for wage enhancement.

### **Partial Wage Enhancement**

- Where an eligible centre-based or home visitor position has an associated wage rate that is between \$25.27 and \$26.27 per hour, as of December 31, 2014, that position is eligible for a partial wage enhancement. The partial wage enhancement will increase the wage of the qualifying position to \$26.27 per hour without exceeding the cap.
  - For example, if an RECE position has a wage rate of \$25.50 per hour it would be eligible for wage enhancement of \$0.77 per hour.

### **Ineligible Positions (Non-Program Staff)**

- Cook, custodial and other non-program staff positions are not eligible for wage enhancement funding.
- SNR-funded resource teachers/consultants and supplemental staff are not eligible for wage enhancement funding.
- The only exception to this provision is if at least 25 percent of the non-program staff position is used to support ratio requirements; in which case the staff would be eligible for a partial wage enhancement.

- For example a position that requires a cook to spend 25 percent of their time in the infant room supporting ratio may receive up to 25 percent of the wage enhancement amount.

### **ELIGIBILITY CRITERIA: HOME CHILD CARE ENHANCEMENT GRANT (HOME CHILD CARE PROVIDERS)**

In order to be eligible to receive the **full HCCEG of \$10 per day**, home child care providers must:

- Hold a contract with a licensed home child care agency between January 1, 2014 and December 31, 2014;
- Serve the equivalent of two full-time children enrolled in their program who have been assigned to them by a licensed home child care agency during the above time period;
- Receive less than 262.70 per day in fees from their agency; and
- Are actively serving agency placed children during 2015.

If a home child care provider does not qualify for the full HCCEG because they serve less than the equivalent of two full-time children assigned to them by their agency, they can still qualify for the a **partial HCCEG of \$5 per day** if they:

- Are regulated through a licensed home child care agency as of December 31, 2014;
- Serve less than two full-time equivalent children, assigned to them by a licensed home child care agency;
- Receive less than \$131.35 per day in fees from their agency; and
- Are actively serving agency placed children during 2015.

If at any point a home child care provider stops serving agency placed children, the home child care agency must terminate the transfer of HCCEG funds to the provider. The transfer of funds can resume once the provider resumes serving agency placed children.

### **ALLOWABLE EXPENSES**

Wage enhancement/HCCEG funding is an enveloped allocation. First Nations will be required to use the funding only for the intended purposes of:

- increasing wages of eligible centre-based staff and home visitors by up to \$1 per hour plus 17.5 percent benefits, or
- providing a daily increase of up to \$10 for home child care providers who contract with a licensed PHDC agency.

Wage enhancement/HCCCEG funding must be paid to child care staff and may not be spent on any other expenses:

- 100 percent of the wage enhancement funds must be provided to child care staff, **in addition** to their wage rate effective January 1, 2015.
- 100 percent of HCCCEG funding must be paid to home child care providers in addition to the fee transfer amounts set by the agency as of January 1, 2015.

Any funding not used for the intended purpose will be recovered by the Ministry. First Nations may not transfer funds between their regular child care allocations and their wage enhancement allocation.

The Ministry recognizes that some child care programs in First Nations communities provide benefits at a higher rate than the mandatory 17.5 percent; however wage enhancement funding may not be used to support benefits above 17.5 percent. Child care programs that provide benefits at a rate higher than 17.5 percent will not be reimbursed through the wage enhancement. The cost for the additional benefits will be managed by the child care operator. Operators that provide benefits below 17.5 percent will only be reimbursed for the amount of mandatory benefits paid to staff. First Nations will be asked to identify the benefit rate provided to staff in their child care programs through the application process.

The 17.5 percent provided for mandatory benefits is composed of the following:

<b>Statutory Contributions</b>	<b>Expected</b>
Canada Pension Plan (CPP), max \$52,500	4.95%
Employment Insurance (EI), max \$48,600	2.63%
Workers Safety Insurance Board (WSIB)	1.10%
Employer Health Tax (EHT)	1.23%
Vacation Pay	4.00%
Public Holiday Pay	3.59%
<b>Total</b>	<b>17.50%</b>

There is flexibility in the amounts listed above provided the benefits paid do not exceed percent. For example, if a child care program does not fund WSIB, but pays 5 percent in vacation pay, the 1.10% from WSIB may be used to pay for the increased vacation.

Wage enhancement funding may not be used to fund overtime pay in 2015. The hourly wage increase may not exceed \$1.00 plus 17.5 percent benefits. Wage enhancement/HCCEG funding cannot be used to support system expansion or to reduce fees. Wage enhancement/HCCEG funding must be directed solely to licensed child care staff and home visitors to increase wages and to home child care providers to increase daily rates.

## **ADMINISTRATION**

To support the implementation of the wage enhancement/HCCEG initiative in 2015, the Ministry is providing First Nations with a one-time grant equivalent to **ten percent** of their projected annual wage enhancement allocation. This allocation is based on existing licensed child care capacity to reflect the projected administrative effort associated with implementing the enhancement.

The Ministry recognizes there will be ongoing administrative costs associated with the wage enhancement investment and will provide details on future administration funding when 2016-17 allocations are released in the winter of 2016.

## **IMPLEMENTATION**

Wage enhancement/HCCEG funding is an **entitlement initiative**. This means that up to \$1 per hour plus 17.5 percent benefits or up to \$10 per day for PHDC providers, must be provided to **all qualifying positions** based on actual hours/days worked in 2014.

First Nations must submit their wage enhancement funding requirements to the Ministry on an annual basis. **The Ministry will fund 100 percent of qualifying First Nation wage enhancement/HCCEG requests based on January 1 to December 31, 2014 actuals reported.**

## **APPLICATION PROCESS**

To support the implementation of this initiative, First Nations will be required to complete an application form and submit to the Ministry for wage enhancement/HCCEG funding.

The Ministry has provided an application form and related instructions as part of the 2015-16 child care and family support program service agreement package. The application form calculates the total number of FTEs that qualify for full and partial wage enhancements based on 2014 actuals.

First Nations will apply for the wage enhancement funding required for the period of January 1, 2015 to December 31, 2015. The Ministry will provide information on the funding and application process for 2016 in the Fall of 2015; 2016 funding will include \$1 plus and additional increase.

Completed application forms for 2015 funding must be submitted to the Ministry no later than June 30, 2015.

**Please note: Wage enhancement funding will not be flowed to First Nations until application forms with completed 2014 staffing information have been reviewed and approved by the Ministry.**

### **CALCULATING WAGE ENHANCEMENT/HCCEG ENTITLEMENT**

First Nations will complete the application form and submit to the Ministry by June 30, 2015. The position-based wage enhancement uses the centre's or PHDC agency's total number of hours worked per eligible centre staff or home visitor, between January 1 to December 31 of the previous year, and calculates a supported number of full-time equivalent (FTE) positions, which are submitted to the Ministry. The calculation below is built into the sample application template.

#### **2015 FTE**

$$= \frac{\text{Total hours worked}^{14} \text{ by an eligible employee from Jan. 1, 2014 to Dec. 31, 2014}}{7.25 \text{ hours per day} \times (\# \text{ of work week days in the year} - \text{public holidays} - 4\% \text{ vacation})}$$

$$\text{2015 Wage Enhancement} = \$1.00 \times 1,751.62 \text{ hours} = \$1,751.62$$

$$\text{2015 Benefits Enhancement} = \$1,751.62 \times 17.5\% = \$306.53 = \$2,058.16 \text{ +/- } \$1 \text{ for rounding}$$

**The HCCEG daily rate funding for home child care providers is calculated as follows:**

Determine if provider serves:

- 2 or more FTE children = 100% of daily amount \$10
- Less than 2 FTE children = 50% of daily amount \$5

HCCEG = Full (\$10) or partial (\$5) enhancement x days worked per week x operational weeks. The equivalent daily amount is flowed to the PHDC for each day in 2015 where the provider has at least 1 child in care placed by the agency. The calculation above is

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<sup>14</sup> Hours worked are represented by actual hours spent at the employer's premises. It excludes vacation time, overtime (hours worked in excess of standard work week), sick time and statutory holidays.

built into the application template, which means that First Nations only have to add the totals generated by the application to determine their 2015 allocation and the amount that is allocated to each agency.

Wage enhancement/HCCEG entitlement will be recalculated on an annual basis. This means that First Nations will be required to collect/review entitlement data annually.

Information on the 2016 wage enhancement will be provided in Fall 2015.

## **ACCOUNTABILITY**

First Nations must clearly indicate on staff paycheques and home child care provider fee transfers the portion of funding that is being provided through the wage enhancement/HCCEG labeled as follows:

- Provincial child care wage enhancement
- Provincial home child care enhancement grant

A number code may be used if payment systems do not allow a text line addition.

First Nations child care programs must complete the following accountability requirements related to wage enhancement/HCCEG:

- A statement completed by participating child care centres which attests that 100% of wage enhancement funding was provided directly to eligible child care staff with \$1.00 per hour provided for wage plus 17.5 percent provided for benefits in addition to their wage rate as of January 1, 2015.
- A statement completed by participating home child care agencies which attests that 100% of HCCEG funding was provided directly to eligible home child care providers in addition to the fee transfer amounts set by the agency as of January 1, 2015 and that 100% of wage enhancement funding was provided directly to eligible home visitors in addition to their wage rate as of January 1, 2015.

In the event that the Ministry determines that a First Nation has **failed to meet the funding conditions outlined in their agreement** for the provision of wage enhancement/HCCEG funding, the Ministry will recover all misused funds. Additionally, non-compliant First Nations may be deemed ineligible to receive future wage enhancement funding.

## **DISTRIBUTION OF FUNDS**

First Nations may begin flowing funds for the wage enhancement/HCCEG as soon as they have confirmation from the Ministry of their wage enhancement/HCCEG

entitlement for centres/home child care agencies and providers. Funds provided to staff will be retroactive to January 1, 2015.

## **REPORTING REQUIREMENTS**

First Nations will be required to report on data elements and expenses to support accountability and inform future policy and implementation decisions regarding this investment.

First Nations will be required to report on the following service data elements in their EFIS Interim report and Financial Statement submissions. First Nations that are not EFIS filers will be required to submit a separate form at the time of interim reports and attestations.

- Number of licensed child care programs receiving wage enhancement/HCCEG funding.
- Number of centre based RECE and Home Visitor RECE FTEs Receiving a Full Wage Enhancement
- Number of centre based RECE and Home Visitor RECE FTEs Receiving a Partial Wage Enhancement
- Number of centre based other program and Home Visitor other program FTEs receiving a full wage enhancement;
- Number of centre based other program and Home Visitor other program FTEs receiving a partial wage enhancement;
- Number of Supervisor FTEs receiving a full wage enhancement;
- Number of Supervisor FTEs receiving a partial wage enhancement;
- Number of home child care providers receiving a full HCCEG;
- Number of home child care providers receiving a partial HCCEG; and

First Nations will be required to report on the following financial data elements in their EFIS Interim report submissions:

- Total wage enhancement funding required for fully eligible positions including the cost of benefits;
- Total wage enhancement funding required for partially eligible positions including the cost of benefits;



- Total HCCEG funding required for fully eligible home child care positions; and
- Total HCCEG funding required for partially eligible home child care positions;

First Nations will be required to report on the following wage enhancement expenses in their EFIS Financial Statements or attestation submissions:

- Total wage enhancement expenditures;
- Total HCCEG expenditures; and
- One-time administration funding (please note, unused 2015 administration funding may be used to support 2016 wage enhancement/HCCEG administration).

All the necessary reporting requirements are captured in the application form provided by the Ministry.

## **A515 – SMALL WATER WORKS**

### **PURPOSE**

Small Water Works (SWW) funding supports costs related to small water systems for licensed child care centres.

### **ALLOCATIONS**

First Nations that have historically received SWW funding from the Ministry of Children and Youth Services (MCYS) have received an allocation in 2015-16. This allocation can be found in Schedule B of the child care agreement, if applicable. Small Water Works funding is available through detail code A515-Small Water Works.

### **ELIGIBLE EXPENDITURES**

SWW funding is for licensed child care centres that are on small water systems.

SWW funding should be used to support regular ongoing water testing and maintenance expenses, which are limited to the following expense categories – laboratory testing, chemicals, supplies/filters, courier costs, maintenance of water treatment equipment including replacement UV bulbs and training.

Costs related to the purchase and installation of systems and equipment are not eligible.

## **FINANCIAL FLEXIBILITY**

Funding may be used for any of the categories listed above under eligible expenditures, but may not be moved to any other detail codes.

## **REPORTING REQUIREMENTS**

First Nations are required to report financial and service data to the Ministry related to Small Water Works expenses. First Nations that report in EFIS will provide this information in their Interim report and Financial Statement submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenditure, First Nations are required to report on the number of programs funded through SWW.

Please see Appendix A for additional details on reporting requirements.

## **REQUIRED DOCUMENTATION**

First Nations and Transfer Payment Agencies should maintain service and financial records for each site where the service above is being provided.

## **SECTION 6 - FAMILY SUPPORT PROGRAM SERVICE AND FUNDING**

### **ELIGIBILITY AND REQUIREMENTS**

**NOTE:** This section of the guideline applies only to First Nations and Transfer Payment agencies receiving family support program funding and sets out the Ministry's expectations, terms and conditions for provincial funding and the corresponding services.

#### **A387 – CHILD CARE RESOURCE CENTRES**

During the transition period, Child Care Resource Centres (CCRCs) will continue to refer to existing Ministry of Children and Youth Services guidelines for operating, funding, and policy direction. These guidelines include, but are not limited to:

- Child Care Resource Centre Guideline (included in Child Care Service Management Guidelines, 2000)
- Child Care Service Planning Requirements
- Ministry of Community and Social Services Child Care Resource Centre policy
- Policy statements, guidelines or communications provided to agencies related to policies, operations and/or the provision of CCRC services.

#### **A462 - ONTARIO EARLY YEARS CENTRES**

During the transition period, Ontario Early Years Centres (OEYCs) will continue to refer to existing Ministry of Children and Youth Services guidelines for operating and policy direction. These guidelines include, but are not limited to:

- Planning the Ontario Early Years Centres: Guidelines for Communities
- The Ontario Early Years Centre Program Orientation and Resource Guide
- The Ontario Early Years Centres and Child Care Resource Centres Service Data Element dictionary.
- Policy statements, guidelines or communications provided to agencies related to policies, operations and/or the provision of OEYC services.

## **A466 - DATA ANALYSIS COORDINATORS**

During the transition period, TPAs receiving funding for Data Analysis Coordinators (DACs) will continue to refer to existing Ministry of Children and Youth Services guidelines for operating and policy direction. These include, but are not limited to:

- Guidelines for Data Analysis Coordinators
- Policy statements, guidelines or communications provided to agencies related to policies, operations and/or the provision of DAC services.

The Ministry will not be collecting service plans or the agency completed section of your service description schedule in 2015-16. If you would like to share your DAC's most recent service plan with the Ministry of Education, you may email it to [ELIB@ontario.ca](mailto:ELIB@ontario.ca).

## **A520 – BETTER BEGINNINGS BETTER FUTURES**

During the transition period, Better Beginnings Better Futures (BBBF) will continue to refer to existing Ministry of Children and Youth Services guidelines for operating, funding, and policy direction. These guidelines include, but are not limited to:

Better Beginnings, Better Futures Community Guidelines Policy statements, guidelines or communications provided to agencies related to policies, operations and/or the provision of CCRC services.

The Ministry will not be collecting service plans or the agency completed section of your service description schedule in 2015-16. If you would like to share your BBBF's most recent service plan with the Ministry of Education, please email it to [ELIB@ontario.ca](mailto:ELIB@ontario.ca).

## **SERIOUS OCCURRENCE PROTOCOL**

First Nations and Transfer Payment Agencies (TPAs) that are funded for Child Care/Family Resource Programs (CCRCs), Ontario Early Years Centres (OEYCs) and/or Better Beginnings Better Futures (BBBFs) are required to report serious occurrences (SOs) to the Ministry of Education. First Nations and TPAs are required to submit to the Ministry reports for serious occurrences (SORs) that take place in CCRCs, OEYCs, and BBBFs if it falls into any of the categories below. TPAs must submit SORs to the Ministry within 24 hours of a serious occurrence

1. Death of a child
2. Serious injury to a child that requires treatment by a regulated health professional (doctor, nurse, dentist, etc.) and/or a serious injury that involves the police, fire or ambulance/EMS/paramedics.

3. Allegation of abuse and/or neglect of a child
4. Child is missing (if the child is still missing when the SOR is submitted)
5. High potential for public criticism of the Ministry of Education and/or if the situation may lead to questions being asked by the media.

Please submit your SOR by email to [EYIBSOR@ontario.ca](mailto:EYIBSOR@ontario.ca) or by fax to 647-724-0943 or by toll free fax to 888-996-3889. The Ministry will acknowledge receipt of your SOR, review all information, and contact you if any follow up is required. First Nations and TPAs should use the Ministry of Education’s Family Support Program Serious Occurrence Report Form to report a serious occurrence. The Serious Occurrence forms can be found in Appendix E.

The summary below outlines the Ministry’s protocol that First Nations and Transfer Payment Agencies are to follow for family support programs (i.e. BBBF, CCRC, or OEYC) when a serious occurrence has taken place:

### Family Support Program Serious Occurrence Protocol

Timeframe	Responsibility
Immediately	First Nations and Transfer Payment Agencies will: <ul style="list-style-type: none"> <li>• Address health &amp; safety of client(s).</li> <li>• Notify Children’s Aid Society, as appropriate.</li> <li>• Notify all other applicable parties, as required.</li> </ul>
Serious Occurrence Report <i>(Within 24 hours)</i>	First Nations and Transfer Payment Agencies will: <ul style="list-style-type: none"> <li>• Determine if the incident is a serious occurrence to be reported to the Ministry.</li> <li>• Submit Serious Occurrence Report (SOR) to the Ministry of Education by email to <a href="mailto:EYIBSOR@ontario.ca">EYIBSOR@ontario.ca</a> or by fax to 647- 724-0943 or by toll free fax to 888-996-3889.</li> </ul>
Within 7 business days If follow up action was requested and/or taken	First Nations and Transfer Payment Agencies will: <ul style="list-style-type: none"> <li>• Complete and Submit Part 2 of the Serious Occurrence Report (SOR) to the Ministry of Education by email to <a href="mailto:EYIBSOR@ontario.ca">EYIBSOR@ontario.ca</a> or by fax to 647-724-0943 or by toll free fax to 888-996-3889.</li> </ul>
Upon Receipt of SOR	Ministry of Education will: <ul style="list-style-type: none"> <li>• Acknowledge receipt of SOR</li> <li>• Review all information and action taken by the transfer payment agency.</li> <li>• Determine if further Ministry follow-up is required (if so, the Ministry will work with the transfer payment agency).</li> </ul>

## APPENDIX A: CHILD CARE DATA ELEMENTS AND DEFINITIONS

### FINANCIAL DATA (APPLICABLE TO ALL DETAIL CODES)

<p><b>Name:</b> Gross Expenditures</p> <p><b>Definition:</b></p> <p>This line is the sum of Salaries/Benefits and Other Service Costs. It reflects the total costs for the delivery of a service and may also be useful in analyzing the costs of a unit of service. Although the Ministry may only fund a portion of this total cost, it is important to know the total costs of the service and not just what the Ministry subsidizes.</p> <p><b>Data Type:</b> Financial Specific - Cumulative</p> <p><b>Frequency:</b></p> <p>Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.3)</p> <p>Allocation Below \$350,000: Financial Statements (Attestation)</p>
<p><b>Name:</b> Adjusted Gross Expenditures</p> <p><b>Definition:</b></p> <p>The Adjusted Gross Expenditures are expenditures approved for Ministry subsidies. This is the amount upon which the Ministry subsidy formula is applied. The Adjusted Gross Expenditure amount is the gross expenditures amount minus any offsetting revenue amounts, parent contributions and parent full fees.</p> <p><b>Frequency:</b></p> <p>Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.4)</p> <p>Allocation Below \$350,000: Financial Statements (Attestation)</p>
<p><b>Name:</b> (Legislated) Revenue</p> <p><b>Definition:</b></p>

This is the amount the agency is obligated, through legislation or regulation, to fund for their share of the service costs.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS-Schedule 2.4)

Allocation Below \$350,000: Financial Statements (Attestation)

**Note:** Legislated Revenue is applicable to all **detail codes** funded at less than 100%, which include A370 and A402.

### **A370 – CHILD CARE REGULAR FEE SUBSIDIES**

**Detail Code:**

**A370 - Child Care Regular Fee Subsidies**

**Funding Legislation:** DNA

**Funding Formula:** 80%

**Detail Code Definition:**

Child care fee subsidies for centre based and private home day care directly operated or purchased by First Nation Bands.

### **DATA ELEMENTS:**

**Name:** Average Monthly Number of Infants Served

**Definition:**

The average monthly number of infants receiving fee subsidy. Each infant is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of infants receiving fee subsidy in each month. For infants, less than 18 months old. Each child will move up to the next age group according to their birth date.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of Toddlers Served

**Definition:**

The average monthly number of toddlers receiving fee subsidy. Each toddler is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of toddlers receiving fee subsidy in each month. For toddlers, 18 months of age and over up to and including 30 months of age. Each child will move up to the next age group according to their birth date.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of Preschoolers Served

**Definition:**

The average monthly number of preschoolers receiving fee subsidy. Each preschooler is counted once every month. The number reported in each submission is the year-to-date average (mean) of the number of preschoolers receiving fee subsidy in each month. For preschoolers, more than 30 months of age up to and including 4 years of age. Each child will move up to the next age group according to their birth date.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS– Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of JK Children Served

**Definition:**



The average monthly number of JK children receiving fee subsidy. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of JK children receiving fee subsidy in each month. For JK children who are 3 years and 8 months of age, as of September 1st of each year, up to and including 5 years of age.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS– Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of SK Children Served

**Definition:**

The average monthly number of SK children receiving fee subsidy. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of SK children receiving fee subsidy in each month. For SK children who are 4 years and 8 months of age, as of September 1st of each year, up to and including 6 years of age.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of School-Age Children Served

**Definition:**

The average monthly number of school-aged children receiving fee subsidy. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of school-aged children receiving fee subsidy. For school-aged children who are 5 years and 8 months of age, as of September 1st of each year, up to and including 12 years of age (under 18 for children with special needs).

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Children Served-Day Nurseries Act

**Definition:**

The number of children receiving fee subsidies. Each child is counted only once in the fiscal year.

**Data Type:** Service Specific - Cumulative

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

### **A375 – REPAIRS AND MAINTENANCE (HEALTH AND SAFETY)**

**Detail Code:**

A375- Repairs and Maintenance

**Funding Legislation:** MCSS

**Funding Formula:** 100%

**Detail Code Definition:**

Funding to delivery agents to fund repairs, minor renovations, furnishings and equipment required by agencies providing child care programs.

### **DATA ELEMENTS:**

**Name:** Number of licensed programs funded for repairs and maintenance

**Definition:** The number of licensed child care centres and/or private-home day care agencies that receive funding to address health and safety concerns or repairs and maintenance.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS– Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

### **A377 – SPECIAL NEEDS RESOURCING**

**Detail Code:**

A377 - Special Needs Resourcing - FN

**Funding Legislation:** MCSS

**Funding Formula:** 100%

**Detail Code Definition**

Funding to First Nations to fund Resource Teachers/Consultants for the purpose of supporting children with special needs in a regulated child care setting.

### **DATA ELEMENTS:**

**Name:** Number of Children Served-Special Needs Resourcing

**Definition:**

The number of children with special needs receiving special needs resourcing. Each child is counted only once in the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Full Time Equivalent (FTE) Staff –Special Needs Resourcing

**Definition:**

The number of resource teachers responsible for the delivery of the service. Full time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of Children Served up to and including SK age - Special Needs Resourcing

**Definition:**

The average monthly number of children with special needs up to and including SK age receiving special needs resourcing. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of children served each month.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of School-Age Children Served – Special Needs Resourcing

**Definition:**

The average monthly number of school-aged children receiving special needs resourcing. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of school-aged children receiving special needs resourcing. For school-aged children who are 5 years and 8 months of age, as of September 1st of each year, and under 18 years of age.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS–  
Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**A392 – WAGE SUBSIDY****Detail Code:****A392 - Wage Subsidy**

**Funding Legislation:** MCSS Funding Formula: 100%

**Detail Code Definition:**

Funding paid directly by the Ministry to non-profit licensed child care agencies towards the reduction of fees charged to parents and/or remuneration to staff.

**DATA ELEMENTS:**

**Name:** Number of FTEs Serving Age 0-5 – Wage Subsidy

**Definition:**

The number of full time equivalent staff, serving children between the age of 0-5 years old, in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing, including home child care providers who receive wage subsidy funding. Full- time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS–  
Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of FTEs Serving Age 6-12 – Wage Subsidy

**Definition:**

The number of full-time equivalent staff, serving children between the age of 6-12 years old, in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing, including home child care providers who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS– Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of FTE Non-Program Staff – Wage Subsidy

**Definition:**

The number of full-time equivalent non-program staff (including cooks, bus drivers, housekeeping, janitorial and clerical staff), in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing, who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

## **A394 – PAY EQUITY UNION SETTLEMENT**

**Detail Code:**

**A394- Pay Equity Union Settlement**

**Funding Legislation:** MCSS Funding Formula: 100%

**Detail Code Definition:**

Funding provided to child care programs operated by/on reserve First Nations a result of the April 23, 2003 Memorandum of Settlement between the government and five unions.

## **A402 – ONTARIO WORKS FORMAL CHILD CARE**

**Detail Code:**

**A402- Ontario Works Formal Child Care**

**Funding Legislation:** DNA Funding Formula: 80%

**Detail Code Definition:**

This funding is provided to fund the cost of formal child care arrangements of Ontario Works participants.

### **DATA ELEMENTS:**

**Name:** Number of children served - Ontario Works

**Definition:**

The number of children of Ontario Works participants provided with child care in licensed child care settings. Each child is counted only once in the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Participants/Families Served - Ontario Works

**Definition:**

The number of Ontario Works families receiving fee subsidies. Each participant/family is counted only once in the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS–  
Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of Infants Served

**Definition:**

The average monthly number of infants of Ontario Works participants provided with child care in licensed child care settings. Each infant is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of infants of Ontario Works participants provided with child care in licensed child care settings. For infants, less than 18 months old. Each child will move up to the next age group according to their birth date.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - -  
Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of Toddlers Served

**Definition:**

The average monthly number of toddlers of Ontario Works participants provided with child care in licensed child care settings. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of toddlers of Ontario Works participants provided with child care in licensed child care settings. For toddlers, 18 months of age and over up to and including 30 months of age. Each child will move up to the next age group according to their birth date.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS–  
Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of Preschoolers Served



**Definition:**

The average monthly number of preschoolers of Ontario Works participants provided with child care in licensed child care settings. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of preschoolers of Ontario Works participants provided with child care in licensed child care settings. For preschoolers, more than 30 months of age up to and including 4 years of age. Each child will move up to the next age group according to their birth date.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS– Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of JK Children Served**Definition:**

The average monthly number of JK children of OntarioWorks participants provided with child care in licensed child care settings. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of JK children of Ontario Works participants provided with child care in licensed child care settings. For JK children who are 3 years and 8 months of age, as of September 1st of each year, up to and including 5 years of age.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of SK Children Served**Definition:**

The average monthly number of SK children of Ontario Works participants provided with child care in licensed child care settings. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of SK children of Ontario Works participants provided

with child care in licensed child care settings. For SK children who are 4 years and 8 months of age, as of September 1st of each year, up to and including 6 years of age.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Average Monthly Number of School-Age Children Served

**Definition:**

The average monthly number of school-aged children of OntarioWorks participants provided with child care in licensed child care settings. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of school-aged children of OntarioWorks participants provided with child care in licensed child care settings. For school-aged children who are 5 years and 8 months of age, as of September 1st of each year, up to and including 12 years of age (under 18 for children with special needs).

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**A403 – ONTARIO WORKS INFORMAL CHILD CARE**

**Detail Code:**

**A403 - FN Ontario Works-Informal Child Care**

**Funding Legislation:** MCSS Funding Formula: 100%

**Detail Code Definition:**

This funding is intended to cover the cost of informal care arrangements of Ontario Works participants.

**DATA ELEMENTS:**

**Name:** Average Monthly Number of Children Served – OntarioWorks Informal

**Definition:**

The average monthly number of children receiving Ontario Works Informal child care. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of children receiving Ontario Works Informal child care in each month.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Children Served - Ontario Works

**Definition:**

The number of children of Ontario Works participants provided with child care in informal child care settings. Each child is counted only once in the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Participants/Families Served - Ontario Works

**Definition:**

The number of Ontario Works participants receiving funding for informal child care arrangements. Each participant/family is counted only once in the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

## A404 – CHILD CARE TRANSFORMATION

**Detail Code:**

**A404 – Child Care Transformation**

**Funding Legislation:** MCSS Funding Formula: 100%

**Detail Code Definition:**

Funding to support program viability and assist in child care transformation in First Nations communities.

### DATA ELEMENTS:

**Name:** Number of Children Served – Child Care Transformation Fee Subsidy

**Definition:**

The number of children receiving Child Care Transformation fee subsidies. Each child is counted only once in the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Children Served – Child Care Transformation Special Needs Resourcing

**Definition:**

The number of children with special needs receiving Child Care Transformation special needs resourcing. Each child is counted only once in the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Full Time Equivalent (FTE) Staff – Child Care Transformation Special Needs Resourcing

**Definition:**

The number of resource teachers responsible for the delivery of the service. Full time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1) Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of FTEs Serving Age 0-5 – Child Care Transformation Wage Subsidy

**Definition:**

The number of full time equivalent staff, serving children between the ages of 0-5 years old, in non-profit child care centres, home child care agencies, and agencies providing special needs resourcing, including home child care providers who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of FTEs Serving Age 6-12 – Wage Subsidy

**Definition:**

The number of full-time equivalent staff, serving children between the ages of 6-12 years old, in non-profit child care centres, home child care agencies, and agencies providing special needs resourcing, including home child care providers who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of FTE Non-Program Staff – Wage Subsidy - FN

**Definition:**

The number of full-time equivalent non-program staff (including cooks, bus drivers, housekeeping, janitorial and clerical staff), in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing, who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Licensed Centres Funded – Child Care Transformation – IT Upgrades

**Definition:**

The number of licensed child care operators that receive Child Care Transformation funding to support IT upgrades that facilitate internet connectivity for business purposes.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**A405 – CHILD CARE SUPERVISOR NETWORK-CAPACITY**

**Detail Code:**

**A405 – Child Care Supervisor Network – Capacity**

**Funding Legislation:** MCSS

Funding Formula: 100%

**Detail Code Definition:**

Funding to support costs related to Child Care Supervisor Networks and capacity building for Supervisors/staff to deliver quality programs in First Nations licensed child care programs.

**DATA ELEMENTS:**

**Name:** Number of Participants – Child Care Supervisor Network - Capacity

**Definition:**

The number of child care staff who receive funding to participate in network meetings or engage in professional development activities.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

**A406 – WAGE ENHANCEMENT / HOME CHILD CARE ENHANCEMENT GRANT**

**Detail Code:**

**A406 – Wage Enhancement / Home Child Care Enhancement Grant**

**Funding Legislation:** DNA

**Funding Formula:** 100%

**Detail Code Definition:**

MEDU funding paid through the Delivery Agent to non-profit and for-profit licensed child care operators to support a wage increase of up to \$1 per hour in 2015,

including 17.5 percent benefits for eligible child care staff or an increase of up to \$10 per day in 2015 for home child care providers.

**DATA ELEMENTS:**

**Name:** Number of Licensed Child Care Programs Receiving Wage Enhancement/HCCEG Funding

**Definition:**

The number of licensed child care programs (centres and PHDC agencies) that receive wage enhancement/HCCEG funding to support a wage increase of up to \$1 per hour in 2015, including 17.5 percent benefits for eligible child care staff or an increase of up to \$10 per day in 2015 for home child care providers.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of centre based and Home Visitor RECE FTEs Receiving a Full Wage Enhancement

**Definition:**

The total number of full-time equivalent centre based and PHDC agency home visitors that are qualified RECEs receiving a full (\$1.00/hour) wage enhancement in 2015. FTEs are defined as working 36.25 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of centre based and Home Visitor RECE FTEs Receiving a Partial Wage Enhancement

**Definition:**



The total number of full-time equivalent centre based and PHDC home visitors that are qualified RECEs receiving a partial (< \$1.00/hour) wage enhancement in 2015. FTEs are defined as working 36.25 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of centre based and home visitor other program FTEs Receiving a Full Wage Enhancement

**Definition:**

The total number of full-time equivalent centre based and PHDC agency home visitors that are non-RECE program staff receiving a full (\$1.00/hour) wage enhancement in 2015. FTEs are defined as working 36.25 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of centre based and home visitor other program FTEs Receiving a Partial Wage Enhancement

**Definition:**

The total number of full-time equivalent centre based and PHDC agency home visitors that are non-RECE program staff receiving a partial (< \$1.00/hour) wage enhancement in 2015. FTEs are defined as working 36.25 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Supervisor FTEs Receiving a Full Wage Enhancement

**Definition:**

The number of full-time equivalent staff working in licensed child care centres who receive a full (\$1.00/hour) wage enhancement in 2015. FTEs are defined as working 36.25 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Supervisor FTEs Receiving a Partial Wage Enhancement

**Definition:**

The number of full-time equivalent staff working in licensed child care centres who receive a partial (< \$1.00/hour) wage enhancement in 2015. FTEs are defined as working 36.25 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$ 350,000: Financial Statements (Attestation)

**Name:** Number of Home Child Care Providers Receiving a Full HCCEG

**Definition:**

The number of home child care providers receiving a full (\$10.00/day) Home Child Care Enhancement Grant in 2015. A provider must serve the equivalent of two full-time children who have been assigned by a licensed home child care agency.

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Home Child Care Providers Receiving a Partial HCCEG

**Definition:**

The number of home child care providers receiving a partial (\$5.00/day) Home Child Care Enhancement Grant in 2015. Partial enhancements are given to providers who serve less than two full-time children who have been assigned by a licensed home child care agency.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 4.3)

Allocation Below \$350,000: Financial Statements (Attestation)

## **A515 – SMALL WATER WORKS**

**Detail Code:**

**A515- Small Water Works**

**Funding Legislation:** MCSS

**Funding Formula:** 100%

**Detail Code Definition:**

Operating expenditures related to small water works regulation that came into effect on December 19, 2001.

**Legislation:** Safe Drinking Water Act

## **DATA ELEMENTS:**

**Name:** Number of licensed programs funded for Small Water Works

**Definition:**

The number of licensed child care programs (licensed centres and PHDC agencies) receiving funding to support small water works testing.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$350,000: Financial Statements (Attestation)

## APPENDIX B: FAMILY SUPPORT PROGRAM DATA ELEMENTS AND DEFINITIONS

### A387 – CHILD CARE RESOURCE CENTRES

**Detail Code:**

**A387 - Resource Centres – FN**

**Funding Legislation:** MCSS

**Funding Formula:** 100%

**Detail Code Definition:**

Funds are provided to First Nations community-based, non-profit centres that serve caregivers, parents and children through the provision of information, public education, consultation and support.

#### DATA ELEMENTS:

**Name:** Number of Visits Made by Parents/Caregivers

**Definition:** The total number of visits that parents/caregivers made to the Ontario Early Years Centre or Child Care Resource Centre.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Children Served

**Definition:**

The number of children, age 0 – 6, that received services at some point during the fiscal year. A child is reported in the initial quarter in which he/she received services and counted once during the fiscal year. This data element is only used when a child participates in an early learning activity. For example, in the first quarter if 15 children received service this would be reported at the end of June (end of the first quarter). If

5 additional new children received service during the second quarter a total of 20 children would be reported at the end of September (end of the second quarter).

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Visits Made By Children

**Definition:**

The total number of visits that children, age 0 – 6, made to the Child Care Resource Centre.

**Frequency:**

Allocation \$350,000 and Above: Interim Report (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Parents/Caregivers Served

**Definition:**

The number of parents/caregivers who actively participated in a program, either with their children or separately. A parent/caregiver is reported in the initial quarter in which he/she received services and counted only once during the fiscal year. For example, in the first quarter if 15 parents/caregivers received service, this would be reported at the end of June (end of the first quarter). If 5 additional new parents/caregivers received service during the second quarter, a total of 20 parents/caregivers would be reported at the end of September (end of the second quarter).

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Hrs of Training, Workshops, Media Events or Conferences

**Definition:**

The number of hours for which a training event or workshop or media event or conference was given. This is a cumulative figure and is reported in the first quarter in which the training or media event or workshop or conference occurred.

For example: 1 hour of group training, workshops or conferences with 5 participants equals one Hour of training, workshops or conferences.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Professionals in Workshop/Seminars

**Definition:**

The total number of adults participating in workshops/seminars provided through this service to assist them in their professional capacity. Participants are counted each time they attend a program within the reporting period. If a program, (a workshop, or seminar) lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

**Frequency:**

Allocation \$350,000 and Above: Interim Report,, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Referrals

**Definition:**

The total number of referrals to other early learning services. Each referral is to be counted only once in the budget year. A referral is the outcome of a process. The process begins either with a parent/ caregiver bringing a question about the child to centre staff member or with a staff member bringing an observation about the child's development to a parent/ caregiver. A referral is made when discussion results in the

parent being given contact information (in-person, over the phone, or by e-mail) for a particular program or service that could be of assistance, other than those being offered at the centre.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Protocols/Official Linkages

**Definition:**

The total number of protocols and/or official linkages that have been established with external agencies providing early years services. Each protocol/linkage is to be counted only once in the budget year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Parents/Caregivers in Workshops/Seminars

**Definition:**

The total number of parents/caregivers participating in workshops/seminars to assist them in their parenting/caregiver role. Participants are counted each time they attend a program within the fiscal year. If a program, (workshop or seminar) lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)



**Name:** Site Locations

**Definition:**

The civic address (street number, street **name**, unit/floor number, city and postal code) of all CCRC sites supported with EDU funding.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - to be confirmed)

Allocation Below \$350,000: Financial Statements (Attestation)

## **A462 - ONTARIO EARLY YEARS CENTRES**

**Detail Code:**

**A462 - Ontario Early Years Centres**

**Funding Legislation:** MCSS

**Funding Formula:** 100%

**Detail Code Definition:**

Ontario Early Years Centres provide funds for services and programs for parents/caregivers of children aged 0-6 years, education and training including early learning activities

## **DATA ELEMENTS:**

**Name:** Number of Visits Made by Parents/Caregivers

**Definition:**

The total number of visits that parents/caregivers made to the Ontario Early Years Centre.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS Schedule – 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Children Served

**Definition:**

The number of children, age 0 – 6, that received services at some point during the fiscal year. A child is reported in the initial quarter in which he/she received services and counted once during the fiscal year. This data element is only used when a child participates in an early learning activity.

For example, in the first quarter, if 15 children received service this would be reported at the end the first quarter. If 5 additional new children received service during the second quarter a total of 20 children would be reported at the end of the second quarter.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Visits Made By Children

**Definition:**

The total number of visits that children, age 0 – 6, made to the Ontario Early Years Centre.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Parents/Caregivers Served

**Definition:**

The number of parents/caregivers who actively participated in a program, either with their children or separately. A parent/ caregivers is reported in the initial quarter in which he/she received services and counted only once during the fiscal year.

For example, in the first quarter if 15 parents/caregivers received service, this would be reported at the end the first quarter. If 5 additional new parents/ caregivers received service during the second quarter, a total of 20 parents/caregivers would be reported at the end of the second quarter.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Professionals in Workshops/Seminars

**Definition:**

The total number of adults participating in workshops/seminars provided though this service to assist them in their professional capacity. Participants are counted each time they attend a program within the reporting period. If a program, workshop, or seminar lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Referrals

**Definition:**

The total number of referrals made to support other early learning and family-centred services. Each referral is to be counted only once in the budget year. A referral is the outcome of a process. The process begins either with a parent/ caregiver bringing a question about the child/family to centre staff member or with a staff member bringing an observation about the child's development to a parent/ caregiver. A referral is made when discussion results in the parent being given contact information (in-

person, over the phone, or by e-mail) for a particular program or service that could be of assistance, other than those being offered at the centre.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Protocols/Official Linkages

**Definition:**

The total number of protocols and/or official linkages that have been established with external agencies providing early years services. Each protocol/linkage is to be counted only once in the budget year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Parents/Caregivers in Workshops/Seminars

**Definition:**

The total number of parents/caregivers participating in workshops/seminars to assist them in their parenting/caregiver role. Participants are counted each time they attend a program within the fiscal year. If a program, workshop or seminar lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Site Locations

**Definition:**

The civic address (street number, street **name**, unit/floor number, city and postal code) of all OEYC sites supported with EDU funding.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - to be confirmed)

Allocation Below \$350,000: Financial Statements (Attestation)

**A466 - DATA ANALYSIS COORDINATORS****Detail Code:**

**A466 - Program Effectiveness – Data Analysis Coordinator**

**Funding Legislation:** MCSS

**Funding Formula:** 100%

**Detail Code Definition:**

Data Analysis Coordinators support communities and early years agencies in tracking, reporting, monitoring and analysis of information related to early years programs, particularly those funded through the Ontario Early Years Centres.

**DATA ELEMENTS:**

**Name:** Number of Professionals in Workshop/Seminars

**Definition:**

The total number of adults participating in workshops / seminars provided through this service to assist them in their professional capacity. Participants are counted each time they attend a program within the reporting period. If a program (a workshop or seminar) lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar. The number of hours represented by these workshops/seminars are captured under the data element, Number of Hours of Training, Workshops, Media Events, or Conferences.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Hours of Training, Workshops, Media Events or Conferences

**Definition:**

The number of hours for which a training event or workshop or media event or conference was given. This is a cumulative figure and is reported in the first quarter in which the training or media event or workshop or conference occurred.

For example: 1 hour of group training, workshops or conferences with 5 participants equals one Hour of training, workshops or conferences.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Full Time Equivalent Staff

**Definition:**

The total number of full-time equivalent staff for the Ontario Early Years Centres. A full time equivalent is based on a minimum of 35 hours per week.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Protocols/Official Linkages

**Definition:**

For Data Analysis Co-ordinators, the number of agencies and programs to which services are being provided.

**Frequency:**

Allocation \$350,000 and Above: Interim Report Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**A520 – BETTER BEGINNINGS BETTER FUTURES**

**Detail Code:**

**A520/ Better Beginnings Better Futures Sites**

**Funding Legislation:** MCSS

**Funding Formula:** 100%

**DATA ELEMENTS:**

**Name:** Number of Hours of Direct Service

**Definition:**

The total number of hours of "direct" service provided by staff to individuals during the fiscal year. "Direct" Hours: The hours spent interacting, whether in a group or individually; face to face or on the phone. It does not include work done "on behalf of" clients, such as telephone calls, advocacy, etc., the administrative support to the service is not to be included.

For group service, one hour of service equals one hour of service for the entire group. For example: 1 hour of group service with 5 participants equals one Hour of Direct Service. (**Note:** each individual in the group is recorded under 'no. of individuals served' where there is a record).

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Children Served

**Definition:**

The number of children that received services at some point during the fiscal year. This is a cumulative number and a child is reported in the initial quarter in which he/she received services and counted once during the fiscal year.

For example, in the first quarter if 15 children received service this would be reported at the end of June (end of the first quarter). If 5 additional new children received service during the second quarter a total of 20 children would be reported at the end of September (end of the second quarter).

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Families Served

**Definition:**

The number of families that received services at some point during the fiscal year. This is a cumulative number and a family is reported in the initial quarter in which they received services and counted only once during the fiscal year.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Number of Participants in Workshops/Seminars

**Definition:**



Only count adults participating in workshops/seminars to assist them in their parenting/caregiver role. Workshops/seminars to assist professionals are captured under the data element, Number of Professionals Served (PROFSER#).

The number of hours represented by these workshops/seminars are captured under the data element, Number of Hours of Training, Workshops, Media Events or Conferences.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS – Schedule 2.9)

Allocation Below \$350,000: Financial Statements (Attestation)

**Name:** Site Locations

**Definition:**

The civic address (street number, street **name**, unit/floor number, city and postal code) of all BBBF sites supported with EDU funding.

**Frequency:**

Allocation \$350,000 and Above: Interim Report, Financial Statements (EFIS - to be confirmed)

Allocation Below \$350,000: Financial Statements (Attestation)

## **APPENDIX C: REVIEW (AUDIT) ENGAGEMENT REPORT REQUIREMENTS**

**NOTE: The Ministry is reviewing these requirements, which are to be updated to reflect Family Support Program funding.**

First Nations and TPAs are required to adhere to the review engagement report requirements by one of two methods:

1. Separate Review Engagement\*
2. Details / notes to their audited financial statements Enclosed is a template of each method for reference purposes.

### **REVIEW ENGAGEMENT REPORT**

This report should contain 3 elements:

- A. Review Engagement Report
- B. Schedule of Revenues and Expenditures
- C. Notes to Review Engagement Report

### **DETAILS / NOTES TO THE AUDITED FINANCIAL STATEMENTS**

- D. Sample note disclosure

\* First Nations/ TPAs can choose a separate audit engagement

## **A. Review Engagement Report**

To xxx <name of First Nation/ TPAs > ,

At the request of xxx <name of First Nations TPAs>, we have reviewed the Schedule of Revenues and Expenditures – Children’s Services for the year ended March 31, 2016, meet the financial reporting requirements specified by the Ministry of Education (see note 1(b)). Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by the First Nations.

A review does not constitute an audit and consequently we do not express an audit opinion on this financial information.

Based on our review, nothing has come to our attention that causes us to believe that this financial information is not, in all material aspects, in accordance with the <First Nation’s or TPA’s basis of accounting>.

The schedule of revenue and expenditures has been prepared solely for the information and use of the addressee and the Ministry of Education for the stated purpose, and are not intended to be and should not be used by anyone other than the specified users, or for any other purpose.

Chartered Accountants

Date

First Nation Name

**B. Schedule of Revenues and Expenditures – Children’s Services**

For the year ended March 31, 2015 (Unaudited)

**NOTE: The Ministry is reviewing these requirements, which are to be updated to reflect Family Support Program funding.**

**REVENUES**

	Ministry of Education (Schedule 3.1, line 1.1 and/or Schedule B in 2014-15 service agreement)	Legislated Cost Share	Other (Schedule 2.4, line 1.1 + line 1.2 + line 1.8)	Total	GROSS EXPENDITURES (Schedule 2.4, line 1.0)	SURPLUS / (DEFICIT)
A370 – Fee Subsidy						
A375 – Repairs & Maintenance						
A377 – Special Needs Resourcing						
A392 – W age Subsidy						
A394 – Pay Equity Union Settlement						
A402 – Ontario Works Formal						
A403 – Ontario Works Informal						
A404 – Child Care Transformation						
A405 – Child Care Supervisor Network Capacity						
A515 – Small W ater Works						
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$

First Nation/ TPA Name

**C. Notes Accompanying Schedule of Revenues & Expenditures –  
Children’s Services**

For the year ended March 31, 2016 (Unaudited)

NOTE: The Ministry is reviewing these requirements, which are to be updated to reflect Family Support Program funding.

The xxx <name of First Nation/ TPA> Children’s Service Program, is a program funded by the Ministry of Education that aims to xxx < insert purpose>.

1. Significant Accounting Policies

a. Revenue recognition

Revenue is recognized when it is determined to be receivable.

b. Basis of Accounting

<Insert basis of accounting used>

D. Notes to the Financial Statements

**Note <insert number>. CHILD CARE SERVICE AGREEMENT WITH THE MINISTRY OF EDUCATION**

<Insert name of First Nation/ TPA> has a child care service agreement with the Ministry of Education. A requirement of the service agreement is the production of supplementary information by detail code (funding type), which summarizes all revenues and expenditures relating to the service agreements.

A review of these revenues and expenditures, by detail code, are outlined below. The identified surplus / (deficit) position is reflected prior to the application of flexibility in accordance with the Child Care Business Practices, Funding and Service Guideline.

**NOTE: The Ministry is reviewing these requirements, which are to be updated to reflect Family Support Program funding.**

	REVENUES				GROSS EXPENDITURES (Schedule 2.4, line 1.0)	SURPLUS / (DEFICIT)
	Ministry of Education (Schedule 3.1, line 1.1 or Schedule B in 2014- 15 Service Agreement)	Legislated Cost Share	Other (Schedule 2.4, line 1.1 + line 1.2 + line 1.8)	Total		
A370 – Fee Subsidy						
A375 – Repairs & Maintenance						
A377 – Special Needs Resourcing						
A392 – Wage Subsidy						
A394 – Pay Equity Union Settlement						
A402 – Ontario Works Formal						
A403 – Ontario Works Informal						
A404- Child Care Transformation						
A405- Child Care Supervisor Network– Capacity						
A406- Wage Enhancement/HCCEG						
A515 – Small Water Works						
<b>TOTAL</b>						

These results comprise part of the <insert name of revenue category> and <insert name of expenditure category> that are included in the consolidated statement of operations.

## **APPENDIX D: ADMISSIBLE/INADMISSIBLE EXPENDITURES**

### **Amortizations**

Amortizations (tangibles and intangibles) are inadmissible expenditures under the Ministry's modified accrual basis of accounting.

### **Bonuses, Gifts and Honoraria**

Bonuses (including retiring bonuses), gifts and honoraria paid to staff are inadmissible expenses except for in the case that they are provided as a retroactive wage increase that will be maintained the following year.

### **Capital Expenditures**

Capital expenditures are inadmissible except where they have been approved by the Ministry.

### **Capital Loans**

Principal and interest on capital loans are inadmissible expenditures

### **Donations and Transfers**

Donations and/or transfer of funds made by the First Nation or TPA to other charitable institutions / organizations are inadmissible expenditures.

### **Interest on Operating Loans**

Interest on operating loans is an inadmissible expenditure.

### **Lease/Rental Costs when paid to Non-Arm's Length Corporations**

Lease/Rental Costs when paid to Non-Arm's Length Corporations which are reasonable are admissible with prior Ministry approval, provided expenditures do not exceed those that would be paid if the transaction were at arm's length.

### **Mortgage Financing**

Principal and interest payments are inadmissible expenditures.

### **Non-Cash Transactions**

The modified accrual basis of accounting does not recognize non-cash transactions such as amortization, charges/appropriations to reserves or allowances as these

expenditures do not represent an actual cash expenditure related to the current period. Non-cash transactions include: provisions for pension expenses; provisions for unused sick leave and wage settlements; provisions for travel expenses; provisions for repairs or replacements; provisions for bad debts; retainer fees for legal services; provisions for amortization. However, related payments are admissible.

### **Professional Organization Fees**

Fees paid on behalf of staff for membership in professional organizations as a condition of employment are inadmissible expenditures.

### **Property Taxes**

Property taxes are inadmissible expenditures.



**APPENDIX E: FORMS AND TEMPLATES**

**Part 1: (TO BE SUBMITTED WITHIN 24 HOURS OF SERIOUS OCCURRENCE)**

<b>REGION (select one):</b> <input type="checkbox"/> TORONTO <input type="checkbox"/> LONDON <input type="checkbox"/> BARRIE <input type="checkbox"/> OTTAWA <input type="checkbox"/> NORTH BAY / SUDBURY <input type="checkbox"/> THUNDER BAY <input type="checkbox"/> OTHER	MEDU Contact Person: _____
<b>Name of Service Provider (and Program):</b> _____ <b>Site address (full address):</b> _____	<b>Executive Director:</b> _____ <b>Board President/Owner*:</b> _____ * if applicable <b>Phone number:</b> _____ <b>Email address:</b> _____
<b>DATE OF INCIDENT (MM/DD/YYYY):</b> _____ <b>TIME OF INCIDENT (IF KNOWN):</b> _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>DATE &amp; TIME WHEN INCIDENT IS DEEMED TO BE A SERIOUS OCCURRENCE*</b> (MM/DD/YYYY): _____ <b>TIME:</b> _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
* PLEASE EXPLAIN IF MORE THAN 24 HOURS HAVE PASSED SINCE DATE & TIME OF INCIDENT/OCCURRENCE: _____	
<b>REPORTED BY:</b> _____ <b>POSITION:</b> _____ <b>PHONE #:</b> _____	

**SECTION A: CLIENT DATA**

Client date of birth (MM/DD/YYYY):	Age(s)
1.	1.
2.	2.

**SECTION B: TYPE OF SERIOUS OCCURRENCE** (report only one from the following)

<input type="checkbox"/> 1. Death of a child	<input type="checkbox"/> 4. Child is Missing (if the child is still missing when the SOR is submitted) (Note: Ministry must be notified of final outcome)
<input type="checkbox"/> 2. Serious injury to a child that requires treatment by a regulated health professional (doctor, nurse, dentist, etc.) and/or a serious injury that involves the police, fire or ambulance/EMS/paramedics	<input type="checkbox"/> 5. High potential for public criticism of the Ministry of Education and/or if the situation may lead to questions being asked by the media
<input type="checkbox"/> 3. Allegation of abuse and/or neglect of a child	

### SECTION C: DETAILS OF SERIOUS OCCURRENCE

**SUMMARY OF OCCURRENCE** –  tick if other pages are attached  
*What, where and when it happened, actions taken by the service provider*

<p><b>WHO HAS BEEN NOTIFIED?</b></p> <p><input type="checkbox"/> Police <input type="checkbox"/> Parent/Guardian/Emergency Contact</p> <p><input type="checkbox"/> CAS PLEASE SPECIFY: _____</p> <p><input type="checkbox"/> Other PLEASE SPECIFY: _____</p> <p>PLEASE SPECIFY: _____</p>	<p><b>FURTHER ACTION PROPOSED BY SERVICE PROVIDER</b></p> <p><input type="checkbox"/> tick if other pages are attached</p>
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**DIRECTION, IF ANY, PROVIDED BY MINISTRY** -  tick if other pages are attached

**Part 2: (TO BE SUBMITTED WITHIN 7 DAYS OF SOR REPORT IF FURTHER ACTION TAKEN/REQUESTED)**

<p><b>CURRENT STATUS/CONDITION:</b></p>	<p><b>CLIENT’S ALLEGATION/CLIENT’S VIEW (IF APPLICABLE):</b></p>
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<p><b>FURTHER ACTION PROPOSED BY SERVICE PROVIDER</b></p>	<p><b>IS THIS EXPECTED TO BE THE ONLY/LAST REPORT SUBMITTED FOR THIS SERIOUS OCCURRENCE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, explain:</p>
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### SECTION D: SERIOUS OCCURRENCE REPORT SIGN OFF

<p><b>SUBMITTED BY (NAME &amp; POSITION)</b></p>	<p><b>PHONE NUMBER</b></p>	<p><b>COMPLETION DATE &amp; TIME:</b></p> <p>(MM/DD/YYYY)</p> <p>(MM/DD/YYYY): _____ TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</p>
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**ADDITIONAL DETAILS (IF REQUIRED):**

**PLEASE IDENTIFY THE SECTION OF THE REPORT THAT IS BEING EXPANDED UPON**