

Ministry of Education
Early Years Division
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Ministère de l'Éducation
Division de la petite enfance
900, rue Bay
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Queen's Park
Toronto ON M7A 1L2



2015:FSP1

MEMORANDUM TO: Transfer Payment Agencies - Family Support Programs
Executive Directors

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

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

DATE: Friday, March 6, 2015

SUBJECT: 2015-16 Family Support Program Service Agreement
Package

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

2015-16 Service Agreement

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

The content of your 2015-16 service agreement is very similar to the previous year's agreement. You will notice our legal text has been reduced and the language of the

schedules has been revised in places. Please refer to Appendix 1 for details of the changes to the service agreement.

Service agreements must be submitted to the Ministry by **June 15, 2015**. For your convenience agencies may now submit their signed service agreement **by email** to tpa.edu.earlylearning@ontario.ca. However, should this not be possible you may submit two original signed copies of the agreement by regular mail to:

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

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

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

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

- **Reduced Reporting** - the Ministry has further reduced the frequency of reporting. Agencies with an allocation above \$350,000 will no longer be required to submit an Estimates submission to the Ministry. Beginning in 2015-16, agencies will submit two financial reports to the Ministry – Revised Estimates (Interim Report) and Financial Statements- as per the timelines outlined in the guideline. Revised Estimates has been renamed to Interim Report to reflect the change in the frequency of reporting.
- **Late Filing** – the Ministry has revised the cash flow implications related to the late submission of service agreements and financial submissions (Revised Estimates/Interim Report, Financial Statements) in the progressive late filing policy. The Ministry will continue to support agencies with timely financial documentation submission through regional outreach, training and resources. For additional details please see pages 7 or 13 of the reference document.
- **New Reporting Requirement** - agencies will provide the addresses of all locations where family support programming is offered utilizing funding from the Ministry. This information is being collected as part of our commitment to public accountability, including public reporting, and helps us to further understand where programs and services funded by the Ministry are offered across the province.
- **Data Element Schedule Update** – commencing with the 2014-15 Financial Statement submission, the Data Analysis Coordinator data element - number of FTE staff - will be de-linked from the staffing schedule in all financial

submissions. In the Data Element Schedule, the Ministry only requires the DAC FTE rather than all FTEs pertaining to the A466 detail code.

French Language Services

In areas designated under the *French Language Services Act* (FLSA) agencies are required to meet the specific requirements outlined in their service agreement. Where the agency is not at full capacity, they shall annually submit to the Ministry a plan to build capacity. The 2015-16 plans are due to the Ministry by **June 30, 2015**.

Financial Reporting Requirements (only applicable to agencies with an annual allocation greater than \$350,000)

EFIS 2.0

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

The Ministry has an existing financial reporting system - EFIS (Education Finance Information System) - which is a web-based application that allows funding recipients to complete and submit their financial reports on-line. This system is currently being modernized and it is expected that the upgraded version of EFIS (version 2.0) will be in place for the 2014-15 Financial Statements submission. As a result, the use of the Excel workbook template for financial reporting will be transitioned out and agencies will begin using EFIS 2.0 to submit their financial reports this year. Training opportunities will be provided in Spring 2015 to support agencies in using EFIS to submit their financial reports. EFIS is a user friendly, easy to access system that allows for easier analysis and more streamlined financial reporting. The Ministry will be in communication with you over the coming months regarding the roll-out of this new system.

Financial Reporting Requirements (only applicable to agencies with an annual allocation under \$350,000)

Agencies with a funding allocation below \$350,000 will continue to submit one financial report to the Ministry through an excel attestation form. Instructions for agencies on completing the 2014-15 financial statement submission will be provided by the Financial Analysis and Accountability Branch upon release of the attestation form.

Cash Flow in 2015-16

Monthly cash flow in 2015-16 will be based on your 2014-15 Revised Estimates (Interim Report) submission (if applicable). Once your 2015-16 signed service agreement is received by the Ministry, your monthly cash flow will be updated, if necessary, to reflect your 2015-16 allocation.

Your ongoing partnership is critical in providing family support programs across the province. Your regional Child Care Advisor or Education Officer and Financial Analysts

will continue as the Ministry of Education contacts for your agency. Please direct any questions or concerns regarding this memo to your existing contacts.

We look forward to our continued collaborative work in supporting children and their families in the coming year.

Sincerely,

Original signed by

Pam Musson
Director
Early Years Implementation Branch
Early Years Division

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

Enclosure

2015-16 Family Support Program Service Agreement

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

2015-16 EDU Family Support Program Serious Occurrence Form

2015-16 Aboriginal Planning Template (where applicable)

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

Appendix 1: Changes to the FSP Service Agreement Schedules

Schedule	Description & Changes										
Service Agreement Legal Text Changes	<ul style="list-style-type: none"> • The Ministry has revised its 2015-16 service agreement template to better align with standard conditions and best-practices under which the government funds transfer payment recipients. • Definitions and details of specific clauses for family support programs have been condensed. • Newly added is a clause outlining disposal of assets. 										
Service Agreement Schedule Changes	<ul style="list-style-type: none"> • The Ministry has aligned its service agreement schedules with the OPS standards. Please see the updates to our naming conventions below. • A forth schedule has been added to the service agreements, "Payment Schedule." The contents of this schedule are included in the guidelines and have not varied from previous years. <table border="1" data-bbox="500 926 1466 1241"> <thead> <tr> <th data-bbox="506 932 1003 984">2014 -15 Name</th> <th data-bbox="1003 932 1466 984">2015-16 Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="506 984 1003 1073">Schedule "A" - Service Description</td> <td data-bbox="1003 984 1466 1073">Schedule "A" - Program Description</td> </tr> <tr> <td data-bbox="506 1073 1003 1125">Schedule "B" - Budget</td> <td data-bbox="1003 1073 1466 1125">Schedule "B" - Budget</td> </tr> <tr> <td data-bbox="506 1125 1003 1178"></td> <td data-bbox="1003 1125 1466 1178">Schedule "C" - Payment</td> </tr> <tr> <td data-bbox="506 1178 1003 1241">Schedule "C" - Reporting</td> <td data-bbox="1003 1178 1466 1241">Schedule "D" - Reports</td> </tr> </tbody> </table>	2014 -15 Name	2015-16 Name	Schedule "A" - Service Description	Schedule "A" - Program Description	Schedule "B" - Budget	Schedule "B" - Budget		Schedule "C" - Payment	Schedule "C" - Reporting	Schedule "D" - Reports
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