

Ministry of Education

Financial Analysis and Accountability
Branch
20th Floor, Mowat Block
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Ministère de l'Éducation

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2015: FSP3

MEMORANDUM TO: Transfer Payment Agencies – Family Support Program
Board Presidents and Executive Directors

FROM: Marie Li
Director
Financial Analysis and Accountability Branch

DATE: **October 13, 2015**

SUBJECT: **2015-16 Interim Report – Family Support Programs**

This memorandum provides Transfer Payment Agencies (TPAs) with a total allocation of \$350,000 or above with information on completing the 2015-16 mid-year financial report, Interim Report (previously known as Revised Estimates). The deadline for completing your Interim Report submission is **November 30, 2015**.

Included in this memorandum is information on:

- Accessing and submitting Interim Report forms
- Policy for Late Filing

Accessing and submitting Interim Report forms

The purpose of the Interim Report is to identify your Family Support Program expenditure and service level for the first six months of the fiscal year (April 2015 through to September 2015) and to project your remaining expenses and service level for the last six months of the fiscal year (October 2015 through to March 2016).

The Interim Report forms are accessible through the [Financial Analysis and Accountability Branch website](#). Under the “Reporting to the Ministry” heading located on the top left portion of the home page, select the “EFIS 2.0 Login” link to login with your EFIS 2.0 user name and password. The application to be used for submitting the 2015-16 Family Support Program Interim Report submission is “**P1516RES**”. TPAs are required to promote their Interim Report submission to “Active” status by **November 30, 2015**.

Please refer to the Instructions for Completing the 2015-16 Interim Report document attached with this memo.

In addition to activating your EFIS submission for the 2015-16 Interim Report, you are also required to submit one hard or scanned copy of the following pages printed from the recipient active version of the EFIS submission:

- Signed Certificate; and
- Signed Entitlement Page

Please send the above required documentation to:

Manager
Child Care Finance Unit
Financial Analysis & Accountability Branch
20th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
M7A 1L2

Or

childcarefunding@ontario.ca

Policy for Late Filing

In the event that the Interim Report is filed after the due date, cash flow may be withheld from the TPA's regular cash flow as per the late filing policy outlined in Schedule D of your 2015-16 Service Agreement. Upon submission of the Interim Report, the Ministry will revert back to the normal monthly payment process and will include the total amount withheld up to that point in the monthly payment.

Should you have any questions about completing the Interim Report or the financial reporting process, please contact your [Financial Analyst](#). A listing of Financial Analysts has been attached for your reference.

Yours truly,

Original signed by:

Marie Li
Director
Financial Analysis and Accountability Branch

Enclosures:

- Instructions on Completing the 2015-16 Interim Report
- Financial Analyst Assignment Listing

cc: Julia Danos, A/Director, Early Years Implementation Branch
Laura Sparling, Manager, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch
Child Care Advisors, Early Years Implementation Branch
Early Years Education Officers, Early Years Implementation Branch