

# Instructions on Completing the 2016 Estimates

## Submission in EFIS 2.0

### Purpose

The Estimates submission identifies the level of provision of services and associated expenditures and revenues projected by CMSMs or DSSABs for the calendar year of January 1 to December 31, 2016.

### CHANGES from previous CYCLE

Schedule 1.1 – Contractual Service Targets	
Age Groups	JK and SK categories have been combined into one category titled “Kindergarten.”

Schedule 1.2 – Other Service Targets	
Special Needs Resourcing	Special Needs Resourcing (SNR) includes the following updated reporting requirements: Number of children served, up to age 12 Number of children served, age 13-18

Schedule 2.3 – Adjusted Gross Expenditures	
Signature Lines	Two signature lines have been added to Schedule 2.3 requiring two signing authorities. CMSMs and DSSABs are required to submit a signed hard or scanned copy of the Schedule 2.3.
Small Water Works	CMSMs and DSSABs no longer need to apply for additional Small Water Works funding as the entitlement will be adjusted based on expenditure reported in the Financial Statement submission. As a result, financial flexibility for small water works has been removed. Funding may not be transferred into or out of the small water works category.

Schedule 2.4 – Projected Expenditures	
Removed	Schedule 2.4 –has been removed from the M2016EST submission as the data has been captured in Schedule 2.3 - Adjusted Gross Expenditures..

Schedule 3.1 – Entitlement	
New Signature requirement	New signature tab “Summary of Entitlement” has been added to Schedule 3.1 requiring two signing authorities. CMSMs and DSSABs are required to submit a signed hard or scanned copy of the schedule.

Schedule 4.1 – Capital Carry Forward	
Capital Retrofit	The carry-forward policy will no longer be effective for the 2016 calendar year. The capital allocation for the current year must be expensed within the calendar year. Amounts identified by CMSMs/DSSABs as committed for the purposes of capital carry-forward in 2015 will be paid in 2016 (once the capital expenses have been incurred).

Schedule 4.3 – Wage Enhancement Allocation Schedule	
New Reporting Requirements – Ineligible Positions tab	“Ineligible Positions” tab has been added to Schedule 4.3 to capture positions that exceed the cap. CMSMs or DSSABs are required to report the number of ineligible RECE, Non-RECE, Supervisor positions and Home Child Care Providers for each of the 3 auspices (Non-Profit Operations, Profit Operations and Directly Operated)
Wage Enhancement Administration	New 2016 Wage Enhancement administration funding reporting requirement: # of Operators Receiving WE Administration Funding is required to be reported on “WE Administration Allocation” tab
	Wage Enhancement Administration Guidelines: CMSMs and DSSABs are required to provide a minimum of 10% of their 2016 administration funding allocation to operators to support implementing wage enhancement/HCCCEG. It is in the best interest of CMSMs and DSSABs to utilize 2016 wage enhancement administration funding first, and then any 2015 carry forward amount of wage enhancement administration grant. Any unused 2016 wage enhancement administration funding will be recovered by the ministry. However, unused 2015 wage enhancement administration grant can be carried forward to future years.

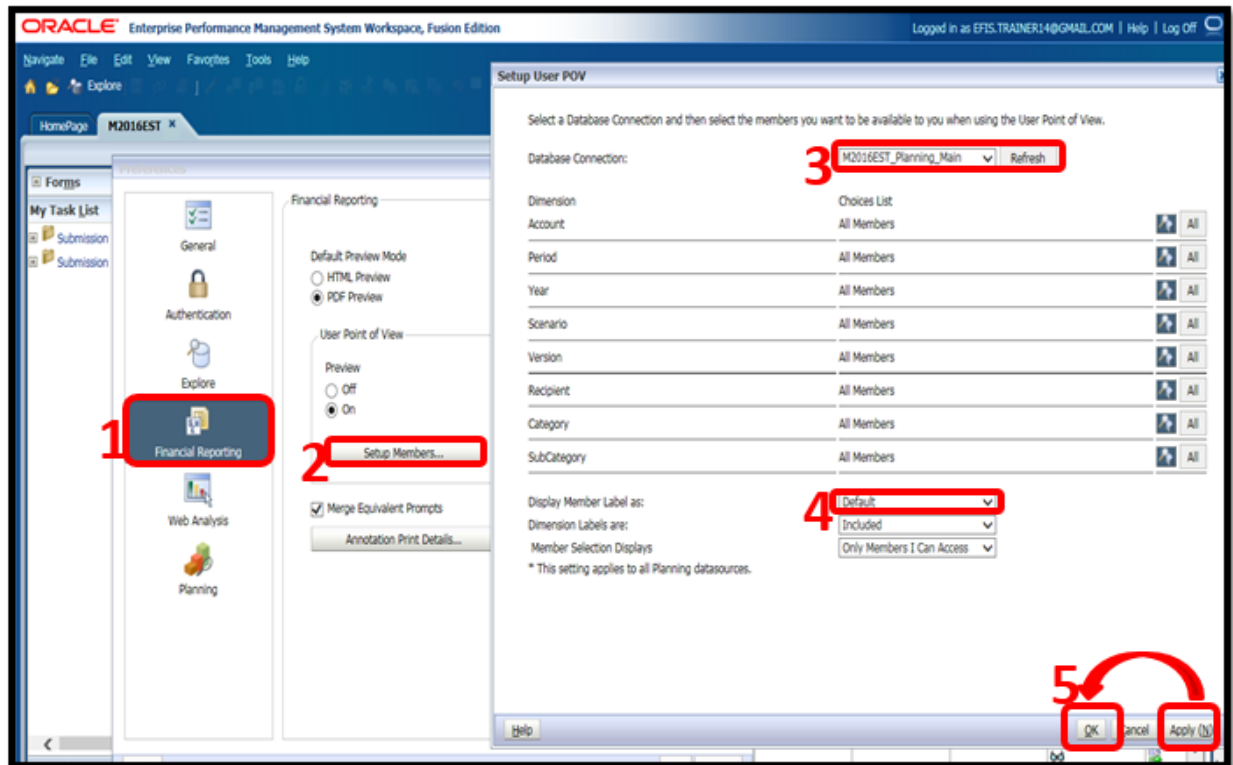
## Reminders

Please ensure that you have selected the **M2016EST** application from the home page. Once the **M2016EST** application has been selected, please note that **at the start of each new reporting cycle** in EFIS 2.0, a one-time set up process is required prior to commencing your reporting.

Under File → Select Preferences

1. Select Financial Reporting

2. Click Setup Members
3. Select “M2016EST\_Planning\_Main” from the “Database Connection” drop down menu → click Refresh
4. Using the drop down menu, set the “Display Member Label as:” **Default**
5. Click on Apply and OK.



## Reporting in EFIS 2.0

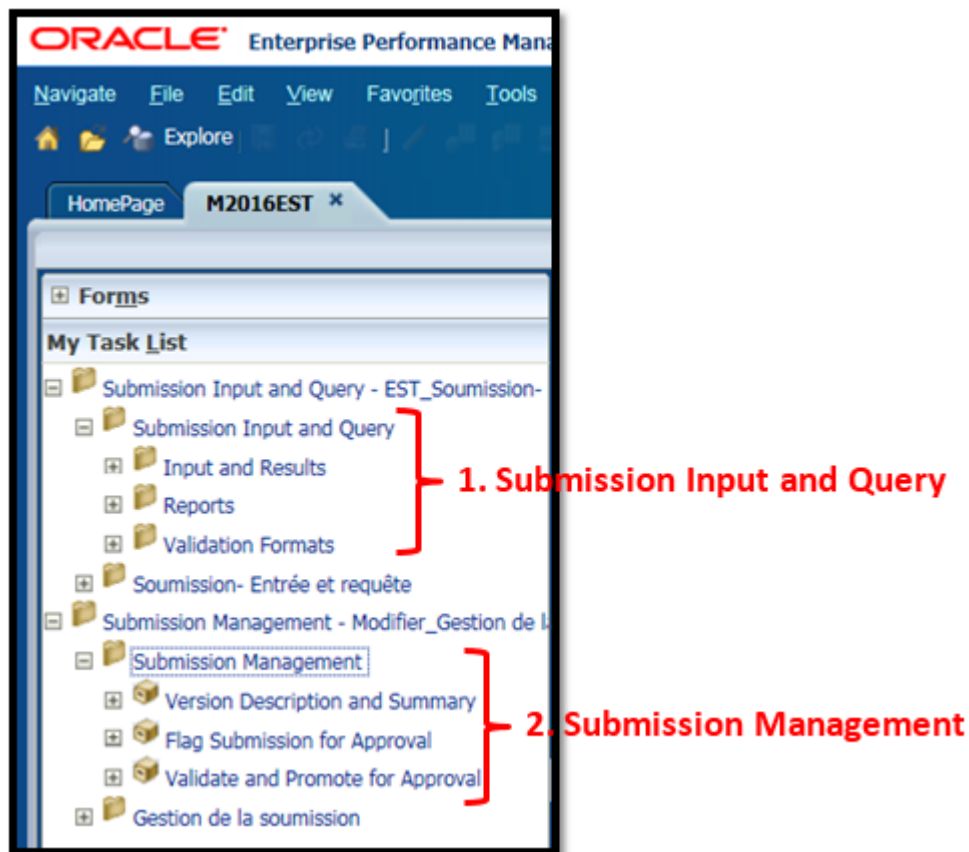
The Estimates application **M2016EST** is arranged into the following categories:

### 1. Submission Input and Query

- **Input and Results:** Includes all the schedules that must be completed in order to file your submission to the Ministry.
- **Reports:** Selecting a report allows you to print schedules, export data into excel, and save schedules as PDF files in a printable format.
- **Validating Forms:** Validation formats are summarized for each schedule; each cell within a schedule is defined by the allowable inputs for the relevant schedule.

## 2. Submission Management

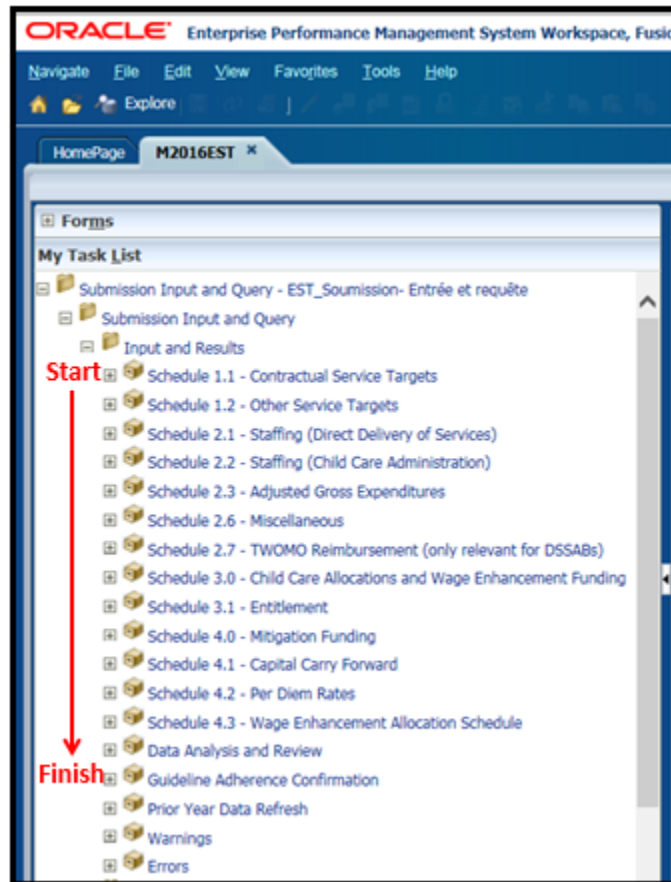
- **Version Description and Summary:** Lists the different versions, including applicable notes.
- **Flag Submission for Approval:** Allows submission to be flagged for the approval process.
- **Validate and Promote for Approval:** Validates all data entered in the application. Once all errors and warnings have been corrected, the submission is ready for approval.



### Suggested Order of Entry

Within the **M2016EST** application, it is recommended that the schedules are completed in the order in which they appear in the 'Input and Results' folder. Please ensure the 'Guideline Adherence Confirmation' is also completed (see Step #14). Once all the schedules have been finalized, the Recipient Active Version of the following schedules must be printed from the 'Reports' section, signed and sent (scanned or e-mailed) to the

Ministry: 1) Certificate, 2) Schedule 2.4-Adjusted Gross Expenditures and 3) Schedule 3.1- Summary of Entitlement.



## Steps for Completion

The following **15 steps** will guide you in completing your 2016 Estimates Submission.

### Step # 1: Schedule 1.1 – Contractual Service Targets

#### PURPOSE

Schedule 1.1 captures the contractual service targets that are included in your signed service agreement. The definitions of these service targets can be found in the 2016 *Ontario Child Care and Family Support Program Service Management and Funding Guideline, Section 2: Ministry Business Practice Requirements, “Service/Contractual Targets”*. These service targets were negotiated as part of the service contracting process for 2016.

#### HOW TO COMPLETE

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 1.1 – Contractual Service Targets**

There is **no data entry required** on this schedule as all the required data will be populated automatically from your 2016 service agreement once it has been submitted to the Ministry.

- **Receipt of Service Agreement Prior to the Release of the Estimates application (M2016EST)**

If you remitted your 2016 service agreement to the Ministry of Education **prior to** the release of the 2016 EFIS 2.0 Estimates application, Schedule 1.1 will be automatically pre-populated.

- **Receipt of Service Agreement After the Release of the Estimates application (M2016EST)**

If you remitted your 2016 service agreement to the Ministry of Education **after** the release of the 2016 EFIS 2.0 Estimates application, Schedule 1.1 will not be pre-populated. Schedule 1.1 will be populated once the 2016 service agreement has been submitted and processed by the Ministry.

**NOTE:** Service targets data must be populated in Schedule 1.1 in order to promote your submission to Active status.

- **Tab 1 – Service Agreements:** There is no data entry required in the Service Agreements tab. The data in this tab assists with the calculation of variances.

- **Tab 2 – Notes:** In the Notes tab, you may enter any notes that will assist your Financial Analyst in completing his/her review of Schedule 1.1.

## Step # 2: Completion of Schedule 1.2 – Other Service Targets

### PURPOSE

Schedule 1.2 captures additional service targets, beyond those included in the service agreement. The definitions of these service targets can be found in the 2016 Ontario Child Care and Family Support Program Service Management and Funding Guideline, Appendix B, “Data Elements and Definitions”. These service targets are included in the Estimates submission to provide a more comprehensive overview of child care service levels.

### HOW TO COMPLETE

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 1.2 – Other Service Targets**

This schedule is for each CMSM or DSSAB to enter the projected service target information. The service target levels identified should reflect the projected service levels for the upcoming year. Complete the following three tabs:

- **Tab 1 – Total Grid1:** Enter the estimated number of children served regardless of funding type for each listed area.
- **Tab 2 – Total Grid2:** Enter the estimated number of FTEs for each area, as applicable.
- **Tab 3 – Total Grid3:** Enter the estimated number of other targets for each area, as applicable.
- **Tab 4 – Notes:** In the Notes tab, enter any notes that will assist your Financial Analyst in completing his/her review of Schedule 1.2.

### **\*TIP\* Validation Formats**

If you are unsure of the validation format of a particular cell in any schedule, refer to your Task List, click on the Validation Formats folder under Submission Management  Input and Results, and then click the desired schedule, for guidance on validation formats.



## **Step# 3: Completion of Schedule 2.1 – STAFFING (DIRECT DELIVERY OF SERVICES)**

### **PURPOSE**

Schedule 2.1 captures information on the number, full-time equivalency (FTE), salaries and benefits of individuals performing duties for directly operated programs (centre-based or home-based licensed child care programs or special needs resourcing services). These individuals **MUST BE** employees of the CMSM or DSSAB as this schedule only captures staffing under a direct delivery of service model.

**NOTE:** Please include **all staffing expenditures** even if funded from other sources and not fully subsidized by the Ministry.

In deciding if staff should be reported in Schedule 2.1 – Staffing (Direct Delivery of Services) or Schedule 2.2 – Staffing (Child Care Administration), ask the following question:

**“Would the position still exist if the directly delivered child care or SNR program closed?”**

If the position would continue to exist, report the position on Schedule 2.2, otherwise report it on Schedule 2.1.

### **HOW TO COMPLETE**

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 2.1 – Staffing (Direct Delivery of Services)**

Complete the following two tabs:

#### **Tab 1 – Working Hours**

Please confirm whether or not there is a standard work week across all positions related to the direct delivery of services by selecting either Yes or No from the drop down menu. If there is a standard work week, please enter the number of hours. If there is no standard work week across all positions (i.e. part-time and full-time positions), please select “No” by clicking in the cell and do not enter any hours.

#### **Tab 2 – Total**

Complete the following columns on this tab:

##### **Description**

Enter the position or title of the individuals.

**Number of Staff**

A whole number is required to designate an individual whether he or she is full-time or part-time.

**Number of FTEs**

Enter the full-time equivalency of individuals. Full-time equivalency is calculated as:

$$\frac{\text{\# of hours worked during the year}}{\text{\# of hours in a standard work week} \times 52 \text{ weeks}}$$

For example, if a part-time staff works 15 hours every week and the standard work week is 35 hours, their FTE would be 0.43 as follows:

$$\frac{(15 \text{ hours/week} \times 52 \text{ weeks})}{(35 \text{ hours standard work week} \times 52 \text{ weeks})} = 0.43\text{FTE}$$

**Salaries**

Enter the total salary costs of the individuals. Salaries include the following: payments to all full-time, part-time, temporary, occasional, summer or other employees. Included in this account line are premium pay, overtime pay, vacation pay, and other direct monetary compensation paid to employees. Ensure that you have not included benefits in the salary column, since benefits are to be reported as an aggregate amount in the benefits column at the bottom of the tab.

**Benefits subtotal**

Enter the aggregate amount of benefit costs in the open (white) cell for all the individuals reported in the schedule. This account line includes mandatory benefits (i.e. CPP, EI, and EHT), benefit plan costs (i.e. ADD, LTD, extended health, dental) as well as other benefits (i.e. WSIB, maternity top-up).

**Salaries and Benefits Total**

This column will automatically calculate the aggregate amount of salaries and benefits reported on this this.

**\*HINT\* Schedule 2.1 Error Messages**

An error message will result in Schedule 2.1 as well as the Errors Schedule if the FTE of staff reported in column 3 exceeds the number of staff reported in column 2 on the same line. All error messages must be cleared in order to promote your submission to the Recipient Active Version.

## **Step # 4: Completion of Schedule 2.2 – STAFFING (Child Care Administration)**

### **PURPOSE**

Schedule 2.2 captures information on the number of staff, full-time equivalency (FTE), and salaries and benefits of positions that support the administration of child care services in the service agreement. Any administration costs that can logically be assigned to administering child care services in the service agreement (e.g. fee subsidy, special needs resourcing, general operating, etc. included in the Service Description Schedule) are considered program administration costs. This schedule is where CMSMs or DSSABs are to include staffing charge backs from central departments (e.g. IT, HR, Finance, etc.). Where possible, the number of staff and FTE for these charge back costs should be provided in this schedule. Include **all staffing expenditures** in Schedule 2.2 even if funded from other sources and not fully subsidized by the Ministry.

**IMPORTANT:** In Schedule 2.2, **do not include** any staffing expenditures related to **Wage Enhancement Administration funding that is provided by the Ministry to support Wage Enhancement administration efforts.**

### **HOW TO COMPLETE**

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 2.2 – Staffing (Child Care Administration)**

Please follow the same steps as those identified in Step #3 to calculate the number of staff, the number of FTE, the salary and the benefit costs. Overall, the same rationale is applied in Schedule 2.2 as in Schedule 2.1:

In deciding if the staffing should be reported in Schedule 2.2 – Staffing (Child Care Administration), ask the following question:

**“Would the position still exist if the directly delivered child care or SNR program closed?”**

If the position would continue to exist, report the position on Schedule 2.2, otherwise report it on Schedule 2. 1 – Staffing (Direct Delivery of Services).

### **\*HINT\* Schedule 2.2 Error Messages**

An error message will result in Schedule 2.2 as well as the Errors Schedule if the FTE of staff reported in column 3 exceeds the number of staff reported in column 2 on the same line. All error messages must be cleared in order to promote your submission to the Recipient Active Version.

## Step# 5: Completion of Schedule 2.3 – Adjusted Gross Expenditures

### PURPOSE

Schedule 2.3 captures information on gross expenditures and revenue streams for child care programs by auspice (Non-Profit Operations, Profit Operations, Directly Operated, and Other Auspices)

#### Non-Profit Operations

The non-profit section represents payments flowed to non-profit child care operators.

#### Profit Operations

The profit section represents payments flowed to for-profit child care operators.

#### Directly Operated

The directly operated section represents expenditures for child care programs (i.e. licensed centre-based or home-based child care programs or special needs resourcing services) that are directly operated by the CMSM or DSSAB.

#### Other Auspices

The other section represents expenditures incurred by the CMSM or DSSAB in their role as service system managers.

### HOW TO COMPLETE

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 2.3 – Adjusted Gross Expenditures**

#### GROSS EXPENDITURES

Gross expenditures are defined as total expenses regardless of whether the funding is provided by the Ministry, municipal contributions or other offsetting revenues.

CMSM and DSSABs are to report all expenses for child care services, regardless of the funding source. However, please **DO NOT** report any expenditures spent on Wage Enhancement in Schedule 2.3.

Expenditures are to be reported by auspice in the appropriate categories in which the projected expense is to be incurred. Further descriptions of each category are outlined

in the *Ontario Child Care and Family Support Program Service Management and Funding Guideline - 2016*.

### **General Operating**

Enter the projected amount of funding, by auspice, to licensed child care operators to address on-going operating costs such as staff wages and benefits, lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies and general maintenance.

If funding continues to be flowed through general operating funding to support historical pay equity expenditures such as job-to-job and proportional value, these expenditures are to be reported as such. There will be no separate reporting of historical pay equity expenditures. Proxy pay equity pursuant to the 2003 Memorandum of Settlement is to be reported within this schedule on a separate line.

*Please note that wage enhancement funding may not be used to replace general operating funding provided to licensees to support wages in 2016. Wage enhancement funding is to be provided in addition to existing staff wages, including general operating grants, as of January 1, 2015.*

### **Fee Subsidy**

Enter the projected amount of funding to be flowed for Fee Subsidy, by auspice. Fee subsidy is required to be split out by Regular and Recreation.

### **Ontario Works and LEAP**

Enter the projected amount of funding to be flowed to child care operators to support Ontario Works participants including LEAP participants as well as Ontario Disability Support Program (ODSP) recipients in approved employment assistance activities. The total expenditures must be broken down into Formal or Informal expenses. Informal care is only provided in private-home day care agencies and therefore should only be reported under the "Other" auspice.

### **Pay Equity Memorandum of Settlement**

CMSMs or DSSABs are to report their expenses related to proxy pay equity pursuant to the 2003 Memorandum of Settlement.

### **Special Needs Resourcing**

Enter the projected amount of funding, by auspice, to service providers and agencies for eligible costs such as resource teachers/consultants, staffing and

benefit costs, training, resources, intensive supports, and other items such as purchasing or leasing specialized/adaptive equipment and supplies to support the inclusion of children with special needs. Please note that CMSMs and DSSABs are required to spend a **minimum of 4.1%** of their total child care allocation (outlined in the budget schedule of the service agreement) on SNR.

### **Administration**

Enter the projected administrative costs associated with the “**Other**” **auspice only**.

The administrative costs for non-profit and profit service operators are indirectly funded through the contract with the operator and the CMSM or DSSAB. Examples of these administration expenditures include: staffing and benefit costs, purchased professional services – non-client (purchase of service from an organization that is not your own), advertising and promotion, building accommodation, travel, education and staff training<sup>1</sup>, technology, general office expenses and corporate chargebacks.

**NOTE:** Do not include any administration expenditures related to Wage Enhancement. The Ministry is providing CMSMs and DSSABs with a separate one-time funding allocation to support Wage Enhancement Administration in 2016.

The administration expenditure benchmark is a **maximum ceiling of 10%** of the CMSM’s or DSSAB’s total 2016 allocation, less funding for Territory without Municipal Organization (TWOMO) and Wage Enhancement. The administration benchmark includes the CMSM’s or DSSAB’s 50/50 cost sharing amount as noted in the budget schedule. Should a CMSM or DSSAB choose to exceed benchmark limits, any additional expenditure must be funded by 100% municipal contributions. If the additional administration spending over and above the administration benchmark is not from 100% municipal contributions due to underspending in other areas, the Ministry will recover the full amount of overspending on administration above the benchmark at 100%.

### **Repairs and Maintenance**

Enter the projected amount of funding to be flowed, by auspice, to support child care service providers and private home day care agencies that are not in compliance or may be at risk of not being in compliance with licensing

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<sup>1</sup> Education and staff training costs may also be reported as a capacity building expenditure if the staff members are directly involved in creating and running workshops to support eligible service providers.

requirements under the Child Care and Early Years Act, 2014. Funding is intended to cover one-time repair and maintenance costs.

### **Play-based Material & Equipment**

Enter the projected amount of funding to be flowed, by auspice, to support non-profit and for-profit child care operators to purchase non-consumable supplies/equipment that support the regular operation of the child care program (e.g. kitchen supplies, IT, etc.).

### **Capacity Building**

Enter the amount of funding flowed by auspice to licensed child care centres to support professional learning and development opportunities. Staff training and quality initiatives previously reported under system needs should be reported here as long as the expenditure is in alignment with the *“2016 Ontario Child Care and Family Support Program Service Management and Funding Guideline”*.

### **Small Water Works (SWW)**

Enter the projected amount of funding to be flowed, by auspice, to licensed child care centres that have received SWW funding.

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.

### **Transformation**

Enter the projected amount of funding to be flowed to non-profit and directly operated child care operators to support business transformation activities such as, but not limited to: the amalgamation of two or more centres in a school or community setting; the relocation of a child care centre to a school or within the community; or, the retrofitting of an existing child care centre to serve younger age groups.

### **Miscellaneous**

The amount incurred for miscellaneous expenditures is pre-populated based upon the completion of Schedule 2.6 – Miscellaneous. All other expenditures that do not fit under any other expenditure category on Schedule 2.3 should be reported in Schedule 2.6. Please report the expenditures and descriptions under Schedule 2.6 first so that the amount(s) will flow to Schedule 2.3.

**NOTE:** All expenses reported as miscellaneous in Schedule 2.6 should be reviewed and approved by your Child Care Advisor prior to reporting.

### **Capital Retrofits**

As Full Day Kindergarten (FDK) is now fully implemented, 2016 will be the final year that the Ministry will provide a capital retrofit allocation. Enter the projected amount of funding to be flowed to non-profit child care operators to support the reconfiguration of existing child care spaces, not to fund new capital facilities. For this final year, capital retrofit funding should continue to be focused on strengthening the child care system and promoting longer-term sustainable child care services.

### **Required Parent Contributions**

Following the recording of gross expenditures is the entry of **Required Parent Contribution** in the next column. Required Parent Contributions are for subsidized child care spaces where parents are required to pay a portion of the cost, determined through income testing. These child care spaces are not 100% subsidized by the CMSM or DSSAB. Please note that the column for Required Parent Contributions should **never** be blank unless the CMSM or DSSAB only has children that are 100% fully subsidized.

### **Parental FULL fee (Directly Operated Only)**

This column is only applicable for directly operated centres. Enter the projected amount of parental full fee revenue to be received where parents are paying for the full cost of the space in order for their child to attend the centre. This column should **never** be blank unless the CMSM or DSSAB has no parents that pay the full cost of a space.

### **Other Offsetting revenues**

Enter all other offsetting revenues, where applicable. Other offsetting revenues are revenues from sources external to the CMSM or DSSAB. ***Please do not include your legislated provincial/municipal cost sharing requirement or any 100% municipal contributions in excess thereof.***

### **\*NEW\* Schedule 2.3 Sign Off**

The report of Schedule 2.3 must be printed off from your Active EFIS submission, signed by 2 signing authorities within your CMSM or DSSAB, and sent to the Ministry via a scanned copy through email or the original signed copy sent in by regular mail.



## 2015 WAGE ENHANCEMENT ADMINISTRATION FLEXIBILITY

The Ministry is providing CMSMs and DSSABs with the flexibility to spend any unused 2015 wage enhancement administration funding on 2016 Child Care Program operating expenses only, but **not** child care administration expenses, for all auspices. All 2016 Child Care operating expenses are to be reported in Schedule 2.3.

For any 2015 wage enhancement administration funding used on 2016 child care operating expense (refer to Schedule 4.3, WE Administration Allocation tab, Other Child Care Program Expenses line), the equivalent dollar amount is to be recorded under both “Gross Expenditure” & “Other Offsetting Revenue” in the same auspice under Schedule 2.3.

### EXAMPLE

In the example below, assume \$10,000 of 2015 wage enhancement administration funding will be used for 2016 child care general operating gross expenditures for Non-Profit Operations. You will include that expenditure in Schedule 4.3 under the “WE Administration Allocation” tab as “Other Child Care Program Expense”. Subsequently, \$10,000 should be reported in Schedule 2.3 as your gross expenditure under “General Operating” and -\$10,000 will be reported as offsetting revenue as well in “General Operating”.

### Schedule 2.3 – Adjusted Gross Expenditures

	Estimates		
	Gross Expenditures	Required Parent Contribution	Other Offsetting Revenues
FULL COST OF CHILD CARE EXPENDITURES TO BE REPORTED HERE			
LE MONTANT TOTAL DES DÉPENSES POUR LA GARDE D'ENFANTS DOIT ÊTRE SAISI			
EXCLUDE MUNICIPAL CONTRIBUTIONS FROM OTHER OFFSETTING REVENUES			
EXCLURE LES CONTRIBUTIONS MUNI. À PARTIR D'AUTRES RECETTES DE COMPEN			
General Operating	10,000		(10,000)

### Schedule 4.3 – Wage Enhancement Allocation Schedule

CC Centres and Home Visitors		Home Child Care Providers		Ineligible Positions		WE Allocation Summary		WE Administration Allocation	
						Estimates		Wage Enhancement Administration	
AMOUNT CARRIED FORWARD FROM 2015	.								
MONTANT REPORTÉ DE 2015	.								
Wage Enhancement Administration Allocation Carry Forward from 2015	No SubCategory							25,574	
Administration of Wage Enhancement - Ongoing	No SubCategory								
Administration of Wage Enhancement - One Time	No SubCategory								
Other Child Care Program Expenses	No SubCategory							10,000	
Total Wage Enhancement Administration Usage	No SubCategory								

Please note that 2016 Wage Enhancement Administration funding must be used to support Wage Enhancement administration efforts only and any unused 2016 Wage Enhancement Administration funding will be recovered by the Ministry.

## **Step# 6: Completion of Schedule 2.6 – Miscellaneous**

### **PURPOSE**

Schedule 2.6 captures the projected miscellaneous costs for 2016. These costs are defined as costs that do not meet the definitions under any of the other categories on Schedule 2.3 listed on the previous pages.

Other system needs expenditures that do not fit under any of the expense categories should be reported under this schedule provided that the CMSM or DSSAB has consulted with their Child Care Advisor and both parties have agreed that the expenditure cannot fit under any other expense category.

System needs are further explained in the 2016 Ontario Child Care and Family Support Program Service Management and Funding Guidelines– Section 2: Ministry Business and Practice Requirements.

**NOTE:** Expenditures cannot exceed system needs expenditures from 2012, and no new expenditures and/or programs may be funded under system needs.

### **HOW TO COMPLETE**

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 2.6 – Miscellaneous**

For each miscellaneous expense reported, please provide a detailed description of the expenditure in addition to the projected amount of expense to be incurred.

**Step # 7: Completion of Schedule 2.7 – TWOMO Reimbursement (Only Relevant for DSSABs)**

**PURPOSE**

Schedule 2.7 captures the projected support costs provided to territories without municipal organization (TWOMO). TWOMO only applies to DSSABs without municipal organization, which is a territory outside the geographical area of any municipality or First Nation.

**HOW TO COMPLETE**

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 2.7 – TWOMO Reimbursement (only relevant for DSSABs)**

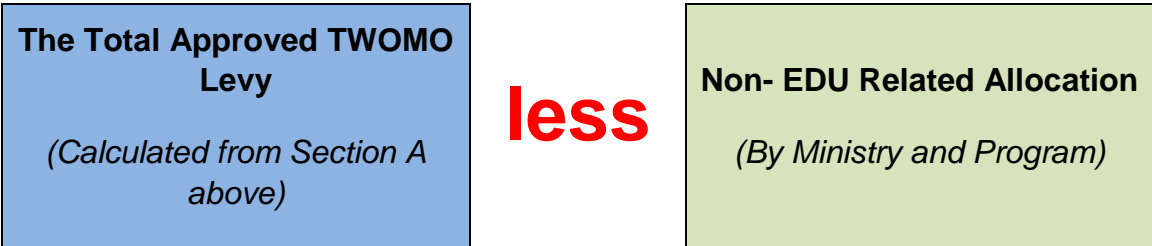
This schedule is broken down into two sections as follows:

- 1. **Calculation of TWOMO Levy. The municipal levy is calculated based on:**



The TWOMO share of the municipal levy is determined using the municipal attribution or 'share' percentage

- 2. **Calculation of the Ministry's Portion of TWOMO Levy. The MEDU portion is calculated based on:**



The percentage of municipal levy that the child care program allocation represents is used to calculate the MEDU portion of the TWOMO levy.

The Ministry acknowledges that your DSSAB's calculation of TWOMO may differ from Schedule 2.7. DSSABs are requested to use the EFIS 2.0 Schedule, however, if problems exist, please contact your Financial Analyst to discuss further.

**\*HINT\* Schedule 2.7**

TWOMO costs should only include the share of costs funded by the Ministry. For detail codes funded by MCYS, the costs should not be reported in the budget submission, but rather reported separately to MCYS.

## **Step# 8: Completion of Schedule 3.0 – CHILD CARE ALLOCATIONS AND WAGE ENHANCEMENT FUNDING**

### **PURPOSE**

Schedule 3.0 captures the 2016 allocation for your CMSM or DSSAB based upon Schedule D as contained in your service agreement.

### **HOW TO COMPLETE**

There is **no data entry required** for Schedule 3.0. All the data contained in Schedule 3.0 has been pre-populated. Please ensure that your allocation has been loaded correctly by reviewing the schedule under:

Under **Submission Input and Query** → click **Input and Results** → select **Schedule 3.0 – Allocations for Operating and Other Purposes**

If there are any discrepancies in Schedule 3.0 in comparison to Schedule D of your signed service agreement, please contact your Financial Analyst.

# Step# 9: Completion of Schedule 3.1 – Entitlement

## PURPOSE

Schedule 3.1 captures the funding entitlement for your CMSM or DSSAB. It takes into consideration the level of expenditures projected, your municipal cost sharing requirements, and the financial flexibility policies as set out in the 2016 Ontario Child Care and Family Support Program Service Management Funding Guideline.

This schedule consists of six different tabs:

- Entitlement
- Administration Overspending Adjustment
- Transfer Payment
- Breakdown of Capital
- Utilization
- Summary of Entitlement

## HOW TO COMPLETE

Under **Submission Input and Query** → click **Input and Results** → select **Schedule 3.1 – Entitlement**

There is no data input required for Schedule 3.1. All the data found in this schedule is derived from other schedules within the M2016EST application.

The six tabs in Schedule 3.1 are described below:

Tab	Description
<b>Tab 1: Entitlement</b>	This tab calculates the entitlement based on all projected expenditures reported on Schedule 2.3, 2.7 and 4.3. The various columns are as follows: <ul style="list-style-type: none"><li>• <b>Column 1 – Allocation:</b> Lists the allocation amounts as per the service agreement.</li><li>• <b>Column 2 – Minimum Cost Share Requirement:</b> Outlines the 80:20 and 50:50 minimum cost share requirements.</li><li>• <b>Column 3 – Allocation and Cost Share:</b> Sums the allocation and cost share requirement columns.</li><li>• <b>Column 4 – Expenditures:</b> Reports the total expenditures from Schedule 2.3, 2.7 and 4.3.</li><li>• <b>Column 5, 6, &amp; 7 – Entitlement Before Flexibility:</b> These columns indicate the values of each cost share requirement prior to the</li></ul>

Tab	Description
	<p>application of flexibility.</p> <ul style="list-style-type: none"> <li>• <b>Column 8 – Entitlement Before Flexibility:</b> This column is the total of columns 5, 6, and 7 indicating the total entitlement available prior to the application of flexibility.</li> <li>• <b>Column 9 – Cost Share Before Flexibility:</b> This column indicates the 80:20 and 50:50 cost share portion of the entitlement before the application of flexibility.</li> <li>• <b>Column 10 – Pressure or Surplus:</b> This column indicates the over/under spending in each expense category.</li> <li>• <b>Column 11, 12, &amp; 13 – Application of Flexibility:</b> These columns indicate the application of flexibility.</li> <li>• <b>Column 14 – Application of Flexibility:</b> This column is the total flexibility applied to each expense category.</li> <li>• <b>Column 15 – Cost Share of Flexibility:</b> This column shows where flexibility is applied and the portion related to cost share</li> <li>• <b>Column 16 – Total Entitlement:</b> This column calculates the total entitlement by combining the amounts for entitlement after application of flexibility.</li> <li>• <b>Column 17 – Municipal Cost Share related to Ministry Entitlement Calculation:</b> This column is the Municipal cost share contributed related to Ministry entitlement calculation..</li> <li>• <b>Column 18 – Child Care Adjustment/ (Recovery):</b> This column indicates the funds that will be recovered by the Ministry due to underspending/adjustments. If there are no recoveries, this column will indicate a \$nil value.</li> </ul>
<p><b>NOTE: Row 6.1 – Missed Target Adjustment:</b> This row will indicate the adjustment for not meeting the contractual service targets set in Schedule 1.1. If the CMSM or DSSAB does not meet all three contractual service targets by 10% or more and 10 children or more in aggregate, the Recipient's entitlement and cash flow will be reduced by 1% to reflect the underachievement of contractual service targets. No funding adjustment will be made at Estimates. This adjustment is only applied at Financial Statement submission.</p>	
<p><b>Tab 2: Administration Overspending Adjustment</b></p>	<p>This tab confirms the following:</p> <ul style="list-style-type: none"> <li>• Line 1- Maximum Allowable Expenditure Limit: The maximum allowable administration expenditure limit (10% of Child Care Allocation less TWOMO and Wage Enhancement funding).</li> <li>• Line 2 - Expenditures: The total expenditures indicated in Schedule 2.3.</li> <li>• Line 3 – Over (Under) Ministry Maximum Allowable Expenditure Limit: The calculation of over (under) spending based on the Ministry limit.</li> <li>• Line 4- Compliant: The compliance status based on the maximum allowable administration expenditure limit.</li> <li>• Line5 – Municipal Contribution Available to be Applied Towards Administration: The Municipal contribution available to be applied towards administration.</li> <li>• Line 6 - Application of Municipal Contribution towards Administration: Overspending of administration expenditures funded by municipal contribution</li> </ul>



Tab	Description
	<ul style="list-style-type: none"> <li>Line 7- Recovery of Ministry funding over maximum allowable expenditure: Recovery of Ministry funding used towards Administration overspending</li> </ul>
<b>Tab 3: Transfer Payment</b>	This tab specifies the entitlement per each category and the total entitlement for the sectors; <b>This schedule is for Ministry use only.</b>
<b>Tab 4: Breakdown of Capital</b>	Tab 4 summarizes: <ul style="list-style-type: none"> <li>Line 1: Portion of the current year expenditures funded by carry forward amount</li> <li>Line 2: Portion of expenditures funded by current year allocation</li> <li>Line 3: Operating funds used for capital – Funded by Ministry</li> <li>Line 4: Operating funds used for capital –Funded by Municipality</li> </ul>
<b>Tab 5: Utilization</b>	The Utilization tab confirms the following: <ul style="list-style-type: none"> <li>Line 1: Municipal contribution in excess of cost share requirement</li> <li>Line 2: Child Care Adjustment or Recovery by Ministry</li> <li>Line 3: Expenditures related to prior year capital carry forward</li> <li>Line 4: Over or underspending related to Small Water Works</li> <li>Line 5: Over or underspending related to TWOMO (if applicable)</li> <li>Line 6: Missed Target Adjustment to Utilization</li> <li>Line 7: Description of Ministry adjustment for Utilization</li> <li>Line 8: Amount of Ministry adjustment for Utilization</li> <li>Line 9: Total over or underspending for utilization</li> </ul>
<b>Tab 6: Summary of Entitlement</b>	The Summary of Entitlement tab summarizes the total Entitlement amount and Child Care Adjustment or Recovery

All of the other data reported within Schedule 3.1 comes from other schedules in the submission.

## **Step# 10: Completion of Schedule 4.0 – MITIGATION FUNDING**

### **PURPOSE**

Schedule 4.0 captures information relating to the mitigation funding received by CMSMs or DSSABs who experienced a reduction in their 2013 allocations due to the new funding formula framework.

The schedule applies additional municipal contributions above the CMSM or DSSAB's 2016 minimum cost sharing requirement and applies the amount against the balance of the mitigation funding received.

If a CMSM or DSSAB's 2016 minimum cost sharing requirement decreased from their 2012 minimum cost sharing requirement, yet the CMSM or DSSAB still chose to keep their contribution at the 2012 level, this additional investment can be deemed as municipal contributions rather than applied against the mitigation funding received.

The deemed municipal contribution may be used to calculate the 2016 utilization component allocation of the funding formula in future years.

### **HOW TO COMPLETE**

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 4.0 – Mitigation Funding**

Most of Schedule 4.0 is pre-populated from information that comes from other schedules within the M2016EST application.

There is one input cell on this schedule in which the CMSM or DSSAB will need to enter the amount of the deemed municipal contributions. The deemed municipal contributions are the additional level of investment by the CMSM or DSSAB when it has decided to keep its minimum cost sharing consistent with 2012 levels even though this requirement decreased in 2016. The input cell is limited by the maximum amount of the decrease in cost sharing requirement from 2012 to 2016.

### **\*IMPORTANT\* Schedule 3.1 Sign Off**

A new tab, "Summary of Entitlement" has been added to Schedule 3.1. The report version of this tab in Schedule 3.1 must be printed off from your active EFIS submission, signed by 2 signing authorities within your CMSM or DSSAB, and sent to the Ministry via a scanned copy through email or the original signed copy sent in by regular mail.

## Step# 11: Completion of Schedule 4.1 – Capital Carry-Forward

### PURPOSE

Schedule 4.1 captures information regarding the projected expenditures of 2016 capital retrofit funding, and the use of the committed 2015 capital funding carried forward to 2016.

**IMPORTANT:** The capital carry-forward policy will no longer be effective for the 2016 calendar year. The capital allocation for the current year must be expensed within the calendar year. Amounts identified by CMSMs or DSSABs as committed for the purposes of capital carry-forward in 2015 will be paid in 2016 (once the capital expenses have been incurred). Funding from other allocations (e.g. core) may be used to support capital projects within the year they were allocated.

### HOW TO COMPLETE

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 4.1 – Capital Carry Forward**

This schedule is divided into 2 sections:

1. **Prior Year**
2. **Current Year**

In the **Prior Year** section, the maximum allowed amount available for carry forward into 2016 will be calculated. The amount carried forward from 2014 and the amount of potential capital expenditures from 2015 is pre-populated from the 2015 Revised Estimates submission. Enter the amount of “Actual Capital Expenditures at December 31, 2015,” up to the 2015 allocation amount. Then enter the “2015 Committed Carry Forward Amount to 2016.”

The **Current Year** section indicates the allocation from 2016 and the amount carried forward from 2015. The potential expenditures for 2016 are calculated based upon the 2016 allocation plus the amount carried forward from 2015. The 2015 carry forward capital expenditures are based upon the input cell in prior year section. The “Actual Capital Expenditures at December 31, 2016” amount is linked from the Auspice Consolidated column in Schedule 2.3 - Adjusted Gross Expenditures.

The actual capital expenditures in 2016 is deemed to first use the committed 2015 carry-forward amount, then the 2016 allocation. Note that CMSMs and DSSABs will be cash flowed on the 2016 capital entitlement based on the ordering above.

## **Step# 12: Completion of Schedule 4.2 – PER DIEM RATES**

### **PURPOSE**

Schedule 4.2 captures the per diem rates paid by the CMSM or DSSAB to the operator and the fees charged by the operator by the age group of the children for centre- and home-based care. Schedule 4.2 collects information on full-time rates, part-time rates as well as average rates.

### **HOW TO COMPLETE**

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 4.2 – Per Diem Rates**

This schedule is divided into 3 tabs:

- 1. Centre Based**
- 2. Home Based**
- 3. Notes**

Each tab is divided into 2 sections:

- 1. Rates Paid by CMSM or DSSAB**
- 2. Fees Charged by Operators**

In each section, enter the per diem rate by age group after you have established what the minimum, maximum and average rates will be for the year. “Rates paid by the CMSM and DSSAB” refers to per diems approved by CMSMs or DSSABs for purposes of fee subsidies. “Fees Charged by Operators” refers to per diems charged by child care operators to full fee-paying parents, including fees charged by CMSM or DSSAB for directly-operated programs if applicable.

If the operator charges an hourly fee, determine the fee by using the following formula:

$$\text{= Hourly Fee x \# of Hours for Part-time or Full-time Staff (as applicable)}$$

The Notes tab provides input cells where detailed explanations can be entered for the data reported in the centre based and home based data tabs.

## **Step# 13: Completion of Schedule 4.3 – Wage Enhancement ALLOCATION SCHEDULE**

### **PURPOSE**

Schedule 4.3 captures information regarding Wage Enhancement (WE) and Home Child Care Enhancement Grant (HCCEG). The purpose of the 2016 wage enhancement funding is to support a wage increase of up to \$2 per hour plus 17.5% benefits to eligible Registered Early Childhood Educators (RECEs) and other child care program staff working in licensed child care. In addition, the 2016 Home Child Care Enhancement Grant (HCCEG) will support an increase of up to \$20 per day for eligible home child care providers. Please refer to the guideline for more information and eligibility requirements. CMSM and DSSABs are to report their wage enhancement data based on the consolidation of all approved wage enhancement application forms by auspice received from Child Care Centre/ Private Home Day Care Providers.

### **HOW TO COMPLETE**

Under **Submission Input and Query** → click **Input and Results**, select **Schedule 4.3 – Wage Enhancement Allocation Schedule**

The schedules consist of 5 tabs:

- 1. Child Care (CC) Centres and Home Visitors**
- 2. Home Child Care Providers**
- 3. Ineligible Positions**
- 4. WE Allocation Summary**
- 5. WE Administration Allocation**

**Tab 1 – CC Centres and Home Visitors:** CMSMs or DSSABs are to report the following data elements for each of the 3 auspices (Non-Profit Operations, Profit Operations and Directly Operated):

- a. Per approved application forms, report the number of FTEs for centre-based positions and PHDC home visitors receiving a full wage enhancement (e.g. staff whose wages were less than \$24.28 per hour excluding year one wage enhancement as of December 31, 2015) along with the requested wage enhancement salaries and benefits components.
- b. Per approved application forms, report the number of FTE for centre-based positions and PHDC home visitors receiving a partial wage enhancement (e.g.

staff whose wages were more than \$24.27 but less than \$26.27 per hour excluding year one wage enhancement as of December 31, 2015) along with the requested wage enhancement salaries and benefits components.

**\*NEW\* – Supplemental Grant**

In 2016, the Ministry will provide a supplemental grant of \$150 for each eligible centre based FTE or home visitor FTE and \$50 for each eligible home child care provider. The supplemental grant provides operators with the flexibility to cover salary shortfalls, and/or additional benefits.

- a. Per approved application forms, enter the total supplemental grant calculated for Child Care Centres and PHDC Visitors.

The information requested above can be obtained by consolidating the data from the “Summary” section from all **CMSM or DSSAB approved** *Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2016)* forms received by auspice.

<b>SUMMARY</b>		<b>FTE</b>	<b>Salary Component</b>	<b>Statutory Benefit Component (17.5%)</b>	<b>Total Compensation</b>
Fully Eligible Positions	RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
	Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
	Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
	<b>SUB-TOTAL</b>	-	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Partially Eligible Positions	RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
	Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
	Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
	<b>SUB-TOTAL</b>	-	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>		-	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>SUPPLEMENTAL GRANT</b>					<b>\$ 0.00</b>
<b>GRAND TOTAL</b>					<b>\$ 0.00</b>

**Tab 2 – Home Child Care Providers:** CMSM or DSSAB are to report the following data elements for each of the 3 auspices (Non-Profit Operations, Profit Operations and Directly Operated):

- a. Per approved application forms, report the number of Home Child Care providers receiving a full HCCEG of \$20 per days (e.g. staff whose daily compensation was less than \$242.70 excluding year one HCCEG as of December 31, 2015 and provide full-time services of 6 hours or more a day on average) along with the requested HCCEG dollar amount.
- b. Per approved application forms , report the number of Home Child Care providers receiving a partial HCCEG of \$10 per day (e.g. staff whose daily compensation was less than \$147.62 excluding year one HCCEG as of

December 31, 2015 and provide part-time services of less than 6 hours a day on average) along with the requested HCCEG dollar amount

- c. Per approved application forms, enter the total supplemental grant calculated for Home Child Care Providers.

The information requested above can be obtained by consolidating the data from the “Summary” section of all **CMSM or DSSAB approved** *Application for Home Child Care Enhancement Grant Funding - Home Child Care Providers (2016)* forms received from Private Home Day Care Agencies by auspice.

		Maximum Grant Transfer
Partially Eligible Providers ( # / \$)	0	\$ -
Fully Eligible Providers ( # / \$)	0	\$ -
TOTAL	0	\$ -
SUPPLEMENTAL GRANT		\$ -
GRAND TOTAL		\$ -

**Tab 3 – Ineligible Positions:** CMSMs or DSSABs are to report the number of ineligible (i.e. exceed the cap) RECE, Non-RECE, Supervisor positions and Home Child Care Providers for each of the 3 auspices (Non-Profit Operations, Profit Operations and Directly Operated)

**Tab 4 – Wage Enhancement Allocation Summary:** This tab captures the notional allocation of 2016 wage enhancement (from Schedule 3.0) and the total projected wage enhancement funding required in 2016 based on CMSM or DSSAB approved applications received. The wage enhancement entitlement calculated in this tab will be linked to Schedule 3.1 CMSMs or DSSABs are required to enter the following data:

- Number of Child Care Centres or Sites
- Number of Operators for Child Care Centres
- Number of Home Child Care Providers Agencies

**Tab 5 –Wage Enhancement Administration Allocation:** CMSMs or DSSABs must utilize their 2016 wage enhancement administration funding allocation first before any 2015 carry forward amount can be applied towards 2016 wage enhancement administration expenses. In Tab 5 of Schedule 4.3, CMSMs and DSSABs are required to provide the following data:

## **AMOUNT CARRIED FORWARD FROM 2015**

- a. Wage Enhancement Administration Allocation Carried Forward from 2015
- b. Administration of Wage Enhancement – Ongoing
- c. Administration of Wage Enhancement – One Time
- d. Other Child Care Program Expenses (applicable ONLY to 2015 carry forward amount of wage enhancement administration funding):

The Ministry is providing CMSMs and DSSABs the flexibility to utilize any unused 2015 wage enhancement administration funding on Child Care Program Operating expenses but **not** Child Care Administration expenses. Note, the same flexibility **does not apply** to the 2016 wage enhancement administration funding allocation. CMSMs or DSSABs are to record the amount of 2015 wage enhancement administration used on 2016 Child Care operating expense in this line **AND** Schedule 2.3 (under Gross Expenditure & Other Offsetting Revenue). Please refer to Step #5 for further instructions

## **2016 WAGE ENHANCEMENT ADMINISTRATION ALLOCATION**

- a. Number of Operators Receiving Funding
- b. Annual Allocation Provided to Operators (CMSMs and DSSABs are required to provide a minimum of 10% of their 2016 administration funding allocation to operators to support implementing wage enhancement/HCCEG).
- c. Total Administration Funds Spent (including Funds Provided to Operators)

### **\*IMPORTANT\* Unused Wage Enhancement Administration Funding**

Any unused 2016 wage enhancement administration funding will be recovered by the Ministry.



## Step# 14: Review of Submission

### PURPOSE

The last five schedules of the Estimates Submission have been created in order to streamline the review procedures that are performed by Financial Analysts during the review process. By including them in the submission document set, CMSMs and DSSABs have the ability to correct any inconsistencies prior to activating the submission. This will expedite the Ministry's review process and minimize the number of queries that will require follow-up with the CMSM or DSSAB.

The five schedules are as follows:

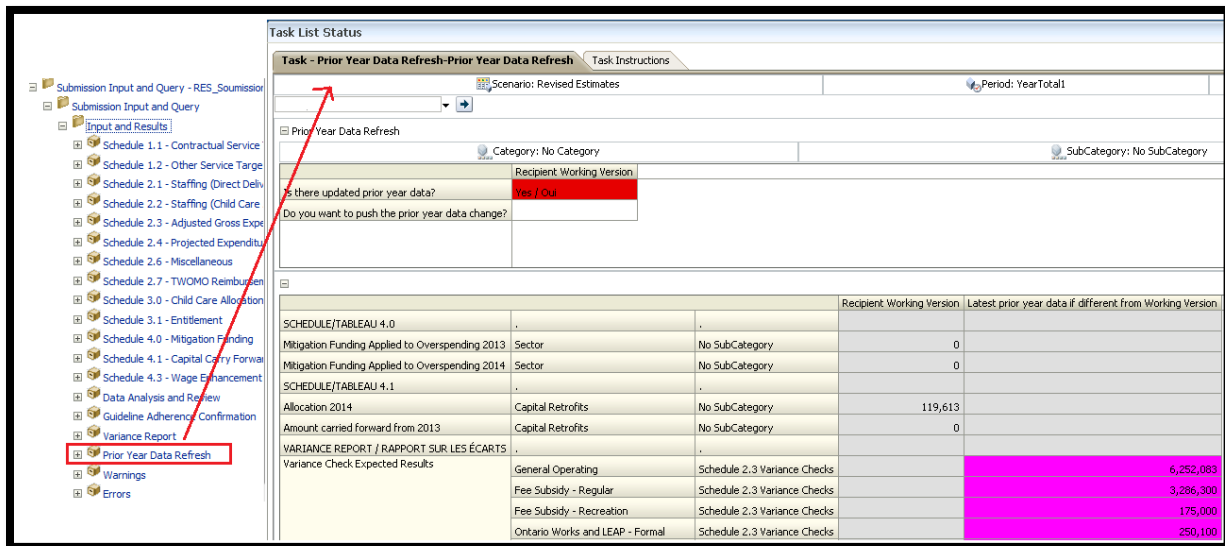
1. Data Analysis and Review
2. Guideline Adherence Confirmation
3. Prior Year Data Refresh
4. Warnings
5. Errors

### HOW TO COMPLETE

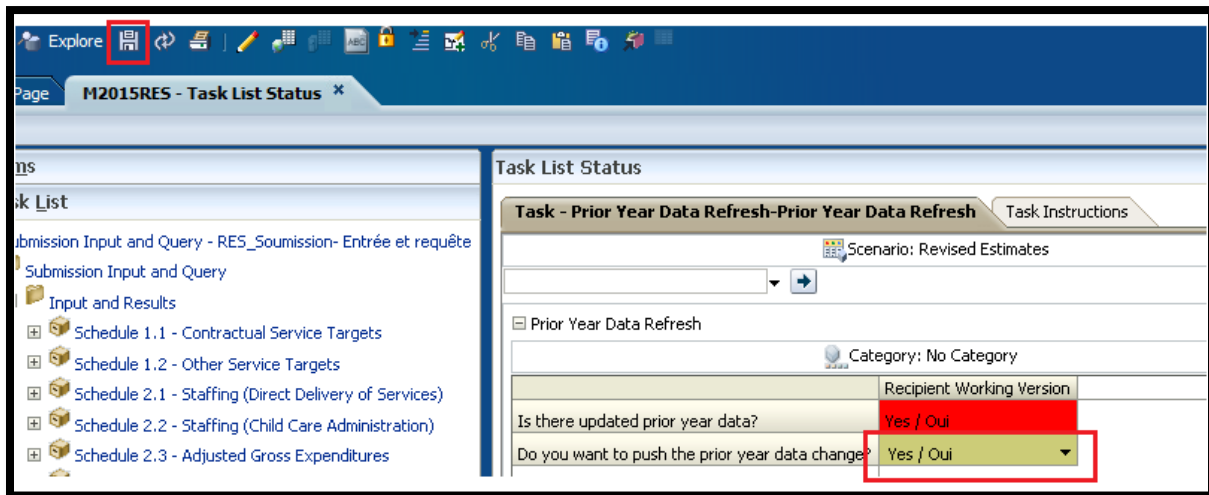
You are requested to review and update the information in the five schedules as applicable:

1. **Data Analysis and Review:** This schedule compares the average daily fee subsidy cost to average monthly number of children and average monthly number of children served to staff FTE.
2. **Guideline Adherence Confirmation:** Please read the warning on guideline adherence and confirm whether or not your submission is in compliance by selecting "Yes" or "No". A selection must be made in order to promote your file to active status.
3. **Prior Year Data Refresh:** Changes in pre-loaded data from prior-year submissions are not automatically refreshed in the Recipient Working Version. This schedule informs the user if there have been any recent changes in prior year data. In the case where there is updated prior year data, the user will see a red highlighted cell with "Yes / Oui" in the top portion of the Prior Year Data Refresh form. In the bottom of the form, the "Latest prior year data if different from Working Version" column will be highlighted pink if it is different from the

current values in the Recipient Working Version (see screenshot on the next page).



Please review this schedule for any updated prior year data. To accept the latest prior year data into the Recipient Working Version, the user needs to select “Yes / Oui” to confirm that they want to push the prior year data change, and click the Save icon.



**NOTE:** When there are changes in the Prior Year Data Refresh form that have not been accepted by the user, an Error will be triggered in the Error schedule to prevent the user from being able to submit the application (see screenshot on the next page).

Task List Status					
Task - Errors-Errors Task Instructions					
Period: YearTotal1		Year: 2015		Scenario: Revised Estimates	
Recipient Working Version				Category: No Category	
	Value1	Value2	Error?	Recipient Accepts Error	Description - English
Error_SC2.3_1	15,332,930	15,332,930	No / Non		Schedule 2.3 total adjusted gross expenditures plus Schedule 2.7 TWOMO Reimbursement must equal Schedule 2.4 total adjusted gross expenditures
[-] Schedule 2.3 Errors					
Error_SC2.7_1			No / Non		Only D55ABs are allowed to enter TWOMO expenditures on Schedule 2.7
[-] Schedule 2.7 Errors					
Error_SC4.0_1			No / Non		Portion deemed municipal cost share for utilization purposes must not exceed decrease in Municipal Cost Share requirement nor can it exceed 2014 Municipal
[-] Schedule 4.0 Errors					
Error_SC4.1_1			No / Non		Amount of capital allocation being carried forward from prior year to current year not exceed maximum allowed
Error_SC4.1_2			No / Non		Amount of capital allocation being carried forward from current year to next year not exceed maximum allowed
Error_SC4.1_3			No / Non		Prior year capital carryforward is not used
[-] Schedule 4.1 Errors					
Error on Prior Year Data			Yes / Oui		The latest Prior Year Data have not been used in the submission
Error in Warning Explanation			No / Non		There should not be a warning message without an explanation
Error in Variance Explanation					There should not be a failed variance check without an explanation

To resolve the Error, the user needs to go to the Prior Year Data Refresh form and accept the latest Prior Year Data.

1. **Warnings:** Follow-up on all items where a “Yes / Oui” cell is highlighted red and provide an explanation in designated cell(s) in order to promote the file to active.
2. **Errors:** If there is a “Yes / Oui” cell highlighted red, there is an error that must be cleared in the submission. Please identify the error listed in this schedule and correct the error by referring back to the specific schedule. A definition of the error is provided in the description column.

**\*IMPORTANT\* Promoting Your Submission**

You submission cannot be promoted to “Active” status until all Error messages have been addressed and cleared.

## Step# 15: Submission Management

### PURPOSE

The Submission Management area allows the Modifier to validate the Recipient Working Version and promote it for approval. It also allows the Approver to sign-off on and send the submission as Recipient Active Version to the Ministry.

### HOW TO COMPLETE (MODIFIER)

Under **Submission Management** → expand the folder by clicking on the “+” sign. The folder will expand and reveal 3 task boxes:

- 1. Version Description and Summary:** This area allows you to manage the various versions of the file. Ensure the correct data is populated into the “Recipient Working Version” as this will be the file submitted to the Ministry.
- 2. Flag Submission for Approval:** “Yes” must be selected in the highlighted cell to answer the question “*Are you sure you want to promote the current Submission for approval?*” The current submission will be the “Recipient Working Version”
- 3. .Validate and Promote for Approval:** The process to validate and promote submission for approval is as follows:
  - Click on the file name under the header: “Planning Unit”
  - Click on “Actions”
  - Select “Validate.” If the sub-status column shows “Invalid Data”, you must click “Invalid Data” and correct the listed errors. If the sub-status column shows “Validated”, proceed to the next step.
  - **NOTE:** Please ensure the file is highlighted by selecting it under “Planning Unit”
  - Click on “Actions”
  - Click on “Change Status” and select “Promote”
  - Click on “Ok”
  - The submission is promoted and flagged for the Approver. The file is now read-only for the Modifier.
  - The Approver will then log into EFIS, review, and change the status to “Approve” in order to submit the EFIS file to the Ministry.

## HOW TO COMPLETE (APPROVER)

Once a submission has been promoted for approval by the Modifier, the Modifier no longer has write access to the Working Version and the next user in line is the Approver. The Approver is responsible for reviewing the submission and deciding how to proceed with it. The Approver has two choices: running the sign-off process on the submission or rejecting the submission. If the Approver decides to reject the submission, the submission is back in the hands of the Modifier. Once approved, the data is automatically copied from the Recipient Working Version to the Recipient Active Version as well as the FA Working Version.

Under **Submission Management** → expand the folder by clicking on the “+” sign. The folder will expand and reveal 3 task boxes:

1. **Version Description and Summary:** This area allows shows the various versions of the file. Ensure the “Recipient Active Version” has been activated and submitted to the Ministry.
2. **Recipient Approver Sign-Off:** The steps to approve and sign-off on the submission is as follows:
  - Under **Submission Management** → click **Recipient Approver Sign-Off**
  - Within the form, click the dropdown beside “**Are you sure you want to sign-off the current submission?**” → select **Yes** then click the Save icon.

The status of the Submission will be changed to Active and the Activation date will be updated.

3. **Reject Submission:** If the Approver decides that the submission is not satisfactory and not ready for further sign-off, the approver can reject and return the submission to the Modifier. The steps to reject the submission is as follows:
  - Under Submission Management → Reject Submission
  - Once the Recipient name under Planning Unit is selected, select **Actions** → **Change Status**
  - The Change Status screen will pop-up, select **Reject** from the **Select Action** dropdown list, and select **<Automatic>** from the **Select Next Owner** dropdown list. Enter comments if required, then select **OK**

The Approvals status will change to **Not Signed off**. The Owner will revert back to the Modifier and Recipient Working version of the submission will no longer be read-only and changes can be made.

**\*IMPORTANT\* Reports**

The report versions of your Certificate, Schedule 2.3 and Schedule 3.1 – Summary of Entitlement must be printed from the Recipient Active Version of the EFIS submission, and signed by 2 members of your CMSM or DSSAB who have signing authority. (Alternatively, a corporate seal can be affixed to this report.) The signed reports must be sent to the Ministry either through regular mail or by email (scanned copies are acceptable).

## REPORTING

After completing steps # 1 through 15, all the data input within the submission should be complete.

CMSMs and DSSABs are required to send the following three reports (either hard copy or scanned copy) of the following sections of their **Recipient Active Version** of the 2016 Estimates submission:

- Signed Certificate;
- Signed Schedule 2.3 – Adjusted Gross Expenditures; and
- Signed Schedule 3.1 – Entitlement – Summary of Entitlement

DSSABS are also required to submit the following documentation to support the Territory Without Municipal Organization (TWOMO) allocation. They may be submitted in either electronic or hardcopy format:

- Approved 2016 DSSAB budget (not applicable for CMSMs); and
- Levy Apportionment details (not applicable for CMSMs)

Please mail the relevant forms or scan and e-mail them, by **April 29, 2016\*** 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](mailto:childcarefunding@ontario.ca)

*\* This date is subject to municipal council approval of the municipality's annual budget for a CMSM and the board's annual budget for a DSSAB per the DSSAB Act.*

Once a submission is promoted to "Active" status, a CMSM or DSSAB has formally submitted their 2016 Estimates submission to the Ministry.

## Assistance with EFIS

For user/navigation assistance on EFIS 2.0, please contact:

Primary contact:

EFIS Technical Support

Tel: (416) 326-8307 E-mail: [efis.support@ontario.ca](mailto:efis.support@ontario.ca)

Alternate contacts:

**Ruby Hou** - Tel: (416) 325-2052 / E-mail: [ruby.kexinhou@ontario.ca](mailto:ruby.kexinhou@ontario.ca)

**Julie Ramsaran** - Tel: (416) 325-2058/ E-mail: [julie.ramsaran@ontario.ca](mailto:julie.ramsaran@ontario.ca)

**Alex Zhang** - Tel: (416) 326-5508/ E-mail: [alex.zhang2@ontario.ca](mailto:alex.zhang2@ontario.ca)

For data input assistance, please contact your Financial Analyst:

Financial Analyst	Telephone #	E-mail Address
Adrienne Han	(416) 212-9216	<a href="mailto:Adrienne.Han@ontario.ca">Adrienne.Han@ontario.ca</a>
Argen Elezi	(416) 326-5423	<a href="mailto:Argen.Elezi@ontario.ca">Argen.Elezi@ontario.ca</a>
Cheryl Chung	(416) 325-6235	<a href="mailto:Cheryl.F.Chung@ontario.ca">Cheryl.F.Chung@ontario.ca</a>
Harpreet Pabla	(416) 212-4444	<a href="mailto:Harpreet.Pabla@ontario.ca">Harpreet.Pabla@ontario.ca</a>
Kiersten Lee	(416) 212-9218	<a href="mailto:Kiersten.Lee@ontario.ca">Kiersten.Lee@ontario.ca</a>