

Ministry of Education
Financial Analysis and
Accountability Branch
20th Floor, Mowat Block
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Ministère de l'Éducation
Direction de l'analyse et de la
Responsabilité financières
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Toronto, Ontario M7A 1L2



2016: EYCC9

MEMORANDUM TO: Children's Services Managers, CMSMs/DSSABs
Children's Services Finance Leads, CMSMs/DSSABs

FROM: Med Ahmadoun
Director
Financial Analysis & Accountability Branch

DATE: August 29, 2016

SUBJECT: 2016 Child Care Revised Estimates

This memorandum provides Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) with information on completing their 2016 Revised Estimates submission for Child Care Programs. The deadline for completing your Revised Estimates submission is **September 30, 2016**.

Included in this memorandum is information on:

- Instructions to access and submit the 2016 Revised Estimates forms
- Materials to forward to the Ministry
- Policy for Late Filing

Instructions to access and submit Revised Estimates forms

The Revised Estimates 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. For CMSMs and DSSABs with Child Care and Family Support Program allocations, please complete **BOTH** the "**M2016RES**" application to report Child Care information and "**P1617RES**" to report Family Support Program information. For CMSMs and DSSABs with only Child Care allocation, please complete only the "**M2016RES**" application to report Child Care information. Please refer to the *Instructions for Completing the 2016 Revised Estimates* documents

attached with this memo. CMSMs and DSSABs are required to promote their submission to “Active” status by **September 30, 2016**. Please note that a separate set of instructions on completing the 2016 Interim Report for Family Support Programs will be provided at a later date.

Materials to forward to the Ministry

CMSMs and DSSABs are required to forward one signed hard or scanned copy of the following sections of their **active** 2016 Revised Estimates EFIS submission for both the Child Care Programs submissions if applicable:

- Title Page Certificate;
- Schedule 2.3 – Adjusted Gross Expenditures; and,
- Schedule 3.1 – Summary of Entitlement Completed
- Variance Report (as part of EFIS submission)

DSSABs are also required to submit the following documentation to support the Territory Without Municipal Organization (TWOMO) reimbursement. Note that this requirement is not applicable to CMSMs. DSSABs may submit the following in either electronic or hardcopy form:

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

Please send the above required documentation to:

childcarefunding@ontario.ca

OR

Manager
Child Care Finance Unit
Financial Analysis & Accountability Branch
20th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
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Policy for Late Filing

In the event that the Revised Estimates submission is not received by the Ministry within 30 days after the September 30, 2016 due date, cash flow may be withheld from the CMSMs/DSSABs regular cash flow as per the late filing policy outlined in Schedule F of your 2016 Child Care and Family Support Service Agreement.

Upon submission of the Revised Estimates, 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.

If you are unable to submit your Revised Estimates by September 30, 2016 due to extenuating circumstances, please advise your Financial Analyst. A listing of Financial Analysts can be found on the [FAAB website](#).

Should you have any questions about completing the Revised Estimates or the financial reporting process, please contact your [Financial Analyst](#).

Yours truly,

Original signed by:

Med Ahmadoun
Director
Financial Analysis & Accountability Branch

Enclosures:

- Instructions on Completing the 2016 Revised Estimates (Child Care)
- Instructions on Completing the 2016 Interim Report (Family Support Program)

cc:

- Julia Danos, Director, Early Years Implementation Branch
- Abby Dwosh, A/Manager, Early Years Implementation Branch
- Child Care Advisors, Early Years Implementation Branch
- Financial Analysts, Financial Analysis & Accountability Branch