

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

**Ministère de l'Éducation**  
900, rue Bay  
24<sup>e</sup> étage, édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



**2016: FSP1**

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

**FROM:** Julia Danos  
Director, Early Years Implementation Branch  
Early Years Division  
Ministry of Education

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

**DATE:** **January 19, 2016**

**SUBJECT:** **2016 Family Support Program Service Agreement  
Package**

---

We are pleased to provide you with your 2016 Family Support Program Service Agreement Package, which includes your service agreement and the updated 2016-17 Family Support Program Business Practices, Services and Funding Reference Document (Reference Document).

### **2016 Service Agreement**

The Ministry of Education (the Ministry) has revised its service agreement template to better align with the Ontario Public Service's updated standard agreement template and reflects the conditions and best-practices under which the government funds transfer payment recipients. Under the amended template, general terms and conditions are now captured under Schedule A. Schedule B now consists of program specific information and additional provisions. Please refer to Appendix A for additional information about the changes to the service agreement.

Service agreements must be submitted to the Ministry by **March 11, 2016**. For your

convenience, agencies may submit their signed service agreement **by email** to [tpa.edu.earlylearning@ontario.ca](mailto:tpa.edu.earlylearning@ontario.ca). If this is not possible, you may submit two original signed copies of the agreement by regular mail to:

Julia Danos, 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.

## **2016–17 Ontario Family Support Program Business Practices, Services and Funding Reference Document**

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

### **The Child Care and Early Years Act, 2014**

- The agreements now include language from the *Child Care and Early Years Act, 2014* to clarify the licensing exemptions related to the provision of child care services in family support programs. Section 4 of the Act sets out which programs and services do not require a licence and further exemptions are set out in regulation.
- Exemptions include: preparation for junior kindergarten, certain 3-hour programs (until January 1, 2017) and nutrition programs. Please refer to the reference document for additional details.

### **Unlicensed Child Care Registries**

- To align with the *Child Care and Early Years Act* and the Ministry's goal to increase access to licensed home child care. Family support programs are no longer permitted to use funding from the Ministry to support unlicensed child care registries. This change does not preclude family support programs from continuing to use provincial funding to provide access to resources for all child care providers.
- As a reminder, the Ontario website has many resources for families in search of a child care provider. Family support programs can refer families to <http://www.ontario.ca/page/find-and-pay-child-care> for this information.

### **French Language Services**

In areas designated under the *French Language Services Act*, agencies are required to meet the specific requirements for French language services outlined in their service agreement. Agencies that are not operating at full capacity must submit a plan to build

capacity annually. The 2016 plans are due to the Ministry by **June 30, 2016**.

### **NEW! Family Support Program Website**

The Ministry's website now includes a family support program landing page with information about the four programs funded by the Ministry: Better Beginnings Better Futures, Child Care Resource Centres, Ontario Early Years Centres, and Parenting and Family Literacy Centres. This website can be viewed at: <http://www.edu.gov.on.ca/childcare/FamilyPrograms.html>. If you need to update your program information, please send all updated information to [elib@ontario.ca](mailto:elib@ontario.ca) with the title "Family Support Program Website" in the subject line.

### **2016 Interim Report (Transfer Payment Agencies with annual funding over \$350,000)**

The Interim Report (previously referred to as Revised Estimates) submission for 2016 is due on **August 31, 2016**. Agencies will continue to submit financial reports in the Education Finance Information System (EFIS) 2.0. Further information about this submission will be available in spring of next year through the Financial Analysis and Accountability Branch.

### **Cash Flow in 2016**

Monthly cash flow will be based upon your 2015 Interim Report submission (if applicable) until your 2016 signed service agreement is received by the Ministry. Your monthly cash flow will be updated to reflect your 2016 allocation as follows:

<b>Signed Service Agreement Received by:</b>	<b>Payment Date:</b>
January 29, 2016	March 2, 2016
February 26, 2016	April 4, 2016
March 30, 2016	May 3, 2016

Your regional Child Care Advisor or Education Officer and Financial Analyst continue to be the Ministry contacts for your agency. The contact list is available on the [Financial Analysis and Accountability Branch website](#). Please direct any questions or concerns regarding this memo to your existing contacts.

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

Sincerely,

*Original signed by:*

---

Julia Danos  
Director  
Early Years Implementation Branch  
Early Years Division

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

Enclosures

2016 Family Support Program Service Agreement

*2016-17 Ontario Family Support Program Business Practices, Services and Funding Reference Document*

2016-17 EDU Family Support Program Serious Occurrence Form (if applicable)

cc: 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

## Appendix A: Changes to the Family Support Program Service Agreement Schedules

Item	Description & Changes														
Service Agreement Changes	<ul style="list-style-type: none"> <li>The Ministry has revised its 2016 service agreement template to align with the updated standard conditions and best practices for transfer payment agreements.</li> <li>Two new schedules (A and B) have been added to the service agreements, "General Terms and Conditions", and "Program Specific Information and Additional Provisions".</li> <li>The content of schedules C to F remain unchanged.</li> <li>As a result of the two new schedules A and B, the titles associated with each schedule have been updated as follows:</li> </ul>														
	<table border="1"> <thead> <tr> <th data-bbox="399 737 932 800">2015 Name</th> <th data-bbox="932 737 1409 800">2016 Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 800 932 898">Schedule A - Program Description</td> <td data-bbox="932 800 1409 898">Schedule A - General Terms and Conditions</td> </tr> <tr> <td data-bbox="399 898 932 997">Schedule B - Budget</td> <td data-bbox="932 898 1409 997">Schedule B - Program Specific Information and Additional Provisions</td> </tr> <tr> <td data-bbox="399 997 932 1060">Schedule C - Payment</td> <td data-bbox="932 997 1409 1060">Schedule C - Program Description</td> </tr> <tr> <td data-bbox="399 1060 932 1123">Schedule D - Reports</td> <td data-bbox="932 1060 1409 1123">Schedule D - Budget</td> </tr> <tr> <td data-bbox="399 1123 932 1186"></td> <td data-bbox="932 1123 1409 1186">Schedule E - Payment</td> </tr> <tr> <td data-bbox="399 1186 932 1241"></td> <td data-bbox="932 1186 1409 1241">Schedule F - Reports</td> </tr> </tbody> </table>	2015 Name	2016 Name	Schedule A - Program Description	Schedule A - General Terms and Conditions	Schedule B - Budget	Schedule B - Program Specific Information and Additional Provisions	Schedule C - Payment	Schedule C - Program Description	Schedule D - Reports	Schedule D - Budget		Schedule E - Payment		Schedule F - Reports
	2015 Name	2016 Name													
	Schedule A - Program Description	Schedule A - General Terms and Conditions													
	Schedule B - Budget	Schedule B - Program Specific Information and Additional Provisions													
	Schedule C - Payment	Schedule C - Program Description													
	Schedule D - Reports	Schedule D - Budget													
		Schedule E - Payment													
	Schedule F - Reports														
Schedule A - Program Description	Schedule A - General Terms and Conditions														
Schedule B - Budget	Schedule B - Program Specific Information and Additional Provisions														
Schedule C - Payment	Schedule C - Program Description														
Schedule D - Reports	Schedule D - Budget														
	Schedule E - Payment														
	Schedule F - Reports														