

Ministry of Education

Financial Analysis and Accountability
Branch
20th Floor, Mowat Block
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Toronto ON M7A 1L2

Ministère de l'Éducation

Direction de l'analyse et de la responsabilité
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900, rue Bay
Toronto ON M7A 1L2



2016: FSP 3

MEMORANDUM TO: Children's Services Managers, CMSMs/DSSABs
Children's Services Finance Leads, CMSMs/DSSABs
Transfer Payment Agencies – Family Support Programs
Executive Directors

FROM: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: **September 7, 2016**

SUBJECT: **2016 Interim Report – Family Support Programs**

This memorandum provides Consolidated Municipal Service Managers (CMSMs), District Social Services Administration Boards (DSSABs) and Transfer Payment Agencies (TPAs) with information on completing the 2016 mid-year financial report, Interim Report (previously known as Revised Estimates). The deadline for completing your Interim Report submission is **September 30, 2016**.

Included in this memorandum is information on:

- Accessing and submitting Interim Report forms
- Materials to forward to the Ministry
- 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 calendar year (January 2016 through to June 2016) and to project your remaining expenditure and service level for the last six months of the calendar year (July 2016 through to December 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 2016 Family Support Program Interim Report submission is “**P1617RES**”. CMSMs, DSSABs and TPAs are required to promote their Interim Report submission to “Active” status by **September 30, 2016**.

Please refer to the Instructions on Completing the 2016 Interim Report document attached with this memo.

Materials to forward to the Ministry

In addition to activating your EFIS submission for the 2016 Interim Report, you are also required to submit one signed hard copy or scanned copy of the following pages printed from the recipient **active** version of the EFIS submission:

- Certificate Page;
- Adjusted Gross Expenditure Page; and,
- Entitlement Page

Please send the above required documentation to:

childcarefunding@ontario.ca

Or

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

Policy for Late Filing

In the event that the Interim Report is not received by the Ministry within 30 days after the September 30, 2016 due date, funding may be withheld from the CMSMs/DSSABs/TPAs regular cash flow in accordance with the late filing policy outlined in Schedule F of your 2016 Service Agreement. Upon submission of the Interim Report, the Ministry will revert back to the normal monthly payment process and will include the withheld amount in the next 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 can be found on the [FAAB website](#).

Yours truly,

Original signed by:

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Enclosures:

- Instructions on Completing the 2016 Interim Report

cc: Julia Danos, Director, Early Years Implementation Branch