

Ministry of Education

Financial Analysis and Accountability
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Ministère de l'Éducation

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2016: FSP 4

MEMORANDUM TO: Transfer Payment Agencies – Family Support Programs
Executive Directors

FROM: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: **November 10, 2016**

SUBJECT: **2016-17 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 2016-17 mid-year financial report, Interim Report (previously known as Revised Estimates). The deadline for completing your Interim Report submission has been revised from November 30 to **December 15, 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 fiscal year (April 2016 through to September 2016) and to project your remaining expenditure and service level for the last six months of the fiscal year (October 2016 through to March 2017).

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-

17 Family Support Program Interim Report submission is "**P1617RES**". TPAs are required to promote their Interim Report submission to "Active" status by **December 15, 2016**.

Please refer to the Instructions on Completing the 2016-17 Interim Report document attached with this memo.

Materials to forward to the Ministry

In addition to activating your EFIS submission for the 2016-17 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;
- Expenditures 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 December 15, 2016 due date, funding may be withheld from the TPAs regular cash flow in accordance with the late filing policy outlined in Schedule F of your 2016-17 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 2016-17 Interim Report

cc: Julia Danos, Director, Early Years Implementation Branch