

**Ministry of Education**

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Toronto ON M7A 1L2

**Ministère de l'Éducation**

Division de la petite enfance  
900, rue Bay  
24<sup>e</sup> étage, édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2

**2017: EYCC2**

**MEMORANDUM TO:** Chiefs of First Nations with Child Care Agreements  
Child Care Administrators

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

Med Ahmadoun  
Director, Financial Analysis & Accountability Branch  
Financial Policy & Business Division  
Ministry of Education

**DATE:** **April 12, 2017**

**SUBJECT:** **2017-18 Child Care and Child and Family Program  
Service Agreement Package**

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We are pleased to provide you with your 2017-18 child care and child and family program service agreement package. This package includes:

- 2017-18 service agreement
- Updated 2017-18 Ontario Child Care Business Practice, Service and Funding Guideline (“guideline”)
- Wage enhancement and home child care enhancement application form
- Other relevant supporting documents (where applicable), including:
  - Statement of Attestation and Conformity – Ministry of Education – 2017-18 Health & Safety Funding
  - Child and Family Program Serious Occurrence Form
  - Ontario Works Overview Document

*Please refer to the applicable sections of the guideline for details on each of your specific funding lines noted in the budget schedule of your 2017-18 service agreement.*

## **Ministry Updates**

### **A. Child and Family Programs**

The Ministry is currently working on several key priorities to support child care and early years programs including the provincial plan for moving forward with the integration and transformation of child and family programs to establish Ontario Early Years Child and Family Centres (child and family centres) by 2018. This plan will result in Ministry-funded child and family programs (Ontario Early Years Centres, Parenting and Family Literacy Centres, Better Beginning, Better Futures, and Child Care Resource Centres) becoming part of a cohesive system of services and supports guided by a provincial framework, a common identity and a new funding approach. This transformation will help us achieve our shared goal of establishing increasingly integrated early years programs and services in Ontario.

First Nations who currently receive Child and Family Program funding will continue to receive this funding (previously referred to as Family Support Programs funding).

### **B. Wage Enhancement and Home Child Care Enhancement Grant (HCCEG)**

The Ministry has made an ongoing commitment to support a wage increase for child care professionals employed in the licensed child care sector through the wage enhancement and Home Child Care Enhancement Grant. In 2017, the wage cap has increased by approximately 1.5% to \$26.68/hour for wage enhancement and \$266.80 per day for full HCCEG (\$160.08 for partial HCCEG). The 2017-18 guidelines have been updated to reflect that same and included in this package you will find a 2017-18 wage enhancement and HCCEG application form to be submitted to the ministry by June 30, 2017.

### **C. Full Day Kindergarten (FDK) Transition Funding**

FDK Transition funding was established in 2012-13 to help child care centres on-reserve transition during FDK implementation. As full-day kindergarten is fully implemented, 2017-18 will be the final year for FDK Transition allocation. This funding will be provided to First Nations communities for child care in 2017-18; however it will be allocated on a different basis after 2017-18. More information will be shared over the upcoming year.

### **D. 2017-18 Reporting**

Beginning in 2017-18, First Nations who receive over \$350,000 will no longer have to submit interim reports. This change is intended to reduce the administrative burden on the First Nations that have to submit this report and to allow First Nations to focus their financial reporting efforts on the year-end Financial Statements submission.

### **2017-18 Health and Safety Funding**

In the EYCC1 Memo: 2017-18 Child Care Health and Safety Funding, the ministry invited First Nations to apply for 2017-18 Health and Safety funding. Applications will continue to be accepted throughout the fiscal year. First Nations are encouraged to submit their applications for Health and Safety funding to the ministry as soon as possible to allow for projects to proceed in the warmer months.

### **2017-18 Cash Flow**

Monthly cash flow in 2017-18 will initially be based on the most recent 2016-17 entitlement.

Once the 2017-18 signed service agreement is received by the ministry, monthly cash flow will be updated to reflect your 2017-18 allocation.

Pending receipt of the signed child care service agreement by June 30, 2017, child care cash flow for 2017-18 allocation will be updated in August 2017. The August payment will include a lump sum payment so that cash flow is reflective of your 2017-18 allocation.

Cash flow for wage enhancement/HCCEG also requires completed wage enhancement and HCCEG application forms. The ministry will continue to flow based on 2016-17 entitlement until 2017-18 wage enhancement applications have been approved. Please note that the signed service agreement must also be returned to the ministry before the 2017-18 wage enhancement cash flow is updated.

### 2017-18 Key Dates

The signed 2017-18 service agreement must be submitted to the ministry by **June 30, 2017**. For your convenience, First Nations have the choice of submitting their signed service agreement by **email** to: [tpa.edu.earlylearning@ontario.ca](mailto:tpa.edu.earlylearning@ontario.ca), or alternatively by regular mail.

Should you choose to submit your signed agreement by regular mail, please send two original signed copies to:

Julia Danos, Director  
Early Years Implementation Branch  
Ministry of Education  
24<sup>th</sup> 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 you for your records.

The chart below lists all documents that are required to be submitted to the ministry during the 2017-18 fiscal year. Documents may be submitted via email (to: [tpa.edu.earlylearning@ontario.ca](mailto:tpa.edu.earlylearning@ontario.ca)) or regular mail.

Document	Due Date
2017-18 Health and Safety Request Form (where applicable)	Accepted throughout the year
2017-18 Service Agreement	June 30, 2017
2017-18 Wage Enhancement/HCCEG Application Forms	June 30, 2017
2017-18 Health & Safety Attestation Forms (where applicable)	March 26, 2018
2017-18 Financial Statements (EFIS and Attestation)	July 31, 2018

Child Care Advisors will be coordinating meetings with First Nations to discuss the contents of the 2017-18 child care service agreement package, including wage enhancement, and to address any further questions you may have.

In the meantime, please contact your Child Care Advisor directly if you have any questions or concerns regarding this memorandum and the enclosed materials. For questions regarding 2017-18 cash flow or financial reporting, please contact your Financial Analyst. A contact list and other information on funding are available on the [Financial Analysis and Accountability Branch website](#).

Thank you once again for your ongoing partnership and commitment to serving children and families.

Sincerely,

**Original signed by:**

**Original signed by:**

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

Med Ahmadoun  
Director,  
Financial Analysis and Accountability Branch  
Financial Policy and Business Division  
Ministry of Education

Enclosures:

- Table A: Changes to the Guideline

Copy:

Child Care Advisors, Early Years Implementation Branch, Ministry of Education  
Financial Analysts, Financial Analysis & Accountability Branch, Ministry of Education

## Appendix A: 2017 - 18 Child Care and Family Program Service Agreement & Funding Guideline From-To Chart

FROM	TO	
<b>Policy and Reporting Changes</b>		
<b>Fee Subsidy and Ontario Works</b>		Pg.
Currently, parents are eligible for fee subsidy if their children are under 10 years of age (or up to 12 years of age where they are special circumstances).	<ul style="list-style-type: none"> <li>In 2017, to align age eligibility for fee subsidy and Ontario Works with the Child Care and Early Years Act (CCEYA families)</li> <li>In 2017, parents may be eligible for fee subsidies for a child under age 13.</li> </ul>	21
<b>Terminology</b>		
Family Support Programs	<ul style="list-style-type: none"> <li>Child and Family Programs</li> </ul>	
<b>Introduction</b>		
Includes messaging on: <ul style="list-style-type: none"> <li>Ontario Early Years Policy Framework</li> <li>CCEYA changes</li> <li>How Does Learning Happen</li> </ul>	<ul style="list-style-type: none"> <li>Streamline this section to include only general information.</li> </ul>	2
<b>Financial Reporting</b>		
Service agreements and wage enhancement application forms are due June 27	<ul style="list-style-type: none"> <li>Change due date to June 30</li> </ul>	4

FROM	TO	
<b>Updates and Clarifications</b>		
<b>Financial Flexibility</b>		
Funding may be transferred between the following detail codes: <ul style="list-style-type: none"> <li>• Program Effectiveness – Data Analysis Coordinators (A466); and</li> <li>• Ontario Early Years Centres (A462)</li> </ul>	<ul style="list-style-type: none"> <li>• Data Analysis Coordinators removed</li> <li>• No financial flexibility concerning Ontario Early Years Centres</li> </ul>	19
<b>Wage Enhancement/Home Child Care Enhancement Grants (HCCEG)</b>		
Eligibility indicates: Child care program positions that are in place to maintain <b>lower adult-child ratios</b> are required under the CCEYA, and meet the eligibility outlined above, are also eligible for wage enhancement.	For additional clarity the following wording has been revised, no change to the policy.:  Updated: <ul style="list-style-type: none"> <li>• Child care program positions that are in place to maintain <b>higher employee-child ratios</b> than required under the CCEYA, and meet the eligibility outlined above, are also eligible for wage enhancement.</li> </ul>	49
<b>Data Analysis Coordinators</b>		
Data analysis coordinators description and data elements	<ul style="list-style-type: none"> <li>• Section removed</li> </ul>	22
<b>Interim Reports</b>		
First Nations who receive over \$350,000 are required to submit estimates reporting, interim reporting and financial statements reporting.	<ul style="list-style-type: none"> <li>• First Nations who receive over \$350,000 will no longer have to submit interim reports.</li> </ul>	