

Ministry of Education
Financial Accountability
and Data Analysis Branch

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Ministère de l'Éducation
Direction de la responsabilité
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données

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2018: EYCC15

MEMORANDUM TO: CMSMs and DSSABs – Children's Services and EarlyON
Child and Family Centre Leads

FROM: Maxx-Phillippe Hollott
A/Director
Financial Accountability and Data Analysis Branch

DATE: **October 19, 2018**

SUBJECT: **2018 Interim Report – EarlyON Child and Family
Centres**

Please find attached information on completing your 2018 Interim Report submission. The deadline for completing your Interim Report submission is **November 16, 2018**.

Included in this memorandum is information on:

- Instructions to access and submit the Interim Report forms;
- Reporting requirements for Journey Together Child and Family Centre projects;
- Materials to forward to the Ministry; and
- Policy for Late Filing

Instructions to access and submit Interim Report forms

The purpose of the Interim Report submission is to identify the actual expenditures and service levels for the first six months of the reporting year for your EarlyON Child and Family Centres and to project your remaining expenditures and service levels for the last six months of the reporting year.

The Interim Report forms are accessible through the [Financial Analysis and Accountability Branch \(FAAB\) 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 2018 Interim Report for EarlyON Child and Family Centres is “**P1819RES**”.

Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) are required to promote their Interim Report submission to “Active” status by **November 16, 2018**.

Please refer to the *Instructions on Completing the 2018 Interim Report* document attached with this memorandum.

Reporting Requirements for Journey Together Child and Family Centre Projects

The Ministry would like to highlight that for the Interim Report, the following data elements have been included for Journey Together child and family centre projects in order to collect some baseline data on Journey Together implementation.

- Number of Child and Family Centre Sites
- Number of Purchase of Service Agreements for Child and Family Centres
- Number of Children Served
- Number of Visits Made by Children
- Number of Parents/Caregivers Served
- Number of visits made by parents/caregivers

These data elements are consistent with the reporting requirements for EarlyON Child and Family Centres as per the Ontario Early Years Child and Family Centres Business Practices and Funding Guidelines for Service System Managers (2018). Definitions for these data elements are available on page 35 of this guideline.

Please note: if your CMSM/DSSAB has received funding for a Journey Together child and family centre project(s) **only**, you are required to report on the above data in the EarlyON Child and Family Centre EFIS Interim Report submission. If your CMSM/DSSAB has received funding for a **joint** child care and child and family centre Journey Together project, service data should be reported separately in the respective EFIS submissions.

Expenditure reporting for Journey Together child and family centre projects includes: capital expenditures, one-time operating expenditure, ongoing operating expenditures, and administration expenditures. These expenses align with the requirements for Journey Together child care expenditure reporting.

Please note: if your CMSM/DSSAB has received funding for a Journey Together child and family centre project(s) **only**, you are required to report on the above expenses in the EarlyON Child and Family Centre EFIS Interim Report submission. Expenditures for

joint child care and child and family centre Journey Together projects should be reported in the Child Care EFIS submissions.

The Ministry recognizes that CMSMs/DSSABs may not have all of the required data to submit at this time as they continue to support implementation of these programs locally. CMSMs/DSSABs are encouraged to submit the data that is available at the time of the submission.

Materials to forward to the Ministry

In addition to activating your EFIS submission for the 2018 Interim Report, you are also required to submit one signed scanned copy of the following pages printed from the Recipient **Active** Version of the EFIS submission:

- Certificate Page
- EarlyON – Expenditures
- EarlyON – Entitlement
- Journey Together – Expenditures (if applicable)
- Journey Together – Entitlement (if applicable)

Please send the above documentation by email to childcarefunding@ontario.ca.

Policy for Late Filing

In the event that the Interim Report is not received by the Ministry within 30 days following the November 16, 2018 deadline, funding may be withheld from the CMSM/DSSAB's regular cash flow in accordance with the Policy for Late Filing as outlined in your 2018 Transfer Payment 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 regarding this memorandum or any aspect of the financial reporting process, please contact your [Financial Analyst](#).

Yours truly,

Original signed by:

Maxx-Phillippe Hollott
A/Director
Financial Accountability and Data Analysis Branch

Enclosure:

- Instructions on Completing the 2018 Interim Report in EFIS 2.0 – EarlyON Child and Family Centres

cc:

- Jill Dubrick, Director, Early Years & Child Care Programs and Service Integration Branch
- Katie Williams, A/Manager, Early Years & Child Care Programs and Service Integration Branch
- Cheryl Chung, A/Manager, Financial Accountability and Data Analysis Branch
- Early Years Advisors, Early Years & Child Care Programs and Service Integration Branch
- Financial Analysts, Financial Accountability and Data Analysis Branch