

Ministry of Education
Early Years and Child Care
Division

Mowat Block, 24th floor
900 Bay St.
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation
Division de la petite enfance et
de la garde d'enfants

Édifice Mowat, 24^e étage
900, rue Bay
Queen's Park
Toronto ON M7A 1L2



2018: EYCC17

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

FROM: Jill Dubrick
Director, Programs and Service Integration Branch
Early Years and Child Care Division
Ministry of Education

DATE: November 16, 2018

SUBJECT: **2018-19 Ontario Works Child Care Funding**

The Ministry of Education ('the Ministry') provides Ontario Works (OW) Child Care funding for First Nations delivering the full OW program, which includes financial and employment assistance. This funding is provided to enable OW participants to work or engage in employment assistance activities while their children are being cared for in a safe and nurturing environment.

It is our understanding that your First Nation is now delivering the full OW program and therefore eligible to receive OW Child Care funding. This funding provides the opportunity for the Ministry to build a new relationship with your First Nation. We look forward to working with you in supporting children and families.

This package includes the supporting documents for the Ministry to provide your First Nation with the OW Child Care funding:

- 2018-19 Child Care Service Agreement
- 2018-19 Ontario Child Care and Child and Family Business Practice, Service and Funding Guideline ("guideline")
- Ontario Works Overview Document
- Supplier Registration and Application for Direct Deposit
- Guide to the Supplier Registration and Application for Direct Deposit

Contract Management

In the Ministry, the Early Years and Child Care Division under Shannon Fuller, Assistant Deputy Minister, through the Early Years and Child Care Programs and Service Integration Branch (PSIB), is responsible for child care program support and contract management.

Within PSIB there are regional Early Years Advisors who are located across Ontario. To support you within this structure, an Early Years Advisor will work directly with you to provide advice and support on child care contract management. For questions related to child care service agreements, please contact your Early Years Advisor.

Financial Support

The Financial Accountability and Data Analysis (FADA) Branch is responsible for financial reporting and issuing payments.

Financial Analysts are located in Toronto and are available to provide support to you on financial reporting. These analysts work closely with the Early Years Advisors to support you and ensure seamless alignment between the child care contract management and reporting processes.

Ontario Works Child Care Allocation and Service Agreements:

Service agreements between First Nations and the Ministry are governed by the Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guideline. These guidelines provide an overview of the child care contracting process, service agreements, payment and financial reporting. The guideline is attached for your reference.

Annualized OW funding may be used to support both formal and informal child care. Formal OW child care can be used to cover the cost of formal licensed child care for children of parents who participate in the OW program. Informal OW child care funding can be used to cover the cost of informal child care arrangements of OW participants up to a maximum of \$600 per child per month.

OW formal child care is cost shared between EDU and First Nations, with 80 percent contributed by the province and 20 percent contributed by the First Nation. Informal OW child care is 100 percent funded by the province.

First Nations are responsible for reporting OW child care expenditures at year-end under either formal (A402) or informal (A403) child care. Your Early Years Advisor will contact you in the coming weeks to respond to any questions that you may have.

OW child care funding details are included in the 2018-19 child care service agreements. Cash flow will begin upon receipt and processing of the service agreement. Details on reporting and service agreements are available in the attached Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guideline.

Service Agreement Submission

The signed 2018-19 service agreement must be submitted to the ministry by **November 23, 2018**. For your convenience, First Nations have the choice of submitting their signed service agreement by **email** to: 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:

Jill Dubrick, Director
Programs and Service Integration Branch
Early Years and Child Care Division
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 you for your records.

Please note: no payment will be made until your service agreement has been signed and returned to the Ministry and the Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer Form has been submitted and processed.

Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer Form Submission

Please submit the original copy of the completed Supplier Registration and Application along with the requested supporting documentation to OSS at:

Ministry of Government and Consumer Services
Ontario Shared Services
Central Control Unit
77 Wellesley St W, Box 700
Toronto ON M7A 1N3

A scanned copy of the information sent to OSS should also be emailed to Sangita Forodi at sangita.forodi@ontario.ca.

When completing the form, please refer to the “Instructions” link contained in the body of the form for detailed steps and important information.

Key Dates

The chart below lists all documents that are required to be submitted to the Ministry during the 2018-19 fiscal year.

Submissions	Due Date
2018-19 Signed Service Agreement	December 14, 2018
2018-19 Financial Statements Submission	July 31, 2019

Please contact your Early Years Advisor directly if you have any questions or concerns regarding this memorandum and the enclosed materials. For questions regarding 2018-19 cash flow or financial reporting, please contact your Financial Analyst. A contact list and other information on funding are available [online](#).

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

Sincerely,

Original signed by:

Jill Dubrick
Director,
Programs & Service Integration Branch
Early Years & Child Care Division
Ministry of Education

Enclosures:

- 2018-19 Child Care Service Agreement
- 2018-19 Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guideline
- Ontario Works Overview Document
- Supplier Registration and Application for Direct Deposit
- Guide to the Supplier Registration and Application for Direct Deposit

Copy: Maxx-Phillippe Hollott, A/Director, Finance Accountability and Data Analysis Branch
Early Years Advisors, Early Years & Child Care Programs and Service Integration
Branch, Ministry of Education
Financial Analysts, Financial Accountability & Data Analysis Branch, Ministry of
Education