

**Ministry of Education  
Early Years and Child Care  
Division**

Mowat Block, 24<sup>th</sup> 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<sup>e</sup> étage  
900, rue Bay  
Queen's Park  
Toronto ON M7A 1L2



**2018: EYCC1b**

**MEMORANDUM TO:** Chiefs of First Nations with Child and Family Program  
Agreements  
First Nations Administrators

**FROM:** Julia Danos  
Director, Programs and Service Integration Branch  
Early Years and Child Care Division  
Ministry of Education

Maxx-Philippe Hollott  
Director, Financial Accountability and Data Analysis Branch  
Early Years and Child Care Division  
Ministry of Education

**DATE:** February 13, 2018

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

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We are pleased to provide you with your 2017-18 child and family program service agreement package. Further to the memorandum sent in December 2017, the service agreement includes new funding for child and family programs supported through *The Journey Together*. We are excited that the implementation of this funding has given us the opportunity to build a new relationship with your First Nation. We look forward to working with you in supporting children and families.

This package includes:

- 2017-18 Child and Family Program Service Agreement
- 2017-18 Ontario Child Care Business Practice, Service and Funding Guideline (“guideline”)
- Child and Family Program Serious Occurrence Form

## **Contract Management**

In the Ministry of Education (EDU), 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 and family program contract management. For questions related to child and family program service agreements, please contact your Early Years Advisor - see the attached Ministry Staff Contact List for First Nations and Transfer Payment Agencies.

## **Financial Support**

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

Financial Analysts within FADA 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 and family program, contract management and reporting processes.

## **2017-18 Child and Family Program Service Agreement**

Your attached 2017-18 child and family program service agreement includes your Program Description Schedule (Schedule C) and 2017-18 funding allocation (Schedule D).

Schedule E is the Payment Schedule; it indicates that 2017-18 funding will be flowed as one payment. Schedule F is the reporting schedule; it outlines the submissions that First Nations are required to provide to the Ministry for the 2017-18 fiscal year and their corresponding due dates, as well as the Ministry's policy on late submissions.

## **Ontario Child Care Business Practices, Service and Funding Guideline**

Further details about the financial reporting process are outlined in sections two and three of the attached *Ontario Child Care Business Practices, Service and Funding Guideline* (the "Guideline"). The Guideline provides an overview of the child and family program contracting process, service agreements, payment and financial reporting.

## **Service Agreement Submission**

The signed 2017-18 agreement must be submitted to the ministry by **February 28, 2018**. 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  
Programs and Service Integration Branch  
Early Years and Child Care Division  
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.

**Please note:** no payment will be made until your service agreement has been signed and returned to the Ministry.

**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](mailto: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 2017-18 fiscal year.

Submissions	Due Date
2017-18 Service Agreement	February 28, 2018
2017-18 Financial Statements (Attestation)	July 31, 2018

Please contact your Early Years 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 [Ministry of Education's website](#).

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

Sincerely,

**Original signed by:**

Julia Danos  
Director,  
Programs & Service Integration Branch  
Early Years & Child Care Division  
Ministry of Education

**Original signed by:**

Maxx-Philippe Hollott  
Director,  
Financial Accountability & Data Analysis Branch  
Early Years & Child Care Division  
Ministry of Education

Enclosures:

2017-18 Child and Family Program Service Agreement  
2017-18 Ontario Child Care Business Practice, Service and Funding Guideline  
Child and Family Program Serious Occurrence Form

Copy:

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