

**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: EYCC9**

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

**FROM:** Abby Dwosh  
Director (A), Programs and Service Integration Branch  
Early Years and Child Care Division  
Ministry of Education

**DATE:** May 7, 2018

**SUBJECT:** **2018-19 Child and Family Program Service Agreement Package**

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We are pleased to provide you with your 2018-19 child and family program service agreement package. 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 the ministry 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:

- 2018-19 Child and Family Program Service Agreement
- 2018-19 Ontario Child Care and Early Years Business Practice, Service and Funding Guideline (“guideline”)
- Child and Family Program Serious Occurrence Form
- Truth and Reconciliation Commission (TRC) Program Approval Memo

### **2018-19 Child and Family Program Service Agreement**

Your attached 2018-19 child and family program service agreement includes:

- General terms and conditions of the agreement (Schedule A);
- Maximum funds and program information (Schedule B);
- Program Description Schedule (Schedule C);

- 2018-19 funding allocation (Schedule D);
- Payment Schedule (Schedule E) indicates that 2018-19 one-time operating and capital funding will be flowed as one payment once the agreement has been signed back, and the ongoing operating funding will be flowed on a monthly basis as per the regular payment schedule.
- Reporting schedule (Schedule F) outlines the submissions that First Nations are required to provide to the Ministry for the 2018-19 fiscal year and their corresponding due dates, as well as the Ministry's policy on late submissions.

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

Further details about the financial reporting process are outlined in sections two and three of the attached 2018-19 *Ontario Child Care and Child and Family 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 2018-19 agreement must be submitted to the Ministry by **June 29, 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:

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 and the required forms have been completed and returned as described in the following section.

### **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 2018-19 fiscal year.

Submissions	Due Date
2018-19 Service Agreement	June 29, 2018
2018-19 Financial Statements (Attestation)	July 31, 2019

### Ongoing Support

An Early Years Advisor has been assigned to your First Nation and will work directly with you to provide advice and support on child and family program contract management. A Financial Analyst has also been assigned to your First Nation to provide support for financial reporting and payments. Please see the attached Ministry Staff Contact List for First Nations and Transfer Payment Agencies, this information is also available on the [Ministry of Education's website](#).

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.

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

Sincerely,

### **Original signed by:**

Abby Dwosh  
Director (A),  
Programs & Service Integration Branch  
Early Years & Child Care Division  
Ministry of Education

Enclosures:

2018-19 Child and Family Program Service Agreement  
2018-19 Ontario Child Care and Child and Family Business Practice, Service and  
Funding Guideline  
Child and Family Program Serious Occurrence Form  
Ministry Staff Contact List for First Nations and Transfer Payment Agencies

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