

**Ministry of Education**  
**Early Years and Child Care Division**  
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Toronto ON M7A 0B8

**Ministère de l'Éducation**  
**Division de la petite enfance et de la garde**  
**d'enfants**  
315, rue Front Ouest, 11<sup>e</sup> étage  
Toronto ON M7A 0B8



**2019: EYCC02**

**MEMORANDUM TO:** Chief Administrative Officers, CMSMs and DSSABs  
Directors and/or General Managers

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

**DATE:** April 18, 2019

**SUBJECT:** 2019 Child Care and Early Years Allocations

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I am pleased to provide the new 2019 child care and early years allocations for Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs).

As you are aware, on April 11, 2019, the government tabled its 2019 Budget. This year's budget reflects the outcomes of a comprehensive multi-year planning process that built on the findings of EY Canada's line-by-line review, and the ideas identified in the Planning for Prosperity Survey and the Big Bold Ideas Challenge. The government conducted a thorough review of all government programs in order to ensure investments are sustainable and modernized. The review is also meant to ensure that duplication is eliminated, and valuable programs and services are sustainable and delivering outcomes for the people of Ontario.

In 2019, the Ministry of Education will be investing approximately \$1.7 billion in child care and early years programs. Of the \$1.7 billion, \$1.59 billion will be invested in child care including:

- \$1.03B in general allocation;
- \$216M to support child care expansion;
- \$26M in base funding for licensed home child care;
- \$100M in Canada-Ontario Early Learning and Child Care funding; and
- \$204M for Wage Enhancement/Home Child Care Enhancement Grant funding.

Additional investments in child care and early years include:

- \$141.5 million is being invested for early years programming.
- \$35 million is being invested to support off reserve Indigenous-led child care and early years programming in 2019.

As announced in the 2019 Budget, the province is introducing the new Ontario Childcare Access and Relief from Expenses (CARE) tax credit. The new CARE tax credit would provide about 300,000 families with up to 75 per cent of their eligible child care expenses, and allow families to access a broad range of child care options, including care in centres, homes and camps. Ontarians would be able to claim the CARE tax credit when they file their tax returns, starting with the 2019 tax year. Starting with the 2021 tax year, Ontario would give families the choice to apply for and receive more timely support through regular advance payments during the year.

This year's investment enables the continued support of key government priorities such as child care and early years operating costs, fee subsidies, the wage enhancement/home child care enhancement grant, licensed home child care base funding, child care expansion, and funding for off reserve Indigenous-led culturally appropriate child care and early years programs.

Changes to this year's child care allocation will include:

- A. Updates to Child Care Funding Formula Data Elements
- B. Changes to Municipal Cost-Sharing and Administrative Threshold

- C. Changes to Fee Stabilization Support Funding
- D. Updates to Contractual Service Targets
- E. Continuation of Wage Enhancement Funding and Administrative Burden Reduction
- F. Continuation of Base Funding for Licensed Home Child Care

Changes are also being made to EarlyON Child and Family Centre staffing requirements and rules around the provision of respite child care in EarlyON Centres. Further information on these changes is provided below.

In addition to the important changes listed above, the province is working on a new child care plan that meets family's needs and makes life easier for them by making child care more affordable, increasing choice and availability of child care, reducing red tape and administrative burden, and improving quality and delivering high standards of care.

In response to feedback from the sector and to align with the new child care plan, in 2019 the ministry will also be considering updates to the Child Care Funding Formula to address sector feedback and reduce administrative burden to come in to effect in 2020. These updates would help to ensure a more equitable, predictable, transparent and responsive distribution of child care funding across Ontario.

Ministries, agencies and transfer-payment partners are all expected to think differently about how programs and services can be delivered in an improved and sustainable manner that drives efficiencies and maximizes value for money. The government is focused on moving to an efficient, transparent and accountable transfer payment system that will enable evidence-based decision making and reduce costs and administrative burden. As the province is taking steps to modernize and transform its own operations, it expects service delivery partners to do the same – to identify and realize opportunities for efficiencies, improved service delivery, and better client/user outcomes.

Additionally in 2019, the ministry will be exploring updating the existing Ontario Child Care Management System (OCCMS) to support administrative burden reduction and overall accountability and efficiency of program operations. The

ministry is also planning to move to a new online system for developing and distributing transfer payment agreements (TPAs), in alignment with broader government efficiency efforts mentioned above. Information regarding this transition will be provided in the coming weeks and will not impact the distribution of 2019 child care TPA amendments.

We look forward to sharing more details of these exciting initiatives and our new child care plan with our partners as they become available.

### **Important Changes for 2019:**

In 2019 the ministry has made several important changes to the child care and early years program with a focus on supporting child care affordability across the province, better meeting the needs of local communities, and reducing administrative burden.

Further details on these changes will be included in the 2019 Ontario Child Care Service Management and Funding Guideline, 2019 Child Care Service Agreement Amendments and the 2019 Ontario EarlyON Business Practices and Funding Guideline.

#### **A. Updates to Child Care Funding Formula Data Elements**

The current Child Care Funding Formula (CCFF) is comprised of various data components. In 2019 the CCFF has been updated with the 2016 census data from Statistics Canada (i.e., Low Income Cut-Off (LICO), Land Area, Education Level) and data from the Ministry of Finance (i.e., child population projections, Rural and Small Community Data). These updated data elements will result in corresponding changes to CMSM/DSSAB 2019 child care allocations.

#### **B. Changes to Municipal Cost-Sharing and Administration Threshold**

Beginning in April 2019, CMSMs/DSSABs will be required to cost-share the operating portion of Expansion Plan funding at a rate of 80/20 provincial/municipal and all administration funding, including Wage Enhancement administration funding, will now be cost-shared at a rate of 50/50. In addition, the threshold for allowable administration funding municipalities can spend on

child care will be reduced from 10% to 5%. These changes align with government-wide expenditure management initiatives, while honouring the government's commitment to healthy, safe, and high quality child care programs. To support municipalities in transitioning to these new requirements, the changes will take effect as of April 1, 2019 and will not be applied retroactively to January 1.

### **C. Changes to Fee Stabilization Support Funding**

Fee Stabilization Support (FSS) funding was provided in 2018 as one time funding to increase wages and other compensation, and to stabilize licensed child care fees. As of March 31st, 2019, the commitment for FSS funding has ended. This will help focus funding towards the child directly and help maintain affordable, accessible child care for families across the province.

FSS allocation and cash flow have been provided for the period of January to March 2019 as part of the 2019 Child Care allocations. Reporting requirements associated with FSS will also be related to the period of January to March 2019. FSS funding flowed to CMSMs/DSSABs after March 31, 2019 will be recovered.

More details on recovery of 2019 FSS funding will be provided with the service agreement package shortly.

### **D. Updates to Contractual Service Targets**

To support the timely execution of service agreements and payment disbursement, an amended approach to contractual service targets was implemented in 2018. Service targets were assigned by the ministry based on previously negotiated targets established by the ministry and CMSMs/DSSABs.

An updated approach to service targets will be implemented in 2019. The approach will maintain the benefits of the reduced administrative burden realized with the previous approach, but will take into account changes to funding allocations. As with the previous approach, in 2019, service targets will be assigned by the ministry.

Specific service targets will be provided with your service agreement package. The ministry will consider updates to and evaluation of this approach to align with any proposed changes that result from the review of the Child Care Funding Formula in 2019.

#### **E. Wage Enhancement Funding and Administrative Burden Reduction**

In 2019, wage enhancement funding will continue to be funded at current funding levels. While administration funding for wage enhancement will be adjusted as per the cost reduction measures noted above, the overall provincial investment in wage enhancement remains the same.

Additionally, in 2019, the requirement for CMSMs/DSSABs to follow the ministry determined application process for the wage enhancement/home child care enhancement grant will be removed. CMSMs/DSSABs will be responsible for determining wage enhancement/home child care enhancement grant entitlement as per their local policies and processes. These changes align with government wide administrative burden reduction efforts and increase the overall flexibility of service system managers in the provision of the wage enhancement/home child care enhancement grant.

#### **F. Continuation of Base Funding for Licensed Home Child Care**

In 2018 operating funding was increased to support a base funding model for licensed home child care agencies to support the provision of stable, predictable funding and assist agencies with forecasting, planning, and actively recruiting more providers. This funding will continue under the 2019 budget allocation.

The 2017 licensed child care survey data was used as the basis for determining licensed home child care (LHCC) base funding allocations in 2018. As this survey is updated annually, the data from the 2018 survey has been used to determine 2019 allocations.

Based on sector feedback, the ministry is pleased to make the 2018 data available to all service system managers. This data will be provided with the service agreement package.

## **Supporting EarlyON Child and Family Centres**

The ministry is committed to supporting EarlyON Child and Family Centres to ensure that children, parents and caregivers have access to free, play-based drop-in programs and information about relevant community and specialized services. To help support service system managers in meeting the needs of their communities, changes to staffing requirements and rules around the provision of respite child care in EarlyON Centres are being made for 2019.

### **Changes to EarlyON Staffing Requirements**

CMSMs and DSSABs are required to ensure that qualified staff teams are responsible for delivering programs and services at every centre. Qualified staff teams must include at least one Registered Early Childhood Educator (RECE) to deliver mandatory core services related to supporting early learning and development.

Effective immediately, the transition period for ensuring EarlyON Child and Family Centres employ at least one RECE at every centre will increase from three to five years. This means that all EarlyON Child and Family Centres must have at least one RECE by January 1, 2023.

In addition to an extension to the transition period noted above, the Ministry is also pleased to introduce a grand-parenting provision for staff in EarlyON Child and Family Centres with more than 10 years of experience in the following child and family programs:

- Ontario Early Years Centres
- Parenting and Family Literacy Centres
- Child Care Resource Centres
- Better Beginnings, Better Futures

This means that, effective immediately, these staff can be used to meet the RECE requirement for the EarlyON Child and Family Centre in which they are employed.

### **Respite Child Care in EarlyON Child and Family Centres**

Effective immediately, CMSMs/DSSABs have the option of continuing to work with service providers to offer respite child care, as a customized community connection, in EarlyON Child and Family Centres. Respite child care services are intended to support parents who require short-term or occasional care for their children.

CMSMs and DSSABs who choose to exercise this option would determine which locations would offer and be funded for respite child care based on local service plans and community needs. Respite child care must be offered within the existing framework for unlicensed child care and meet the legislative and regulatory requirements of the Child Care and Early Years Act, 2014 and associated regulations. For instance, EarlyON Centres offering an unlicensed respite child care program may only care for five children at any one time.

Customized community connections, including respite child care, should still only be considered once the EarlyON Child and Family Centre core service expectations are being met on a regular and consistent basis in a community.

Further information on these changes will be provided in the 2019 Ontario EarlyON Business Practices and Funding Guidelines, which will be issued shortly.

### **Transfer Payment Agreement Amendments**

As per the multi-year child care transfer payment agreements signed in 2018, 2019 funding allocations will be provided as an amended budget schedule and corresponding transfer payment agreement (TPA) schedule amendments. These amendments do not require signature from Recipients. 2019 TPA schedule amendments are anticipated to be released along with the 2019 Ontario Child Care Service Management and Funding Guideline.

## **Reporting Requirements**

In 2019 the ministry is pleased to announce that it will be permanently removing child care Estimates submissions. This change is in alignment with other government wide administrative burden reduction initiatives, as well as reporting changes made in previous years. Additionally, the ministry will be doing further work to reduce reporting requirements in the year ahead and will provide more information in the future.

## **Cash Flow in 2019**

Monthly cash flow for operating funding for child care will continue to be based on your 2018 Revised Estimates or signed 2018 agreement until the 2019 child care transfer payment agreement amendments are executed. Further details will be provided with the service agreement package shortly.

## **Funding and Cash Flow for EarlyON**

The Ontario Early Years Child and Family Centre transfer payment agreement that was distributed in September 2017 and its subsequent amending agreements are multi-year agreements that include approved funding allocations for 2018 and 2019. The 2019 allocations remain in effect and will continue to be dispersed as per the payment plan detailed in the transfer payment agreement.

Early Years Advisors and Financial Analysts are the ministry contacts for child care and EarlyON, therefore please direct any questions or concerns to them; the contact list is available on the [Financial Analysis and Accountability Branch Website.](#)

Thank you for your attention to this matter. I look forward to our ongoing collaboration.

Sincerely,

***Original signed by***

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Jill Dubrick

Director, Early Years and Child Care Programs and Service Integration Branch  
Early Years and Child Care Division

Copy: Shannon Fuller, Assistant Deputy Minister, Early Years and Child Care  
Division

Becky Doyle, Director, Financial Accountability and Data Analysis Branch  
Early Years Advisors, Programs and Service Integration Branch  
Financial Analysts, Financial Accountability and Data Analysis Branch

## Appendix A: 2019 Child Care Allocations

CMSM/DSSAB	2019 Total General Allocation	Expansion Plan	Base Funding for LHCC	ELCC	2019 Total Child Care Allocation	Fee Stabilization Support (Jan - Mar)	Wage Enhancement/ HCCEG Allocation	Wage Enhancement/ HCCEG Administration	2019 Total Funding
Corporation of the City of Brantford	7,723,998	1,767,504	276,000	814,224	10,581,726	107,268	1,693,976	47,144	12,430,114
City of Cornwall	7,136,868	1,708,301	82,800	774,265	9,702,234	61,351	923,745	35,859	10,723,189
City of Greater Sudbury	15,118,380	2,845,633	82,800	1,272,900	19,319,713	162,698	2,453,982	92,783	22,029,176
The City of Hamilton	44,402,782	10,007,712	1,062,600	4,532,030	60,005,124	500,458	8,043,346	216,555	68,765,483
Corporation of the City of Kawartha Lakes	4,771,158	1,029,689	-	508,148	6,308,995	42,677	782,322	15,984	7,149,978
Corporation of the City of Kingston	8,192,644	1,755,796	124,200	862,094	10,934,734	141,362	2,051,745	61,211	13,189,052
Corporation of the City of London	30,689,329	6,520,165	503,700	3,045,232	40,758,426	441,831	7,433,193	173,172	48,806,622
City of Ottawa	75,393,319	14,957,693	5,637,300	6,978,626	102,966,938	1,093,714	17,315,818	534,578	121,911,048
Corporation of the City of Peterborough	7,981,770	1,747,614	420,900	792,960	10,943,244	100,750	1,617,246	44,333	12,705,573
Corporation of the City of St. Thomas	5,868,826	1,489,908	124,200	612,468	8,095,402	66,439	1,039,792	29,354	9,230,987
Corporation of the City of Stratford	4,071,731	955,292	55,200	403,390	5,485,613	37,242	574,255	20,374	6,117,484
City of Toronto	291,655,225	60,181,281	5,927,100	28,671,036	386,434,642	2,767,542	42,629,943	1,282,998	433,115,125
Corporation of the City of Windsor	28,629,326	6,307,062	255,300	2,898,295	38,089,983	303,507	5,132,145	150,641	43,676,276
Corporation of the County of Bruce	3,655,592	848,086	165,600	367,754	5,037,032	48,582	813,338	24,852	5,923,804
Corporation of the County of Dufferin	3,229,089	644,836	69,000	312,808	4,255,733	42,970	793,783	18,853	5,111,339
Corporation of the County of Grey	5,130,535	1,209,876	262,200	524,127	7,126,738	72,802	1,241,082	33,566	8,474,188
Corporation of the County of Hastings	8,339,451	1,727,655	289,800	850,081	11,206,987	81,460	1,457,072	38,293	12,783,812
Corporation of the County of Huron	3,356,825	678,719	103,500	331,673	4,470,717	46,085	639,342	17,621	5,173,765
Corporation of the County of Lambton	11,636,033	1,829,436	262,200	785,434	14,513,103	107,396	1,596,663	49,810	16,266,972
County of Lanark	3,786,655	990,223	269,100	415,906	5,461,884	49,422	825,900	24,231	6,361,437
County of Lennox & Addington	3,249,256	784,359	138,000	356,493	4,528,108	31,149	481,237	15,516	5,056,010
County of Northumberland	4,256,779	843,103	62,100	413,322	5,575,304	42,813	821,020	20,123	6,459,260
County of Oxford	5,599,595	1,275,930	110,400	583,299	7,569,224	49,193	683,980	31,823	8,334,220
County of Renfrew	5,425,672	1,267,582	110,400	553,768	7,357,422	60,036	946,049	25,196	8,388,703
County of Simcoe	25,242,725	5,650,516	434,700	2,516,655	33,844,596	344,022	5,737,618	161,934	40,088,170
County of Wellington	12,644,676	2,880,899	262,200	1,144,194	16,931,969	131,205	2,269,753	59,634	19,392,561
District Municipality of Muskoka	3,466,984	825,186	103,500	364,130	4,759,800	28,908	487,107	16,164	5,291,979
Corporation of the Municipality of Chatham-Kent	11,183,163	1,675,792	-	753,654	13,612,609	74,881	1,272,777	34,761	14,995,028
The Corporation of Norfolk County	5,514,604	1,556,151	103,500	595,908	7,770,163	50,287	813,007	18,154	8,651,611
Regional Municipality of Durham	38,501,992	8,584,900	565,800	3,557,033	51,209,725	658,632	11,384,624	257,504	63,510,485
Regional Municipality of Halton	32,070,310	6,108,302	552,000	2,696,403	41,427,015	764,792	11,771,714	330,809	54,294,330
Regional Municipality of Niagara	27,233,653	5,179,979	476,100	2,526,240	35,415,972	298,700	4,648,461	156,463	40,519,596
Regional Municipality of Peel	106,353,679	22,824,989	2,277,000	10,816,011	142,271,679	1,226,691	18,953,608	448,091	162,900,069
Regional Municipality of Waterloo	33,228,581	6,476,170	2,566,800	3,058,723	45,330,274	473,368	6,625,142	211,038	52,639,822
Regional Municipality of York	79,016,021	16,096,167	662,400	7,766,486	103,541,074	1,383,653	23,694,245	596,342	129,215,314
United Counties of Leeds & Grenville	5,028,635	1,097,403	75,900	521,362	6,723,300	77,802	1,241,599	34,487	8,077,188
United Counties of Prescott & Russell	5,675,111	1,398,817	186,300	593,348	7,853,576	105,422	1,439,107	42,238	9,440,343
Algoma District Services Administration Board	3,988,179	870,468	-	353,961	5,212,608	24,453	383,196	17,875	5,638,132
District of Cochrane Social Service Administration Board	7,508,380	1,680,080	117,300	746,570	10,052,330	56,148	905,394	30,539	11,044,411
District of Nipissing Social Services Administration Board	7,016,869	1,660,799	248,400	727,364	9,653,432	102,492	1,444,375	39,614	11,239,913
District of Parry Sound Social Services Administration Board	4,034,125	829,635	165,600	407,842	5,437,202	16,323	220,112	12,948	5,686,585
District of Sault Ste Marie Social Services Administration Board	5,398,723	1,185,498	165,600	527,757	7,277,578	57,650	869,126	25,839	8,230,193
District of Timiskaming Social Services Administration Board	5,491,866	901,422	131,100	441,638	6,966,026	39,080	604,506	15,849	7,625,461
Kenora District Services Board	5,427,223	1,307,744	-	494,973	7,229,940	14,433	192,051	18,668	7,455,092
Manitoulin-Sudbury District Social Services Administration Board	4,385,918	1,180,921	27,600	420,859	6,015,298	21,852	341,882	8,459	6,387,491
Rainy River District Social Services Administration Board	2,524,478	534,925	-	262,983	3,322,386	11,130	182,358	3,822	3,519,696
District of Thunder Bay Social Services Administration Board	10,700,552	2,277,551	82,800	1,045,572	14,106,475	81,384	1,218,236	43,381	15,449,476
<b>PROVINCIAL TOTAL</b>	<b>1,030,937,285</b>	<b>216,157,769</b>	<b>25,599,000</b>	<b>100,000,000</b>	<b>1,372,694,053</b>	<b>12,502,055</b>	<b>198,690,972</b>	<b>5,589,483</b>	<b>1,589,476,563</b>

## **Appendix B: Communications Protocol Requirements**

All public announcements regarding provincial and federal investments in Ontario's child care and early years system are potential joint communication opportunities for the provincial government, federal government, school boards, the Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB), municipalities and community partners.

### ***Public Communications***

Municipalities, school boards, CMSMs and DSSABs, and community partners should not issue a news release or any other public communication directed at media regarding major child care and early years investments, without:

- I. First contacting the Ministry of Education through [EYCCinvestments@ontario.ca](mailto:EYCCinvestments@ontario.ca) about your plan to publicly communicate these major child care and early years investments; and
- II. Publicly recognizing the Ministry of Education's role in providing funding; and
- III. Inviting the Minister of Education to attend any events related to your investment announcement.

The Ministry of Education may also choose to issue its own news release and/or hold events about investments in child care and early years projects, in addition to those prepared by municipalities, school boards, CMSMs and DSSABs, and community partners.

The intent of this protocol is to promote the role of both the Ministry of Education and stakeholders in bringing new child care and early years projects to local communities.

### ***Major Announcements and Events***

**Important:** For all major child care investments the Minister of Education must be invited as early as possible to the event. Invitations can be sent to [EYCCinvestments@ontario.ca](mailto:EYCCinvestments@ontario.ca) with a copy sent to your ministry Early Years Advisor. Municipalities, school boards, CMSMs and DSSABs, and community partners will be notified at least four to six weeks in advance of their opening event as to the Minister's attendance. If the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

If the Minister of Education is unavailable, the invitation may be shared with a government representative who will contact your municipality, school board, CMSM or DSSAB, or community partner to coordinate the details (e.g. joint announcement). Municipalities, school boards, CMSMs and DSSABs, and community partners are not expected to delay their announcements to accommodate the Minister or a Member of Provincial Parliament (MPP); the primary goal is to make sure that the Minister is aware of the announcement opportunity.

### ***Other Events***

For all other media-focused public communications opportunities, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education by email ([EYCCinvestments@ontario.ca](mailto:EYCCinvestments@ontario.ca)) with at least three weeks' notice. Again, please send a copy to your ministry Early Years Advisor. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

Municipalities, school boards, CMSMs and DSSABs, and community partners are not expected to delay these “other” events to accommodate the Minister. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace our stakeholders' existing partnerships with the Ministry of Education. Regional early years advisors and regional child care licensing staff should still be regarded as primary points of contact for events and should be given updates in accordance with existing processes.

### ***Acknowledgement of Support***

The support of the Government of Ontario must be acknowledged in media-focused communications of any kind, written or oral, relating to new investments. Similarly, CMSMs and DSSABs announcements related to funding received through the ELCC must clearly acknowledge that the contributions were made by the Province of Ontario and the Government of Canada. This acknowledgment could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a limited restriction on content, municipalities, school boards, CMSMs and DSSABs, and community partners are not

required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) municipalities, school boards, CMSMs and DSSABs, and community partners do not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.