

Ministry of Education

Early Years and Child Care Division
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Ministère de l'Éducation

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Toronto ON M7A 0B8



2019: EYCC04

MEMORANDUM TO: Chiefs of First Nations with Child Care & Child and Family Programs Agreements
First Nations Administrators

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

DATE: May 28, 2019

SUBJECT: **2019-20 First Nations Child Care and/or Child and Family Agreement Package**

In follow-up to the memo sent on April 18, 2019, I am pleased to provide you with the 2019-20 child care and/or child and family program service agreement package. This package includes:

- 2019-20 service agreement
- Updated 2019-20 Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guideline (“guideline”)
- Other relevant supporting documents (where applicable), including:
 - 2019-20 Health and Safety (Repairs and Maintenance) Funding Request Form
 - Child and Family Program Serious Occurrence Form
 - Ontario Works Overview Document

Please refer to the applicable sections of the guideline for details on each of the specific funding lines noted in the Budget Schedule of your 2019-20 service agreement.

Ministry Updates

A. Change to Funding Threshold for Financial Reporting

In an effort to reduce administrative burden, the ministry has increased the funding allocation threshold for financial reporting from \$350,000 to \$500,000. An increase to the funding threshold means that any First Nation or Transfer Payment Agency (TPA) with a funding allocation below \$500,000 must submit its Financial Statement report to the ministry through an Attestation form. Those who receive a funding allocation above \$500,000 must submit its Financial Statement report online through the Education Finance Information System (EFIS).

B. Full-Day Kindergarten (FDK) Transition Funding

FDK Transition funding was established in 2012-13 to help child care centres on-reserve transition during FDK implementation. FDK is now fully implemented and the ministry has integrated this funding within the larger child care allocation under Transformation Funding.

C. Change to Fee Stabilization Support Funding

Fee Stabilization Support (FSS) funding was introduced in 2018-19 as one-time transition funding to increase wages and other compensations, and to stabilize licensed child care fees. As of 2019-20, the commitment for FSS funding has ended. FSS funding flowed out to First Nations after March 31, 2019 will be recovered by the ministry from a future month's cash flow amount. The First Nation or TPA is not required to issue a cheque to the ministry for the recoverable funding, unless requested.

D. Change to Capital Funding

In accordance with your previous service agreement, one-time capital funding for Child and Family Programs has ended.

E. Change to Child Care Planning Funding

In accordance with your previous service agreement, one-time child care planning funding has ended, however, child care planning will continue as an eligible expense under Transformation Funding.

F. Change to Policy for Late Filing of Signed Service Agreements

Please note that if a signed service agreement is received after the fiscal year has ended (i.e. a year after the effective date), then the ministry will no longer process the agreement, and any funds already flowed out for that year will be recovered.

G. 2019-20 Health and Safety Funding

The ministry is inviting First Nations communities to apply for 2019-20 Health and Safety (Repairs and Maintenance) funding. Please refer to the enclosed guideline for more details. While applications will continue to be accepted throughout the fiscal year, First Nations communities are encouraged to submit their applications for Health and Safety funding to the ministry as soon as possible.

H. Changes to Child and Family Programs Staffing Requirements

The ministry is pleased to introduce a grand-parenting provision for staff in First Nations Child and Family Programs 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 Registered Early Childhood Educator (RECE) requirements for Child and Family Programs in which they are employed.

I. Respite Child Care

Respite child care services are intended to support parents who require short-term or occasional care for their children. Effective immediately, First Nations and TPAs have the option of working with service providers to offer respite child care in Child and Family Programs.

Respite child care must meet the legislative and regulatory requirements of the *Child Care and Early Years Act, 2014* and associated regulations and should only be considered once the Child and Family Programs core service expectations are being met on a regular and consistent basis in a community.

Further information on these changes can be found in the enclosed guideline.

J. Change to Professional Learning

In 2018-19, the ministry began to allocate a portion of First Nations and TPAs one-time operating allocation towards professional learning and development opportunities. In 2019-20, the ministry will continue to support professional learning and development opportunities related to capacity building of staff for Child and Family Programs. However, this funding will now be allocated within the ongoing operating allocation. First Nations and TPAs have the flexibility and discretion to spend as much of their operating allocation towards professional learning to meet the needs of their community.

2019-20 Cash Flow

Monthly cash flow in 2019-20 will initially be based on the most recent signed 2018-19 service agreement (less any one-time items). Once the 2019-20 signed service agreement is received by the ministry, monthly cash flow will be updated to reflect your 2019-20 allocations.

Pending receipt of the signed service agreement by **June 28, 2019**, child care and child and family program cash flow for 2019-20 allocation will be updated in August 2019. The August payment will include any catch-up payment to ensure that cash flow is reflective of your 2019-20 allocation.

2019-20 Key Dates

The signed 2019-20 service agreement must be submitted to the ministry by **June 28, 2019**. 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:

Programs and Service Integration Branch
Early Years and Child Care Division
Ministry of Education
315 Front Street West, 11th Floor
Toronto, Ontario M7A 0B8

The ministry will email a scanned signed copy or mail a hard copy of the completed agreement back to you for your records.

The chart below lists all documents that are required to be submitted to the ministry during the 2019-20 fiscal year. Documents may be submitted via email or regular mail.

Document	Due Date
2019-20 Health and Safety Request Form (where applicable)	Accepted throughout the year
2019-20 Service Agreement	June 28, 2019
2019-20 Wage Enhancement Application Form (where applicable)	June 28, 2019
2019-20 Health & Safety Attestation Forms (where applicable)	March 31, 2020
2018-19 Financial Statements (EFIS and Attestation)	July 31, 2020

Please contact your Early Years Advisor directly if you have any questions or concerns regarding this memorandum and the enclosed materials. For questions regarding 2019-20 cash flow or financial reporting, please contact your Financial Analyst. A contact list and other information on funding are available on the [Financial Analysis and Accountability Branch website](#).

Thank you once again for your ongoing partnership.

Sincerely,

Original signed by:

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

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

Becky Doyle, Director, Financial Accountability and Data Analysis Branch, Early
Years and Child Care Division, Ministry of Education

Early Years Advisors, Early Years & Child Care Programs and Service Integration
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