

Ministry of Education

**2019-20 Ontario Child Care and
Child and Family Program
Business Practice, Service and
Funding Guideline**

First Nations and Child Care
Transfer Payment Agencies

May 2019

Table of Contents

SECTION 1: INTRODUCTION	5
SECTION 2: BUSINESS PRACTICES FOR A FUNDING ALLOCATION OF \$500,000 OR ABOVE	8
OVERVIEW OF THE CONTRACT MANAGEMENT PROCESS	8
CONTRACTING	8
FINANCIAL REPORTING	9
PAYMENT	11
POLICY FOR LATE FILING	12
FINANCIAL FLEXIBILITY	13
BASIS OF ACCOUNTING	15
SECTION 3: BUSINESS PRACTICES FOR A FUNDING ALLOCATION BELOW \$500,000	19
OVERVIEW OF THE CONTRACT MANAGEMENT PROCESS	19
CONTRACTING	19
FINANCIAL REPORTING	20
PAYMENT	22
POLICY FOR LATE FILING	23
FINANCIAL FLEXIBILITY	24
BASIS OF ACCOUNTING	26
SECTION 4: CHILD CARE SERVICE, FUNDING ELIGIBILITY AND REQUIREMENTS	30
A370/A371 – CHILD CARE REGULAR FEE SUBSIDIES.....	30
A375 – HEALTH AND SAFETY (REPAIRS AND MAINTENANCE).....	32
A377 – SPECIAL NEEDS RESOURCING	38
A392 – WAGE SUBSIDY	41
A394 – PAY EQUITY UNION SETTLEMENT	44
A402/A403 – ONTARIO WORKS CHILD CARE	45
A404 – CHILD CARE TRANSFORMATION.....	49
A405 – CHILD CARE SUPERVISOR NETWORK – CAPACITY FUNDING.....	52
A406 – WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT	55
A407 – ADMINISTRATION FUNDING FOR WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT.....	62

A515 – SMALL WATER WORKS	63
FEE STABILIZATION SUPPORT	64
BASE FUNDING FOR LICENSED HOME CHILD CARE	65
CHILD CARE DATA ELEMENTS	67
SECTION 5: FIRST NATIONS CHILD AND FAMILY PROGRAMS (FORMERLY REFERRED TO AS <i>THE JOURNEY TOGETHER</i>).....	81
PURPOSE.....	81
SERIOUS OCCURRENCE PROTOCOL.....	88
DATA ELEMENTS.....	90
SECTION 6: ONTARIO WORKS CHILD CARE	94
ONTARIO WORKS FORMAL CHILD CARE	94
ONTARIO WORKS INFORMAL CHILD CARE	95
OW FORMAL CHILD CARE DATA ELEMENTS:.....	98
OW INFORMAL CHILD CARE DATA ELEMENTS:	100
APPENDIX A: REVIEW (AUDIT) ENGAGEMENT REPORT REQUIREMENTS.....	102
APPENDIX B: INELIGIBLE EXPENDITURES	110
APPENDIX C: RESOURCES.....	113

SECTION 1

INTRODUCTION

SECTION 1: INTRODUCTION

The 2019-20 Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guideline (“guideline”) for First Nations and Child Care Transfer Payment Agencies sets out the requirements associated with your child care and child and family program funding allocations. These requirements are established and framed by the ministry’s legislation and policy frameworks and programs, including:

- *Child Care and Early Years Act, 2014*;
- *How Does Learning Happen? Ontario’s Pedagogy for the Early Years*; and
- First Nations Child and Family Programs (formerly *The Journey Together*).

Child Care and Early Years Act, 2014

The *Child Care and Early Years Act* (CCEYA) sets out the legislative framework for child care and early years services in Ontario including rules and regulations for:

- Licensed child care centres;
- Licensed home child care; and,
- Unlicensed child care providers.

Licensed child care programs must meet and maintain specific provincial standards set out in the legislation and regulation. These standards provide for the health and safety, and quality experiences of children.

How Does Learning Happen? Ontario’s Pedagogy for the Early Years

How Does Learning Happen? (HDLH) provides a comprehensive framework to guide program development and pedagogy in early years settings. HDLH is the provincial framework to guide programming and pedagogy in licensed child care and child and family settings across Ontario.

First Nations Child and Family Programs (formerly *The Journey Together*)

The ministry is working with First Nations approved for child and family program funding to implement culturally relevant programming for Indigenous children and families. Please refer to Section 5 of this guideline for more information.

Navigating the Guideline

To assist with the navigation of this guideline, it has been divided into the following sections:

- For First Nations and Child Care Transfer Payment Agencies that receive a funding allocation above \$500,000, business practice information can be found in Section 2.

- For First Nations and Child Care Transfer Payment Agencies that receive a funding allocation below \$500,000, business practice information can be found in [Section 3](#).
- Child Care funding eligibility and requirements, including definitions and data elements, can be found in [Section 4](#).
- Information on First Nations Child and Family Programs, including funding, eligibility and reporting requirements, definitions and data elements, can be found in [Section 5](#).
- Information on Ontario Works Child Care funding, eligibility and requirements, including definitions and data elements, can be found in [Section 6](#).

SECTION 2

BUSINESS PRACTICES FOR A FUNDING
ALLOCATION OF \$500,000 OR ABOVE

SECTION 2: BUSINESS PRACTICES FOR A FUNDING ALLOCATION OF \$500,000 OR ABOVE

OVERVIEW OF THE CONTRACT MANAGEMENT PROCESS

This section of the guideline is specific to First Nations and Transfer Payment Agencies (TPAs) with a funding allocation of \$500,000¹ or above, effective April 1, 2019, and provides an overview of the contract management process for child care and child and family programs at the Ministry of Education.

The contract management process consists of the following three stages:

1. Contracting;
2. Financial Reporting; and
3. Payment.

In accordance with the Government of Ontario's Transfer Payment Accountability Directive, and consistent with the principles of prudent fiscal management, funds must be flowed to transfer payment recipients only upon signature of both parties and receipt of the service agreement and related amendments.

CONTRACTING

Service agreements, which identify funding levels and service expectations, are distributed to First Nations and TPAs by email at the beginning of the fiscal year. The service agreement and any amendments to this agreement cover the fiscal period of April 1, 2019 to March 31, 2020.

Signed service agreements must be submitted to the ministry by **June 28, 2019**. Agreements can be submitted by email to tpa.edu.earlylearning@ontario.ca, or by regular mail.

To submit by regular mail, please send two original signed copies of the service agreement to the Programs and Service Integration Branch at the address below:

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

Note: When submitting signed service agreements (either by email or hard copy),

¹ "Allocation" is defined as the funding amount set out in the service agreement and excludes one-time funding adjustments (e.g., health and safety funding). Reporting requirements may be subject to change in- year should a First Nation's or TPA's on-going allocation exceed \$500,000 for the first time during the fiscal year. Includes both child care and child and family program funding.

please scan/send the entire service agreement along with the **signature page** to the email or mailing address noted above.

Service agreements between the ministry and First Nations/TPAs:

- set out expectations, terms and conditions of funding to support good governance, value for money, and transparency in the administration of transfer payment funds;
- document the respective rights, responsibilities, and obligations of the ministry and the First Nations/TPAs; and
- include specific, measurable results for the money received, reporting requirements, and any corrective action the government is entitled to take if agreed upon results are not achieved.

Email communication between First Nations/TPAs and the ministry should occur using an email address that is from the First Nation's or TPA's registered domain. This method of communication reassures senders and receivers of the email that they are corresponding in a more secure environment. An example of an acceptable e-mail using a registered domain is yourname@yourfirstnation.ca.

FINANCIAL REPORTING

The Reports Schedule of the service agreement identifies the ministry's submission requirements for the current fiscal year. First Nations and TPAs are required to provide the following submissions to the ministry as per the following cycle:

Submission Type	Due Date
Service Agreement	June 28, 2019 ²
Wage Enhancement Application Form	June 28, 2019 ³
Financial Statements – EFIS	July 31, 2020

The Financial Accountability and Data Analysis Branch (FADAB) will provide detailed instructions to First Nations and TPAs for the financial statements submission upon release of the submission in EFIS. Below is only a brief overview of the submission.

Financial Statements: EFIS

The Financial Statements submission measures the First Nation's and TPA's actual performance. The Financial Statements submission is also a reconciliation of the First Nation's or TPA's funding allocation against actual expenditures once the year-end

² With an automatic extension granted if the Band Council has not approved the budget by this date.

³ Only applicable to First Nations with licensed child care programs that require an updated allocation in 2019-20. See [Section 4, Wage Enhancement/Home Child Care Enhancement Grant](#), for details.

results are reported. It is due approximately four months following the March 31 year-end date (July 31, 2020) and must include the following elements:

1. Audited Financial Statements of the First Nation or TPA that covers all programs provided by the First Nation or TPA, including child care and child and family programs;
2. A post audit management letter issued by the external auditors. If such a letter is not available, written confirmation with the rationale is required;
3. A schedule of child care and child and family program revenues and expenses funded by the Ministry of Education. This information may be provided through the following formats:
 - Included as a note to the audited Financial Statements (part of #1 above);
 - Included as a schedule to the audited Financial Statements (part of #1 above);
 - Included as part of a separate audit or review engagement report⁴.
4. A Recipient Active EFIS submission.

If the schedule of child care and child and family programs revenues and expenses does not reconcile to the EFIS revenues and expenses, a reconciliation must be prepared by the auditors to reconcile the difference(s).

If a First Nation's or TPA's audited Financial Statements will not be available by July 31, 2020, the following steps should be taken:

1. Contact your Financial Analyst and your Early Years Advisor advising them that the year-end reporting requirements cannot be met. The correspondence should include the estimated date when the ministry can expect the audited Financial Statements as well as other year-end reporting requirements.
2. Submit a Recipient Active EFIS submission by July 31, 2020, based on the best information available at that time and recognize that it may change following the completion of the audit.
3. Submit a copy of the audited Financial Statements and other remaining requirements as soon as they are available.
4. Contact your Financial Analyst and copy your Early Years Advisor should a change be required to the Recipient Active EFIS submission following the audit of the First Nation or TPA.

⁴ The review engagement report allows for the independent verification of data reported within EFIS. Sample templates are provided in Appendix A(c).

Variance Analysis

Variance analysis explanations will be required for identified significant variances in the Financial Statements submissions compared to the previous year. First Nations and TPAs will be contacted by their Financial Analyst to discuss significant variances, including the reason for variances and the potential or actual impacts on staff and services, and may be asked to provide an action plan as part of financial reporting.

In the event that additional in-year funding is announced following the receipt of the signed service agreement, a modified variance reporting methodology will be introduced to allow First Nations and TPAs to report on variances based on the revised funding allocation and increased expenditures.

PAYMENT

The Budget Schedule of the service agreement identifies the ministry's funding allocation for the First Nations and TPAs named in the service agreement. The ministry may continue to make payments based on the signed service agreement for the immediately preceding fiscal year until the service agreement for the current fiscal year is signed by all parties. Any applicable revised payments in each fiscal year should only begin after the service agreement and related amendments are signed by the First Nation/TPA and the ministry.

Payment Mechanics

The Payment Schedule of the service agreement identifies monthly cash flow percentages in each funding year. Payments may be based on the prior year service agreement, less Health and Safety funding and other adjustments, until the new signed service agreement is received and processed.

Month	Percentage	Month	Percentage
April	8.3%	October	8.3%
May	8.3%	November	8.3%
June	8.4%	December	8.4%
July	8.3%	January	8.3%
August	8.3%	February	8.3%
September	8.4%	March	8.4%

In-Year Funding Adjustments

Where there are amendments to the service agreement, monthly cash flows will be adjusted to reflect the new allocations when the signed amendment has been received and processed by the ministry.

Adjustments based on Financial Statements Submission

Upon submission of the Financial Statements, any difference between the total amount paid to date and the entitlement calculated in the Financial Statements will be cash flowed to the First Nation or TPA. This adjustment will be made once the Financial Analyst completes a review of the Financial Statements. Any funding owed to the ministry by the First Nation or TPA will be deducted from future monthly payments. The First Nation or TPA is not required to issue a cheque to the ministry for the recoverable funding, unless requested by the ministry or preferred by the First Nation or TPA. The ministry may request payment with a cheque if more than three months or 25 per cent of the annual total allocation will be recovered.

POLICY FOR LATE FILING

The ministry acknowledges that most First Nations and TPAs provide signed service agreements, updated financial submissions and related information on a timely basis. The intent behind the late filing process outlined below is to ensure the ministry has the information required to demonstrate accountability for public funds. The ministry will continue to support our First Nation and TPA partners with timely filing of financial submission requirements through regional outreach, coaching and resources. The ministry will also follow-up with First Nations or TPAs impacted by the policy to discuss any challenges with providing the information and to offer support. Late filing policies of financial submissions are implemented as follows:

Policy for late filing of Signed Service Agreements

Where a signed service agreement is not received by the ministry six months from the effective date of the new service agreement (i.e. October 1, 2019, unless an extension has been granted), the ministry will stop all payments to the First Nation or TPA until the signed agreement is submitted. In the event that an amended agreement for the funding year is issued, if the amended agreement is not received by the ministry within 30 days after the specified due date, the ministry may stop all payments to the First Nations or TPA until the signed amended agreement is submitted. Please note that if the signed 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.

Policy for late filing of financial submissions includes:

- Financial reporting (Financial Statements);
- Queries related to financial reporting; and
- Financial documentation (e.g., Audited Financial Statements, Review Engagement Reports).

Where a First Nation or TPA files any submission after the filing deadline, the ministry will take the following action until the submission has been received:

- If the submission is not received by the ministry within 30 days after the filing deadline, the ministry will inform the First Nation or TPA that the submission is overdue.
- After 31 days, cash flow will be reduced by 50 per cent of their monthly payment until the submission is received.

Upon receipt of the late submission, the ministry will reinstate the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

The ministry reserves the right to suspend funding (in-year or in the subsequent year(s)). Should a First Nation or TPA have any outstanding financial submissions, responses to queries or financial documentation, the ministry may exercise its discretion by not providing funding in the subsequent fiscal year until the financial submissions, responses to queries and financial documentation have been received.

FINANCIAL FLEXIBILITY

Funding to First Nations and TPAs flows under detail codes (e.g. A370 - Regular Fee Subsidies), which are codes that describe each type of child care funding. The Budget Schedule of the service agreement outlines the detail code(s) and the amount of associated funding.

In-Year Flexibility

First Nations and TPAs have in-year flexibility to realign funds between detail codes, in accordance with the financial flexibility criteria outlined below, to meet service needs in their communities and address volume and caseload pressures. It is important to note that a transfer of funding from one detail code into another cannot occur more than once.⁵ First Nations or TPAs must identify the realignment of funding in their applicable financial reporting submissions.

In order to exercise financial flexibility, First Nations and TPAs must meet the following criteria:

- **Program/Policy Direction and Priorities** - services must be delivered in the most effective, efficient and affordable manner. Service levels must be consistent with community priorities. Financial flexibility must improve client and service outcomes.

⁵ For example, a surplus in Wage Subsidy (A392) allocation can be used to support a Special Needs Resourcing (A377) pressure. A surplus in Special Needs Resourcing (A377) allocation can be used to support a pressure in Supervisor Network and Capacity Funding (A405) once all special needs resourcing needs are met. But a surplus in the Wage Subsidy (A392) allocation cannot be used to support a pressure in Supervisor Network and Capacity Funding (A405) by transferring surplus allocations to Special Needs Resourcing (A377) and then to Supervisor Network and Capacity Funding (A405).

- **Funding Policies and Guidelines** - permanent realignments between detail codes cannot be made. Any flexibility between detail codes is only effective for the current fiscal year.

Funding between detail codes can be realigned as follows:

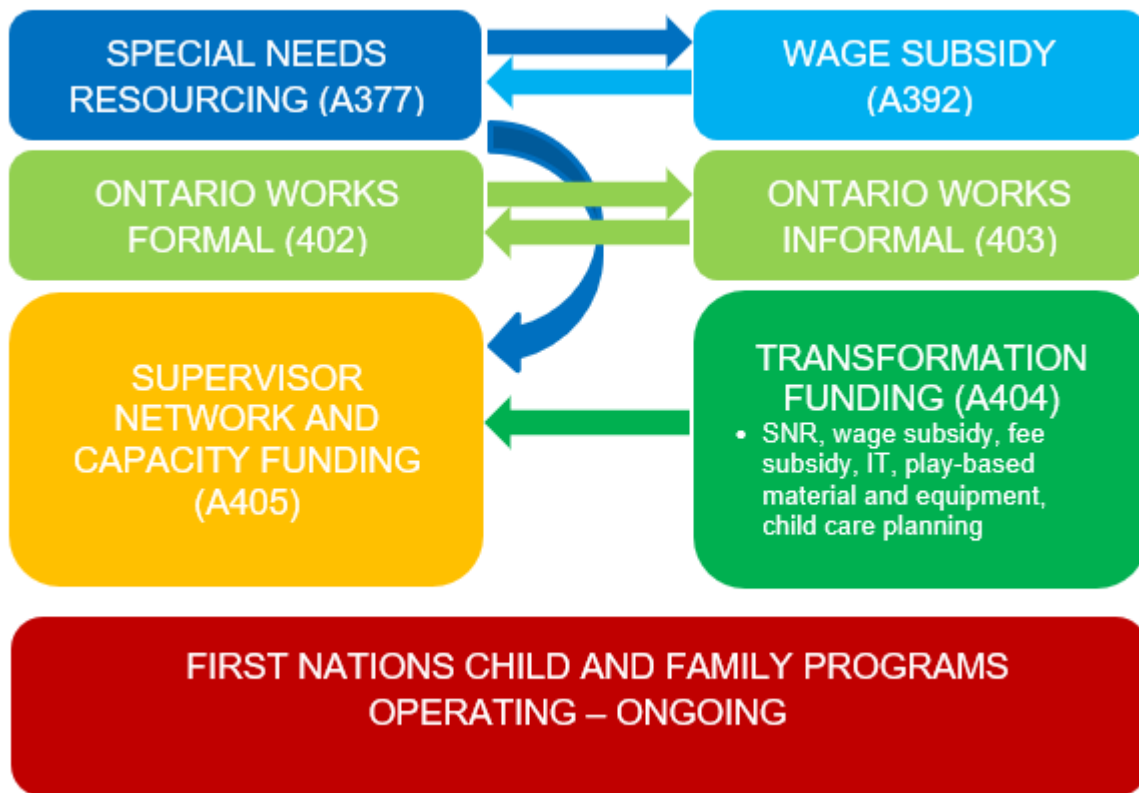
- Funds may be transferred between Special Needs Resourcing (A377) and Wage Subsidy (A392);
- Funds may be transferred from Child Care Transformation Funding (A404) to Supervisor Network and Capacity Building Funding (A405); however, the reverse is not permitted;
- Funds may be transferred from Special Needs Resourcing (A377) to Supervisor Network and Capacity Building Funding (A405); however, the reverse is not permitted;
- Funds may be transferred between Ontario Works Formal (A402) and Ontario Works Informal (A403).

Please Note:

Special needs resourcing is a priority for the ministry to ensure the inclusion of children with special needs in licensed child care settings at no additional cost to parents/guardians. This means that prior to the transfer of special needs resourcing funding, First Nations must ensure that all special needs resourcing requirements for children in licensed child care are met. Funding can only be moved from the original special needs resourcing allocation and cannot be combined with other flexibility options.

There are multiple eligible expenses under Child Care Transformation (A404). First Nations and TPAs may decide on how to spend this allocation on the eligible expenses in order to meet community priorities.

The illustration below outlines in-year funding flexibility.



Detail Codes with no Financial Flexibility:

Funds **cannot** be transferred out of or into the following detail codes:

- Child Care Regular Subsidies (A370/A371)
- Health and Safety (Repairs and Maintenance) (A375)
- Pay Equity Union Settlement (A394)
- Wage Enhancement/Home Child Care Enhancement Grant (A406)
- Administration for Wage Enhancement/Home Child Care Enhancement Grant (A407)
- Small Water Works Child Care (A515)
- Base Funding for Licensed Home Child Care
- First Nations Child and Family Programs – Ongoing Operating

BASIS OF ACCOUNTING

First Nations and TPAs are required to report their revenues and expenditures using the modified accrual basis of accounting in their Financial Statements submissions. This basis of accounting is also guided by other policies and guidelines.

Modified Accrual Basis of Accounting

The modified accrual basis of accounting requires the inclusion of short-term accruals of normal operating expenditures in the determination of operating results for a given time period. Short-term accruals are defined as payable usually within 30 days of year-end.

The modified accrual basis of accounting does not recognize non-cash transactions such as amortization, charges/appropriations to reserves or allowances as these expenditures do not represent an actual cash expenditure related to the current period⁶.

Under modified accrual accounting, expenditures that would be amortized under full accrual accounting must be recognized as expenditures in the budget year the goods or services are received.

Expenditures made once a year (e.g. insurance) must be recorded in one of the following two methods:

- a. Expenditures will be charged to the period in which they are paid; or
- b. The part of the expenditure that applies to the current year will be expensed in that year.

Either method of accounting for expenditures made once a year is acceptable. However, the selected method must be consistent from year to year.

Ineligible Expenditures

Expenditures deemed reasonable and necessary for the provision of services subsidized by the ministry are eligible in the calculation of the funding entitlement. These expenditures must be supported by acceptable documentary evidence.

All expenditures arising from transactions not conducted at arm's length from the First Nation or TPA (e.g. transactions in which both parties to the transaction may not be acting independently of each other due to a previous relationship) are ineligible unless transacted at fair market value.

Expenses that do not directly support the provision of child care and child and family programs are ineligible and include the following:

- Interest expenses incurred on operating loans

⁶ Non-cash transactions include: provisions for pension expenses; provisions for unused sick leave and wage settlements; provisions for repairs or replacements; provisions for bad debts; retainer fees for legal services; and provisions for amortization. However, related payments are eligible.

- Professional organization fees paid on behalf of staff for membership in professional organizations
- Property tax expenses
- Fundraising expenses
- Donations to charitable institutions or organizations
- Bonuses, gifts and honoraria⁷
- Capital loans
- Mortgage financing
- Reserve Funds

⁷ Honoraria for elders, knowledge keepers, etc. are eligible expenses under First Nations Child and Family Programs.

SECTION 3

BUSINESS PRACTICES FOR A FUNDING ALLOCATION BELOW \$500,000

SECTION 3: BUSINESS PRACTICES FOR A FUNDING ALLOCATION BELOW \$500,000

OVERVIEW OF THE CONTRACT MANAGEMENT PROCESS

This section of the guideline is specific to First Nations and Transfer Payment Agencies (TPAs) with a funding allocation below \$500,000⁸ effective April 1, 2019 and provides an overview of the contract management process for child care and child and family programs at the Ministry of Education.

The contract management process consists of the following three stages:

1. Contracting;
2. Financial Reporting; and
3. Payment.

In accordance with the Government of Ontario's Transfer Payment Accountability Directive, and consistent with the principles of prudent fiscal management, funds must be flowed to transfer payment recipients only upon signature of both parties and receipt of the service agreement and related amendments.

CONTRACTING

Service agreements, which identify funding levels and service expectations, are distributed to First Nations and TPAs by email at the beginning of the fiscal year. The service agreement and any amendments to this agreement cover the fiscal period of April 1, 2019 – March 31, 2020.

Signed service agreements must be submitted to the ministry by **June 28, 2019**. Agreements can be submitted by email to tpa.edu.earlylearning@ontario.ca, or by regular mail.

To submit by regular mail, please send two original signed copies of the service agreement to the Programs and Service Integration Branch at the address below:

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

Note: When submitting signed service agreements (either by email or hard copy),

⁸ "Allocation" is defined as the funding amount set out in the service agreement and excludes one-time funding adjustments (e.g., health and safety funding). Reporting requirements may be subject to change in- year should a First Nation's or TPA's on-going allocation exceed \$500,000 for the first time during the fiscal year. Includes both child care and child and family program funding.

please scan/send the entire service agreement along with the **signature page** to the email or mailing address noted above.

Service agreements between the ministry and First Nations/TPAs:

- set out expectations, terms and conditions of funding to support good governance, value for money, and transparency in the administration of transfer payment funds;
- document the respective rights, responsibilities, and obligations of the ministry and the First Nations/TPAs; and
- include specific, measurable results for the money received, reporting requirements, and any corrective action the government is entitled to take if agreed upon results are not achieved.

Email communication between First Nations/TPAs and the ministry should occur using an email address that is from the First Nation's or TPA's registered domain. This method of communication reassures senders and receivers of the email that they are corresponding in a more secure environment. An example of an acceptable e-mail using a registered domain is yourname@yourfirstnation.ca.

FINANCIAL REPORTING

The Reports Schedule of the service agreement identifies the ministry's submission requirements for the current fiscal year. First Nations and TPAs are required to provide the following submissions to the ministry as per the following cycle:

Submission Type	Due Date
Service Agreement	June 28, 2019 ⁹
Wage Enhancement Application Form	June 28, 2019 ¹⁰
Financial Statements - Attestation	July 31, 2020

First Nations and TPAs with an allocation below \$500,000 must submit its financial report to the ministry - Financial Statements - through an attestation form. The Financial Accountability and Data Analysis Branch (FADAB) will provide instructions to First Nations and TPAs for the Financial Statements submission upon release of the attestation form. A brief overview of the Financial Statements submission is below.

⁹ With an automatic extension granted if the Band Council/Board of Directors has not approved the budget by this date.

¹⁰ Only applicable to First Nations with licensed child care programs that require an updated allocation in 2019-20. See Section 4, Wage Enhancement/Home Child Care Enhancement Grant, for details.

Financial Statements: Attestation

In the Financial Statements submission, the First Nation or TPA provides their actual expenditures and service data for the year. The Financial Statements submission is a reconciliation of the First Nation's or TPA's annual funding allocation against actual expenses incurred. It is due approximately four months following the March 31 year-end date or July 31, 2020 and must include the following elements:

1. Audited Financial Statements of the First Nation or TPA that covers all programs provided by the First Nation or TPA, including child care and child and family programs;
2. A post audit management letter issued by the external auditors. If such a letter is not available, written confirmation with the rationale as to why it is not available;
3. An attestation form verifying the First Nation's or TPA's compliance with the terms of the service agreement for the fiscal year in which the agreement applies; and
4. A schedule of child care and child and family program revenues and expenses funded by the Ministry of Education. This information may be provided through the following formats:
 - Included as a note to the audited Financial Statements (part of #1 above);
 - Included as a schedule to the audited Financial Statements (part of #1 above); or
 - Included as part of a separate audit or review engagement report¹¹.

If the schedule of child care and child and family programs revenues and expenses do not reconcile to the attestation revenues and expenses, a reconciliation must be prepared by the auditors to reconcile the difference(s).

If a First Nation's or TPA's audited Financial Statements will not be available by July 31, 2020, the following steps should be taken:

1. Contact your Financial Analyst and your Early Years Advisor to advise them that the year-end reporting requirements cannot be met. The correspondence should include the estimated date of when the ministry can expect the audited Financial Statements as well as other reporting requirements.
2. Submit the attestation form by July 31, 2020 based on the best information available at that time and recognize that it may change following the completion of the audit.

¹¹ The review engagement report allows for the independent verification of data reported within the Attestation form. Sample templates are provided in Appendix A(c).

3. Submit a copy of the audited Financial Statements and other remaining requirements as soon as they are available.
4. Contact your Financial Analyst and copy your Early Years Advisor should a change be required to the previously submitted attestation form following the audit of the First Nation or TPA.

Variance Analysis

Variance analysis explanations will be required for identified significant variances in the Financial Statements submission. If there is a significant variance between the previous and current fiscal year's financial and data elements, First Nations or TPAs will be contacted by their Financial Analyst to discuss this variance, including the reason for variances and the potential or actual impacts on staff and service. In addition, First Nations or TPAs may be asked to provide an action plan as part of financial reporting in response to the variance.

In the event that additional funding is announced within the fiscal year, a modified variance reporting methodology will be introduced to allow First Nations or TPAs to report on variances based on the revised funding allocation and increased expenditures.

PAYMENT

The Budget Schedule of the service agreement identifies the ministry's funding allocation for First Nations and TPAs named in the service agreement. The ministry may continue to make payments based on the signed service agreement for the immediately preceding fiscal year until the service agreement for the current fiscal year is signed by all parties. Any applicable revised payments in each fiscal year should only begin after the service agreement and related amendments are signed by the First Nation/TPA and the ministry.

Payment Mechanics

The Payment Schedule of the service agreement identifies monthly cash flow percentages for each funding year. Payments may be based on the prior year service agreement, less Health and Safety funding and other adjustments, until the new signed service agreement is received and processed.

Month	Percentage	Month	Percentage
April	8.3%	October	8.3%
May	8.3%	November	8.3%
June	8.4%	December	8.4%
July	8.3%	January	8.3%
August	8.3%	February	8.3%
September	8.4%	March	8.4%

In-Year Funding Adjustments

Where there are amendments to the service agreement, monthly cash flows will be adjusted to reflect the new allocations when the signed amendment has been received and processed by the ministry.

Adjustment based on the Financial Statements: Attestation

Upon submission of the First Nation's or TPA's attestation, any difference between the total amount paid to date and the entitlement will be cash flowed to the First Nation/TPA or recovered from a future cash flow payment. This adjustment will be made once the financial review of the attestation has been completed. Any funding owed to the ministry by the First Nation or TPA will be deducted from future monthly payments.

The First Nation or TPA is not required to issue a cheque to the ministry for the recoverable funding unless requested by the ministry or preferred by the First Nation or TPA. The ministry may request payment with a cheque if more than three months or 25 per cent of the annual total allocation will be recovered.

POLICY FOR LATE FILING

The ministry acknowledges that most First Nations and TPAs provide signed service agreements, updated financial submissions and related information on a timely basis. The intent behind the late filing process outlined below is to ensure the ministry has the information required to demonstrate accountability for public funds. The ministry will continue to support our First Nation and TPA partners with timely filing of financial submission requirements through regional outreach, coaching and resources. The ministry will also follow-up with First Nations or TPAs impacted by the policy to discuss any challenges with providing the information and to offer support. Late filing policies of financial submissions are implemented as follows:

Policy for late filing of Signed Service Agreements

Where a signed service agreement is not received by the ministry six months from the effective date of the new service agreement (i.e. October 1, 2019, unless an extension has been granted), the ministry will stop all payments to the First Nation or TPA until the

signed agreement is submitted. In the event that an amended agreement for the funding year is issued, if the amended agreement is not received by the ministry within 30 days after the specified due date, the ministry may stop all payments to the First Nations or TPA until the signed amended agreement is submitted. Please note that if the signed 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.

Policy for late filing of financial submissions includes:

- a. Financial reporting (Financial Statements – Attestation);
- b. Queries related to financial reporting; and
- c. Financial documentation (e.g., Audited Financial Statements, Review Engagement Reports).

Where a First Nation or TPA files any submission after the filing deadline, the ministry will take the following action until the submission has been received:

- If the submission is not received by the ministry within 30 days after the filing deadline, the ministry will inform the First Nation or TPA that the submission is overdue.
- After 31 days, cash flow will be reduced by 50 per cent of their monthly payment until the submission is received.

Upon receipt of the late submission, the ministry will reinstate the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

The ministry reserves the right to suspend funding (in-year or in the subsequent year(s)). Should a First Nation or TPA have any outstanding financial submissions, responses to queries or financial documentation, the ministry may exercise its discretion by not providing funding in the subsequent fiscal year until the financial submissions, responses to queries and financial documentation have been received.

FINANCIAL FLEXIBILITY

Funding to First Nations and TPAs flows under detail codes (e.g. A370 - Regular Fee Subsidies), which are codes that describe each type of child care funding. The Budget Schedule of the service agreement outlines the detail code(s) and the amount of associated funding.

In-Year Flexibility

First Nations and TPAs have in-year flexibility to realign funds between detail codes, in accordance with the financial flexibility criteria outlined below, to meet service needs in their communities and address volume and caseload pressures. It is important to note

that a transfer of funding from one detail code into another cannot occur more than once.¹² First Nations or TPAs must identify the realignment of funding in their applicable financial reporting submissions.

In order to exercise financial flexibility, First Nations and TPAs must meet the following criteria:

- **Program/Policy Direction and Priorities** - services must be delivered in the most effective, efficient and affordable manner. Service levels must be consistent with community priorities. Financial flexibility must improve client and service outcomes.
- **Funding Policies and Guidelines** - permanent realignments between detail codes cannot be made. Any flexibility between detail codes is only effective for the current fiscal year.

Funding between detail codes can be realigned as follows:

- Funds may be transferred between Special Needs Resourcing (A377) and Wage Subsidy (A392).
- Funds may be transferred from Child Care Transformation Funding (A404) to Supervisor Network and Capacity Building Funding (A405); however, the reverse is not permitted.
- Funds may be transferred from Special Needs Resourcing (A377) to Supervisor Network and Capacity Building Funding (A405); however, the reverse is not permitted.
- Funds may be transferred between Ontario Works Formal (A402) and Ontario Works Informal (A403).

Please Note:

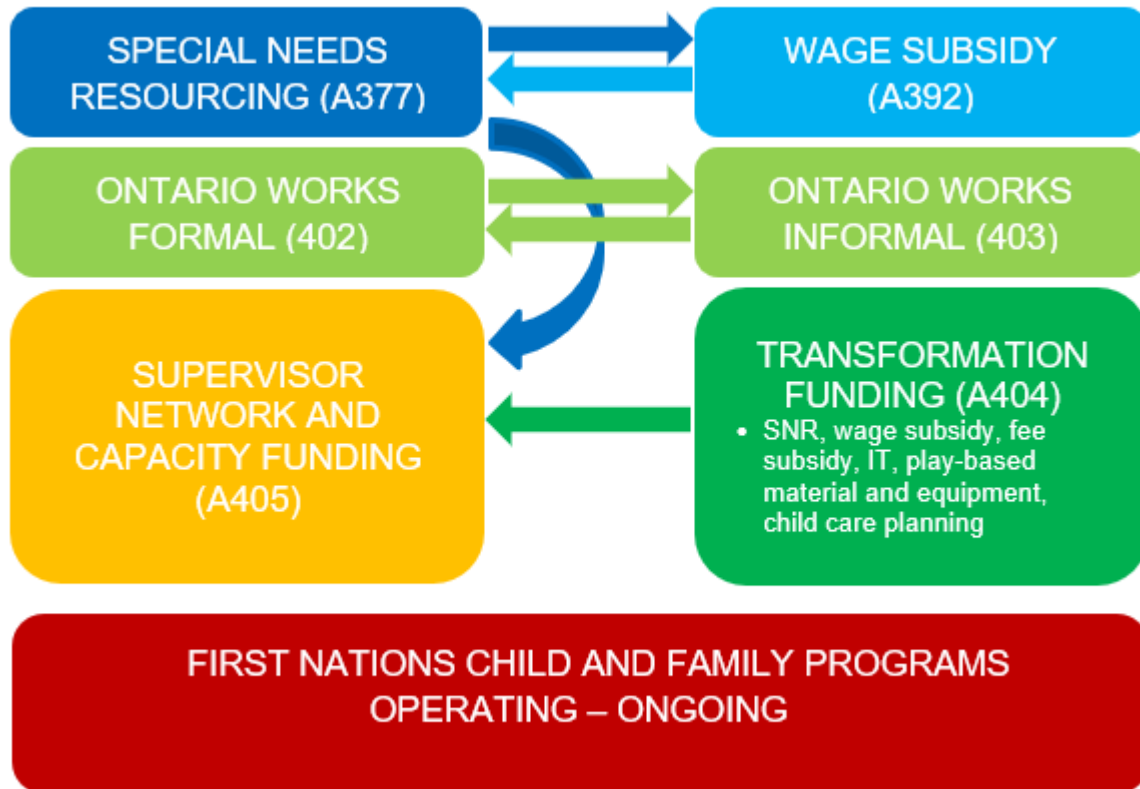
Special needs resourcing is a priority for the ministry to ensure the inclusion of children with special needs in licensed child care settings at no additional cost to parents/guardians. This means that prior to the transfer of special needs resourcing funding; First Nations must ensure that all special needs resourcing requirements for children in licensed child care are met. Funding can only be moved from the original special needs resourcing allocation and cannot be combined with other flexibility options.

There are multiple eligible expenses under Child Care Transformation (A404). First

¹² For example, a surplus in Wage Subsidy (A392) allocation can be used to support a Special Needs Resourcing (A377) pressure. A surplus in Special Needs Resourcing (A377) allocation can be used to support a pressure in Supervisor Network and Capacity Funding (A405) once all special needs resourcing needs are met. But a surplus in in the Wage Subsidy (A392) allocation cannot be used to support a pressure in Supervisor Network and Capacity Funding (A405) by transferring surplus allocations to Special Needs Resourcing (A377) and then to Supervisor Network and Capacity Funding (A405).

Nations and TPAs may decide on how to spend this allocation on the eligible expenses in order to meet community priorities.

The illustration below outlines in-year funding flexibility.



Detail Codes with no Financial Flexibility:

Funds **cannot** be transferred out of or into the following detail codes:

- Child Care Regular Subsidies (A370/A371)
- Health and Safety (Repairs and Maintenance) (A375)
- Pay Equity Union Settlement (A394)
- Wage Enhancement/Home Child Care Enhancement Grant (A406)
- Administration for Wage Enhancement/Home Child Care Enhancement Grant (A407)
- Small Water Works Child Care (A515)
- Base Funding for Licensed Home Child Care
- First Nations Child and Family Programs – Ongoing Operating

BASIS OF ACCOUNTING

First Nations and TPAs are required to report their revenues and expenditures using the modified accrual basis of accounting in their Financial Statements submissions.

This basis of accounting is also guided by other policies and guidelines.

Modified Accrual Basis of Accounting

The modified accrual basis of accounting requires the inclusion of short-term accruals of normal operating expenditures in the determination of operating results for a given time period. Short-term accruals are defined as payable usually within 30 days of year-end.

The modified accrual basis of accounting does not recognize non-cash transactions such as amortization, charges/appropriations to reserves or allowances as these expenditures do not represent an actual cash expenditure related to the current period¹³.

Under modified accrual accounting, expenditures that would be amortized under full accrual accounting must be recognized as expenditures in the budget year the goods or services are received.

Expenditures made once a year (e.g. insurance) must be recorded in one of the following two methods:

- a. Expenditures will be charged to the period in which they are paid; or
- b. The part of the expenditure that applies to the current year will be expensed in that year.

Either method of accounting for expenditures made once a year is acceptable. However, the selected method must be consistent from year to year.

Ineligible Expenditures

Expenditures deemed reasonable and necessary for the provision of services subsidized by the ministry are eligible in the calculation of the funding entitlement. These expenditures must be supported by acceptable documentary evidence.

All expenditures arising from transactions not conducted at arm's length from the First Nation or TPA (e.g. transactions in which both parties to the transaction may not be acting independently of each other due to a previous relationship) are ineligible unless transacted at fair market value.

¹³ Non-cash transactions include: provisions for pension expenses; provisions for unused sick leave and wage settlements; provisions for repairs or replacements; provisions for bad debts; retainer fees for legal services; and provisions for amortization. However, related payments are eligible.

Expenses that do not directly support the provision of child care and child and family services are ineligible and include the following:

- Interest expenses incurred on operating loans
- Professional organization fees paid on behalf of staff for membership in professional organizations
- Property tax expenses
- Fundraising expenses
- Donations to charitable institutions or organizations
- Bonuses, gifts and honoraria¹⁴
- Capital loans
- Mortgage financing
- Reserve Funds

¹⁴ Honoraria for elders, knowledge keepers, etc. are eligible expenses under First Nations Child and Family Programs.

SECTION 4

CHILD CARE SERVICE AND FUNDING ELIGIBILITY AND REQUIREMENTS

SECTION 4: CHILD CARE SERVICE, FUNDING ELIGIBILITY AND REQUIREMENTS

This section of the guideline applies to all First Nations and TPAs that receive child care funding and sets out the ministry's expectations, terms and conditions for provincial funding and the corresponding services.

A370/A371 – CHILD CARE REGULAR FEE SUBSIDIES

PURPOSE

Child care plays a key role in helping to promote healthy child development and well-being. It is also an essential support for many parents, helping them to balance the demands of career and family while participating in the workforce or pursuing education or training.

ALLOCATIONS

Child Care Fee Subsidy funding is available through detail code A370 and A371 - Child Care Regular Fee Subsidies. This allocation is available in the Budget schedule of the service agreement, if applicable.

ELIGIBLE EXPENDITURES

First Nations may use Child Care Regular Fee Subsidies funding to provide access for eligible families whose children attend licensed child care centres and licensed home child care directly operated or purchased by First Nations.

The government has taken steps to support continuity of care for children with special needs. Parents of children with special needs who were in receipt of a service or received financial assistance (subsidized child care) before August 31, 2017 will be allowed to continue to receive assistance until that child turns 18, provided that they meet other eligibility criteria that are unrelated to age. For example, if a person with special needs started to receive financial assistance at age 12 on August 30, 2017, he/she is eligible to continue receiving that financial assistance until he/she turns 18 in the year 2023. This means that these adolescents will not experience a financial assistance disruption based on their age.

Operating transportation costs may be included in fee subsidies if they are part of the child care program's or home child care's budget.

Costs such as the purchase of a bus or capital builds are not eligible expenditures.

COST-SHARING REQUIREMENTS

Child Care Regular Fee Subsidies (A370) is cost shared with 80% provided by the province and 20% by the First Nation. Funding is flowed under the *Child Care and*

Early Years Act, 2014.

First Nations Newly Funded in 2016-17 Onwards

For First Nations newly funded in 2016-17 onwards that did not previously receive federal funding contributions, ministry funding is flowed under the *Child Care and Early Years Act, 2014*. Please refer to the Child Care Regular Fee Subsidies (A371) program description schedule of your service agreement for more information.

FINANCIAL FLEXIBILITY

Funding cannot be moved to any other detail codes.

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to Child Care Regular Fee Subsidies expenses. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements - Attestation submission.

In addition to total expenses, First Nations are required to report on the Child Care Regular Fee Subsidies data elements outlined in this guideline. These data elements include:

- The average monthly number of infants benefiting from subsidized child care;
- The average monthly number of toddlers benefiting from subsidized child care;
- The average monthly number of preschoolers benefiting from subsidized child care;
- The average monthly number of kindergarten children benefiting from subsidized child care;
- The average monthly number of school age children benefiting from subsidized child care; and
- The cumulative number of children benefiting from subsidized child care.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

REQUIRED DOCUMENTATION

First Nations should maintain service and financial records for each site where the service above is being provided.

A375 – HEALTH AND SAFETY (REPAIRS AND MAINTENANCE)

PURPOSE

Health and Safety (Repairs and Maintenance) funding is to support licensed child care centres and home child care agencies in meeting licensing requirements under the *Child Care and Early Years Act, 2014* (CCEYA). It is the ministry's expectation that child care service providers will continue to comply with the ministry's licensing requirements under the CCEYA as well as health and safety practices, the upkeep of equipment, property repairs and maintenance.

ELIGIBLE EXPENDITURES

Health and Safety (Repairs and Maintenance) expenses are to support eligible First Nations with on-reserve licensed child care programs to fund repairs, minor renovations, furnishings and equipment. Major capital costs are not eligible expenditures. First Nations must apply for Health and Safety (Repairs and Maintenance) funding on an annual basis.

Once approved for Health and Safety (Repairs and Maintenance) funding, your allocation will be included on the Budget Schedule of your service agreement (or Service Agreement Amendment if applicable) and will be available through detail code A375 - Health and Safety (Repairs and Maintenance).

First Nations may use Health and Safety (Repairs and Maintenance) funding for the following types of expenses:

Food Preparation

Addition, repair or replacement of:

- Hand washing sink in the kitchen
- Dishwasher or hot water booster
- Major appliances

Washrooms

Addition, repair or replacement of:

- Fixtures (toilets/sinks)
- Partitions
- Flooring materials
- Change table

Major Systems

Addition, improvement, repair or replacement of:

- Leaking roof
- Building foundation
- Heating/cooling system
- Ventilation system
- Sump pump
- Emergency lighting
- Accessibility
- Windows or doors
- Asbestos removal or encapsulation
- Wiring upgrades

Play Area

Addition, repair or replacement of:

- Damaged walls/peeling paint
- Windows
- Damaged/worn flooring material or ceiling
- Damaged/worn outdoor play equipment/safety surfacing
- Fencing/gates/playground drainage
- Drinking water system
- Heating system

Code Compliance

- Ontario Fire Code orders/recommendations
- Ontario Building Code orders/recommendations
- Public Health Code orders/recommendations

Health and safety funding for licensed home child care agencies may only be used to purchase portable items that improve health and safety for children. The portable nature of the equipment will enable the items to be transferred to another home child care provider, as required. Examples of portable safety items may include Canadian Standard Association (CSA) approved infant equipment such as playpens, highchairs, safety gates, child safety locks, first aid kits and fire extinguishers.

Note1: The above list is only a guide and not an exhaustive list.

Note2: Health and Safety funding cannot be used for program expansion.

APPLICATION PROCESS

Further to the memo accompanying your 2019-20 service agreement, the ministry is inviting First Nations communities to apply for 2019-20 Health and Safety (Repairs and Maintenance) funding. 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.

Health and safety applications submitted to the ministry **must** include the three items listed below:

1. A completed copy of the **2019-20 Health and Safety Funding Request Form** (included in the service agreement package);
2. Proof of the estimated cost for each health and safety project:
 - **One quote** or proof of the estimated cost is required for each project with a total cost below \$10,000;
 - **Three quotes** or proof of the estimated costs are required for each project with a total cost above \$10,000;
 - Proof of purchase (receipt or invoice) is required for projects where the cost was covered by the First Nation on/after April 1, 2019.
3. A copy of independent documentation that supports the need for each health and safety project from one or more of the following sources:
 - Summary of Child Care Centre Licensing Requirements and Recommendations or Child Care or Home Child Care Licensing Checklist;
 - Health Canada Inspection Report;
 - Fire Inspection Report; and/or
 - Building Inspection Report.

Once your application is complete, all of the above can be mailed, emailed or faxed to:

Programs and Service Integration Branch
Early Years and Child Care Division
Ministry of Education
315 Front Street West, 11th Floor
Toronto, ON M7A 0B8
Fax: (416) 314-7836
Email: tpa.edu.earlylearning@ontario.ca

Please notify your Early Years Advisor by email or phone once you have submitted your health and safety funding application.

The ministry recognizes that emergency health and safety requirements may arise at any point in time. Contact your Early Years Advisor should you require funding to address an emergency health and safety requirement.

AFTER SUBMITTING AN APPLICATION FOR HEALTH AND SAFETY (REPAIRS AND MAINTENANCE) FUNDING

As limited funding is available to address health and safety requirements, the ministry may be unable to provide funding for every request submitted. Approval of health and safety funding requests is based on priority situations as follows:

- a. It is a current licensing/fire/building/public health issue identified in an inspection report.
- b. It could potentially become a licensing/fire/building or public health issue.
- c. It is to enhance service/quality/other.

Applications for 2019-20 child care Health and Safety (Repairs and Maintenance) funding will be reviewed on an on-going basis as they are received by the ministry.

First Nations will receive notification regarding the status of their health and safety application within 20 business days of the ministry receiving the completed application. If your First Nation applied and was approved for funding prior to the development of your service agreement, this amount would have been included on your original 2019-20 service agreement. If your First Nation was approved for Health and Safety (Repairs and Maintenance) funding after this time, an approval letter as well as an amendment to your service agreement will be sent to you by email.

EXPENDITURE REQUIREMENTS, INCLUDING TIMELINES, FOR HEALTH AND SAFETY (REPAIRS AND MAINTENANCE) FUNDING

Health and safety funding can only be used to address health and safety requirements in licensed child care centres and/or licensed home child care agencies. Per the approval letter and the Program Description Schedule of the service agreement, health and safety projects must be completed by March 31, 2020. In addition, any health and safety funding received in the 2019-20 fiscal year must be spent by March 31, 2020.

Health and safety funding can only be used to cover costs incurred between April 1, 2019 and March 31, 2020.

First Nations should retain all supporting documentation related to health and safety projects. The ministry may request, at any time, documentation (e.g., contracts, invoices, receipts) related to approved health and safety projects.

PAYMENT REQUIREMENTS FOR HEALTH AND SAFETY (REPAIRS AND MAINTENANCE) FUNDING

One-time Health and Safety (Repairs and Maintenance) funding flows under detail code A375 - Health and Safety as it appears in the Program Description Schedule and Budget Schedule of your child care service agreement/amendment.

Approved Health and Safety (Repairs and Maintenance) funding flows to your First Nation in two separate payments. First Nations that receive approval for 2019-20 Health and Safety (Repairs and Maintenance) funding are required to submit the following documents before the ministry can provide each health and safety payment:

- Payment 1: 75% of the total approved health and safety funding amount will flow upon receipt and processing of the child care agreement/amendment by the ministry.
- Payment 2: 25% of the total approved health and safety funding amount will flow upon receipt and processing of the “Statement of Conformity and Attestation Form” by the ministry indicating that the approved project(s) have been completed. If the expenditure on a health and safety project is less than the approved funding amount, the ministry will adjust your 25% payment to reflect this underspending.

The Statement of Attestation and Conformity Form for Health and Safety (Repairs and Maintenance) funding (included in the service agreement package) is due to the ministry by March 29, 2020. First Nations are encouraged to submit this form as soon as their projects are completed to ensure receipt of the second payment in a timely manner.

Health and safety funding, payments of 25 per cent and 75 per cent, will flow to First Nations as part of the monthly child care payments. The timing of these payments will depend on when the ministry receives your signed agreement/amendment and Statement of Conformity and Attestation Form and the next scheduled payment. If the Statement of Conformity and Attestation Form for Health and Safety (Repairs and Maintenance) funding is received after May 1, 2020, any remaining funding will be provided following a review of the 2019-20 Financial Statements or Financial Statements – Attestation.

Any questions regarding the ministry’s 2019-20 health and safety funding process can be directed to your Early Years Advisor.

FINANCIAL FLEXIBILITY

There is no flexibility associated with Health and Safety funding and the related allocation must be used for approved projects only.

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to Health and Safety (Repairs and Maintenance) expenses. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenses, First Nations are required to report on the Health and Safety (Repairs and Maintenance) data element outlined in the subsection below. This data element includes:

- The number of licensed programs funded for repairs and maintenance.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

A377 – SPECIAL NEEDS RESOURCING

PURPOSE

Special Needs Resourcing (SNR) funding is to support the inclusion of children with special needs in regulated child care settings at no additional cost to parents/guardians.

ALLOCATIONS

SNR funding is available through detail code A377 - Special Needs Resourcing and A404 - Child Care Transformation. These allocations are available in the Budget Schedule of the child care agreement, if applicable.

ELIGIBLE EXPENDITURES

Services and supports purchased through SNR funding are for children with special needs up to 13 years of age to support attendance in a licensed child care centre or home child care (licensed).

Please note that the *Child Care and Early Years Act, 2014* defines “child” as a person who is younger than 13 years old. However, families of children with special needs who are in receipt of a service or received financial assistance (subsidized child care) before August 31, 2017 will be allowed to continue to receive assistance until that child turns 18, provided that they meet other eligibility criteria that are unrelated to age (see [O. Reg. 138/15](#) made under the *Child Care and Early Years Act, 2014*). For example, if a person with special needs started to receive financial assistance at age 12 on August 30, 2017, he/she is eligible to continue receiving that financial assistance until he/she turns 18 in the year 2023. This means that these adolescents will not experience a financial assistance disruption based on their age.

First Nations may use SNR funding for the following expenses:

- Hiring or acquiring the services of a resource teacher/consultant or supplemental staff where necessary (including salary, benefits and training) to support the inclusion of children with special needs;
- Providing training for staff in licensed child care centres working with children with special needs to support inclusion; and/or
- Purchasing or leasing specialized/adaptive equipment and supplies to support children with special needs.

Resource teachers/consultants can be hired directly by First Nations or their services can be secured through a contract with an external agency specializing in supporting children with special needs. Resource teachers/consultants typically provide a wide range of supports for children with special needs in child care settings. These supports

may include providing child care staff with program adaptation strategies, developing individual program plans, conducting developmental screens, providing referrals to community agencies and obtaining specialized equipment as required.

At a minimum, the ministry requires that resource teachers/consultants hold a diploma in Early Childhood Education (ECE) from an Ontario College of Applied Arts and Technology ECE program, or from an institution recognized by the College of Early Childhood Educators, are registered with the College of Early Childhood Educators, have additional training/experience/education related to working with children with special needs, and hold a first aid certificate. Additional requirements for resource teachers/consultants directly employed by child care licensees are outlined in section 55 of O. Reg. 137/15 made under the *Child Care and Early Years Act, 2014*.

Resource teachers/consultants may work with several children in multiple child care locations located within the community and can also provide general training to individuals working with children with special needs.

First Nations may consider the following principles of service delivery for SNR:

- Reflective and responsive to individual, family and community strengths and needs.
- Accountable to the individual, family and community.
- Sensitive to the social, linguistic and cultural diversity of families and First Nation communities.
- Staffed by individuals with the appropriate range of skills and abilities necessary to respond effectively to the needs of children, their families and program staff.

FINANCIAL FLEXIBILITY

First Nations may exercise financial flexibility to offset SNR expenses by transferring funds, in their financial submissions, from A392 - Wage Subsidy to A377 - Special Needs Resourcing. First Nations may also expense Special Needs Resourcing under A404 - Child Care Transformation; funds do not need to be moved in or out of the Child Care Transformation detail code.

Special Needs Resourcing funding (A377) may be transferred into, but not out of, Capacity Building Funding (A405).

Please Note: SNR is a priority for the ministry to ensure the inclusion of children with special needs in regulated child care settings at no additional cost to parents/guardians. This means that prior to the transfer of SNR funding; First Nations must ensure that all SNR requirements for children in licensed child care are met. Funding can only be moved from the original special needs resourcing allocation and cannot be combined with other flexibility options.

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to SNR expenses. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements - Attestation submission.

In addition to total expenses, First Nations are required to report on the SNR data elements outlined below in this guideline. These data elements include:

- The average monthly number of children (up to and including kindergarten) receiving services funded through SNR;
- The average monthly number of school-aged children receiving services funded through SNR;
- The number of full-time equivalent (FTE) staff providing services funded through SNR;
- The number of children served, up to and including age 12; and,
- The number of children served, age 13-18.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

REQUIRED DOCUMENTATION

First Nations should maintain service and financial records for each site where the service above is being provided.

A392 – WAGE SUBSIDY

PURPOSE

Wage Subsidy funding is intended to increase the salary and non-mandatory benefits of staff employed in regulated child care settings.

ALLOCATIONS

Wage Subsidy funding is available through detail code A392 - Wage Subsidy and A404 - Child Care Transformation. These allocations are available in the Budget Schedule of the child care agreement, if applicable.

ELIGIBLE EXPENDITURES

Wage Subsidy funding is for eligible staff employed in a licensed child care centre or a home child care agency. These child care centres and home child care agencies must be licensed by the Ministry of Education in accordance with the *Child Care and Early Years Act, 2014*. First Nations may also use Wage Subsidy funding to increase payments to home child care providers contracted with a licensed child care agency.

First Nations have flexibility to determine how wage subsidies are distributed to staff within their child care programs. First Nations are encouraged to consider community priorities when determining how to distribute wage subsidies to their child care staff.

Some principles that First Nations may wish to consider in distributing wage subsidy funding include:

- Retaining qualified, stable staffing to increase convenience and reliability for parents;
- Supporting program quality to enable higher-quality, consistent services; and
- Distributing wage subsidies equitably and with transparency.

Child care staff are eligible to receive wage subsidy. First Nations are encouraged to allocate wage subsidies to staff that are in a permanent position that is considered part of the child care program's regular staffing complement. The position can be full or part-time.

The following list provides examples of permanent positions typically found in a child care program that would be eligible for wage subsidy:

- Child Care Program Staff:
 - Child Care Supervisors
 - Registered Early Childhood Educators (RECEs)
 - Home Child Care Providers and Home Visitors
 - Director-approved Program Staff
 - Program Staff without RECE qualifications

- Child Care Non-Program Staff:
 - Administrators or Finance Staff
 - Clerical Staff
 - Cooks
 - Housekeeping and Janitorial Staff
 - Bus Drivers

The following list provides examples of non-permanent positions that may not be eligible for Wage Subsidy funding:

- Individuals working on a short-term project, such as developing a parent handbook;
- Students or staff whose salaries are covered by employment programs;
- Individuals paid on a fee for service basis, such as an individual who provides accounting or janitorial services; or
- Individuals that receive an honorarium e.g. elders or artists that occasionally visit the program.

FINANCIAL FLEXIBILITY

First Nations may exercise financial flexibility to offset Wage Subsidy expenses by transferring funds, in their financial submissions, from A377 - Special Needs Resourcing to A392 - Wage Subsidy should the funding not be required to meet community SNR needs. First Nations may also expense Wage Subsidy under A404 - Child Care Transformation; funds do not need to be moved in or out of this detail code.

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to Wage Subsidy funding. First Nations and TPAs that report in EFIS will provide this information in their Financial Statements submissions. First Nations and TPAs that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenses, First Nations are required to report on the wage subsidy data elements outlined in the subsection below. These data elements include:

- The number of full-time equivalent (FTE) program staff serving children 0-5 who receive Wage Subsidy funding;
- The number of full-time equivalent (FTE) program staff serving children 6-12 who receive Wage Subsidy funding; and
- The number of full-time equivalent (FTE) non-program staff who received Wage Subsidy funding.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

REQUIRED DOCUMENTATION

First Nations should maintain service and financial records for each site where the service above is being provided.

A394 – PAY EQUITY UNION SETTLEMENT

PURPOSE

To enable the province to continue to support eligible organizations with the cost of implementing proxy pay equity.

ELIGIBILITY

As a result of the Memorandum of Settlement, the province announced additional proxy pay equity funding for eligible non-profit service providers. In order to be eligible, child care programs were required to:

- Have a proxy order from the Pay Equity Commission;
- Have posted pay equity plan(s) based on proxy comparisons;
- Have current and/or outstanding proxy obligations; and
- Receive funding to provide child care.

EXPENDITURE REQUIREMENTS

The province will continue to flow funding as agreed upon in the Memorandum of Settlement to First Nations, reached on April 23, 2003, for the provision of pay equity funding to child care programs in First Nations communities. Service providers are required to continue to meet their pay equity obligations.

REPORTING REQUIREMENTS

First Nations are required to report financial data to the ministry related to Pay Equity Union Settlement funding. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

A402/A403 – ONTARIO WORKS CHILD CARE

PURPOSE

Ontario Works (OW) Child Care funding is to be used 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.

ALLOCATIONS

First Nations and TPAs can access two types of OW child care funding - Ontario Works Formal and Ontario Works Informal, which are described in detail below. Ontario Works Child Care funding is available through detail codes A402/A403 - Ontario Works Child Care. This allocation can be found in the Budget Schedule of the child care agreement, if applicable.

ELIGIBLE EXPENDITURES

Ontario Works child care funding covers the cost of child care for children in First Nations communities whose parents are eligible for income assistance under the *Ontario Works Act, 1997* (OWA) and are employed and/or participating in employment assistance activities under the OWA. OW child care may be provided for children under the age of 13, as defined by the *Child Care and Early Years Act, 2014*.

Child care is an essential support that allows OW participants to partake in employment assistance activities in order to make the transition to employment and achieve financial independence. First Nations and TPAs who receive OW Child Care funding are designated OW delivery agents under the *Ontario Works Act, 1997*. In addition, the First Nation being funded directly or TPA designated to serve First Nations communities must be delivering the full OW program (i.e. financial assistance and employment assistance).

In First Nation communities with a licensed child care centre, OW and Child Care Administrators are encouraged to work collaboratively to ensure that child care supports are available for OW participants and to determine the child care services appropriate for OW participants within their communities while protecting confidentiality of families.

Ontario Works Formal Child Care

Ontario Works Formal Child Care funding may cover the cost of licensed child care and home child care services provided to children of OW participants in First Nation communities. Ontario Works Formal child care funding is a type of fee subsidy, which is financial assistance provided on behalf of parents for the cost of licensed child care services or home child care services up to the actual cost of the licensed child care (as specified in section 8.7 of the Ontario Works Policy Directives).

Ontario Works Formal Child Care funding may be provided for children in attendance at a licensed child care centre operated by a First Nation/TPA or for the purchase of child care or home child care services for children whose parents are eligible for income assistance under the *Ontario Works Act, 1997* (as defined in [O. Reg. 138/15](#)).

Ontario Works Informal Child Care

Ontario Works Informal Child Care funding may cover the cost of informal (unlicensed) child care provided to children of OW participants in First Nation communities. Informal child care provides an additional option for parents requiring more flexible arrangements for part time, short term and irregular care arrangements to meet OW participation requirements. The payment level to OW participants for informal care is the actual cost of the informal child care up to the prescribed maximum per child (as specified in the Ontario Works Policy Directives). Currently, the maximum benefit amount is \$600 per child.

Please refer to the Ministry of Children, Community and Social Service's [Ontario Works Policy Directives](#) for more information about OW formal and informal child care supports.

The Ministry of Education is taking steps to prioritize and promote the use of licensed child care options for OW participants. The ministry encourages First Nations and TPAs to promote the use of licensed child care for OW participants and to document when OW participants are either unable to secure licensed child care or licensed child care does not effectively support the participants' activities as documented in the OW Participation Agreement. Information on the differences between informal and licensed child care options can be found on the [Ministry of Education website](#).

COST-SHARING REQUIREMENTS

Ontario Works Formal Child Care (A402) is cost-shared on an 80% provincial 20% First Nations basis under the *Child Care and Early Years Act, 2014*. Ontario Works Informal Child Care (A403) is funded 100% by the Province under the *Child Care and Early Years Act, 2014*.

FINANCIAL FLEXIBILITY

The Ontario Works Formal (A402) and Informal (A403) detail codes are combined and First Nations receive one allocation under Ontario Works Child Care - A402/A403 in the Budget Schedule of the service agreement. The blending of the Ontario Works Formal (A402) and Informal (A403) detail codes provides First Nations and TPAs with the ability to spend their allocation in a way that best meets community need. Although First Nations and TPAs receive a combined allocation under A402/A403, they will be required to report their expenditures on A402 and A403 separately in their financial submissions.

The calculation of the First Nation or TPA's entitlement under Ontario Works Child Care - A402/A403 will take into account the different cost sharing requirements for the two detail codes. See the example below.

Ontario Works Child Care Funding: Example of Entitlement Calculation

A First Nation is entitled to receive a maximum combined Ontario Works child care allocation of \$30,000. Based on community need, the First Nation has determined that 1/3 of their allocation will be used for Formal Child Care (A402) and 2/3 of their allocation will be used for Informal Child Care.

A402/A403 OW Child Care Allocation \$30,000¹⁵

Community Need Analysis:

A402 Ontario Works Formal Child Care- (\$30,000 X 1/3) \$10,000

A403 Ontario Works Informal Child Care- (\$30,000 X 2/3)
\$20,000

Costs that must be incurred in order to receive the full allocation:

	EDU Share	First Nation Share	Total Costs Incurred ¹⁶
A402 Ontario Works - Formal Child Care (80/20 Cost Share)	\$10,000	\$2,500	\$12,500
A403 Ontario Works - Informal Child Care (100% funded by EDU)	\$20,000	\$0	\$20,000
Total	\$30,000	\$2,500	\$32,500

REPORTING REQUIREMENTS

First Nations and TPAs are required to report financial and service data to the ministry related to OW Child Care. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations and TPAs that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total OW Child Care expense, First Nations and TPAs are required to report on the OW data elements outlined in the subsection below. These data elements include:

¹⁵ As outlined in the Budget Schedule of the child care service agreement.

¹⁶ If the cost incurred by the First Nation is less than \$32,500, the amount of funding the First Nation receives from the ministry will decrease.

Formal Child Care:

- Number of Children Served
- Number of Participants Served - Ontario Works Formal
- Average Monthly Number of Infants Served
- Average Monthly Number of Toddlers Served
- Average Monthly Number of Preschoolers Served
- Average Monthly Number of Kindergarten Children Served
- Average Monthly Number of School-Aged Children Served

Informal Child Care:

- Number of Children Served – Ontario Works Informal
- Number of Participants Served – Ontario Works Informal
- Average Monthly Number of Children Served – Ontario Works Informal

Please see [Section 6: Ontario Works Child Care](#) for additional details on OW child care and reporting requirements.

REQUIRED DOCUMENTATION

First Nations and TPAs should maintain service and financial records for each site where the service above is being provided.

A404 – CHILD CARE TRANSFORMATION

PURPOSE

Transformation funding is ongoing funding to support program viability and quality, and assists with the transformation of child care in First Nation communities.

First Nations are responsible for spending their Child Care Transformation funding in a way that best meets community needs and priorities. First Nations are encouraged to use the following guiding principles to inform transformation funding priorities:

- Transforming existing child care programs to enable increased access to higher-quality programs and services;
- Increasing convenience and reliability for parents; and
- Supporting programs that serve children with special needs.

ALLOCATIONS

Child Care Transformation funding is available through detail code Child Care Transformation (A404). This allocation can be found in the Budget Schedule of the child care agreement, if applicable.

ELIGIBLE EXPENDITURES

Child Care Transformation funding may be used to cover expenses related to Fee Subsidy, Wage Subsidy, and Special Needs Resourcing. It may also be used to purchase play-based materials and equipment for child care programs, IT upgrades that help facilitate internet connectivity for child care business purposes as well as child care planning.

Please refer to the following schedules for a description of these services:

- Fee subsidy - refer to detail code A370/A371 in the Program Description Schedule of the service agreement and of this guideline;
- Wage subsidy - refer to detail code A392 in the Program Description Schedule of the service agreement and of this guideline; and
- Special Needs Resourcing - refer to detail code A377 in the Program Description Schedule of the service agreement and of this guideline.

Below are further details on eligible expenses related to play-based materials and equipment, IT upgrades or child care planning.

Play-based Material and Equipment

- Play-based material and equipment funding is intended to help child care licensees create enriching environments with materials that promote children's learning and development through exploration, play and inquiry consistent with the views, foundations and approaches of ***How Does Learning Happen? Ontario's Pedagogy for the Early Years***. Please see the [Ministry of Education website](#) for additional information.
- Funding may be used to create indoor and outdoor spaces that invite children to investigate, imagine, think, create, solve problems, collaborate, communicate and make meaning from their experiences. Consider providing interesting and open-ended materials that children can use in many ways.
- Funding may be used to create environments that support children's connections to the natural world. Consider programs where they can engage in vigorous physical play in natural outdoor spaces and playgrounds that present manageable levels of challenge. Examples may include creating a natural playground space or adding a sandbox to the outdoor play area.
- Play-based material and equipment funding may also be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program (e.g. kitchen supplies).
- Play-based material and equipment funding may also be used for minor renovations, such as lowering sinks/countertops to provide easier access for children to wash their hands.

If you have any questions regarding the use of transformation funding for the purchase of play-based materials and equipment please contact your Early Years Advisor.

IT Upgrades

- Transformation funding may be used for IT upgrades to support the purchase of IT equipment that enables child care staff to connect to the internet for business purposes.

Costs such as the purchase of a bus or capital builds are not eligible expenditures. Child Care Transformation funding cannot be allocated to unlicensed settings.

FINANCIAL FLEXIBILITY

Child Care Transformation funding (A404) may be used for any of the expenses listed under eligible expenditures above. Child Care Transformation funding may also be transferred to Supervisor Network and Capacity Building Funding (A405) to assist First Nations communities to invest in professional learning and development, networking and capacity building opportunities. This allocation can be found in the Budget Schedule of your 2019-20 child care service agreement.

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to Child Care Transformation expenses. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements - Attestation submission.

First Nations are required to report on their total transformation expenditures for Fee Subsidy, Wage Subsidy, SNR, play-based materials and equipment, IT upgrades and Planning under Child Care Transformation (A404). In addition to expenses, First Nations are required to report on the Child Care Transformation data elements outlined in the subsection below. These data elements include:

- The number of children supported by transformation funding;
- The number of children receiving SNR services up to age 12 funded through transformation;
- The number of children receiving SNR services ages 13-18 funded through transformation;
- The number of full-time equivalent (FTE) staff providing SNR services funded through transformation;
- The number of full-time equivalent (FTE) program staff serving children 0-5 who receive wage subsidy through transformation funding;
- The number of full-time equivalent (FTE) program staff serving children 6-12 who receive wage subsidy through transformation funding;
- The number of full-time equivalent (FTE) non-program staff who received wage subsidy through transformation funding; and
- The number of licensed child care programs that received funding for IT upgrades.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

REQUIRED DOCUMENTATION

First Nations should maintain service and financial records for each site where the service above is being provided.

A405 – CHILD CARE SUPERVISOR NETWORK – CAPACITY FUNDING

PURPOSE

The primary purpose of Child Care Supervisor Network – Capacity Funding is to support the participation of First Nations Child Care Supervisor Networks and capacity building for Supervisors/staff to support the delivery of quality programs in First Nations licensed child care programs.

Capacity Funding is also intended to support professional learning and development opportunities that build the capacity of supervisors, program staff/caregivers, home visitors and home child care providers to support the provision of high-quality programs for children ages 0 to 12. High-quality child care programs are child-centred and provide environments and experiences to engage children in active, creative and meaningful exploration and learning.

ALLOCATIONS

Child Care Supervisor Network – Capacity Funding is available through detail code A405 - Child Care Supervisor Network – Capacity Funding. This allocation can be found in the Budget Schedule of the child care agreement, if applicable.

ELIGIBLE EXPENDITURES

Child Care Supervisor Network – Capacity Funding may be used to cover any of the eligible expenses below for Supervisors/staff in licensed child care settings. This funding cannot be allocated to unlicensed settings.

Professional learning and development opportunities may be provided to child care supervisors, program staff, resource teachers/consultants, supplemental SNR staff, cooks, home child care providers, home visitors, other staff or boards of directors of licensed non-profit programs.

First Nations and TPAs may also wish to engage with the Centres of Excellence for Early Years and Child Care, specifically the Indigenous Centre of Excellence. The Centres of Excellence are funded by the ministry and connect practitioners, education institutions, and service providers through innovative professional learning networks across the province. For further information, please refer to the [Centres of Excellence](#) webpage.

First Nations and TPAs are responsible for determining how this funding can be used to support the development of and participation in child care supervisor networks and capacity building for First Nation child care Supervisors and staff. First Nations and TPAs are encouraged to work with their child care Supervisors to determine how the funding can be used to support quality programming in their child care programs.

Child Care Supervisor Network – Capacity Funding may be used for:

- Transportation, meal and accommodation costs (in accordance with the [Ontario Public Service Travel, Meal and Hospitality Expenses Directive](#)) to attend supervisor meetings and network events;
- Equipment and technology to support supervisor network meetings (e.g., teleconference lines and Adobe connect);
- Costs associated with the development and sharing of resources to support child care supervisors and child care programs; and/or
- Mentoring with First Nations Child Care Supervisor Network leaders.

First Nations and TPAs may also direct funding to support:

- Professional learning and staff development opportunities that align with the *Child Care and Early Years Act, 2014* regulations and ministry policy (e.g., workshops, mentoring and coaching, in-person or virtual networking opportunities that support continuous learning through questions, reflection and dialogue);
- Program-related professional learning opportunities that align with the views and approaches outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, which promotes reflective practice and collaborative inquiry, and support the new regulatory requirements under the *Child Care and Early Years Act, 2014* (e.g. College of Early Childhood Educators leadership initiatives, post-diploma training programs etc.);
- Establishment of professional learning communities of practice to support early years program staff; and/or
- Professional development opportunities related to child care program business administration (e.g., budgeting, leadership, human resource management, policy development, board governance, etc.).

Professional development opportunities related to the health, safety and well-being of children (e.g., nutrition, first aid, environmental health, communicable diseases, etc.):

- Relief/Release time and overtime to support staff in participating in professional development opportunities; and/or
- Travel costs to support attendance at professional development opportunities.

Some guiding principles that First Nations and TPAs may want to consider in determining how to spend this funding include:

- Supporting child care supervisors with opportunities to create and enhance First Nation Child Care Supervisor Networks;
- Increasing opportunities for child care supervisors to meet face-to-face to share

knowledge, build relationships and learn from one another;

- Building capacity among child care supervisors and program staff; and,
- Supporting supervisors and licensed child care program staff in delivering high quality child care for children ages 0-12.

FINANCIAL FLEXIBILITY

Funding may be used for any of the categories listed above under eligible expenditures. First Nations and TPAs may transfer Child Care Transformation (A404) funding allocation to Child Care Supervisor Network – Capacity Funding (A405) to assist First Nations communities in investing in professional development and capacity building opportunities that will maintain or enhance child care program quality on reserve. This allocation can be found in the Budget Schedule of your service agreement.

First Nations and TPAs may also transfer Special Needs Resourcing funding (A377) into, but not out of Capacity Funding (A405). SNR is a priority for the ministry to ensure the inclusion of children with special needs in regulated child care settings at no additional cost to parents/guardians. This means that prior to the transfer of SNR funding, First Nations must ensure that all SNR requirements for children in licensed child care are met. Funding can only be moved from the original special needs resourcing allocation and cannot be combined with other flexibility options.

REPORTING REQUIREMENTS

First Nations and TPAs are required to report financial and service data to the ministry related to Child Care Supervisor Network – Capacity Funding expenses. First Nations and TPAs that report in EFIS will provide this information in their Financial Statements submissions. First Nations and TPAs that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenditure, First Nations and TPAs are required to report on the Child Care Supervisor Network – Capacity Funding data element outlined in the subsection below. This data element includes:

- The number of child care staff who were supported by this funding to participate in network meetings or engage in professional development activities.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

REQUIRED DOCUMENTATION

First Nations and TPAs should maintain service and financial records for each site where the service above is being provided.

A406 – WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT

PURPOSE

The Ontario government has made an ongoing funding commitment to support a wage enhancement for eligible child care professionals working in licensed child care settings. The purpose of the wage enhancement is to help retain RECEs, and support access to stable, high-quality child care programs for children in Ontario. The wage enhancement will also help close the wage gap between registered early childhood educators (RECEs) working in the Kindergarten program and RECEs/other child care program staff working in licensed child care settings.

In 2019-20, the wage enhancement will support an increase of up to \$2 per hour, plus 17.5 per cent benefits for eligible child care staff. In addition, the Home Child Care Enhancement Grant (HCCEG) will support an increase of up to \$20 per day for eligible home child care providers.

GOALS

The goals of the enhancement are to:

- Close the wage gap between RECE wages in the education sector and licensed child care sectors;
- Stabilize licensed child care operators by helping them retain RECEs/child care staff; and
- Support greater employment and income security.

These goals support the ministry's priorities to:

- Stabilize and transform the existing child care system to increase program reliability and choice for parents and support consistent, high-quality child care services to support children's learning and development; and
- Support licensed home child care agencies and strengthen the licensed home child care system.

FUNDING ALLOCATIONS

A wage enhancement/HCCEG amount has been included in the Budget Schedule of the 2019-20 service agreement. The mandatory requirement for wage enhancement applications was removed in 2018-19. Application forms will continue to be available to First Nations and TPAs with staffing changes resulting in the Wage Enhancement entitlement exceeding the notional allocation and requiring an amendment to the 2019-20 service agreement, or to those that have not previously applied for wage enhancement/HCCEG grants, on a case-by-case basis. Wage enhancement application forms are available upon request from your Financial Analyst. First Nations and Child Care TPAs that have staffing changes are required to submit a wage enhancement/HCCEG application to the ministry by June 28, 2019.

ELIGIBILITY

All licensed child care centres and home child care agencies that opened before March 31, 2019 are eligible to apply for wage enhancement/HCCEG funding for 2019-20. Centres or agencies that are newly licensed in 2019-20 will only be eligible to apply in 2020-21.

Wage Cap

As the intent of the wage enhancement is to close the wage gap between RECEs working in the publicly funded education sector, and RECEs, child care program staff and providers in licensed child care settings, the ministry has established an hourly wage maximum of **\$27.47 per hour** as of January 1, 2019 for centre-based staff and home visitors, or an equivalent rate of **\$274.70** per day for full time Home Child Care providers (the cap for part time providers is **\$164.82**).

This wage cap aligns with the top of the existing school board Educator Salary Matrix for RECEs in the Kindergarten program. The cap applies when determining entitlement and for payments to staff and home child care providers. In 2019, the wage cap has increased by approximately 1.5% to align with adjustments to the salary and wages of the school-based ECE grids in accordance with the 2017-19 education sector labour agreements.

Wage Enhancement: Child Care Centre Program Staff and Home Child Care Visitors

Note: An allocation will be used to determine maximum entitlement (based on 2018-19 entitlement) and to determine payments to staff in 2019-20.

Full Wage Enhancement

To be eligible to receive the full 2019-20 wage enhancement of \$2 an hour plus 17.5 per cent in benefits, staff must:

- Be employed in a licensed child care centre or agency;
- Have an associated base wage, excluding prior year's wage enhancement, of less than \$25.47 per hour (i.e. \$2 below the wage cap of \$27.47); and
- Be in a position categorized as a child care supervisor, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the *Child Care and Early Years Act* (CCEYA).

Child care program positions that are in place to maintain higher employee-child ratios than required under the CCEYA, and meet the eligibility outlined above, are also eligible for wage enhancement.

Partial Wage Enhancement

Where an eligible centre-based or home visitor position has an associated base wage rate, excluding prior year's wage enhancement, between \$25.47 and \$27.47 per hour, the position is eligible for a partial wage enhancement. The partial wage enhancement will increase the wage of the qualifying position to \$27.47 per hour without exceeding the cap.

- For example, if an RECE position has a base wage rate, excluding the previous year's wage enhancement, of \$25.90 per hour, the position would be eligible for wage enhancement of \$1.57 per hour.

Ineligible Positions (Non-Program Staff):

- Cook, custodial and other non-program staff positions are not eligible for wage enhancement funding.
- SNR-funded resource teachers/consultants and supplemental staff are not eligible for wage enhancement funding.

The only exception to the above is if the position spends at least 25 per cent of their time to support ratio requirements; in which case the staff would be eligible for wage enhancement for the hours worked in the eligible position supporting ratio. Staff hired through a third party (i.e. temp agency) are not eligible for wage enhancement.

Home Child Care Enhancement Grant (HCCEG): Home Child Care Providers

Full Home Child Care Enhancement Grant

In order to be eligible to receive the full HCCEG of \$20 per day, home child care providers must:

- Hold a contract with a licensed home child care agency;
- Provide services to one child or more (e.g. the 'one' child or 'more' in care could be an agency placed child(ren) or a privately placed child(ren); excluding provider's own children);
- Provide full time services on average (6 hours or more a day); and
- Receive base daily fees, excluding prior year's HCCEG, of less than \$254.70 (i.e. \$20 below the cap of \$274.70).

Partial Home Child Care Enhancement Grant

In order to be eligible to receive the partial HCCEG of \$10 per day, home child care providers must:

- Hold a contract with a licensed home child care agency;
- Provide services to one child or more (e.g. the 'one' child or 'more' in care could be an agency placed child(ren) or a privately placed child(ren); excluding providers own children);

- Provide part time services on average (less than 6 hours a day); and
- Receive base daily fees, excluding prior year's HCCEG, of less than \$154.82 (i.e. \$10 below the cap of \$164.82).

Please note: Information on privately placed children must be considered when determining eligibility and payments for the HCCEG.

Supplemental Grant

In addition to the increase of up to \$2 per hour plus 17.5 per cent benefits for centre-based staff and home visitors and \$10 or \$20 increase for home child care providers, the ministry will provide an additional supplemental grant of \$150 for each eligible centre-based FTE or home visitor FTE and \$50 for each eligible home child care provider. The supplemental grant allows First Nations and TPAs some flexibility to provide and implement wage enhancement in a way that aligns with their regular operations.

The supplemental grant must be used to support staff, home visitors' and providers' hourly/daily wage or benefits. It provides First Nations with the flexibility to cover salary shortfalls for wage enhancement (e.g. due to increased hours in program, professional development (PD), and/or new eligible staff/providers) and additional benefits, (e.g. vacation days, sick days, and/or other benefits) once mandatory benefits are covered. Any funding that is not used for these purposes will be recovered.

APPLICATION PROCESS

In 2019-20, First Nations and TPAs with staffing changes, or who have not previously applied for wage enhancement/HCCEG grants, are required to complete the wage enhancement/HCCEG application form to receive the wage enhancement entitlement of up to \$2 plus 17.5 per cent benefits, or up to \$20 for the HCCEG.

Please note the base hourly wage rate or home child care provider fees entered in the application form should exclude prior year's wage enhancement/HCCEG amount. Application forms are available upon request from your Financial Analyst. Please note completed and signed application forms were due to the ministry by **June 28, 2019**.

If the entitlement approved in the wage enhancement/HCCEG application form exceeds the allocation included in the 2019-20 service agreement, an amended service agreement will be provided.

The ministry will fund 100 per cent of the approved wage enhancement/HCCEG requests up to the entitlement amount generated by the application process.

ELIGIBLE EXPENDITURES

Wage enhancement/HCCCEG funding (including the supplemental grant) is an enveloped allocation. Wage enhancement/HCCCEG funding must be directed solely to licensed child care staff and home visitors (that meet eligibility criteria) to increase wages and benefits, and to home child care providers (the meet eligibility criteria) to increase daily income. Wage enhancement/HCCCEG funding cannot be used for any other expenses, including expansion or reducing fees.

First Nations may only use the funding for the intended purposes of:

- Increasing wages of eligible centre-based staff and home visitors by up to \$2 per hour plus 17.5 per cent benefits based on their current wage rate for all hours worked in program, including overtime hours;

Please note: the salary increase cannot exceed \$2 per hour in program and the wage cap of \$27.47 per hour. Operators may exceed 17.5 per cent for benefits if the supplemental grant is used to support additional benefit expenses.

- Providing a daily increase of up to \$20 for eligible licensed home child care providers based on current hours of service provided.

Please note: the daily wage increase cannot exceed \$20.00 and the daily cap of \$274.70 for full time providers and \$10.00 and the daily cap of \$164.82 for part time providers.

Benefits Funding and Flexibility

Benefits funding of 17.5 per cent supports operators in meeting statutory benefit requirements.

Once all statutory benefits requirements are met, any remaining funding within 17.5 per cent can be used to fund other benefit expenses paid by the employer on behalf of the employee.

Any residual benefits funding can be used to support wage enhancement salaries per the above eligible expenditures. Please note this is one-way funding flexibility only, that is, salary funding cannot be used for benefits.

First Nations cannot transfer funds between their regular child care allocation and their wage enhancement allocation. Any funding not used for the intended purpose will be recovered by the ministry.

PROGRAM CLOSURE

Where a First Nation applies for wage enhancement/HCCCEG and the centre closes mid-year, First Nations are to support payments to eligible staff and/or home child care

providers for hours worked before the closure.

If the program closes prior to the First Nation applying for wage enhancement/ HCCEG, no funding should be transferred.

In cases of program transfers/amalgamations, the approved wage enhancement may be distributed to staff through the transferred/amalgamated program provided there are no substantial changes to either the program offered, or staff employed under the new arrangement, the transformation supports continuity of care and program viability, and the First Nation has mechanisms in place to ensure accurate information and accountability for the transfer of funding.

PAYMENTS TO STAFF AND PROVIDERS

Wage enhancement/HCCEG funding entitlements are based on 2018-19 data; however, wage enhancement payments should be provided to eligible positions for each hour worked in 2019-20. First Nations have the flexibility to fund their current year's eligible positions, even if the position did not exist in 2018-19.

Similarly, HCCEG payments should be provided to eligible home child care providers for each day worked in 2019-20. Agencies have the flexibility to fund current year eligible providers, regardless of whether the provider had a contract with the agency in 2018-19. The compensation rate (partial or full) will be based on their current year average daily services.

The flexibility to provide wage enhancement/HCCEG to current staff and providers may cause a shortfall in funding for the year if First Nations choose to fund new positions or providers. If there is a shortfall in a First Nations entitlement, the First Nation can use the supplemental grant to fund the additional time in program for new or existing staff. The supplemental grant can also be used to fund sick days, PD days and/or additional benefits, but cannot exceed an increase of \$2 an hour plus benefits for staff and home visitors or \$20 a day for home child care providers.

Since one of the goals of this initiative is to close the wage gap, if an eligible staff member or home child care provider receives an increase to their hourly wage or daily fee (excluding prior year's wage enhancement/HCCEG amount) and their base wages/fees now exceed the wage cap in 2019-20, they are no longer eligible to receive wage enhancement/HCCEG funding.

If at any point a home child care provider stops serving children, the home child care agency must terminate the transfer of HCCEG funds to the provider.

Payment Method

First Nations are required to include wage enhancement in each staff pay cheque or HCCEG in each home child care provider fee transfer once funding is received and processed.

In addition, First Nations must notify staff or home child care providers of the amount provided to them through this initiative on staff pay cheques/home child care provider fee transfers, or through a separate letter, labeled as follows:

- Provincial child care wage enhancement; or
- Provincial home child care enhancement grant.

REPORTING REQUIREMENTS

First Nations will be required to report on the following expenses and service data elements in their Wage Enhancement Application Form, and Financial Statements submissions:

Expenditures:

All expenditures below should include any funding from the supplemental grant.

- Full and partial wage enhancement funding including salary component and benefits component for:
 - RECEs
 - Supervisors
 - Other program staff
 - Home child care visitors
- Full and partial HCCEG required for home child care providers;
- Actual total wage enhancement salaries and benefits paid out for fully and partially eligible RECE, Supervisors, other program staff and home visitors related to ministry funding only; and
- Actual total HCCEG paid out for fully and partially eligible home child care providers.

Service Data:

- Number of fully and partially eligible RECEs, Supervisors, and non-RECE FTEs eligible for wage enhancement;
- Number of fully and partially eligible home visitor FTEs eligible for wage enhancement;
- Number of fully and partially eligible home child care providers receiving HCCEG;
- Number of child care centres or sites receiving wage enhancement; and
- Number of home child care agencies receiving HCCEG.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

A407 – ADMINISTRATION FUNDING FOR WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT

PURPOSE

To support First Nations with the implementation of the wage enhancement/HCCEG initiative, the ministry is providing funding for administration in 2019-20. This allocation is to be used to fund the administrative effort associated with the wage enhancement/HCCEG.

FUNDING ALLOCATIONS

Wage enhancement/HCCEG administration allocations are based on the amount of administration funding allocated in 2018-19. The allocation is included in child care service agreements.

Any unused 2019-20 wage enhancement administration funding will be recovered by the ministry.

ELIGIBLE EXPENDITURES

The wage enhancement administration allocation is to be used to fund the administrative effort associated with implementing the wage enhancement/HCCEG. First Nations are encouraged to use this funding to include wage enhancement and HCCEG on regular payments to staff and providers. First Nations may also use this funding to support wage enhancement/HCCEG administration, such as, upgrading payment systems, internal payment processes, training for staff related to this initiative, and internal processes to track data and expenditures.

REPORTING REQUIREMENTS

First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission:

- Total 2019-20 administration funds spent.

The wage enhancement/HCCEG administration grant provided in 2015-16 will **continue to be reported on because this was provided as a grant that could be carried forward**. However, unused 2015-16 administration grant funding will not be recovered by the ministry. Please note that unused administration funding provided to First Nations in 2019-20 will be recovered by the ministry.

A515 – SMALL WATER WORKS

PURPOSE

Small Water Works (SWW) funding supports costs related to small water systems for licensed child care centres.

ALLOCATIONS

First Nations that have historically received SWW funding have received an allocation in 2019-20. This allocation can be found in the Budget Schedule of the child care agreement, if applicable.

ELIGIBLE EXPENDITURES

SWW funding is for licensed child care centres that are on small water systems. SWW funding should be used to support regular ongoing water testing and maintenance expenses, which are limited to the following expense categories – laboratory testing, chemicals, supplies/filters, courier costs, maintenance of water treatment equipment including replacement UV bulbs and training.

Costs related to the purchase and installation of systems and equipment are not eligible.

FINANCIAL FLEXIBILITY

Funding may be used for any of the categories listed above under eligible expenditures but cannot be moved to any other detail codes.

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to SWW expenses. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenditure, First Nations are required to report on the number of programs funded through SWW.

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

REQUIRED DOCUMENTATION

First Nations and TPAs should maintain service and financial records for each site where the service above is being provided.

FEE STABILIZATION SUPPORT

Fee Stabilization Support (FSS) funding was introduced in 2018-19 as one-time transition support to increase wages and other compensations, and to stabilize licensed child care fees. As of March 31, 2019, the commitment for FSS funding ended. FSS funding flowed out as of April 1, 2019 will be recovered by the ministry, and reporting requirements associated with FSS funding have been removed from the 2019-20 child care and child and family program agreements and guidelines.

Any amounts owing by First Nations to the ministry will be deducted 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 by the ministry or preferred by the First Nation or TPA.

BASE FUNDING FOR LICENSED HOME CHILD CARE

Legislation: *Child Care and Early Years Act, 2014*

PURPOSE

The government has increased operating funding to support a base funding model for licensed home child care agencies. Licensed home child care (LHCC) base funding is intended to serve families with children enrolled in home child care agencies and allow them to benefit indirectly from the funding.

The LHCC base funding supports the provision of stable, predictable funding to assist agencies with forecasting, planning, and actively recruiting more providers.

LHCC base funding's goal is to reduce per diem charges and demonstrate that this reduction benefits both:

- Providers, in the form of increased compensation; and
- Parents, in the form of reduced fees.

ELIGIBLE EXPENDITURES

Funding may be used for ongoing costs, including: staff wages and benefits, lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies, and maintenance. Ministry funding can only be used to offset salary costs over and above the licensees' regulatory requirements for minimum wage and mandatory benefits.

The LHCC base funding allocation is outlined in the Budget Schedule of the service agreement. The allocation has been calculated based on \$6,900 per active home.

With the use of this funding, First Nations and TPAs must work with Home Child Care Agencies to reduce per diem charges and demonstrate that this reduction benefits both:

- Providers, in the form of increased compensation; and
- Parents, in the form of reduced fees.

The ministry provides First Nations and TPAs with the ability to use LHCC base funding amongst licensed home child care expense categories only. LHCC funds not spent on licensed home child care will be recovered by the ministry.

First Nations and TPAs must have a policy and approach in place for allocating LHCC funding in their communities. First Nations and TPAs may wish to use their previous funding policies to inform their allocation approach and are encouraged to adapt existing local practices where possible to support the implementation of the LHCC base funding initiative.

REPORTING REQUIREMENTS

First Nations and TPAs are required to report on the following data elements regarding general operating, in their EFIS Financial Statement submission or Financial Statement attestation form:

- Total gross expenditures;
- Total other offsetting revenues;
- Number of service agreements for home child care agencies receiving funding; and,
- Total licensed capacity of all programs supported (cumulative).

Please see the [Data Elements](#) subsection below for additional details on reporting requirements.

CHILD CARE DATA ELEMENTS

First Nations are responsible for reporting on all data elements associated with the funding allocated through their service agreement.

CHILD CARE REGULAR FEE SUBSIDIES – *MINISTRY OF COMMUNITY AND SOCIAL SERVICES ACT*

DATA ELEMENTS:

Name: Average Monthly Number of Infants Served

Definition:

The average monthly number of infants benefiting from subsidized child care. Each infant is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of infants benefiting from subsidized child care in each month. For infants, younger than 18 months of age. Each child will move up to the next age group according to their birth date.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Toddlers Served

Definition:

The average monthly number of toddlers benefiting from subsidized child care. Each toddler is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of toddlers benefiting from subsidized child care in each month. For toddlers, 18 months of age or older but younger than 30 months of age. Each child will move up to the next age group according to their birth date.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Preschoolers Served

Definition:

The average monthly number of preschoolers benefiting from subsidized child care. Each preschooler is counted once every month. The number reported in each submission is the year-to-date average (mean) of the number of preschoolers benefiting from subsidized child care in each month. For preschoolers, 30 months of age or older but younger than 4 years of age. Each child will move up to the next age group according to their birth date.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Kindergarten Children Served

Definition:

The average monthly number of Kindergarten children benefiting from subsidized child care (includes JK and SK). Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of Kindergarten children benefiting from subsidized child care in each month. For Kindergarten children who are 44 months of age or older as of August 31st of each year, up to and including 6 years of age.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of School-Aged Children Served

Definition:

The average monthly number of school-aged children benefiting from subsidized child care (includes Junior age). Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of school-aged children benefiting from subsidized child care. For school-aged children who are 68 months or older but younger than 13 years of age (under 18 for children with special needs).

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Children Served

Definition:

The number of children benefiting from subsidized child care (Ontario Works and Transformation). Each child is counted only once in the fiscal year.

Data Type: Service Specific - Cumulative

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

HEALTH AND SAFETY (REPAIRS AND MAINTENANCE)

DATA ELEMENTS:

Name: Number of licensed programs funded for health and safety (repairs and maintenance)

Definition:

The number of licensed child care centres and/or home child care agencies that receive funding to address health and safety concerns or repairs and maintenance.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

SPECIAL NEEDS RESOURCING

DATA ELEMENTS:

<p>Name: Number of Children Served, 0 to 12 years – Special Needs Resourcing</p> <p>Definition: The number of children aged 0 to 12 with special needs receiving special needs resourcing. Each child is counted only once in the fiscal year.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>
<p>Name: Number of Children Served, age 13-18 – Special Needs Resourcing</p> <p>Definition: The number of children age 13-18 with special needs receiving special needs resourcing. Each child is counted only once in the fiscal year.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>
<p>Name: Number of Full Time Equivalent (FTE) Staff – Special Needs Resourcing</p> <p>Definition: The number of resource teachers responsible for the delivery of the service. Full time equivalent is based on a minimum of 35 hours per week.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>
<p>Name: Average Monthly Number of Children Served up to and including Kindergarten – Special Needs Resourcing</p> <p>Definition: The average monthly number of children with special needs up to and including Kindergarten receiving special needs resourcing. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of children served each month.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>

Name: Average Monthly Number of School-Aged Children Served – Special Needs Resourcing

Definition:

The average monthly number of school-aged children receiving special needs resourcing. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of school-aged children receiving special needs resourcing. For school-aged children who are 68 months or older but younger than 18 years of age (for children with special needs).

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

WAGE SUBSIDY

DATA ELEMENTS:

Name: Number of FTEs Serving Age 0-5 – Wage Subsidy

Definition:

The number of full-time equivalent staff serving children between the ages of 0-5 years old in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing including home child care providers who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS– Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTEs Serving Age 6-12 – Wage Subsidy

Definition:

The number of full-time equivalent staff serving children between the ages of 6-12 years old in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing including home child care providers who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS–Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTE Non-Program Staff – Wage Subsidy

Definition:

The number of full-time equivalent non-program staff (including cooks, bus drivers, housekeeping, janitorial and clerical staff), in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing, who receive wage subsidy funding. Full-time equivalent is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

CHILD CARE TRANSFORMATION

DATA ELEMENTS:

<p>Name: Number of Children Served – Child Care Transformation Fee Subsidy</p> <p>Definition: The number of children receiving Child Care Transformation fee subsidies. Each child is counted only once in the fiscal year.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>
<p>Name: Number of Children Served, 0 to 12 years – Child Care Transformation Special Needs Resourcing</p> <p>Definition: The number of children aged 0 to 12 with special needs receiving special needs resourcing. Each child is counted only once in the fiscal year.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>
<p>Name: Number of Children Served, age 13-18 – Child Care Transformation Special Needs Resourcing</p> <p>Definition: The number of children age 13-18 with special needs receiving special needs resourcing. Each child is counted only once in the fiscal year.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>
<p>Name: Number of Full Time Equivalent (FTE) Staff – Child Care Transformation Special Needs Resourcing</p> <p>Definition: The number of resource teachers responsible for the delivery of the service. Full time equivalent is based on a minimum of 35 hours per week.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>

Name: Number of FTEs Serving Age 0-5 – Child Care Transformation Wage Subsidy

Definition:

The number of FTE staff, serving children between the ages of 0-5 years old, in non-profit child care centres, home child care agencies, and agencies providing special needs resourcing, including home child care providers who receive wage subsidy funding. FTE is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTEs Serving Age 6-12 – Child Care Transformation Wage Subsidy

Definition:

The number of FTE staff, serving children between the ages of 6-12 years old, in non-profit child care centres, home child care agencies, and agencies providing special needs resourcing, including home child care providers who receive wage subsidy funding. FTE is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTE Non-Program Staff – Child Care Transformation Wage Subsidy

Definition:

The number of FTE non-program staff (including cooks, bus drivers, housekeeping, janitorial and clerical staff), in non-profit child care centres, home child care agencies, resource centres, and agencies providing special needs resourcing, who receive wage subsidy funding. FTE is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Licensed Centres Funded – Child Care Transformation – IT Upgrades

Definition:

The number of licensed child care operators that receive Child Care Transformation funding to support IT upgrades that facilitate internet connectivity for business purposes.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

CHILD CARE SUPERVISOR NETWORK - CAPACITY FUNDING

DATA ELEMENTS:

Name: Number of Participants – Child Care Supervisor Network – Capacity

Definition:

The number of child care staff who receive funding to participate in network meetings or engage in professional development activities.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT

DATA ELEMENTS:

Name: Number of Fully and Partially Eligible RECEs, Supervisors, and non-RECE FTEs eligible for Wage Enhancement

Definition:

The number of full-time equivalent staff working in licensed child care centres who have or will receive a full (\$2 per hour) or partial (< \$2 per hour) wage enhancement in 2019-20.

Frequency: Allocation \$500,000 and Above
Wage Enhancement Application Form
Financial Statements (EFIS – Wage Enhancement Schedule)

Allocation Below \$500,000: Wage Enhancement Application Form, Financial Statements (Attestation)

Name: Number of Fully and Partially Eligible home visitor FTEs eligible for Wage Enhancement

Definition:

The number of full-time equivalent home visitors working for a licensed home child care agency who have or will receive a full (\$2 per hour) or partial (< \$2 per hour) wage enhancement in 2019-20.

Frequency: Allocation \$500,000 and Above: Wage Enhancement Application Form, Financial Statements (EFIS – Wage Enhancement Schedule)

Allocation Below \$500,000: Wage Enhancement Application Form, Financial Statements (Attestation)

Name: Number of Child Care Centres or Sites Receiving Wage Enhancement

Definition:

The number of child care centres or sites receiving wage enhancement

Frequency: Allocation \$500,000 and Above: Wage Enhancement Application Form (if applicable), Financial Statements (EFIS – Wage Enhancement Schedule)

Allocation Below \$500,000: Wage Enhancement Application Form (if applicable), Financial Statements (Attestation)

Name: Number of Home Child Care Providers Receiving a Full HCCEG

Definition:

The number of home child care providers who have or will receive a full (\$20 per day) Home Child Care Enhancement Grant in 2019-20. A provider must provide services on average (6 hours or more) and receive base daily fees excluding year two's HCCEG less than \$254.70 (i.e. \$20 below the cap of \$274.70).

Frequency: Allocation \$500,000 and Above: Wage Enhancement Application Form, Financial Statements (EFIS – Wage Enhancement Schedule)

Allocation Below \$500,000: Wage Enhancement Application Form, Financial Statements (Attestation) full time

Name: Number of Home Child Care Providers Receiving a Partial HCCEG

Definition:

The number of home child care providers who have or will receive a partial (\$10 per day) Home Child Care Enhancement Grant in 2018-19. Partial enhancements are given to providers who serve part time services on average (less than 6 hours) and receive base daily fees excluding year two's HCCEG of less than \$154.82 (i.e. \$10 below the cap of \$164.82).

Frequency: Allocation \$500,000 and Above: Wage Enhancement Application Form, Financial Statements (EFIS – Wage Enhancement Schedule)

Allocation Below \$500,000: Wage Enhancement Application Form, Financial Statements (Attestation).

Name: Number of Home Child Care Agencies Receiving HCCEG

Definition:

The number of home child care agencies receiving HCCEG.

Frequency: Allocation \$500,000 and Above: Wage Enhancement Application Form (if applicable), Financial Statements (EFIS – Wage Enhancement Schedule)

Allocation Below \$500,000: Wage Enhancement Application Form (if applicable), Financial Statements (Attestation)

SMALL WATER WORKS

DATA ELEMENTS:

Name: Number of licensed programs funded for Small Water Works

Definition:

The number of licensed child care programs (licensed centres and private-home day care agencies) receiving funding to support small water works testing.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)
Allocation Below \$500,000: Financial Statements (Attestation)

BASE FUNDING FOR LICENSED HOME CHILD CARE

DATA ELEMENTS:

<p>Name: Number of Service Agreements for Home Child Care Agencies Receiving Funding</p> <p>Definition: The number of service agreements held between a First Nation or TPA and home child care agencies who receive funding to deliver licensed home child care.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>
<p>Name: Total Licensed Capacity of All Programs Supported (cumulative)</p> <p>Definition: The total licensed capacity (i.e. spaces) of all home child care programs that receive base funding support.</p> <p>Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1) Allocation Below \$500,000: Financial Statements (Attestation)</p>

SECTION 5

FIRST NATIONS CHILD AND FAMILY PROGRAMS

(FORMERLY REFERRED TO AS *THE JOURNEY
TOGETHER*)

SECTION 5: FIRST NATIONS CHILD AND FAMILY PROGRAMS (FORMERLY REFERRED TO AS *THE JOURNEY TOGETHER*)

PURPOSE

The Province is working with our partners to increase access to culturally relevant early years programs for children and families in First Nations communities.

First Nations Child and Family Program objectives:

- Increased access to culturally relevant early years programs and services for First Nations children and families on reserve;
- Enhanced First Nations control of service design and delivery;
- Greater opportunities for First Nations children to learn about their culture and language from an early age; and,
- Improved outcomes for First Nation children and families including healthy child development, parent and family supports, and greater participation in employment and training for parents.

ALLOCATIONS

Child and Family Program allocations are available in the Budget Schedule of the service agreement, if applicable.

CORE SERVICES

To achieve the intended goals and outcomes of Child and Family Programs, the ministry has identified a suite of core services that must be available to children and families across the province. First Nations and TPAs are required to manage the local delivery of these core services related to:

- Supporting early learning and development through the delivery of services, such as
 - Drop-in programs that build responsive adult-child relationships and encourage children's exploration, play and inquiry.
- Engaging parents and caregivers through activities, such as:
 - Discussions/information sharing about child development, parenting, nutrition, etc.;
 - Pre- and post-natal support programs;
 - Targeted outreach activities to parents/caregivers (e.g. transportation); and/or,
 - On-site child minding services.
- Making connections for families through activities, such as:
 - Information sharing about relevant community services, for example, specialized services, coordinated service planning agencies, public health, education and child care; and/or,
 - Early identification and screening.

First Nations may consider alternate delivery models and frequencies of child and family programs in order to meet the unique needs of a community, such as size, number of children and families, and available infrastructure. A First Nation may wish to support a child and family program that is centre-based (e.g., family drop-in program delivered throughout the week at the same location), and/or delivered on the land, and/or use a mobile delivery approach (e.g., outreach).

Engaging Parents and Caregivers

Child and Family Programs are encouraged to develop programs that cultivate authentic, caring relationships and connections that create a sense of belonging. This means that wherever possible, engagement with parents and caregivers should occur with children present. Engaging with parents and caregivers also includes:

- Inviting conversations and information sharing about child development, parenting, nutrition, play and inquiry-based learning, and other topics that support their role.
- Providing opportunities that are responsive to community needs. This includes connecting with parents and caregivers who could benefit from Child and Family programs and services but are not currently accessing services for a variety of reasons.
- Collaborating with other support programs to enhance parent and caregiver well-being, enrich adult-child relationships and to support them in their role(s).

As noted above, parent and caregiver engagement may take place in a variety of formats depending on the needs of the community. Engagement may include group discussions, informal one-on-one engagement, printed and electronic resources or other engagement opportunities as appropriate.

REQUIREMENTS

Child Minding

Child and family programs may offer child minding services during parent/caregiver programs or to allow parents to access other community services (e.g., postpartum depression support programs, employment and training services), provided that parents/caregivers remain on site in accordance with requirements under the *Child Care and Early Years Act, 2014*.

In addition to child minding, First Nations and TPAs may choose to offer respite child care within the parameters described below.

Respite Child Care

Respite child care is intended to support parents who require short-term and/or occasional care for their children. First Nations and TPAs have the option to offer respite child care in Child and Family Programs.

First Nations and TPAs who 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 may be funded using existing provincial funding for Child and Family Programs. First Nations and TPAs should work with Child and Family Program service providers to determine the prioritization of respite child care for families in their communities.

If provincial Child and Family Program funding is insufficient to cover all expenses related to respite child care, First Nations and TPAs may work with Child and Family Program service providers to establish fees for respite care or find alternative funding sources to partially or fully cover the costs of delivering this service. Where a fee is charged, respite child care must be offered as a not-for-profit, full cost recovery program.

Respite child care 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.

Child and Family Programs that provide respite child care must comply with legislative and regulatory requirements for unlicensed child care included in the *Child Care and Early Years Act, 2014*:

- Providing care for no more than 5 children at any one time (section 6 (3) 2 of *Child Care and Early Years Act, 2014*);
- The group of children must not include more than two children who are younger than two years old (section 6 (3) 2 of *Child Care and Early Years Act, 2014*);
 - Effective July 1, 2019, the group of children must not include more than three children who are younger than two years old;
- Child care can only be provided at one premises per corporation (section 7 of *Child Care and Early Years Act, 2014*);
- Child and Family Programs must disclose to parents that they are unlicensed and retain a record of that disclosure (section 12 of *Child Care and Early Years Act, 2014*);
- Providing receipts for payment, when requested (section 15 of *Child Care and Early Years Act, 2014*);
- Parents must not be prevented from accessing their children or the premises where child care is provided (with limited exceptions listed in section 10 (1) and 10 (2) of *Child Care and Early Years Act, 2014*); and
- Providers must not have been convicted of an offence identified in section 9 of the CCEYA or have had their authority to practice restricted by the College of Early Childhood Educators, the Ontario College of Teachers or the College of Social Workers and Social Service Workers (section 9 of *Child Care and Early Years Act, 2014*).

In addition, Child and Family Program providers must disclose to parents that children may be on the premises with parents/caregivers who have not submitted a Vulnerable Sector Check.

Under section 30 (1) of the *Child Care and Early Years Act, 2014*, the ministry has the authority to enter and inspect a premises where it suspects on reasonable grounds that child care is provided.

First Nations and TPAs are responsible for ensuring that up-to-date records of the name and addresses of Child and Family Programs providing respite child care are reported to the ministry.

Health, Safety and Well Being

First Nations must ensure that appropriate policies and procedures are in place to ensure that child and family programs are delivered in a way that promote the health, safety and well-being of children and families being served. This includes ensuring that policies and procedures are in place for service providers regarding:

- Vulnerable sector checks
- First aid
- Emergency plans
- Sanitation and maintenance
- Workplace health and safety relating to staff
- Complaints and resolutions processes
- Reporting serious incidents to the ministry and processes for determining appropriate, if any, response required.

Program Vehicles

Vehicles may only be used for the purposes of transporting children and families to access child and family programming and transporting program supplies. Where transportation is being provided, policies and procedures must be in place to ensure the safe operation of the vehicle. This includes:

- A valid driver's licence
- Insurance
- The vehicle must be in a state of good repair and in safe mechanical condition
- Ensuring exterior lights are not obstructed
- Checking weather and road conditions before departure
- Appropriate attire (e.g. helmets, life jackets, car seats)
- Emergency kits
- What to do in case of emergency (e.g. collision, mechanical failure, weather)
- Ensuring passengers are aware of appropriate behaviour while riding in the vehicle
- Ensuring cleanliness in the interior, and safe and secure storage of any belongings and baggage that is brought onto the vehicle

Staffing Requirements

Registered Early Childhood Educators (RECE) play a key role in delivering early years programs. RECEs have specialized knowledge and expertise related to child development and play and inquiry-based learning.

First Nations and TPAs are required to ensure that core services related to supporting early learning and development at every Child and Family Program must be overseen by an RECE. The ministry recommends RECE qualifications for all staff delivering services related to early learning and development.

Aligned with the other core services, First Nations and TPAs have the flexibility to determine if additional staff with specialized skill sets may be responsive to community needs. It is expected that staff will engage in continuous professional learning opportunities to keep informed of the latest research on adult education, child development, play and inquiry-based pedagogy, and other relevant topics.

RECE Exemption

Where a child and family program is unable to recruit at least one RECE to deliver core services related to supporting early learning and development, First Nations and TPAs may grant an exemption from the requirement for a period of five years.

First Nations or TPAs must review exemptions on an annual basis and develop strategies to respond to challenges and support service providers in meeting this requirement. This may include transition planning, ensuring capacity to deliver core services related to early learning and development, and HR approaches (e.g. recruitment and staffing strategies).

The ministry will review the RECE exemptions in five years (April 1, 2023). The RECE exemption is a temporary measure to provide time for child and family programs to meet the staffing requirement. The ministry will monitor exemptions over this five-year period, and work with First Nations and TPAs to inform next steps.

First Nations and TPAs will be required to report the number of service providers and number of staff that have been provided an exemption through financial reporting.

Grand-Parenting Provision

Staff working in a Child and Family Program, who have 10 or more years of experience working in a child and family program setting, but who are not RECEs, may be used to satisfy the RECE staffing requirement described above.

In order to qualify under the grand-parenting provision, a staff person must have been employed on, or before, January 1, 2009 in one of the following child and family programs:

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

First Nations or TPAs will be required to report the number of service providers and number of staff that have been provided an exemption or qualify under the grand-parenting provision through financial reporting.

ELIGIBLE EXPENDITURES

Ongoing Operating

First Nations must prioritize funding to deliver core services that are responsive to local need. Funding may be used for ongoing costs including:

- Funding to support salary and benefit expenditures for child and family program staff to deliver core services.
- Hiring or acquiring the services of a special needs resource consultant to support the delivery of core services to children with special needs and their families/caregivers, specifically making connections for families to specialized services (e.g. screening, early intervention, resources and supports).
- Lease and occupancy costs for child and family programs, rental fees for mobile services and other operating costs such as utilities.
- Service provider administration costs.
- Transportation services to support outreach and participation in programs. This can include costs for public transit, gas, and general auto repair and maintenance.
- Resources for families and caregivers related to early learning and development (e.g. materials for inquiry-based play), additional community services and supports, information to support parents and caregivers in their role.
- Supplies to support the delivery and daily operation of programs as well as maintenance costs related to the general upkeep, safety, and maintenance of child and family program facilities.

Professional Learning

In 2018-19, the ministry provided First Nations and TPAs with a one-time operating allocation to support professional learning and development opportunities. In 2019-20, the ministry will continue to support professional learning and development opportunities related to the 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.

- Costs to support professional learning and development opportunities for program staff that may:
 - build the capacity of program staff to provide culturally relevant child and family programs;
 - align with implementing and practicing pedagogical approaches described in *How Does Learning Happen?*;
 - relate to core service delivery and well-being of children and families such as healthy child development, pre- and post- natal care, adult and parent education, community development and outreach, culturally-appropriate programming, health and safety (e.g. safe food handling, first aid);
 - relate to business administration (e.g. program management, human resources, budgeting, leadership, governance, policy development).

- Eligible expenses include:
 - Registration fees to attend professional learning events;
 - Transportation, meal and accommodation costs (in accordance with the [Ontario Public Service Travel, Meal and Hospitality Expenses Directive](#)) to attend professional learning events and meetings;
 - Equipment and technology to support professional learning activities and meetings;
 - Costs associated with the development and sharing of resources to support program staff;
 - Establishing communities of practice to support program staff;
 - Relief and release time to support staff in participating in professional learning activities.

Administration Funding

A maximum of 10% of the Child and Family Program allocation may be used towards administration expenses. Administration expenses must represent actual expenses incurred for program administration and may not be expressed solely in terms of a percentage of program expenditures.

INELIGIBLE EXPENDITURES

Funding may not be used to support direct specialized services. This includes programs and services offered by regulated health professionals working within their scope of practice (e.g. occupational therapy, audiology and speech language pathology, physiotherapy).

This also includes early intervention and screening programs and services that are funded by other ministries and/or levels of government.

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to Child and Family Program expenses. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements - Attestation submission.

In addition to total expenses, First Nations are required to report on Child and Family Programs data elements outlined below:

- Number of Child and Family Centre sites
- Number of individual children served in a fiscal year
- Number of visits made by children
- Number of parents/caregivers served
- Number of visits made by parents/caregivers
- Program Locations
- Number of FTE program staff
- Number of FTE non-program staff
- Number of FTE program staff who are RECEs
- Number of FTE program staff receiving RECE exemptions (excluding the grand-parenting provision)
- Number of FTE program staff receiving RECE exemptions through the grand-parenting provision
- Confirmation that programming is guided by *How Does Learning Happen?*

REQUIRED DOCUMENTATION

First Nations should maintain service and financial records for each site where the service above is being provided.

SERIOUS OCCURRENCE PROTOCOL

First Nations and TPAs that are funded under Child and Family Programs are required to report serious occurrences (SOs) to the Ministry of Education. First Nations and TPAs are required to submit to the ministry Serious Occurrence Reports (SORs) for SOs that take place in child and family programs if they fall into any of the categories below. First Nations and TPAs must submit SORs to the ministry within 24 hours of a serious occurrence:

1. Death of a child;
2. Serious injury to a child that requires treatment by a regulated health professional (doctor, nurse, dentist, etc.) and/or a serious injury that involves the police, fire or ambulance/EMS/paramedics;
3. Allegation of abuse and/or neglect of a child;
4. Child is missing (if the child is still missing when the SOR is submitted); or
5. High potential for public criticism of the Ministry of Education and/or if the situation may lead to questions being asked by the media.

Please submit your SOR by email to EYIBSOR@ontario.ca or by fax to 416-314-7836. The ministry will acknowledge receipt of your SOR, review all information, and contact you if any follow up is required. First Nations and TPAs should use the Ministry of Education’s Child and Family Program Serious Occurrence Report Form to report a serious occurrence. The Serious Occurrence forms are included in the service agreement package.

The summary below outlines the ministry’s protocol that First Nations and TPAs are to follow for ministry-funded child and family programs when a serious occurrence has taken place:

Child and Family Program Serious Occurrence Protocol

Timeframe	Responsibility
Immediately	First Nations and Transfer Payment Agencies will: <ul style="list-style-type: none"> • Address health & safety of client(s). • Notify Children’s Aid Society / Indigenous Child Well-Being Society, as appropriate. • Notify all other applicable parties, as required.
Serious Occurrence Report (Within 24 hours)	First Nations and Transfer Payment Agencies will: <ul style="list-style-type: none"> • Determine if the incident is a serious occurrence to be reported to the ministry. • Submit Serious Occurrence Report (SOR) to the Ministry of Education by email to EYIBSOR@ontario.ca or by fax to 416-314-7836.
Within 7 business days If follow up action was requested and/or taken	First Nations and Transfer Payment Agencies will: <ul style="list-style-type: none"> • Complete and Submit Part 2 of the Serious Occurrence Report (SOR) to the Ministry of Education by email to EYIBSOR@ontario.ca or by fax to 416-314-7836.
Upon Receipt of SOR	Ministry of Education will: <ul style="list-style-type: none"> • Acknowledge receipt of SOR. • Review all information and action taken by the First Nation or transfer payment agency. • Determine if further ministry follow-up is required (if so, the ministry will work with the First Nation or transfer payment agency).

DATA ELEMENTS

Name: Total Number of Child and Family Centre Sites

Definition:

The number of physical locations where there are Child and Family Programs. Child and Family Programs offer core services year-round, at least five days a week, including either Saturday or Sunday (either through one or multiple locations). All locations should be included in reporting the total number of Child and Family Program Sites.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Children Served

Definition:

Number of children that received services at some point during the fiscal year. A child is counted once during the year. This data element is only used when a child participates in an early learning activity.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Visits made by Children

Definition:

The total number of visits that children made to Child and Family Programs.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Parents/Caregivers Served

Definition:

The number of parents/caregivers who actively participated in a program, either with their children or separately. A parent/caregiver is counted only once during the fiscal year.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Visits Made by Parents/Caregivers

Definition:

Total number of visits that parents/caregivers made to Child and Family Programs.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTE Program Staff

Definition:

The number of FTE staff who are involved in the development, design and delivery of Child and Family Programs. FTE is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTE Non-Program Staff

Definition:

The number of FTE non-program staff (including cooks, drivers, housekeeping, clerical, and financial staff and chief administrators) employed at Child and Family Programs. FTE is based on a minimum of 35 hours per week. This excludes FTEs who deliver planning and data analysis services.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTE Program Staff that are Registered Early Childhood Educators (RECE)

Definition:

The number of FTE program staff who hold an RECE. FTE is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTE Program Staff Receiving Registered Early Childhood Educator (RECE) Exemptions (excluding the grand-parenting provision)

Definition:

The number of FTE program staff exemptions that have been granted exemptions from the RECE requirement (excluding the grand-parenting provision). FTE is based on a minimum of 35 hours per week.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of FTE Program Staff Receiving REC) Exemptions through the Grand-Parenting Provision

Definition:

The number of FTE program staff that have been granted an exemption from the requirement of having an RECE because they have 10 or more years of experience working in one or more of the following: Ontario Early Years Centres, Parenting and Family Literacy Centres, Child Care Resource Centres, and/or Better Beginnings, Better Futures.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Programming guided by *How Does Learning Happen?*

Definition:

Confirmation that Child and Family Programs are guided by and align with the foundations in *How Does Learning Happen?*

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS Schedule – First Nations Child and Family Programs Service Data)

Allocation Below \$500,000: Financial Statements (Attestation)

SECTION 6

ONTARIO WORKS CHILD CARE

SECTION 6: ONTARIO WORKS CHILD CARE

PURPOSE

Ontario Works (OW) Child Care funding is to be used 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.

ALLOCATIONS

First Nations and TPAs can access two types of OW child care funding – Ontario Works Formal and Ontario Works Informal, which are described in detail below. OW Child Care funding is available through detail codes A402/A403 - Ontario Works Child Care. This allocation can be found in the Budget Schedule of the child care agreement, if applicable.

ELIGIBLE EXPENDITURES

OW child care funding covers the cost of child care for children in First Nations communities whose parents are eligible for income assistance under the [Ontario Works Act, 1997](#) (OWA) and are employed and/or participating in employment assistance activities under the OWA. OW child care may be provided for children under the age of 13, as defined by the *Child Care and Early Years Act, 2014*.

Child care is an essential support that allows OW participants to partake in employment assistance activities in order to make the transition to employment and achieve financial independence. First Nations and TPAs who receive OW Child Care funding are designated OW delivery agents under the OWA. In addition, the First Nation being funded directly or TPA designated to serve First Nations communities must be delivering the full OW program (i.e. financial assistance and employment assistance).

In First Nation communities with a licensed child care centre, OW and Child Care Administrators are encouraged to work collaboratively to ensure that child care supports are available for OW participants and to determine the child care services appropriate for OW participants within their communities while protecting confidentiality of families.

ONTARIO WORKS FORMAL CHILD CARE

Ontario Works Formal Child Care funding may cover the cost of licensed child care and home child care services provided to children of OW participants in First Nation communities. Ontario Works Formal child care funding is a type of fee subsidy, which is financial assistance provided on behalf of parents for the cost of licensed child care services or home child care services up to the actual cost of the licensed child care (as specified in section 8.7 of the [Ontario Works Policy Directives](#)).

Ontario Works Formal Child Care funding may be provided for children in attendance at a licensed child care centre operated by a First Nation/TPA or for the purchase of child care or home child care services for children whose parents are eligible for income assistance under the OWA (as defined in [O. Reg. 138/15](#)).

ONTARIO WORKS INFORMAL CHILD CARE

Ontario Works Informal Child Care funding may cover the cost of informal (unlicensed) child care provided to children of OW participants in First Nation communities. Informal child care provides an additional option for parents requiring more flexible arrangements for part time, short term and irregular care arrangements to meet OW participation requirements. The payment level to OW participants for informal care is the actual cost of the informal child care up to the prescribed maximum per child (as specified in [section 8.7 of the Ontario Works Policy Directives](#)). Currently, the maximum benefit amount is \$600 per child.

Please refer to the Ministry of Children, Community and Social Service's Ontario Works Policy Directives for more information about OW formal and informal child care supports.

The Ministry of Education is taking steps to prioritize and promote the use of licensed child care options for OW participants. The ministry encourages First Nations and TPAs to promote the use of licensed child care for OW participants and to document where OW participants are either unable to secure licensed child care or licensed child care does not effectively support the participants' activities as documented in the OW Participation Agreement. Information on the differences between informal and licensed child care options can be found on the [Ministry of Education website](#).

COST-SHARING REQUIREMENTS

Ontario Works Formal Child Care (A402) is cost-shared on an 80% provincial / 20% First Nations basis under the *Child Care and Early Years Act, 2014*. Ontario Works Informal Child Care (A403) is funded 100% by the Province under the *Child Care and Early Years Act, 2014*.

FINANCIAL FLEXIBILITY

The Ontario Works Formal (A402) and Informal (A403) detail codes are combined and First Nations receive one allocation under Ontario Works Child Care - A402/A403 in the Budget Schedule of the service agreement. The blending of the Ontario Works Formal (A402) and Informal (A403) detail codes provides First Nations and TPAs with the ability to spend their allocation in a way that best meets community needs. Although First Nations and TPAs receive a combined allocation under A402/A403, they will be required to report their expenditures on A402 and A403 separately in their financial submissions.

The calculation of the First Nation or TPA's entitlement under Ontario Works Child Care - A402/A403 will take into account the different cost sharing requirements for

the two detail codes. See the example below.

Ontario Works Child Care Funding: Example of Entitlement Calculation

A First Nation is entitled to receive a maximum combined Ontario Works child care allocation of \$30,000. Based on community needs, the First Nation has determined that 1/3 of their allocation will be used for Formal Child Care (A402) and 2/3 of their allocation will be used for Informal Child Care.

A402/A403 OW Child Care Allocation \$30,000¹⁷

Community Need Analysis:

A402 Ontario Works Formal Child Care - $(\$30,000 \times 1/3)$ \$10,000

A403 Ontario Works Informal Child Care - $(\$30,000 \times 2/3)$ \$20,000

Costs that must be incurred in order to receive the full allocation:

	EDU Share	First Nation Share	Total Costs Incurred ¹⁸
A402 Ontario Works - Formal Child Care (80/20 Cost Share)	\$10,000	\$2,500	\$12,500
A403 Ontario Works - Informal Child Care (100% funded by EDU)	\$20,000	\$0	\$20,000
Total	\$30,000	\$2,500	\$32,500

REPORTING REQUIREMENTS

First Nations are required to report financial and service data to the ministry related to OW expenses. First Nations that report in EFIS will provide this information in their Financial Statements submissions. First Nations that do not report in EFIS will provide this information in their year-end Financial Statements-attestation submission.

In addition to total expenses, First Nations are required to report on the OW data element outlined in the subsection below. This data element includes:

Formal Child Care:

- Number of Children Served
- Number of Participants Served - Ontario Works Formal

¹⁷ As outlined in the Budget Schedule of the child care service agreement.

¹⁸ If the cost incurred by the First Nation is less than \$32,500, the amount of funding the First Nation receives from the ministry will decrease.

- Average Monthly Number of Infants Served
- Average Monthly Number of Toddlers Served
- Average Monthly Number of Preschoolers Served
- Average Monthly Number of Kindergarten Children Served
- Average Monthly Number of School-Aged Children Served

Informal Child Care:

- Number of Children Served – Ontario Works Informal
- Number of Participants Served – Ontario Works Informal
- Average Monthly Number of Children Served – Ontario Works Informal

REQUIRED DOCUMENTATION

First Nations and TPAs should maintain service and financial records for each site where the service above is being provided.

OW FORMAL CHILD CARE DATA ELEMENTS:

Name: Number of children served - Ontario Works Formal

Definition:

The number of children of Ontario Works participants provided with child care in licensed child care settings. Each child is counted only once in the fiscal year.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Participants Served - Ontario Works Formal

Definition:

The number of Ontario Works participants receiving fee subsidies. Each participant is counted only once in the fiscal year.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Infants Served

Definition:

The average monthly number of infants of Ontario Works participants provided with child care in licensed child care settings. Each infant is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of infants of Ontario Works participants provided with child care in licensed child care settings. For infants, younger than 18 months of age. Each child will move up to the next age group according to their birth date.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Toddlers Served

Definition:

The average monthly number of toddlers of Ontario Works participants provided with child care in licensed child care settings. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of toddlers of Ontario Works participants provided with child care in licensed child care settings. For toddlers, 18 months of age or older but younger than 30 months of age. Each child will move up to the next age group according to their birth date.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Preschoolers Served

Definition:

The average monthly number of preschoolers of Ontario Works participants provided with child care in licensed child care settings. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of preschoolers of Ontario Works participants provided with child care in licensed child care settings. For preschoolers, 30 months of age or older but younger than 4 years of age. Each child will move up to the next age group according to their birth date.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Kindergarten Children Served

Definition:

The average monthly number of JK children of Ontario Works participants provided with child care in licensed child care settings. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of JK children of Ontario Works participants provided with child care in licensed child care settings. For Kindergarten children who are 44 months of age or older, as of August 31st of each year, but younger than 68 months of age.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of School-Aged Children Served

Definition:

The average monthly number of school-aged children of Ontario Works participants provided with child care in licensed child care settings. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of school-aged children of Ontario Works participants provided with child care in licensed child care settings. For school-aged children who are 68 months of age or older but younger than 13 years of age (under 18 for children with special needs).

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

OW INFORMAL CHILD CARE DATA ELEMENTS:

Name: Number of Children Served - Ontario Works Informal

Definition:

The number of children of Ontario Works participants provided with child care in unlicensed child care settings. Each child is counted only once in the fiscal year.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Number of Participants Served - Ontario Works Informal

Definition:

The number of Ontario Works participants receiving funding for unlicensed child care arrangements. Each participant/family is counted only once in the fiscal year.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1)

Allocation Below \$500,000: Financial Statements (Attestation)

Name: Average Monthly Number of Children Served – Ontario Works Informal

Definition:

The average monthly number of children of Ontario Works participants provided with child care in informal (unlicensed) child care settings. Each child is counted once every month. The number reported in each financial submission cycle is the year-to-date average (mean) of the number of children receiving Ontario Works Informal child care in each month.

Frequency: Allocation \$500,000 and Above: Financial Statements (EFIS – Schedule 1.1.)

Allocation Below \$500,000: Financial Statements (Attestation)

APPENDIX A:

**REVIEW (AUDIT) ENGAGEMENT
REPORT REQUIREMENTS**

APPENDIX A: REVIEW (AUDIT) ENGAGEMENT REPORT REQUIREMENTS

First Nations and TPAs are required to adhere to the review engagement report requirements for Child Care Services and Child and Family programs (where applicable) by one of two methods:

1. Separate Review Engagement*; or
2. Details / notes to their audited financial statements.

Enclosed is a sample template of each method for reference purposes.

REVIEW ENGAGEMENT REPORT

This report should contain 3 elements:

- A. Review Engagement Report;
- B. Schedule of Revenues and Expenditures for Child Care Services and / or Schedule of Revenues and Expenditures for Child and Family Programs; and
- C. Notes to Review Engagement Report.

DETAILS / NOTES TO THE AUDITED FINANCIAL STATEMENTS

- D. Sample note disclosure

** First Nations/TPAs can choose a separate audit engagement*

A. Review Engagement Report

To XXX,

At the request of <name of First Nation or TPA>, we have reviewed the Schedules of Revenues and Expenditures for Child Care Services (and for Child and Family Programs, if applicable) for the year ended March 31, 2020. These schedules meet the financial reporting requirements specified by the Ministry of Education (see note 1(b)). Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to us by the First Nations.

A review does not constitute an audit and consequently we do not express an audit opinion on this financial information.

Based on our review, nothing has come to our attention that causes us to believe that this financial information is not, in all material aspects, in accordance with the <name of First Nation or TPA>'s basis of accounting.

The schedule(s) of revenue and expenditures has/have been prepared solely for the information and use of the addressee and the Ministry of Education for the stated purpose and should not be used by anyone other than the specified users, or used for any other purpose.

Chartered Accountants
Date

Name of First Nation / TPA

B. Schedule of Revenues and Expenditures – Child Care Services

For the year ended March 31, 2020

(Unaudited)

	REVENUES				GROSS EXPENDITURES	SURPLUS/ (DEFICIT)
	Ministry of Education (Schedule 3.1, line 1.1 / Schedule D of 2019-20 Service Agreement)	Legislated Cost Share	Other (Schedule 2.4, line 1.1 + line 1.2 + lines 1.3 to 1.5)	Total	Ministry of Education (Schedule 2.4, line 1.0)	
A370 – Fee Subsidy						
A371 – Fee Subsidy						
A375 – Health and Safety						
A377 – Special Needs Resourcing						
A392 – Wage Subsidy						
A394 – Pay Equity Union Settlement						
A402 – Ontario Works Formal						
A403 – Ontario Works Informal						
A404 – Child Care Transformation						
A405 – Child Care Supervisor Network Capacity						
A406 – Wage Enhancement/HCCEG						
A407 – Wage Enhancement/HCCEG Administration						
A515 - Small Water Works						
Base Funding For Licensed Home Child Care						
TOTAL	\$	\$	\$	\$	\$	\$

Name of First Nation / TPA

Schedule of Revenues and Expenditures – Child and Family Programs

For the year ended March 31, 2020

(Unaudited)

	REVENUES			GROSS EXPENDITURES	SURPLUS/(DEFICIT)
	Ministry of Education (Schedule "Entitlement", Tab: Allocations or Schedule D of 2019- 20 Service Agreement)	Other	Total	Ministry of Education (Schedule "Expenditures", Tab: Adjusted Gross Expenditures)	
First Nations Child and Family Programs – Operating Ongoing					
TOTAL	\$	\$	\$	\$	\$

C. Notes to Review Engagement Report

Name of First Nation / TPA

Notes Accompanying Schedule of Revenues & Expenditures – Child Care Services and/or Child and Family Programs

For the year ended March 31, 2020 (Unaudited)

The <name of First Nation/TPA> Child Care Services Program (and/or Child and Family Program), is a program funded by the Ministry of Education that aims to <insert purpose>.

- a. Significant Accounting Policies
- b. Revenue recognition
 - Revenue is recognized when it is determined to be receivable.
- c. Basis of Accounting

<Insert basis of accounting used>

D. Sample Note Disclosure

Note <insert number>. CHILD CARE AND/OR CHILD AND FAMILY PROGRAM SERVICE AGREEMENT WITH THE MINISTRY OF EDUCATION

<Name of First Nation/TPA> has a child care and/or child and family program service agreement with the Ministry of Education. A requirement of the service agreement is the production of supplementary information by detail code (funding type), which summarizes all revenues and expenditures relating to the service agreement(s).

A review of these revenues and expenditures, by detail code, are outlined below. The identified surplus / (deficit) position is reflected prior to the application of flexibility in accordance with the Child Care Business Practices, Funding and Service Guideline.

Child Care Services:

	REVENUES				GROSS EXPENDITURES (Schedule 2.4, line 1.0)	SURPLUS / (DEFICIT)
	Ministry of Education (Schedule 3.1, line 1.1 or Schedule D of 2019-20 Service Agreement)	Legislated Cost Share	Other (Schedule 2.4, line 1.1 + line 1.2 + lines 1.3 to 1.5)	Total		
A370 – Fee Subsidy						
A371 – Fee Subsidy						
A375 – Health and Safety						
A377 – Special Needs Resourcing						
A392 – Wage Subsidy						
A394 – Pay Equity Union Settlement						
A402 – Ontario Works Formal						
A403 – Ontario Works Informal						
A404 – Child Care Transformation						
A405 – Child Care Supervisor Network– Capacity						
A406 – Wage Enhancement/HCEG						
A407 – Wage Enhancement/HCEG Administration						
A515 – Small Water Works						
Base Funding For Licensed Home Child Care						
TOTAL						

Child and Family Programs:

	REVENUES			GROSS EXPENDITURES (Schedule "Expenditures – Tab: Adjusted Gross Expenditures")	SURPLUS/ (DEFICIT)
	Ministry of Education (Schedule "Entitlement – Tab: Allocations" or Schedule D of 2019-20 Service Agreement) Legislated Cost Share	Other (Schedule Expenditures – Tab: Adjusted Gross Expenditures, Other Offsetting Revenues)	Total		
First Nations Child and Family Programs – Operating Ongoing					
TOTAL					

These results comprise part of the <insert name of revenue category> and <insert name of expenditure category> that are included in the consolidated statement of operations.

APPENDIX B:
INELIGIBLE EXPENDITURES

APPENDIX B: INELIGIBLE EXPENDITURES

Amortizations

Amortizations (tangibles and intangibles) are ineligible expenditures under the ministry's modified accrual basis of accounting.

Bonuses, Gifts and Honoraria

Bonuses (including retiring bonuses), gifts and honoraria paid to staff are ineligible expenses except when they are provided as a retroactive wage increase that will be maintained the following year.

Capital Expenditures

Capital expenditures are ineligible expenditures.

Capital Loans

Principal and interest on capital loans are ineligible expenditures.

Donations and Transfers

Donations and/or transfer of funds made by the First Nation or TPA to other charitable institutions/organizations are ineligible expenditures.

Interest on Operating Loans

Interest on operating loans is an ineligible expenditure.

Lease/Rental Costs when paid to Non-Arm's Length Corporations

Lease/Rental Costs arising from transactions not conducted at arm's length are ineligible unless transacted at fair market value. Lease/Rental Costs when paid to Non-Arm's Length Corporations which are reasonable are eligible with prior ministry approval, provided expenditures do not exceed those that would be paid if the transaction were at arm's length.

Mortgage Financing

Principal and interest payments are ineligible expenditures.

Non-Cash Transactions

The modified accrual basis of accounting does not recognize non-cash transactions such as amortization, charges/appropriations to reserves or allowances as these expenditures do not represent an actual cash expenditure related to the current period. Non-cash transactions include: provisions for pension expenses; provisions for unused sick leave and wage settlements; provisions for travel expenses; provisions for repairs or replacements; provisions for bad debts; retainer fees for legal services; provisions for amortization. However, related payments are eligible.

Professional Organization Fees

Fees paid on behalf of staff for membership in professional organizations as a condition of employment are ineligible expenditures.

Property Taxes

Property taxes are ineligible expenditures.

APPENDIX C: RESOURCES

APPENDIX C: RESOURCES

1. ***Child Care and Early Years Act, 2014***
<https://www.ontario.ca/laws/statute/14c11>
2. ***Ontario Works Act, 1997***
<https://www.ontario.ca/laws/statute/97o25a>
3. **O. Reg. 137/15: General**
<https://www.ontario.ca/laws/regulation/150137>
4. **O. Reg. 138/15: Funding, Cost Sharing and Financial Assistance**
<https://www.ontario.ca/laws/regulation/150138>
5. ***How Does Learning Happen? Ontario's Pedagogy for the Early Years***
<http://www.edu.gov.on.ca/childcare/howlearninghappens.pdf>
6. **Government of Ontario – Types of Child Care**
<https://www.ontario.ca/page/types-child-care>
7. **Transfer Payment Accountability Directive**
<https://www.ontario.ca/page/transfer-payment-accountability-directive>
8. **Ontario Works Policy Directive**
<https://www.mcass.gov.on.ca/en/mcass/programs/social/directives/index.aspx#ow>
9. **Ontario Public Service Travel, Meals and Hospitality Expenses Directive**
<https://docs.ontario.ca/documents/5042/ontario-travel-directive-effective-january-1.pdf>