

First Nations – Child Care

Instructions on Completing the 2018-19
Financial Statements in EFIS 2.0

****Note:** A separate instructions guide on completing the 2018-19 Financial Statements submission for Child and Family Programs will be sent to the First Nations receiving Child and Family Program funding.

Purpose

The Financial Statements submission for Child Care serves to identify the level of services provided and the associated expenditures and revenues for the reporting period of **April 1, 2018 to March 31, 2019**.

To Start

Open the following link and log into EFIS 2.0 with your user ID and password:

<https://efis.fma.csc.gov.on.ca/workspace/index.jsp>

Once you have successfully logged into EFIS 2.0, please select the correct Financial Statements Report application for First Nations: **F1819FIS**.

Once you have selected the correct application, a one-time set up process is required prior to starting your reporting. This is required at the start of each new reporting cycle.

1. Under File, Select Preferences
2. Select Financial Reporting, Click Setup Members
3. Select F1819FIS_Planning_Main from the “Database Connection” drop-down menu and click Refresh
4. Set the ‘Display Member Label’ as: Default using the drop-down menu at the bottom of the screen
5. Click on Apply and OK

Please note that there are no file-naming requirements for submissions completed in EFIS 2.0. In order to submit your file, simply promote your “Recipient Working Version” to “Recipient Active Version” status. Refer to Step 10 for more information.

Reporting in EFIS 2.0

The Financial Statements Submission 'My Task List' has the following two categories:

1. Submission Inputs and Query

Inputs and Results	This section is comprised of all the schedules that must be completed in order to file your submission to the ministry.
Reports	Selecting a report allows you to print schedules, export data to excel, and save schedules as PDF files in a report format.
Validation Formats	Provides validation formats for each schedule.

2. Submission Management

Version Description and Summary	This area lists all of the different versions of your file and the applicable notes.
Copy Data to Recipient FA Viewable Version	Allows you to copy your submission so that your Financial Analyst (FA) can view your submission.
Validate and Promote for Approval	Validates and promotes the submission for approval. See Step #10 for more information.

INPUTS & RESULTS: SUGGESTED ORDER OF ENTRY

It is recommended that the Financial Statements submission is completed in the order in which the schedules are listed under the "Input and Results" section. Please ensure that the "Guideline Adherence" Schedule is completed.

Once all the schedules have been finalized, print the **Recipient Active Version** of the Certificate, Schedule 2.3 – Schedule of Total Gross Expenditures, and Schedule 3.1 – Summary of Entitlement pages from the "Reports" section. Please have these reports signed by 2 signing authorities and please send them to the ministry (by e-mailing scanned copies to childcarefunding@ontario.ca or by regular mail).

Step #1: Schedule 1.1 – Schedule of Service Data

PURPOSE

Schedule 1.1 captures all of the requested service data elements. The definition of each data element can be found in the 2018-19 Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guideline for First Nations and Child Care Transfer Payment Agencies (please see the “Child Care Data Elements” section).

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Schedule 1.1 – Schedule of Service Data”

Report the following service data elements for all the detail codes under which the First Nation or Transfer Payment Agency receives a funding allocation:

- Average Monthly Number of Children Served
- Number of Children Served – Fee Subsidy, Ontario Works and Transformation
- Number of Families Served – Ontario Works
- Number of Children Served – Special Needs Resourcing
- Number of Full Time Equivalent (FTE)
- Number of Licensed Programs or Centres Funded for Repairs & Maintenance, Transformation, Small Water Works, and Fee Stabilization Support
- Number of Participants for Supervisor Network Capacity
- Number of Staff Funded for Fee Stabilization Support
- Number of Service Agreements for Home Child Care Agencies Receiving Funding
- Total Licensed Capacity of All Programs Supported (cumulative)

***TIP!**

Data elements must be entered with no decimal places, with the following two exceptions:

- 1) Average Monthly Number of Children Served can be entered with 1 decimal place;
- 2) FTEs can be entered with 2 decimal places.

The following table is provided to illustrate how to calculate some of the requested data elements for the April 1, 2018 to March 31, 2019 period:

SAMPLE DATA TABLE

	Column 1	Column 2	Column 3	Column 4	Column 5
	Total # of Children Served	New Enrolments	Exits	Returned	Remaining Children at Month End
April	10	10	0	0	10
May	12	2	1	0	11
June	11	0	0	0	11
July	19	5	0	3	19
August	19	0	8	0	11
September	11	0	0	0	11
October	12	0	0	1	13
November	13	1	0	0	13
December	14	0	0	1	14
January	14	0	0	0	14
February	16	2	1	0	15
March	15	0	0	0	15

1. How to calculate average monthly number of children served

The average monthly number of children is the sum of the total number of children served in each month (Column 1) divided by 12 months. By using the sample data in the table provided above, the average monthly number of children served would be:

$$(10+12+11+19+19+11+12+13+14+14+16+15) \div 12 \text{ months}$$

$$166 \div 12 \text{ months}$$

$$= 13.8$$

Use 1 decimal place to report monthly average number of children served.

2. How to calculate the total number of children served

There are two approaches to calculate the total number of children served:

- 1) Approach A: The total number of children served is the sum of all newly enrolled children during the interim period. Using the data in Column 2 of table above as reference, it would represent:

$$(10+2+0+5+0+0+0+1+0+0+2+0) = 20$$

Use whole numbers to report the total number of children served.

- 2) Approach B: Alternatively, the total number of children served can be calculated by writing down and adding up all of the unique names of children who attended the child care centre during the period from April 1, 2018 to March 31, 2019.

Please do not double count the children that left the centre and came back later on in the same year as you are required to report the 'unduplicated' total number.

3. How to calculate the total number of families served

The total number of families served is the sum of all newly enrolled families during the interim period. The table on Page 5 does not include data to calculate the number of families served, but it follows the same basis to calculate the number of children served using either approach A or approach B.

4. How to calculate the full-time equivalency (FTE) of staff

The full-time equivalency of staff is the numerical representation of the time that staff spends working in comparison to a standard work week. It is based on a minimum of 35 hours per week but you should use the standard work week applicable to your First Nation or TPA. In order to calculate the FTE for all staff you add up each staff's FTE:

FORMULA = # of hours scheduled to work for each staff ÷ # of hours in a standard work week

EXAMPLE:

Let's assume that you are providing wage subsidy to three staff and they work the following number of hours:

- Staff # 1 = 40 hours per week
- Staff # 2 = 20 hours per week
- Staff # 3 = 45 hours per week

In this example, the standard work week is 40 hours per week for each of the 3 staff members.

Here is how each individual staff member's FTE is calculated:

- Staff # 1 = 40 hours scheduled to work ÷ 40 hours standard work week = 1.00 FTE
- Staff # 2 = 20 hours scheduled to work ÷ 40 hours standard work week = 0.50 FTE
- Staff # 3 = 45 hours scheduled to work ÷ 40 hours standard work week = 1.00 FTE*

*For Staff #3, the actual FTE is 1.13 (45hrs/40hrs) however, the FTE can NEVER exceed 1.0 per person.

Answer: The total FTE for the 3 staff is (1.0 FTE + 0.50 FTE + 1.00 FTE) = 2.50

5. How to calculate the number of licensed centres funded

The total number of licensed centres funded is the sum of all centres that received Health and Safety Funding (A375), Transformation (A404), Small Water Works (A515), or Fee Stabilization Support Funding from April 1, 2018 to March 31, 2019.

6. How to calculate the number of participants supported

The number of participants supported is a data element that is part of the reporting on Supervisor Network – Capacity (A405) expenditures. It is the number of child care staff that received funding to participate in network meetings or engage in professional development activities from April 1, 2018 to March 31, 2019.

7. How to calculate the number of staff funded

The number of staff funded is a data element that is part of the reporting on Fee Stabilization Support expenditures. It is the number of child care staff that received funding to improve compensation for the early years and child care workforce as well as reduce the gender wage gap from April 1, 2018 to March 31, 2019.

8. How to calculate the number of service agreements for home child care agencies

The number of service agreements for home child care agencies is a data element that is part of the reporting on Base Funding for Licensed Home Child Care expenditures. It is the number of service agreements with home child care agencies that receive funding

to reduce per diem charges through increased compensation for providers and reduced fees for parents from April 1, 2018 to March 31, 2019.

9. How to calculate the total licensed capacity of all programs supported (cumulative)

The total licensed capacity of all programs supported is a data element that is part of the reporting on Base Funding for Licensed Home Child Care expenditures. It is the total number of spaces of all home child care programs that receive base funding support from April 1, 2018 to March 31, 2019.

Step #2: Schedule 2.1 – Staffing Schedule (Direct Delivery of Services)

PURPOSE

Schedule 2.1 captures the number of FTEs, salaries and benefits of staff performing duties under various detail codes. These staff members **MUST BE** employees of your First Nation or TPA as Schedule 2.1 only captures staffing under a direct delivery service model. In this schedule, include all staffing expenditures - even if funded from other sources and not fully subsidized by the ministry.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Schedule 2.1 – Staffing Schedule (Direct Delivery of Services)”

The following detail codes will be reported in Schedule 2.1:

1. A370 – Fee Subsidy
2. A371 – Fee Subsidy (For First Nations newly funded in 2016 that do not currently receive federal funding contribution)
3. A377 – Special Needs Resourcing
4. A402 – Ontario Works – Formal
5. A404 – Transformation

The schedule is divided into the following two sections:

1. Program Staff – Staff necessary to deliver child care programs and services such as teachers, resource teachers, teacher aides, cooks, and bus drivers.
2. Program Administration Staff – Staff such as supervisors, administrative staff and finance clerks.

Complete the following fields for each applicable service directly provided by your First Nation or TPA:

- Description of Program Staff: Enter the position title of the individuals.
- Number of Staff (# of Individuals in Each Position): Enter the number of individuals for each position. It does not matter if staff members are full-time or part-time; only whole numbers can be entered (no decimals).
- Number of Full-Time Equivalency (FTE): Enter the FTE of each staff by using the following calculation:

FORMULA	For example, if a part-time staff works for 15 hours every week, their FTE = 0.43
= # hours worked during 12 month period ÷ 35 hours per week × 52 weeks	(15 hours × 52 weeks) ÷ 1820 hours per year = 0.43

- Salaries: Include payments to all full-time, part-time, temporary, occasional, summer or other employees. Included in this account line are premium pay, overtime pay, vacation pay, and other direct monetary compensation paid to employees. Ensure that you have not included benefits, Wage Subsidy (A392), Wage Enhancement (A406), or Fee Stabilization in this column. Wage Subsidy and Fee Stabilization are to be reported on Schedule 2.3. Wage Enhancement is to be reported on Schedule 4.3.
- Total Expenditures for Supply and/or Relief Program Staff: Examples of expenditures to be included in this line are wages for supply/relief staff.
- Total Benefits Expenditure per detail code for all staff listed (Program and Admin): This line includes mandatory benefits (e.g. CPP, EI, and EHT), benefit plan costs (e.g. ADD, LTD, extended health, dental) as well as other benefits (e.g. WSIB, maternity top-up). Benefits are reported in aggregate in the “Benefits Subtotal” columns for program and admin staff.

You can complete Schedule 2.1 using the following method:

EXAMPLE:

- You have 1 full-time salaried employee (Employee #1) who earns \$60,000 a year
 - You also have 1 part-time hourly employee (Employee #2) who earns \$18 per hour and works 20 hours per week
 - The standard working hours per week in this scenario is 35 hours
1. Calculate the FTE for each employee:
 - Employee #1 FTE = 1.00
 - Employee #2 FTE = 0.57 (20 hours per week ÷ 35 hours standard work week)
 - Calculate the part-time/hourly employee’s salary: Employee #2 Salary = \$9,360 (\$18 per hour × 20 hours per week × 52 weeks)

Position	# of Staff	FTE	Salary
Employee #1: Full-Time Staff	1	1.00	\$60,000
Employee #2: Part-Time Staff	1	0.57	\$18,720

***TIPS:**

- The Number of Staff and the Salary amount must be entered as **whole numbers**; NO decimal places.
- Salaries and benefits related to Pay Equity Union Settlement and Wage Subsidy are to be reported on **Schedule 2.3**, NOT Schedule 2.1.
- Salaries and benefits related to Wage Enhancement are to be reported on **Schedule 4.3**.
- Staff FTE must be entered with **2 decimal places**.
- Staff FTE **cannot** be greater than the number of staff. An ERROR message will appear if this is the case and the ERROR must be resolved to be able to promote your EFIS file to “Active”.

Step #3: Schedule 2.3 – Schedule of Total Gross Expenditures

PURPOSE

Schedule 2.3 captures information on gross expenditures for Child Care programs. Gross expenditure is defined as total expenditures regardless of the source of funding (i.e. ministry funding, Band contributions or other offsetting revenues).

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Schedule 2.3 – Schedule of Total Gross Expenditures”

In Schedule 2.3, include all expenditures even if funded from other sources and not fully subsidized by the ministry. This schedule is comprised of the following expenditure categories:

1. Salaries and Benefits *
2. Advertising and Promotion
3. Building Accommodation
4. Program Supplies Equipment and Furnishings
5. Purchase of Services
6. Travel
7. Services, Supplies and Technology
8. Staff Training
9. Purchased Professional Services – Client
10. Purchased Professional Services – Non-Client
11. Transformation – Special Needs Resourcing (SNR)
12. Transformation – Play Materials and Equipment
13. Transformation – IT Upgrades
14. Fee Stabilization Support – Administrative Expenditures (up to 10% of the Fee Stabilization Funding allocation) **
15. Licensed Home Child Care Expenditures

* It is not necessary to report staffing costs for Fee Subsidy, SNR, OW – Formal, and Transformation on Schedule 2.3 as these salaries and benefits will automatically populate based on Schedule 2.1.

**Fee Stabilization Support related expenditures, excluding Administrative related expenditures, should be reported under the Salaries and Benefits line.

***TIP!** If the Administrative Expenditures for Fee Stabilization Support is greater than 10% of the Fee Stabilization Support allocation, an error will be produced in the Error Schedule.

Gross Expenditures: Definitions & Examples

Category	Definition	Examples of Expenditures
Salaries & Benefits	Automatically pre-populated from Schedule 2.1 for A370/A371 – Fee Subsidy, A377 – Special Needs Resourcing, A402 – Ontario Works-Formal, and A404 – Transformation. Please enter salaries and benefits for A394 – Pay Equity Union Settlement, A392 – Wage Subsidy, and Fee Stabilization Support.	
Advertising & Promotion	Costs incurred by the First Nation Child Care Centre for any promotion, publicity and/or dissemination of information.	<ul style="list-style-type: none"> • Promotional pamphlets, posters, pictures, advertisements, radio and TV announcements, TV or radio scripts, and annual reports, • Annual meetings, including refreshments, fees paid for a speaker, travel expenses of a speaker, printing and mailing of invitations, and advertising of the meeting, • Educational and promotional events and all other promotional and publicity costs, and • Nominal awards given to staff members or volunteers, awards for outstanding distinction in the field in which the First Nation works.

Category	Definition	Examples of Expenditures
Building Accommodation	All costs related to the building space or facilities occupied by the First Nation Child Care Centre and the surrounding grounds.	<ul style="list-style-type: none"> • Rental of space used in rendering service to its clients including administrative buildings, offices and garage facilities (if this rental includes the cost of heat, water, light, property taxes, and other related costs, the entire sum is reported) • The cost of any of the following, unless the cost of one or more of them is included in the rent: heating, fuel, water, gas, or electricity • Building repairs and the cost of materials for such repairs, the cost of maintaining fences and roads on the property and repair or maintenance of furnaces and boilers • Janitor supplies: soaps, detergents, disinfectants, and supplies for washrooms such as paper towels, toilet paper, soap, light bulbs • Window washing, gardening, removing waste, garbage, rubbish and other contracts for cleaning or building maintenance • Building equipment and fixtures purchased not exceeding \$1,000 per item (the cost of an item or any components making up the whole item not exceeding \$1,000 in a fiscal year) • Dry cleaning and laundering of draperies, rugs, furniture, and employee protective clothing • Repair or maintenance of furniture • Repair or maintenance of building equipment such as lawn mowers and small equipment used in maintaining the building and grounds • All insurance costs for premises, furnishings and equipment (excludes Directors and Officers Liability and Professional Malpractice Insurance which is reported in Miscellaneous and auto insurance for owned and leased vehicles which is reported in travel)

Category	Definition	Examples of Expenditures
Program Supplies, Equipment & Furnishings	All costs incurred by the First Nation Child Care Centre for the delivery of programs directly to clients.	<ul style="list-style-type: none"> • Program supplies used by staff to carry out programs (e.g. play therapy supplies, testing supplies, specialized/adaptive equipment and supplies to support children with special needs, where the expenses are not particular to an individual client, but rather for a group of clients). The cost of maintenance and repairs of program equipment and furnishings <p>NOTE: Do not include items that become the personal property of a child.</p>
Purchase of Services	These are costs incurred by the First Nation Child Care Centre through a purchase of service agreement with an external agency where that agency provides the service, except for those related to administrative functions. The amounts that you spent for Health and Safety as well as for Transformation, and that have already reported to the ministry, will be automatically uploaded in Schedule 2.3.	
Travel	Travel costs incurred by volunteers and staff.	<ul style="list-style-type: none"> • Allowances per kilometre for use of personal automobiles • Bus, train, taxi or air travel costs • Parking fees • Costs of repairing and maintaining leased or owned vehicles • Paid auto insurance • Other travel related incidental costs including meals and accommodation • Travel costs related to training and conferences

Category	Definition	Examples of Expenditures
Services, Supplies & Technology	Costs incurred by the First Nation Child Care Centre in its general administrative operation.	<ul style="list-style-type: none"> • Postage and stationery (excluding amounts used in a promotional campaign, which should be reported in Advertising and Promotion) • Telephone service costs and other communication costs • Courier services • Office equipment and furnishings purchases not exceeding \$1,000 (of an item or any component making up the whole item not exceeding \$1,000 in a fiscal year) • The purchase price calculators, computers and components, communication systems or equipment, office desks and other office furniture, whether as additions or replacements not exceeding \$1,000 • The cost of cleaning and repairing computers and components, communication systems or equipment, office desks and furniture, or the cost of contracts for such maintenance
Staff Training	All costs incurred by the First Nation Child Care Centre in the recruitment and education of volunteers, board members and staff.	<ul style="list-style-type: none"> • Training and conference registration expenses • The cost of reference books and periodicals supplied by the First Nation • Other training education and conference expenses incurred including training and library equipment • Costs related to the recruitment of staff and volunteers (including advertising)

Category	Definition	Examples of Expenditures
Purchased Professional Services - Client	Costs incurred by the First Nation Child Care Centre in purchasing professional services for clients.	<ul style="list-style-type: none"> • Legal and related worker fees for services rendered to clients • Any other client related purchased service. For example: consultation costs, interpretation and translation costs, dietetic or play therapy services, tutoring costs, additional non-medical services provided to a client, other client related purchased professional service expenses <p>TIPS:</p> <ol style="list-style-type: none"> 1) Non-Case/client-related professional services are reported in Purchase of Service - Non client. 2) Purchase – professional services (client) should only be used for a purchase of service from an organization that is not your own.

Category	Definition	Examples of Expenditures
Purchased Professional Services – Non-Client	Costs incurred by the First Nation Child Care Centre in purchasing non-client related professional services for which the First Nation itself does not employ staff.	<ul style="list-style-type: none"> • Fees paid for administrative or corporate legal work and court costs • Audits of the First Nation books including fees paid to data centers for bookkeeping services • Financial administrative program and information systems as well as other management advisory services provided by management consultants • The costs of other professional services purchased on a fee-for-service basis (i.e. bank payroll services, architectural and engineering fees, medical and related consultant fees – non-case/client-related assignments, fees paid to organizations for temporary clerical help and other contract services purchased). <p>TIPS:</p> <ol style="list-style-type: none"> 1) Salaries for regular bookkeeping services should be reported in account Salaries and Wages if the bookkeeper is an employee of the First Nation. Services for building maintenance and repairs, or other building upkeep, such as housekeeping should be charged to Building Accommodations. Services related to public relations should be charged to Advertising and Promotion. 2) Purchase – professional services (non-client) should only be used for a purchase of service from an organization that is not your own.

Category	Definition	Examples of Expenditures
Transformation – Special Needs Resourcing	Cost incurred by the First Nation Child Care Centre to cover expenses related to Special Needs Resourcing.	
Transformation – Play Materials and Equipment	Cost incurred by First Nation Child Care Centre 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 <i>How Does Learning Happen? Ontario’s Pedagogy for the Early Years.</i>	<ul style="list-style-type: none"> • Creating indoor and outdoor spaces • Creating a natural playground space or adding a sandbox to the outdoor play area. • Non-consumable supplies/equipment that supports the regular operation of the child care program (e.g. kitchen supplies). • Minor renovations, such as lowering sinks/countertops to provide easier access for children to wash their hands.
Transformation – IT Upgrade	Cost incurred by the First Nation Child Care Centre to support IT upgrades that help facilitate internet connectivity for child care business purposes.	<ul style="list-style-type: none"> • IT upgrades to support the purchase of IT equipment that enables child care staff to connect to the internet for business purposes.
Fee Stabilization Support	Cost incurred by the First Nation Child Care Centre to support improved wages for the licensed child care workforce, affordability for families, and to address potential fee increases.	
Licensed Home Child Care	Cost incurred by the First Nation Child Care Centre to support licensed home child care agencies with ongoing costs and forecasting, planning, and actively recruiting more providers.	<ul style="list-style-type: none"> • Staff wages and benefits, lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies, and maintenance.

Step #4: Schedule 2.4 – Schedule of Adjusted Gross Expenditures

PURPOSE

Schedule 2.4 captures information on revenues that offset the reported gross expenditures on Schedule 2.3 to bring the expenditures to an adjusted gross expenditure basis. Include all revenue amounts above the 20% legislated cost-share requirement if the revenue is being used to offset ministry funded child care program costs.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Schedule 2.4 – Schedule of Adjusted Gross Expenditures”

You must enter both the type/source and the amount of revenue in Schedule 2.4. All items entered in this schedule **MUST** be negative values.

Parental Contribution

In this row, enter any parental contributions for subsidized child care spaces where the parents are paying some user fees to subsidize the cost of child care. If you do not charge parents any fees then this row will remain blank. Please enter the applicable amounts as negative values.

Parent Full Fee

In this row, enter any parental contributions for child care spaces where the parents pay the entire cost of the space (i.e. not supported by ministry funding). Please enter the applicable amounts as negative values.

Other Offsetting Revenue

In these three rows, enter all other offsetting revenues, where applicable. This would include items such as: contributions from the First Nation in excess of the legislated provincial cost sharing requirement, and funds received from federal child care initiatives, but **NOT** the federal government 20% cost share contribution. Please enter the applicable descriptions and any amounts as negative values.

Step #5: Schedule 3.1 – Entitlement Calculation

PURPOSE

Schedule 3.1 calculates the funding entitlement. The levels of expenditures, cost sharing requirements and financial flexibility (see illustration on the next page for more information) as per the policies set out in the 2018-19 Ontario Child Care and Child and Family Program Business Practice, Service, and Funding Guideline, are all taken into consideration when calculating the entitlement.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Schedule 3.1 – Entitlement Calculation”

There is no data entry required on this schedule as all the required data is pre-populated from other schedules in the submission.

Important Note: If the Total Child Care Entitlement is lower than the total Ministry Allocation, you must open the “Summary of Entitlement” tab and select “Yes/Oui” where asked “Are you willing to proceed based on the recovery amount above?” in order to submit. If you have any questions, please contact your assigned Financial Analyst before proceeding.

If you do not select “Yes/Oui” an error message will be displayed in the Errors report page, which will prevent you from promoting your submission. Therefore, if there is a Ministry Allocation Recovery, confirm that the information entered in the submission is correct and clear the error warning by selecting “Yes/Oui”. If you have any questions, please contact your assigned Financial Analyst.

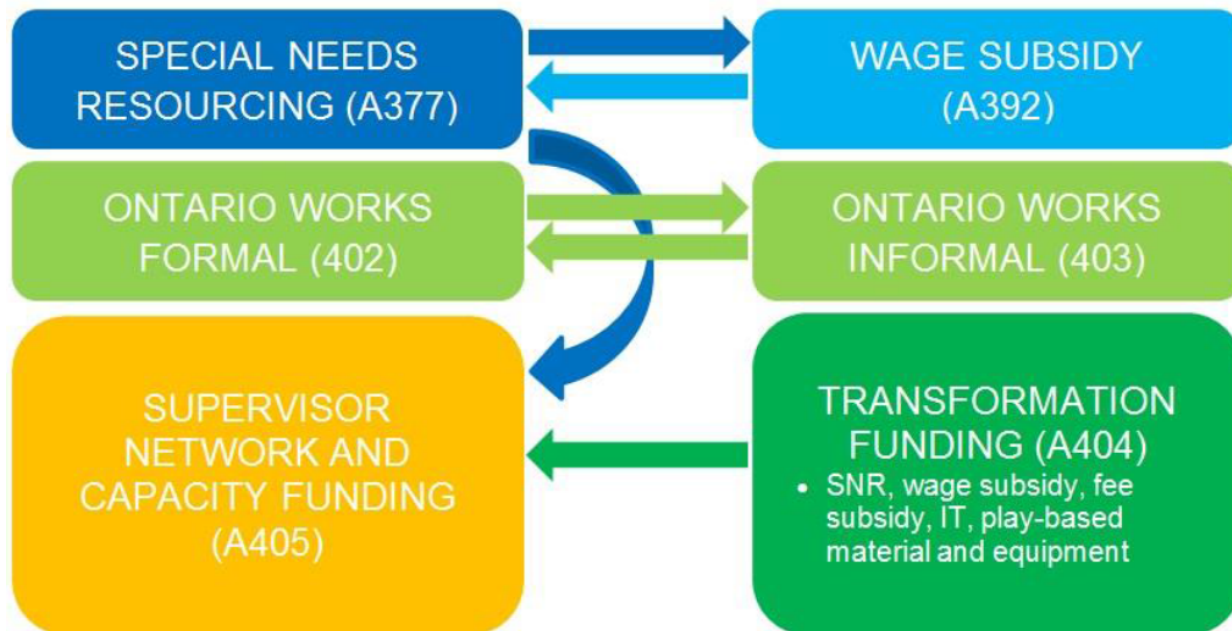
IMPORTANT!

- Once you have reviewed the Entitlement Calculation, one copy of Schedule 3.1 – Summary of Entitlement as “Recipient Active Version” must be printed from Reports, signed and sent to the Ministry of Education.

Financial Flexibility

First Nations have in-year flexibility to realign funds between detail codes to meet service needs and address volume and caseload pressures. First Nations must identify the realignment of funding in their applicable financial reporting submissions (refer to the 2018-19 Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guideline – Section 2 for more details).

Funding between detail codes can be realigned as follows:



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; and/or
- 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).

Detail Codes with **NO** Financial Flexibility – Funds CANNOT be transferred out of or into the following detail codes:

- Child Care Regular Subsidies (A370/371)
- 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 (A515)
- Fee Stabilization Support Funding
- Base Funding for Licensed Home Child Care

It is important to note that a transfer of funding from one detail code into another cannot occur more than once. 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).

NOTE: There is no financial flexibility between Child Care & Child and Family Programs funding.

Step #6: Schedule 4.2 – Transition Funding Annual Usage

PURPOSE

**Only complete this schedule if your First Nation received transition funding in 2012-13.

Schedule 4.2 captures the annual usage of the one-time transition funding provided to some First Nations during the 2012-13 fiscal year.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Schedule 4.2 – Transition Funding Annual Usage”

- Most of this schedule is pre-populated, with only one input cell. You are required to input the amount of this transition funding that you have used or are planning to use in the 2018-19 fiscal year.
- The “Usage in 2018-19” (as entered) is deducted from the “Transition Funding Balance at April 1, 2018” to determine the available “Transition Funding Balance at March 31, 2019”.
- See example below of Schedule 4.2:

Transition Funding Received in 2012-13	54,600
Transition Funding Balance April 1 st , 2018	39,762
Usage in 2018-19	35,000
Transition Funding Balance March 31 st , 2019	4,762

Step #7: Schedule 4.3 – Wage Enhancement Allocation

PURPOSE

Schedule 4.3 captures information regarding Wage Enhancement (WE) and Home Child Care Enhancement Grant (HCCEG). The purpose of the Wage Enhancement funding is to support a wage increase of up to \$2 per hour plus benefits to eligible Registered Early Childhood Educators (RECEs) and other child care program staff working in licensed child care. Please refer to the Ontario Child Care Business Practice, Service, and Funding Guideline for eligibility requirements.

The schedule consists of 4 tabs:

1. Child Care Centres and Home Visitors
2. Home Providers
3. WE Allocation Summary
4. WE Administration Allocation

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Schedule 4.3 – Wage Enhancement Allocation Summary”

Tab 1 – CC Centres and Home Visitors

Report the number of FTE for centre-based positions and private home day care (PHDC) home visitors receiving a full Wage Enhancement (e.g. staff whose wages were less than \$25.07 per hour as of December 31, 2018) along with the Wage Enhancement salaries and benefits components.

Also report the number of FTE for centre-based positions and PHDC home visitors receiving a partial Wage Enhancement (e.g. staff whose wages were more than \$25.07 per hour but less than \$27.07 per hour as of December 31, 2018) along with the Wage Enhancement salaries and benefits.

Tab 2 – Home Providers

Report the number of PHDC providers receiving a full HCCEG of \$20 per day (e.g. staff whose daily compensation was less than \$250.70 as of December 31, 2018 and served the equivalent of 2 full time children or more enrolled in their program who have been assigned to them by a licensed home child care agency) along with the requested wage enhancement dollar amount.

Also report the number of PHDC providers receiving a partial HCCEG of \$10 per day (e.g. staff whose daily compensation was less than \$152.42 as of December 31, 2018 and served the equivalent of less than 2 full time children assigned to them by a licensed home child care agency) along with the requested wage enhancement dollar amount.

Tab 3 – Wage Enhancement Allocation Summary

Input the number of licensed child care programs (centres and HCCEG). This tab displays the Wage Enhancement allocation and captures the total Wage Enhancement entitlement.

Tab 4 – Wage Enhancement Administration Allocation

Input the following data in this tab:

- a) Administration of Wage Enhancement (Carry Forward from 2015-16)
- b) Other Child Care Program Expenses (Carry Forward from 2015-16)
- c) 2018-19 Wage Enhancement Administration Grant Usage (Current Year)

The ministry is not providing flexibility to utilize 2018-19 Wage Enhancement Administration funding for child care operating expense.

Any unused Wage Enhancement Administration funding on child care program expenses for the current year will be recovered by the ministry. The unused portion of the Wage Enhancement Administration Grant for 2015-16 however, can be carried forward.

**The 2018-19 Wage Enhancement Administration funds must be used prior to using the 2015-16 carry forward amount.

Step #8: Guideline Adherence

PURPOSE

This section requires that your First Nation attest that it is in compliance with the service agreement in effect with the ministry. Your First Nation must also attest that the expenditures have been used to support Child Care Programs as detailed in this submission.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Guideline Adherence”

Prior to promoting your EFIS 2.0 file for submission to the ministry, you must attest to the following:

- You are in compliance with the service agreement in effect between the Recipient and the Ministry of Education;
- You have incurred the expenditures reported in this submission as to be reflected in the audited financial statements; and
- You have provided the level of service indicated in the data summary as per the service agreement

To do so, select “YES” in the “Guideline Adherence Confirmation” row.

**If “NO” has been selected in the Guidelines Adherence, you are NOT FULLY IN COMPLIANCE with the statements mentioned above pertaining to: 1) service agreement, 2) financial summary, 3) data summary, and 4) other. In this case, you must provide an explanation in the “Warning Explanation” column of the Warnings form.

Next, please enter under “**Contact Person**” the contact information of the individual who is best able to answer any questions in regards to the information entered in this submission. Should your Financial Analyst have any questions pertaining to this submission, this is the person your Financial Analyst will be contacting.

Under “**Signing Authorities 1**” and “**Signing Authorities 2**”, enter the contact information of 2 individuals who have the authority within your First Nation to bind the financial information entered in this EFIS submission to the ministry. Examples of signing authorities are: Manager of Finance, Finance Director, Council Member, member of the Board of Directors, President, etc.

Step #9: Warnings and Errors

PURPOSE

There is no data entry required in any of these schedules. Please review the analysis and correct any inconsistencies prior to promoting your submission to active.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Warnings” and “Errors”

The last 2 schedules are as follows:

1. **Warning Messages** – You can still promote your submission to active if you have outstanding warning messages, but you must follow-up or provide an explanation on all items where “Yes” is identified for warnings. Cells that contain warnings will be highlighted in RED. Expand the “Description” column for more details.
2. **Error Messages** – Unlike warning message, error messages show areas that must be fixed before you can submit in EFIS 2.0. You cannot submit your EFIS file with outstanding error messages. In the Errors form, follow-up on all items where “Yes” is identified for errors. Cells that contain errors will be highlighted in RED. Expand the “Description” column for more details.

*TIP!

Your submission cannot be promoted to “ACTIVE” status until ALL error messages have been addressed and cleared.

Step #10: Submission Management

PURPOSE

The submission management area allows you to validate your file and promote it to active for submission to the ministry.

HOW TO COMPLETE

Under “Submission Management”, select Submission Management and expand the folder by clicking on the “+” sign. The folder will expand and reveal 3 task boxes:

1. **Version Description and Summary:** This area allows you to manage the various versions of the file. Ensure the correct data is populated into the “Recipient Working Version” as this will be the file submitted to the ministry. Enter a description to the Recipient Working Version by clicking on the field, entering text, and clicking the Save button.
2. **Copy Data to Recipient FA Viewable Version:** This process is optional and can be used if you need your Financial Analyst (FA) to review your data in the Recipient Working Version. It will copy all of your data from the “Recipient Working Version” into the “Recipient FA Viewable Version.” To complete this process, **choose ‘Yes’** from the drop-down menu under “Are you sure you want to replace all data in FA Viewable Version?” and click the Save button.
3. **Validate and Promote for Approval:** The process to validate and promote submission for approval is as follows:
 - Click on the file name under the header: “Planning Unit”
 - Click on “Actions”
 - Select “Validate”; if the sub-status column shows “Invalid Data”, you must click on “Invalid Data” and correct the listed errors. If the sub-status column shows “Validated”, proceed to the next step. ****Please ensure that you click on the actual file name under “Planning Unit” and that it is physically selected.**
 - Click on “Actions”
 - Click on “Change Status” and select “Promote”
 - Click on “OK”
 - The submission is promoted and flagged for the Approver. The file is now “read only” for the Modifier and the Modifier can no longer enter/edit data in the file.
 - The **Approver** will then log into EFIS, review, and change the status to “Approve” in order to submit the EFIS file to the ministry.

Reporting

After completing steps 1 – 10, the data in the Financial Statements submission file should be complete.

You are now required to send in the following **REPORTS** (scanned) of the following sections of your “**Recipient Active Version**” 2018-19 Financial Statements submission in EFIS 2.0:

- Signed Certificate
- Signed Schedule 2.3 – Schedule of Total Gross Expenditures
- Signed Schedule 3.1 – Summary of Entitlement

(To print the reports, under: **SUBMISSION INPUT AND QUERY** → select: **REPORTS** and then click on the reports you wish to print.)

The reports for Certificate, Schedule 2.3 – Schedule of Total Gross Expenditures and Schedule 3.1 – Summary of Entitlement must be printed from the “Recipient Active Version” EFIS submission. They must be signed by 2 members of your First Nation who have signing authority.

Please scan and e-mail them (this is the preferred method), by the deadline indicated in the accompanying memo to:

childcarefunding@ontario.ca

OR

Mail (regular mail) the relevant forms to:

Manager
Child Care Finance Unit
Financial Accountability and Data Analysis Branch
11th Floor, 315 Front Street West
Toronto, Ontario
M7A 0B8

Once a submission is approved and promoted to ‘Active’ status, your First Nation has formally submitted their Financial Statements - EFIS 2.0 file to the Ministry of Education.

Assistance with EFIS 2.0

For user and/or navigation assistance on EFIS 2.0, please contact:

EFIS Technical Support
Telephone: (416) 326-8307
E-mail: efis.support@ontario.ca

For data input assistance, please contact your Financial Analyst:

Financial Analyst	Telephone #	E-mail Address
Agnes Chan	(416) 270-5846	Agnes.Chan2@ontario.ca
Argen Elezi	(647) 983-2374	Argen.Elezi@ontario.ca
Brian Tse	(416) 270-7652	Brian.Tse@ontario.ca
Bryan Mason	(416) 270-4340	Bryan.Mason@ontario.ca
Danielle Learmonth	(416) 270-2329	Danielle.Learmonth@ontario.ca
David Geng	(416) 268-8135	David.Geng@ontario.ca
Justin Leung	(416) 272-4862	Justin.Leung@ontario.ca
Vanessa Yu Foon Moi	(416) 270-1379	Vanessa.YuFoonMoi@ontario.ca