

Ministry of Education

Early Years and Child Care
Division
315 Front Street West
11th Floor
Toronto, ON M7A 0B8

Ministère de l'Éducation

Division de la petite enfance et de la
garde d'enfants
315, rue Front Ouest
11^e étage
Toronto (Ontario) M7A 0B8

2021: EYCC02

Date: June 23, 2021

Memorandum To: Chiefs of First Nations with Child Care & Child and Family
Program Agreements
First Nations Administrators
Transfer Payment Agency Administrators

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

Subject: **2021-22 First Nations Child Care and/or Child and Family
Program Service Agreement Package**

Thank you for your continued work and collaboration as we navigate through the COVID-19 pandemic. Your efforts have not gone unnoticed and we sincerely appreciate all that you do in keeping children, families and staff safe during these challenging times. The early years and child care sector is vital in supporting communities across the province and none of what we have achieved thus far could have been done without your hard work and dedication, and for that we thank you.

I am pleased to provide you with the 2021-22 child care and/or child and family program service agreement package. This package includes:

- 2021-22 service agreement for your First Nation
- 2021-22 Ontario Child Care and Child and Family Programs Business Practice, Service and Funding Guideline (“guideline”)

- Other relevant supporting documents (where applicable), including:
 - 2021-22 Health and Safety Funding Request Form
 - Child and Family Program Serious Occurrence Form
 - Ontario Works Overview Document

Please refer to the applicable sections of the guideline for details on each of the specific funding lines noted in the Budget Schedule of your 2021-22 service agreement.

Ministry Updates

A. Funding Guidelines

Any changes to the funding guideline are highlighted in the summary of guideline changes on pages 4 to 6 of the *2021-22 Ontario Child Care and Child and Family Programs Business Practice, Service and Funding Guideline*.

B. Five-Year Service Agreements

As you are aware, in March 2021, the ministry engaged with First Nations partners on a move towards five-year service agreements in an effort to reduce administrative burden and to simplify and modernize the service agreement process. We sincerely appreciate the feedback and support received on this proposal. After reviewing all the feedback, the ministry is transitioning funding for all First Nations child care and/or child and family programs to five-year agreements beginning in the 2021-22 fiscal year. The term of the agreement is from April 1, 2021 until March 31, 2026.

Agreement renewal will occur every five years instead of annually. This means that partners will only be required to return a signed agreement in the first year of the five-year agreement. Once the agreement is signed, similar to previous years, the ministry will continue to issue updated schedules to the service agreement (e.g. budget schedule) on an annual basis or as needed.

First Nations will not be required to sign off on revised schedules under the five-year agreement; however, First Nations have 30 days to review the new schedules and notify the ministry if they wish to terminate the agreement.

C. Signing Agreements

Similar to the practice for signing back the 2020-21 agreements, the ministry will continue to allow First Nations to confirm acceptance of their service agreement by email in place of returning a signed agreement. When confirming acceptance by email, First Nations must also attach the complete service agreement to their email for it to be approved by the ministry. Please refer to your service agreement package for more details.

D. Updates to Financial Flexibility

To support child care in operating during the COVID-19 pandemic, the ministry is continuing to provide enhanced financial flexibility to First Nations to offset eligible costs associated with re-opening. Funds may be transferred from Special Needs Resourcing (A377), Wage Subsidy (A392), Ontario Works Formal (A402)/Informal (A403), Child Care Supervisor Network – Capacity Building Funding (A405) and Child and Family Programs to Child Care Transformation Funding (A404). Child Care Transformation Funding may be used for operating costs associated with the re-opening of child care.

E. 2021-22 Health and Safety Funding

The ministry is inviting First Nations communities with licensed child care centres and home child care agencies to apply for Health and Safety funding for 2021-22. This funding may also be used to support re-opening costs. Please refer to the enclosed guideline for more details. While applications will continue to be accepted throughout the fiscal year, First Nations partners are encouraged to submit their applications for Health and Safety funding to the ministry as soon as possible.

2021-22 Cash Flow

Monthly cash flow in 2021-22 will initially be based on the most recently signed 2020-21 service agreement (less any one-time items). Once the 2021-22 signed service agreement is received by the ministry, monthly cash flow will be updated to reflect your 2021-22 allocations.

Pending receipt of the signed service agreement by **July 30, 2021**, child care and/or child and family program cash flow for 2021-22 allocation will be updated in August 2021. The August payment will include any catch-up payment to ensure that cash flow is reflective of your 2021-22 allocation.

2021-22 Key Dates

The 2021-22 service agreement must be submitted to the ministry by **July 30, 2021**. Please submit a **complete** copy of the entire signed service agreement by email to: tpa.edu.earlylearning@ontario.ca. The ministry will email a copy of the completed agreement back to you for your records.

As some staff are working remotely with no opportunity for signing authorities to physically sign service agreements, the ministry will accept an email from a signing authority in place of a signature. Please refer to the guidelines for the email approval process.

The chart below lists all documents that are required to be submitted to the ministry for the 2021-22 fiscal year. Documents are to be submitted via email.

Document	Due Date
2021-22 Health and Safety Request Form (where applicable)	Accepted throughout the year
2021-22 Service Agreement	July 30, 2021
2021-22 Wage Enhancement Application Form (where applicable)	July 30, 2021
2021-22 Health & Safety Attestation Forms (where applicable)	March 25, 2022
2021-22 Financial Statements (EFIS or Attestation)	July 29, 2022

Please contact your Early Years Advisor directly if you have any questions or concerns regarding this memorandum and the enclosed materials. For questions regarding your 2021-22 cash flow or financial reporting, please contact your Financial Analyst. A contact list and other information on funding are available on the [Financial Analysis and Accountability Branch website](#).

Thank you once again for your ongoing partnership.

Sincerely,

Original signed by

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

c: Phil Graham, Assistant Deputy Minister, Early Years and Child Care Division, Ministry of Education

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

Early Years Advisors, Early Years and Child Care Programs and Service Integration Branch, Early Years and Child Care Division, Ministry of Education

Financial Analysts, Financial Accountability and Data Analysis Branch, Early Years and Child Care Division, Ministry of Education