

**Ministry of Education**

Early Years and Child Care  
Division  
315 Front Street West  
11<sup>th</sup> 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<sup>e</sup> étage  
Toronto (Ontario) M7A 0B8

**2022: EYCC03**

**Date:** May 3, 2022

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

**From:** Maureen Ennis  
Director, Early Years and Child Care Programs and Service Integration Branch  
Early Years and Child Care Division  
Ministry of Education

**Subject:** **2022-23 First Nations Child Care and/or Child and Family Program Service Agreement Package**

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I am pleased to provide you with the 2022-23 child care and/or child and family program service agreement package. This package includes:

- 2022-23 Updated Schedules to the Service Agreement for your First Nation or Transfer Payment Agency (Schedules B-F)
- 2022-23 Ontario Child Care and Child and Family Programs Business Practice, Service and Funding Guideline (“guideline”)
- Other relevant supporting documents (where applicable), including:
  - 2022-23 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 2022-23 service agreement.*

## **Ministry Updates**

### ***A. Funding Guideline***

Any changes to the funding guideline are highlighted in the summary of guideline changes on page 5 of the *2022-23 Ontario Child Care and Child and Family Programs Business Practice, Service and Funding Guideline*.

### ***B. Five-Year Transfer Payment Agreement***

First Nations and Transfer Payment Agencies will be entering Year 2 of the five-year service agreement with the ministry which is set to expire on March 31, 2026. As a reminder, following signature in Year 1 (2021-22) of the agreement, **signed agreements are not required** for subsequent years (e.g., Years 2 to 5). The attached Schedules (B-F) supersede the existing Schedules. Please retain a copy of these updated Schedules with your signed 2021-22 agreement.

### ***C. COVID-19 Related Expenses***

The ministry acknowledges the impact that COVID-19 has had on the child care and early years sector. As such, in 2022-23, the ministry will be providing First Nations with enhanced financial flexibility in the use of funds to offset eligible costs for COVID-19 related expenses generally, as opposed to strictly for re-opening purposes. The ministry is requesting that First Nations use unspent funds within their child care and/or child and family program budgets (where applicable), and to maximize any federal or provincial supports that could be used to cover these expenses.

### ***D. 2022-23 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 2022-23. First Nations communities requiring additional funding to meet licensing and enhanced health and safety requirements associated with the COVID-19 pandemic may apply through the Health and Safety funding process. 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 to the ministry as soon as possible.

### ***E. Serious Occurrence Reporting Protocol – COVID-19***

In accordance with the latest operational guidance for First Nations child and family programs, where a staff, child, parent, caregiver or visitor has a positive COVID-19 test and/or there is a child and family program closure due to COVID-19, First Nations are no longer required to report this information to the ministry.

## **2022-23 Cash Flow**

Monthly cash flow in 2022-23 may initially be based on the most recently signed 2021-22 service agreement (less any one-time items). Once the 2022-23 service agreement is released to the First Nation or transfer payment agency and processed by the ministry, monthly cash flow will be updated to reflect your 2022-23 allocations and will include any catch-up payment.

## **2022-23 Key Dates**

The chart below lists all documents that are required to be submitted to the ministry for the 2022-23 fiscal year. Documents are to be submitted via email.

<b>Document</b>	<b>Due Date</b>
2022-23 Health and Safety Request Form (where applicable)	Accepted throughout the year
2022-23 Wage Enhancement Application Form (where applicable)	July 29, 2022
2022-23 Health & Safety Attestation Forms (where applicable)	Accepted throughout the year or by March 24, 2023
2022-23 Financial Statements (EFIS or Attestation)	July 31, 2023

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 2022-23 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*

Maureen Ennis

Director

Early Years and Child Care Programs and Service Integration Branch

Early Years and Child Care Division

Ministry of Education

c: Holly Moran, 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