

Ministry of Education

315 Front Street West
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Ministère de l'Éducation

315, rue Front Street Ouest
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2019: SB16

MEMORANDUM TO: Directors of Education
Senior Business Officials
Secretary/Treasurers of School Authorities

FROM: Andrew Davis
Assistant Deputy Minister
Education Labour and Finance Division

Denise Dwyer
Assistant Deputy Minister
Indigenous Education and Well-Being Division

Shirley Kendrick
Assistant Deputy Minister
Student Support and Field Services Division

DATE: September 24, 2019

SUBJECT: The Reciprocal Education Approach (REA) – *The REA Instructions for First Nations and School Boards*

As a follow up to SB11 – “The Reciprocal Education Approach (REA) – The REA Parent, Guardian, and Student Fact Sheet”, we are pleased to share with you “*The REA Instructions for First Nations and School Boards*” (hereafter referred to as *The REA Instructions*).

The REA Instructions have been developed to provide key information on school eligibility, student eligibility, the base fee, new admission and enrolment policies, and a new process for payments. The instructions also include information on the negotiation of additional supports and services, late payments and arrears, existing agreements, and dispute resolution.

We encourage all staff responsible for enrolment, particularly school principals and administrators, to review this document.

Key dates for school board submissions to the ministry:

School boards will be required to submit the Student Information Report, to identify pupils who are attending a First Nation- or federally- operated school (First Nation school), to the ministry by the following days of each school year for funding purposes:

- 10th business day in October –Submission to the ministry will support the preliminary payment to the entity operating the First Nation school. The preliminary payment will support an estimate of the number of full-time equivalent students attending a First Nation school based on the existing Reverse Education Service Agreements (RESAs) and/or the written notices provided to the school board or one of its schools by September 30 of each school year.
- Last business day in December – The revised submission to the ministry will support the second payment to the entity operating the First Nation school. The second payment will provide an updated number of full-time equivalent students attending a First Nation school based on the October 31 count date of each school year. Entities operating First Nation schools will be required to submit this information to school boards by November 30 of each school year.
- Last business day in May – The final submission to the ministry will support the third payment to the entity operating the First Nation school. The third payment will provide the finalized number of full-time equivalent students attending a First Nation school based on the March 31 count date of each school year. Entities operating First Nation schools will be required to submit this information to school boards by April 30 of each school year.

School boards are expected to make payments to the entity operating the First Nation school within ten (10) business days of receiving funds from the ministry.

Please see Appendix B of this memo for more information on submitting the Report.

Key dates for school board submissions to participating First Nations:

To support the fees charged to participating First Nations under the REA, school boards will be required to identify REA students attending their schools on an ongoing basis each year. School boards will be required to provide a *Student Enrolment List* that includes all active students attending one of their schools to the participating First Nation within 30 days following the two provincial count dates (October 31 and March 31) in a given school year.

School boards will be responsible for establishing a board policy to collect the relevant documentation from their schools to support the invoicing and payment process under the REA.

For more detailed information regarding the process of payments, please refer to the *REA Instructions for First Nations and School Boards*.

Changes to the Education Financial Information System (EFIS) forms:

The base fee for the 2019-2020 school year, which school boards will be required to charge the First Nation or pay to the entity operating the First Nation school, has now been set out in regulation to reflect the context of the REA (please refer to *B18 – The Reciprocal Education Approach (REA)* or *Ontario Regulation 278/19 - Calculation of Fees for the 2019-2020 School Board Fiscal Year* for further details). As such, the ministry has updated the EFIS forms to reflect these changes.

A list of each school board’s base fee, based on their estimates, will be posted on the ministry’s [website](#). The calculation of the revised base fee can be viewed in EFIS under Appendix B of a newly created “App. B: Version after adjustment” version of the board’s 2019-20 Estimates.

If you require further information about the REA, please contact:

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Attachments: Appendix A – The REA Instructions for First Nations and School Boards

Appendix B – 2019-20 REA Data Submission

- i. Memorandum on the 2019-20 REA Data Submission
- ii. Data Upload Instructions to SODT Portal
- iii. User Account SODT Registration Form