

Ministry of Education

Special Education Policy
and Programs Branch
18th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Direction des politiques et des programmes
de l'éducation de l'enfance en difficulté
18^e étage, édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education

FROM: Louise Sirisko
Director, Special Education Policy and Programs Branch

Steven Reid
Director, Field Services Branch

DATE: February 3, 2016

SUBJECT: Application for Approval of Education Programs for
Students in Government Approved Care and/or Treatment,
Custody and Correctional (CTCC) Facilities (Facilities
Amount)

We are pleased to provide you with information on the application and approval process for Education Programs in Care and/or Treatment, Custody and Correctional (CTCC) Facilities for the 2016-17 school year. The Ministry is inviting school boards to submit applications to renew existing CTCC programs, including those that were established as new CTCC programs in the 2013-14 and 2015-16 school years. In order to allow the impact of new and transformative programs to be fully reviewed, the Ministry will not be accepting applications for new and/or expanded programs in 2016-17.

School boards have also been provided with revised *Guidelines for Students in Government Approved Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2016-17 (Guidelines 2016-17)*. The *Guidelines 2016-17* set out expectations in areas such as pupil teacher ratio, criteria for funding of educational assistants and administrative liaison positions, and outlines specific elements that inform the delivery of CTCC education programs. The *Guidelines 2016-17* now include new requirements for reporting program attendance patterns. The Instructions for Completing the Application Form for Educational Programs now include minor technical adjustments to simplify data collection and analysis. In addition, all programs are being requested to complete a revised program description template (Appendix A), which will provide a more comprehensive and consistent understanding of the breadth of programs being provided in Ontario.

As communicated in the Managing Information for Student Achievement (MISA) memo on December 10, 2015, the Ministry is targeting to collect elemental student achievement data from secondary CTCC facilities at the end of the 2015-16 academic year in June. The Ministry will continue to work on the process and communicate with the Boards throughout the year. The data will provide an evidence base to enhance CTCC programs and the success of students attending education programs in CTCC facilities.

Key Dates:

The timing for the applications process for the 2016-17 school year is as follows:

Date	Activity
10:30am – 11:30am February 9, 2016 (English)	Two English language Adobe Connect information sessions will be set up to review the program approvals process and to provide an opportunity for applicant school boards to ask questions about the program renewal process.
2:00-3:00pm February 11, 2016 (English) (See French memo for French dates)	Adobe Connect URL: http://conn-o.osapac.org/s23 Information Session Details: Local dial in number: 416-212-8014 Toll free dial in number: 1-866-500-5845 7 digit Conference ID (participant access): 7145807
March 11, 2016	Applications to renew existing programs to be submitted electronically to the attention of the CTCC Regional Office Contact of the Ministry of Education. <ul style="list-style-type: none">• <i>Application Form for Education Programs: Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2016-17 (Excel Application Form including signed Application Summary Page);</i>• <i>Application Form for Education Programs: Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2016-17 (DIVESTED ONLY) (Excel Application Form including signed Application Summary Page); and</i>• <i>Appendix A: Program Description (all programs are being requested to complete a revised program description template, which will provide a more comprehensive and consistent understanding of the breadth of programs being provided in Ontario).</i>
April 11, 2016	Target date for approval of existing programs.* * Note: Subject to approval of the Grants for Student Needs 2016-17.
August 31, 2016	Signed program agreement or memorandum of understanding for 2016-17 to be submitted electronically to the attention of the CTCC Regional Office Contact of the Ministry of Education.
October 28, 2016	Confirmation by school boards of actual salaries, benefits, September 2016 enrolment and Total Number Students Served in 2015-16.** ** Note: New information being requested related to enrolment, attendance expectations

Information regarding the program application and approval process, including the *Guidelines 2016-17*, can be accessed at: <https://efis.fma.csc.gov.on.ca/faab/Section%2023.htm>.

If your staff have any questions or require further clarification, please contact the insert contact information for the Education Officer at the Ministry of Education Regional Office.

Thank you for your ongoing co-operation.

ORIGINAL SIGNED BY

Louise Sirisko
cc: Regional Managers

Steven Reid