

Ministry of Education

Special Education / Success for All
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Ministère de l'Éducation

Direction de l'éducation de l'enfance en
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900, rue Bay
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education

FROM: Shirley Kendrick
Director, Special Education / Success for All Branch

Debra Cormier
Director, Field Services Branch

DATE: February 12, 2018

SUBJECT: Application for Approval of Education Programs for
Children and Youth in Government Approved Care
and/or Treatment, Custody or 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 2018-19 school year. The Ministry is inviting school boards to submit applications to renew existing CTCC programs. At this time, the Ministry will not be accepting applications for new and/or expanded programs in 2018-19.

School boards are also provided with revised *Guidelines for Children and Youth in Government Approved Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2018-19 (Guidelines 2018-19)*. The *Guidelines 2018-19* 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. Programs that have had changes from 2017-18 are requested to complete a program description template (Appendix A), which provides 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 continues to collect elemental student achievement data from secondary CTCC facilities. The data provides an evidence base to enhance CTCC programs and the success of children and youth attending education programs in CTCC facilities.

Key Dates:

The timing for the applications process for the 2018-19 school year is as follows:

Date	Activity
<p>10:30am – 11:30am February 28, 2018 (English)</p> <p>OR</p> <p>3:00pm- 4:00pm March 1, 2018 (English)</p> <p>(See French memo for French date)</p>	<p>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.</p> <p>Adobe Connect URL: http://conn-o.osapac.org/ctcc/</p> <p>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</p>
<p>March 9, 2018</p>	<p>Applications to renew existing programs to be submitted electronically to the attention of the CTCC Regional Office Contact of the Ministry of Education.</p> <ul style="list-style-type: none"> • <i>Application Form for Education Programs: Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2018-19 (Excel Application Form including signed Application Summary Page);</i> • <i>Application Form for Education Programs: Care and/or Treatment, Custody and Correctional (CTCC) Facilities 2018-19 (DIVESTED ONLY) (Excel Application Form including signed Application Summary Page); and</i> • <i>Appendix A: Program Description (programs with reallocations or program changes from 2017-18 are being requested to complete a program description template, which will provide a more comprehensive and consistent understanding of the breadth of programs being provided in Ontario).</i>
<p>April 13, 2018</p>	<p>Target date for approval of existing programs.*</p> <p>* Note: Subject to approval of the Grants for Student Needs 2018-19.</p>
<p>August 31, 2018</p>	<p>Signed program agreement or memorandum of understanding for 2018-19 to be submitted electronically to the attention of the CTCC Regional Office Contact of the Ministry of Education.</p>
<p>October 26, 2018</p>	<p>Confirmation by school boards of actual salaries, benefits, September 2018 enrolment and Total Number Children and Youth Served in 2017-18.</p>

Information regarding the program application and approval process, including the

Guidelines 2018-19, can be accessed [here](#).

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

Shirley Kendrick

Debra Cormier

cc: Regional Managers