



Ontario Child Care and Family Support Program Service Management and Funding Guideline

2016

**Consolidated Municipal Service Managers and District Social
Services Administration Boards**

Ministry of Education

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SECTION 1: INTRODUCTION

The Ministry of Education (the “ministry”) is pleased to release the 2016 Ontario Child Care and Family Support Program Service Management and Funding Guideline (“guideline”) for Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs).

The *Achieving Excellence: A Renewed Vision for Education in Ontario* outlines the province’s commitment to the success and well-being of every student and child. The objective of this vision is that learners in the province's education system will develop the knowledge, skills and characteristics that will lead them to become personally successful, economically productive and actively engaged citizens.

The *Ontario Early Years Policy Framework* provides a vision for the early years where Ontario’s children and families are well supported by a system of responsive, high-quality, accessible, and increasingly integrated early years programs and services that contribute to healthy child development today and a stronger future tomorrow. For additional information on the [Ontario Early Years Policy Framework](#) and [Achieving Excellence: A Renewed Vision for Education in Ontario](#) please visit the Ministry of Education website.

In support of this vision, responsibility for family support programs and related initiatives now reside within the Early Years Division at the Ministry of Education. Family Support programs include: Better Beginnings, Better Futures, Child Care/Family Resource Centres, Ontario Early Years Centres, Parenting and Family Literacy Centres, Data Analysis Coordinators, Early Child Development and the Early Development Instrument (see section 8 for more information on Family Support Programs that apply under this guideline).

CHILD CARE AND EARLY YEARS ACT, 2014

The *Day Nurseries Act* was recently replaced with the *Child Care and Early Years Act, 2014*, and updates the legislative framework to reflect Ontario’s vision for the early years as articulated in the *Ontario Early Years Policy Framework*. The *Child Care and Early Years Act, 2014* came into force on August 31, 2015 and provides a new, modernized legislative framework that governs the provision of child care and early years programs and services.

The *Child Care Modernization Act, 2014* made amendments to the *Education Act* to support access to developmentally responsive before- and after-school programs for 6 to 12 year olds, as well as the *Early Childhood Educators Act, 2007*.

With the exception of the amendments to the *Education Act* requiring school boards to ensure the provision of before and after school programs, all other sections of the *Child Care Modernization Act* were proclaimed on August 31, 2015.

The new legislation supports greater access to licensed home-based child care for families by increasing the incentives for child care providers to join the licensed home-based sector, as well as strengthens the government's oversight in child care settings. Recognizing the important partnerships that support the child care and early years system, the legislation also facilitates the local planning and implementation of child care and early years programs and services.

The legislation is available on the [e-Laws website](#).

Terms and Definitions

New definitions in the act are reflected in this guideline. A list of definitions can be found in Appendix A.

Regulations

This new child care and early years legislative framework is supported by a broad range of regulations which are now in effect:

- [O. Reg. 137/2015: General](#)
- [O. Reg. 138/2015: Funding, Cost Sharing and Financial Assistance](#)

The new legislation and regulations support a more responsive, high-quality and accessible child care and early years system that will better serve Ontario's children and families.

The ministry is taking a phased approach to the development and implementation of new regulations under the new *Child Care and Early Years Act, 2014*. Funding sections of previous regulations were carried over to the *Child Care and Early Years Act, 2014*. Further system transformation is anticipated to come into effect over the next few years. All regulations under the act are subject to public consultation.

How Does Learning Happen? Ontario's Pedagogy for the Early Years

The *Child Care and Early Years Act, 2014* gives the Minister of Education authority to issue Policy Statements for the purpose of guiding early years programs and services. The Minister has named *How Does Learning Happen? Ontario's Pedagogy for the Early Years* as the provincial framework to guide programming and pedagogy in licensed child care settings across Ontario.

In addition to the Minister's Policy Statement, program-related regulations under the *Child Care and Early Years Act, 2014* have also been developed to align with *How Does Learning Happen?* and help child care settings put the ideas and approaches of this pedagogical framework into practice. The *Child Care and Early Years Act, 2014* requires every licensee to have a program statement that is consistent with the Minister's Policy Statement on programming and pedagogy (Section 46 of O.Reg 137/2015, general). Licensees are also required to create and implement a staff training and development policy and identify the ways they will support continuous professional learning for staff. Additional new licensing requirements can be found in the [Child Care Centre Licensing Manual](#) released in October 2015.

The release of *How Does Learning Happen? Ontario's Pedagogy for the Early Years* in 2014, helps to bring the provincial vision to life. Identified in the *Ontario Early Years Policy Framework* as a priority area for action, *How Does Learning Happen?* provides a comprehensive framework to guide program development and pedagogy in early years settings. It builds on the guiding principles to support Ontario's vision of high quality programs and services centred on the child and family with a view of children as competent and capable of complex thinking, curious and rich in potential.

How Does Learning Happen? helps move Ontario towards increasingly integrated programs and services for children and families whether in child care, family support programs or kindergarten, with a shared view of the child, common pedagogical approaches and foundations of belonging, well-being, engagement and expression that are aligned with the full-day kindergarten program. To read *How Does Learning Happen?* please visit the [Ministry of Education website](#).

CMSM and DSSAB Service System Management

Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) are the designated child care service system managers responsible for planning and managing licensed child care services at the local level. Child care services are managed by CMSMs and DSSABs through a local service planning process that reflects current child care legislation, regulations and policies/directives, including this consolidated guideline as well as engagement with local licensees. In addition to managing child care services, some CMSMs and DSSABs manage family support programs in their communities, and most receive funding to support community planning tables; therefore this guideline includes direction on these programs.

The new *Child Care and Early Years Act, 2014* recognizes the essential role of the CMSM/DSSAB as the local service system manager in ensuring an increasingly integrated, high quality child care and early years system. The ability to strengthen the quality of child care and early years experiences and enhance system integration requires the strategic leadership of CMSMs/DSSABs to initiate, sustain and monitor local planning and development to achieve Ontario's vision for the early years.¹ The new legislation also sets out a "provincial interest" for child care and early years programs and services (refer to section 49 (1) of the *Child Care and Early Years Act, 2014*).

FRENCH LANGUAGE SERVICES

In areas designated under the *French Language Services Act (FLSA)*, CMSMs and DSSABs are required to meet the specific requirements outlined in their service agreement. Where the CMSM or DSSAB is not at full capacity, it is required to submit a plan to the ministry annually to build capacity. The 2016 French Language Service plans are due to the ministry by June 30th.

¹ For more information see the "*Ontario Early Years Policy Framework*".

FUNDING FORMULA

This guideline supports the child care funding formula that was implemented by the ministry in 2013. The funding formula is an evidence-based and equitable approach to funding that responds to demographic changes and provides increased flexibility for service system managers to better meet local needs for licensed child care services. The funding formula relies on publicly-available data to drive an equitable funding allocation to child care service managers across the province.

The funding formula and allocations are updated annually as new data becomes available². Updating the formula annually allows the ministry to remain responsive to the changing needs of children and their families across the province. The four year phase-in of the 2011 census Low-Income Cut-Off (LICO) measure data is now in its second year. For additional details on the transition to the updated LICO data and the 2016 child care benchmarks, please see the 2016 Child Care Funding Formula Technical Paper, which will be available on the [Financial Analysis and Accountability Branch's website](#) in January.

The funding formula and framework supports child care operating costs, including: general operating, fee subsidy, Special Needs Resourcing (SNR) and administration. These central costs are funded through the core service delivery allocation, which is comprised of an 80/20 cost shared allocation, a 100 percent provincially funded allocation and a 50/50 cost shared allocation for administration. Variances in local need (e.g. rural/remote and language) are supported through special purpose allocations that provide funding to supplement the core service delivery allocation. Minor capital retrofit projects are supported through the capital retrofit allocation.

The Province also provides small water works (SWW) funding to support regular ongoing water testing and maintenance expenses. A reimbursement is also provided to DSSABs for the Province's share of Territory without Municipal Organization (TWOMO) costs.

Funding for family support programs is included in the child care and family support program service agreements as a separate **enveloped** allocation. As part of the modified status quo program operation, family support program funding will continue to be based on previous allocations and restricted to use only for these programs (i.e. there is no flexibility between child care and family support program allocations).

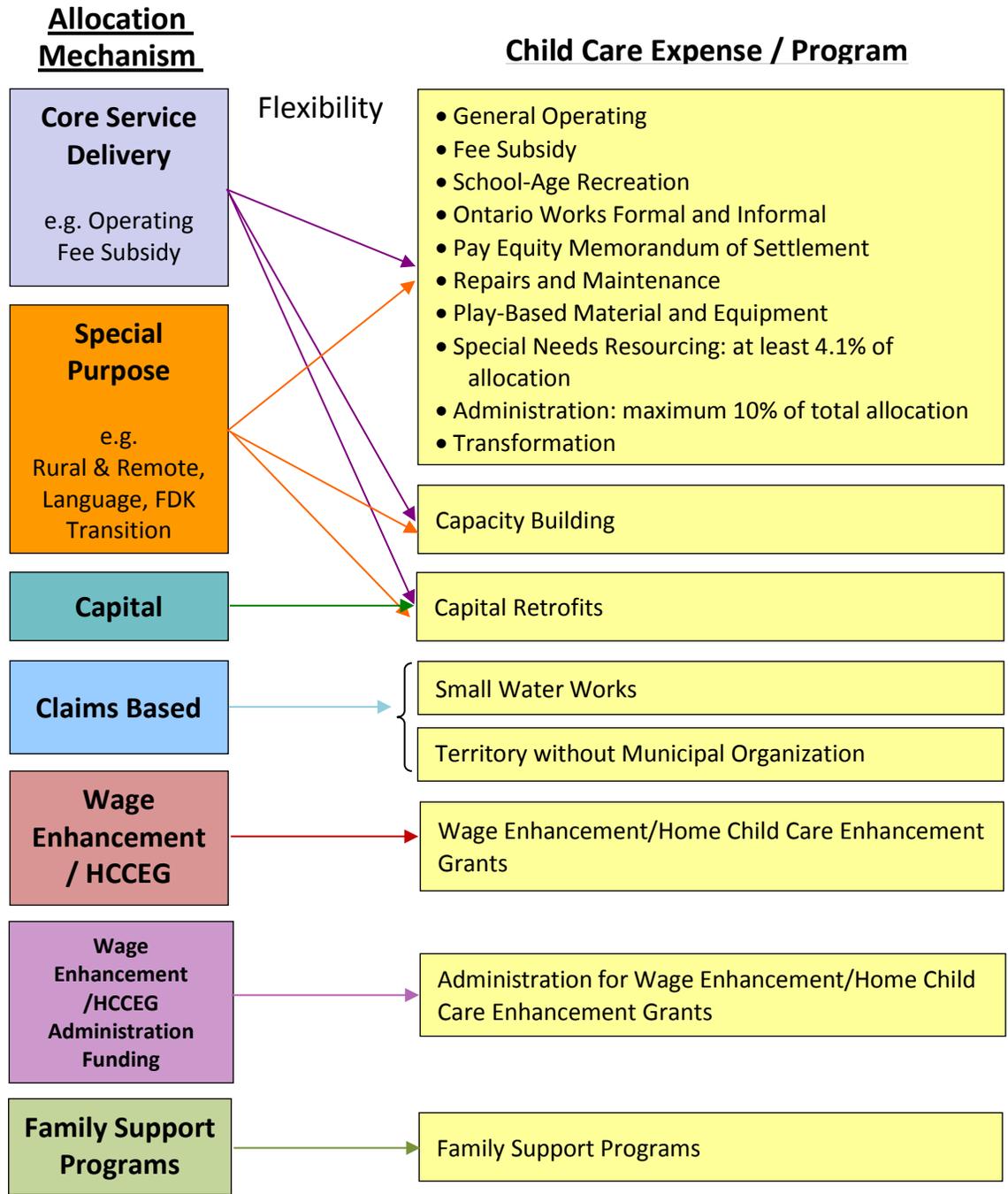
In 2016, CMSMs and DSSABs will continue to receive funding to support the child care wage enhancement/HCCCEG. Wage enhancement/HCCCEG funding is an enveloped allocation; CMSMs/DSSABs and licensees are required to use the funding only for the intended purpose (i.e. increasing wages of eligible child care staff). Any funding not used for the intended

² The formula will only be updated prior to the release of agreements; there will not be mid-year allocation adjustments as a result of new data availability.

purpose will be recovered by the ministry. CMSMs and DSSABs may not transfer funds between their regular child care allocation and their wage enhancement/HCCEG allocation.

CMSM/DSSABs will also receive Wage Enhancement/HCCEG Administration funding in 2016. Wage Enhancement/HCCEG Administration funding will be an enveloped allocation provided through the service agreement. See section 5 for more information on the wage enhancement/HCCEG.

The diagram below illustrates the three main funding formula and framework allocation components: core service delivery, special purpose and child care capital. The diagram also includes 17 expense/program categories: general operating, fee subsidy, school-age recreation, Ontario Works, pay equity, repairs and maintenance, play-based material and equipment, special needs resourcing (SNR), administration, transformation, capacity building, wage enhancement/HCCEG, wage enhancement/HCCEG administration, capital retrofits, SWW, TWOMO, and family support programs.



CMSMs and DSSABs have full flexibility to spend their allocations on any of the expense/program categories, except in situations where the allocation is enveloped or has limited flexibility to address specific purposes (e.g. wage enhancement, capacity building, capital retrofits, claimed based and family support programs). Additional details on financial flexibility are provided in the Ministry Business Practice Requirements section of this guideline (section 2).

In 2016, the following updates have been made to the child care funding formula:

- Increase all Benchmarks by 1 per cent
- Updated Data: The ministry has refreshed the Ministry of Finance's population projections and Low Income Cut-Off (LICO). Changes to LICO data (2006 to 2011 data) will continue to be phased in over a 4 year period from 2015-2018
- Increase tiers one and two of the rural and remote component
- Increase to Aboriginal funding component
- Increase to LICO funding component
- Other Updated Data: Ontario Works Caseloads and 2014 Financial data used in the Utilization adjustment
- Capping adjustments will continue to be calculated based on 2012 allocations.

The Aboriginal component of the funding formula supports the unique costs of providing culturally appropriate child care services for families identifying themselves as Aboriginal living off reserve. In 2016, the Aboriginal funding component has been increased to support the ministry's key goal of ensuring equity, highlighted in *Achieving Excellence: A Renewed Vision for Education in Ontario*, and to align with the *Ontario Early Years Policy Framework*. The *Ontario Early Years Policy Framework* outlines the benefits of contributing to the vitality of Ontario's diverse communities, including Aboriginal people, First Nations, Métis, and Inuit.

In addition, the new *Child Care and Early Years Act, 2014* outlines the provincial interest that there be a system of child care and early years programs and services that, amongst other priorities, "respects equity, inclusiveness and diversity in communities and the particular qualities of Aboriginal, First Nations, Métis and Inuit communities".

This funding should be used with the overall objective of increasing access to licensed child care for Aboriginal children and families. The ministry will work with CMSMs/DSSABs in 2016 to develop a reporting process to demonstrate how this priority is being supported locally.

The following sections provide a brief overview of each of the allocation areas; for more information on the allocation methodology, please see the 2016 Child Care Funding Formula Technical Paper, which will be available on the [Financial Analysis and Accountability Branch's website](#) in January.

Core Service Delivery

The core service delivery allocation is intended to support the availability of licensed child care programs that contribute to healthy child development to provide fee subsidy for eligible families to access licensed child care, approved recreation programs and FDK before and after school programs and to support children with special needs participating in these programs.

In order to support access to child care for children and families in need, core service delivery allocations should be prioritized for fee subsidies, Ontario Works and SNR expenses.

Additional details on how this funding was allocated will be available in the 2016 Child Care Funding Formula Technical Paper.

Special Purpose

Special purpose funding has two allocation components:

1. Allocations that are enhancements to the core services allocation intended to reflect unique service delivery demands. These are: Rural/Remote, Language, Aboriginal, Cost of Living, FDK Transition, TWOMO and SWW.
2. Allocations that align with ministry priorities to support, supplement or transform the delivery of child care services are: Transformation, Capacity Building, and Repairs and Maintenance.

Capital Retrofit

Since 2011, capital retrofit funding has been provided to help transition and modernize the child care sector to adapt to the implementation of FDK. As FDK is now fully implemented, 2016 will be the final year of the capital retrofit allocation. The residual investment remaining for 2016 is less than previous years. Please see the Capital Retrofit Expense section of this guideline for additional details (section 6). The funding formula will continue to have funding available for minor capital repairs and maintenance through the special purpose allocation.

FDK Transition and Transformation Allocations

As full-day kindergarten is fully implemented, 2016 will be the final year for FDK Transition and Transformation allocation. Decisions for 2017 and onwards will be available pending budget approval.

Cost-Sharing Requirements

For almost 10 years the Province of Ontario has made incremental investments in child care without requiring additional financial contributions from Ontario's municipalities. Consistent with this principle, the implementation of the child care funding formula and framework did not require additional cost-sharing by municipalities. There will be no increase to cost-sharing requirements in 2016 which is consistent with the approach taken in 2015.

In order to maintain municipal cost share requirements at historical levels (or lower) while implementing the funding formula and framework, the cost-sharing requirements of the child care allocations are as follows³.

1. Core Services Delivery
 - Core Service Delivery 100/0 - expenditures are 100 per cent provincially funded.

³ Funding allocations that are cost shared will be provided under the authority of the *Child Care and Early Years Act, 2014*, S.O. 2014 ("Child Care and Early Years Act, 2014"), while 100 percent allocations will be provided under the authority of the *Ministry of Community and Social Services Act*, R.S.O. 1990, c. M.20 ("Ministry of Community and Social Services Act").

- Core Services Delivery Cost Share Requirement 80/20 – expenditures are 80 percent provincially funded and 20 percent municipally funded.
 - Core Services Delivery Cost Share Requirement 50/50 – Administration – expenditures are 50 percent provincially funded and 50 percent municipally funded.
2. Special Purpose
 - All special purpose expenditures are 100 percent provincially funded.
 3. Child Care Capital
 - All child care capital retrofit expenditures are 100 percent provincially funded.

To enhance the child care system, the ministry covers expenditures incurred by CMSMs/DSSABs by the 100 per cent core services delivery funding first, and any remaining expenditures in general operating are to be covered 80 per cent by the Ministry of Education and 20 per cent by the CMSM/DSSAB.

When exercising flexibility from one allocation to another, the original cost sharing requirements must be maintained. For example, when applying core service delivery funding to capital, within the calendar year, the cost sharing requirements of core funding (i.e. 80 percent provincial, 20 percent municipal) must still be met.

Child Care Administration

The expenditure benchmark for administration will be a maximum ceiling of ten percent of the total CMSM or DSSAB's child care allocation, less funding for TWOMO and wage enhancement. Please note the ten percent administration ceiling includes the CMSM or DSSAB's 50/50 cost sharing amount noted in their budget schedule.

Should a CMSM or DSSAB choose to exceed the Child Care Administration Maximum Allowable Expenditure (10 per cent of total 2016 allocations less TWOMO and wage enhancement); any additional expenditure must be funded with 100 per cent municipal contributions. If the additional spending over and above the maximum allowable expenditure is not funded with 100 per cent municipal contributions, the ministry will recover the overspent funds equal to the amount of overspending on administration above the maximum allowable expenditure.

SECTION 2: MINISTRY BUSINESS PRACTICE REQUIREMENTS

TRANSFER PAYMENT BUSINESS PROCESS

OVERVIEW OF CONTRACTING PROCESS

In accordance with the Government of Ontario's Transfer Payment Accountability Directive, and consistent with the principles of prudent fiscal management, funds must be flowed to recipients only upon signature of the service agreement.

Service agreements identifying funding levels were distributed to CMSMs and DSSABs on January 19, 2016 for signature by March 11, 2016.

The contracting process will consist of the following three stages: contracting; payment; and financial reporting.

CONTRACTING

Service agreements between the ministry and CMSMs and DSSABs:

- set out expectations, terms and conditions of funding to support good governance, value for money, and transparency in the administration of transfer payment funds;
- document the respective rights, responsibilities, and obligations of the ministry and CMSMs and DSSABs;
- include specific, measurable results for the money received, reporting requirements, and any corrective action the government is entitled to take if agreed upon results are not achieved; and,
- subject to the *Freedom of Information and Protection of Privacy Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation, allow for inspection by the Province and/or independent professionals identified by the Province of any relevant financial and non-financial documents relating to the program to verify program progress and financial information including the Recipients' allocation and expenditure of funds. In addition, the agreements do not limit the power or authority of the Auditor General of Ontario.

FINANCIAL REPORTING

Financial Reporting Cycle

As stated in the Reports Schedule of the service agreement, CMSMs and DSSABs are expected to provide the following submissions to the ministry as per the following cycle:

Submission Type	Due Date
Service Agreement	March 11, 2016*
Estimates	April 29, 2016**
Revised Estimates (Interim Report for FSP)	August 31, 2016
Financial Statements	May 31, 2017

*With automatic extensions should the CMSM or DSSAB not receive municipal council approvals by this date.

** **NOTE:** Similar to last year, Estimates reporting is no longer required for family support programs. CMSMs and DSSABs that receive family support program funding are only required to report service data and expenditures for these programs in the Revised Estimates (Interim Report) and Financial Statement submissions.

In-Year Funding Adjustments

As per the service agreement, the ministry automatically adjusts entitlement and the resulting cash flow to reflect under spending which is expected or forecasted following the submission of the Estimates, Revised Estimates (Interim Report) and Financial Statements (where actual under spending is reported).

These adjustments will result when the following occurs:

- projected or actual spending levels indicate that the CMSM or DSSAB will not generate an entitlement amount to the same level that was communicated prior to the start of the calendar year;
- the ministry identifies through its review process that projected spending levels should be adjusted to reflect an amount that more closely reflects previous years' actuals, trends and expectations for the current calendar year. This process is completed through discussions between the ministry and CMSMs and DSSABs.

The capital carry-forward policy will no longer be in effect for the 2016 calendar year. Amounts identified by CMSMs/DSSABs as committed for the purposes of capital carry-forward in 2015 will be paid in 2016 (once the capital expenses have been incurred) and must be expensed by December 31, 2016.

POLICY FOR LATE FILING

The ministry acknowledges that the majority of CMSMs/DSSABs provide signed service agreements, updated financial submissions and related information on a timely basis. The

intent behind the late filing process outlined below is to ensure the ministry has the information required to demonstrate accountability for public funds. The ministry will continue to support our CMSM and DSSAB partners with timely financial documentation filing through regional outreach, training and ministry resources. Late filing policies of financial submissions are implemented as follows:

1. Policy for late filing of signed service agreements:
 - Where a signed service agreement is not received by the ministry six months from the effective date of the new contract (i.e. July 1, 2016, unless an extension has been granted), the ministry will stop all payments to the CMSM or DSSAB until the signed agreement is submitted.

2. Policy for late filing of financial submissions, including:
 - a) Estimates
 - b) Revised Estimates (Interim Report)
 - c) Financial Statements
 - Where a CMSM or DSSAB files its submission after the filing deadline, the ministry will take the following action until the submission has been received:
 - If the submission is not received by the ministry within 30 days after the filing deadline, the ministry will inform the CMSM/DSSAB that the submission is overdue.
 - After 31 days, cash flow will be reduced by 50 percent of their monthly payment. The ministry will work with the CMSM or DSSAB to discuss any challenges with providing the information and to offer support.

Upon submission of ministry requirements, the ministry will revert back to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

Should a CMSM or DSSAB have any outstanding submissions the ministry may exercise its discretion by not providing funding in the subsequent calendar year.

SERVICE/ CONTRACTUAL TARGETS

In compliance with the Transfer Payment Accountability Directive, there are contractual service targets tied to the child care service agreement to support accountability and facilitate funding recovery. There are three contractual service targets, which are a compilation of three expense categories and data elements related to fee subsidy, Ontario Works and SNR. There are no contractual service targets for family support programs in 2016.

CMSMs and DSSABs are required to set contractual service targets, in collaboration with the ministry, each calendar year; the targets should reflect local demand and priorities. These targets are included in the child care service agreement for the current contract year.

The target reported in schedule 1.1 of EFIS 2.0 is limited to targets achieved solely with provincial funding and required municipal cost share. More comprehensive service level reporting can be reflected in schedule 1.2 in EFIS (service levels achieved with all sources of funding i.e. provincial required cost share, additional municipal funding and parent fees).

Should the CMSM or DSSAB not meet each of the three contractual service targets by 10 per cent or more, and 10 children or more in the aggregate, the Recipient's entitlement and cash flow will be reduced by 1 per cent to reflect the underachievement of contractual service targets. This one-time funding adjustment will be processed upon review of the Financial Statement submission by the ministry.

For example:

If a CMSM or DSSAB reports 70 children for a service target but EFIS submissions identify 61 children were served, they have met the service target.

Number of children missed is 9

Percentage is 13 % (9 children missed/ 70 children identified in service target)

In this scenario the service target was met because the number of children missed is less than 10.

If a CMSM or DSSAB reports 70 children for a service target but EFIS submissions identify 60 children were served, they have not met the service target.

Number of children missed is 10

Percentage is 14% (10 children missed/ 70 children identified in service target)

In this scenario the service target was not met because BOTH the number of children missed equals 10 and the percentage missed is more than 10%.

Contractual service targets are monitored by the ministry through a three-step progressive action process:

1. The ministry will review the recipient's Revised Estimates variance report and action plan;
2. The ministry will meet with the recipient to monitor these targets should they project the inability to meet all three contractual service targets after the Revised Estimates submission;
3. The ministry will affect a one-time recovery of funds if contractual service targets are not met by year-end as identified to the ministry in the Financial Statement submission.

Service targets must be consistent with ministry policy direction as well as community priorities; financial flexibility should improve client and service outcomes.

Children who receive fee subsidy for recreation programs and/or before/after school child care should be included in the fee subsidy contractual service target. Children who receive Ontario Works child care funding should be counted under Ontario Works regardless of the type of program they attend. Children who receive SNR funding should be counted as part of the SNR

contractual service target. If a child receives both SNR and fee subsidy funding, they should be counted under both service targets as they are receiving two different types of services.

CMSMs and DSSABs will report on all regular data elements not included in the contractual service targets in schedule 1.2 of their Estimates, Revised Estimates and Financial Statement reports. Schedule 1.2 should reflect the data elements achieved by all sources of funding (i.e. provincial required cost share, additional municipal funding and parent fees). Contractual service target settings will be automatically uploaded into the appropriate fields in EFIS once set by the CMSM or DSSAB.

Contractual Service Targets (provincial funding and required municipal cost share)			
Target	Expense Category	Contractual Target	Description
1	Fee Subsidy	Total of the Average Monthly Number of Children Served	Total average monthly number of infants, toddlers, preschoolers, kindergarten*, school Aged** and recreation children served
2	Special Needs Resourcing	Total of the Average Monthly Number of Children Served	Total average monthly number of children served from 0 up to kindergarten* and school aged**
3	Ontario Works	Total of the Average Monthly Number of Children Served (formal and informal)	Total average monthly number of infants, toddlers, preschoolers, kindergarten* and school aged children** served.

*"Kindergarten" includes both junior and senior kindergarten

**"School Age" includes both the Primary/Junior school age categories (age 6-12).

ESTIMATES REPORTING

The Estimates submission allows CMSMs and DSSABs to identify the level of provision of services and associated expenditures and revenues by the CMSMs and DSSABs for the upcoming fiscal year covering the period of January to December. The Estimates submission is due by April 29 2016. Estimates reporting is not required for family support programs.

REVISED ESTIMATES/INTERIM REPORTING

The Revised Estimates submission, or Interim Report for FSP, allows CMSMs and DSSABs to monitor in-year performance against financial and service data targets. The Revised Estimates/Interim Report submission is submitted annually by each CMSM or DSSAB to the ministry. Revised Estimates/Interim Report is for the period ending June 30, with a projection of expenditures and service data to December 31 and is due by August 31, 2016.

FINANCIAL STATEMENTS REPORTING

The Financial Statements reporting submission represents the CMSM or DSSAB's performance against its financial and service targets for the year. It is due five months following the CMSM or DSSAB's year-end date, or May 31, 2017 and includes the following five elements:

1. Audited financial statements of the CMSM or DSSAB;

2. A post audit management letter issued by the external auditors. If such a letter is not available, confirmation in writing for the rationale as to why it is not available;
3. A special purpose audit report⁴ which includes the breakdown of expenditures and other restrictions for both child care and family support programs funded by the ministry and outlined in this guideline;
4. An active EFIS submission;
5. Two signed copies of the following two documents printed out from the active EFIS submission of the 2015 Financial Statements:
 - a) Cover Page
 - b) Funding Entitlement Calculation page

VARIANCE REPORTING

Variance reporting is required for identified significant variances in expenditures for Revised Estimates and Financial Statements. CMSMs and DSSABs will be required to report significant variances, reason for variances, impacts on staff and services and provide an action plan as part of financial reporting.

Variances

Significant variances are identified as follows:

- At Revised Estimates: A variance report is required if the major expenditure category is \$25,000 and 10% over or under the Estimates expenditure category.
- At Financial Statements: A variance report is required if the major expenditure category is \$25,000 and 10% over or under the Revised Estimates expenditure category.
- With respect to contractual service targets, a variance report is required if service data is both 10% or more over or under the target and 10 children or more over or under the target. Please refer to page 17 for examples.

Significant Variance

	Variance Reporting
<u>Major Expenditure Category</u>	+/- \$25,000 and 10%
<u>Contractual Service Target Data</u>	+/- 10% and +/- 10 Children

Exceptions to Variance Reporting

Where additional funding is announced following the receipt of the Estimates submission in EFIS, a modified variance reporting methodology will be introduced to allow CMSMs and

⁴ The special purpose audit report will allow for the independent verification of data reported within EFIS. Sample word and excel templates will be provided at a later date.

DSSABs to report on variances based on the revised funding allocation and increased expenditures.

PAYMENT

Budget Schedule

The Budget Schedule identifies the ministry's allocation to CMSMs and DSSABs. Generally, the allocation is divided into 12 payments. While payments in each calendar year should only begin after the service agreement is signed by the ministry and the CMSM or DSSAB, the ministry may continue to make payments based on the Revised Estimates for the immediately preceding calendar year until the signed Service Agreement and Estimates submission for the current calendar year is received.

Payment Mechanics

Monthly cash flow percentages will be based upon the total 2016 allocation*:

January*	8.3%
February*	8.3%
March*	8.4%
April*	8.3%
May	8.3%
June	8.4%
July	8.3%
August	8.3%
September	8.4%
October	8.3%
November	8.3%
December	8.4%

*Payments may be based upon the prior year's Revised Estimates submissions until the signed service agreement and Estimates submission are received. The ministry automatically adjusts entitlement and the resulting cash flow to reflect forecasted or actual under-spending that is reported in financial submissions.

Based on Service Agreement:

The original monthly cash flow will be updated to reflect the 2016 allocations upon receipt of the signed service agreement and completion of the Estimates submission.

Based on Estimates:

The ministry's Financial Analysts will review the Estimates submission from CMSMs and DSSABs, which is due by April 29 2016. Upon completion of the Estimate Submission reviews by ministry staff, the cash flow for 2016 will be adjusted based on the reviewed entitlement in EFIS. If the reviewed entitlement from EFIS is different from the entitlement in the service

agreement, the year to date cash flow will be adjusted to reflect the reviewed entitlement in EFIS.

Based on Revised Estimates:

If the Revised Estimates submission in EFIS, due by August 31, 2016, reflects a different entitlement amount than in the Estimates, then the cash flow for the October payment will be adjusted based on 10/12th of the entitlement amount subtracting the total amount of payments made to date in 2016. The following monthly payments will be based on the monthly cash flow percentages as noted above multiplied by the entitlement amount in the Revised Estimates submission in EFIS.

Based on Financial Statements:

When the CMSM or DSSAB submits their Financial Statements, if the entitlement calculated in the Financial Statements exceeds the total amount paid for that fiscal period, the difference will be cash flowed to the recipient after the review of the Financial Statements submission by the Financial Analyst. Any amounts owing by the CMSM or DSSAB to the ministry will be deducted from a future month's cash flow amount. The CMSM or DSSAB is not required to issue a cheque for the recoverable amount.

FINANCIAL FLEXIBILITY

Child Care

To modernize the approach to child care funding, in 2013 the government developed a new, more transparent approach to funding that responds to demand for services, helps stabilize fees and improves reliability of child care, to better support licensees and parents.

Under the funding formula, child care funding is divided into three allocations:

1. Core Service Delivery
2. Special Purpose
3. Capital

As part of the ministry's revised child care funding framework, the allocation and expense reporting functions have been separated. As a result of increased flexibility for CMSMs and DSSABs in their ability to allocate funding to local priorities, the allocations and expenditures no longer align.

Funding provided through the core service delivery allocation and the following special purpose allocations can be used for any type of expense (other than TWOMO and SWW):

- Language
- Aboriginal
- Cost of Living
- Rural/Remote
- FDK Transition
- Repairs and Maintenance

- Transformation

Exceptions to Financial Flexibility in Child Care

To align with the ministry priorities of supporting quality and transforming the child care sector, some allocations have limited flexibility:

- Capacity Building – funding may be transferred into but not out of Capacity Building.
- Capital Retrofits - funding may be transferred into, but not out of Capital Retrofits.
- Small Water Works – SWW is a claims-based program. Cash flow will be adjusted to reflect SWW claims. Funding may not be transferred into or out of SWW.
- Territory Without Municipal Organization – TWOMO is a claims-based program. Cash flow will be adjusted to reflect TWOMO claims. Funding may not be transferred into or out of TWOMO.
- Wage Enhancement – this is an enveloped allocation, funds cannot be transferred in or out of wage enhancement.
- Wage Enhancement/HCCEG Administration Funding – this is an enveloped allocation, funds cannot be transferred in or out of wage enhancement administration funding.

Family Support Programs

Funding for family support programs flows under detail codes (e.g., A462 – Ontario Early Years Centres), which are codes that describe each type of family support program funding. The budget schedule of the service agreement outlines the detail code(s) and the amount of associated funding. Below is a list of detail codes for family support programs:

- A462- Ontario Early Years Centres
- A466- Data Analysis Coordinators
- A525- Early Child Development Planning
- A386- Child Care Resource Centres

In-Year Flexibility

CMSMs and DSSABs have in-year flexibility to realign funds between family support program detail codes outlined in the budget schedule of their service agreement. Financial flexibility should be exercised to meet service needs and address volume pressures and must be in accordance with the financial flexibility criteria outlined below. CMSMs and DSSABs must identify the realignment of funding in their applicable financial reporting submissions.

In order to exercise financial flexibility, CMSMs and DSSABs must meet the following criteria:

- **Program/Policy Direction and Priorities** - services must be delivered in the most effective, efficient and affordable manner. Service levels must be consistent with community priorities. Financial flexibility must improve client and service outcomes.
- **Funding Policies and Guidelines** - permanent realignments between detail codes cannot be made. Any realignment between detail codes is only effective for the current calendar year.

Funding may be transferred between the following detail codes:

- Data Analysis Coordinators (A466)
- Ontario Early Years Centres (A462); and
- Early Child Development (ECD) – Planning (A525)
 - There is full flexibility with regular ECD – Planning
 - There is limited flexibility with Aboriginal ECD – Planning; funding may be transferred into, but not out of this portion of A525.

Funding may not be transferred in or out of the following detail codes:

- Child Care Resource Centres (A386)

Please note there is no flexibility between child care and family support program allocations.

System Needs – Child Care

In general, CMSMs and DSSABs should be able to report the majority of previous system needs expenditures under general operating, capacity building and play-based material and equipment.

In recognition of the fact that some CMSMs and DSSABs may have a need to transition some other established system needs funded services, the ministry will continue to permit this practice in 2016. CMSMs and DSSABs may file expenses for system needs under “Miscellaneous” in EFIS provided they have consulted with their Child Care Advisor and both parties have agreed that the expenditure cannot fit under any other expense category. Expenditures cannot exceed system needs expenditures from 2012, and no new expenditures and/or programs may be funded under system needs.

For reference, below is the prior provincial direction for system needs:

Where the CMSM or DSSAB is able to demonstrate that the spaces created under Best Start can be sustained and secured through fee subsidies, wage subsidies, Special Needs Resourcing and administration (now funded using core service delivery and special purpose allocations), CMSMs and DSSABs may request from the ministry, to allocate funds to further support the spaces. This could be achieved by allocating funds to areas that could include quality initiatives, training of staff and/or addressing accessibility in rural and northern areas through transportation. These areas require prior approval from the ministry.

The ministry will continue to work with CMSMs and DSSABs who have a history of recording system needs expenses in the interests of funding sustainable solutions to community needs. This may include work with other ministries and community partners, including efforts connected to family support programs.

BASIS OF ACCOUNTING

CMSMs and DSSABs are required to report their revenues and expenditures using the modified accrual basis of accounting as directed by this guideline.

Modified Accrual Basis of Accounting

The modified accrual accounting requires the inclusion of short-term accruals of normal operating expenditures in the determination of operating results for a given time period. Short-term accruals are defined as payable or receivable usually within 30 days of year-end. Under modified accrual accounting, expenditures that would be amortized under full accrual accounting must be recognized as expenditures in the budget year the goods or services are received.

Expenditures made once each year (e.g. insurance) must be treated consistently from year-to-year.

Non-cash transactions are not recognized as these expenses do not represent actual cash expenditures related to the current period⁵.

AUDITS

Auditing is a cornerstone of good public sector governance. It is an unbiased and objective assessment of whether public resources are managed responsibly and effectively to achieve intended results.

Audits fulfill a number of roles:

- Help organizations achieve accountability;
- Identify non conformity and required corrective actions leading to improved operations;
- Highlight areas of good practice; and
- Identify trends and emerging challenges.

The ministry developed an initial audit strategy for CMSMs and DSSABs in 2015 and will undertake audits on CMSMs and DSSABS on a rotational basis each fiscal year. The audit strategy is being implemented in phases and entails a review of CMSM and DSSAB adherence to

⁵ Non-cash transactions include:

- a) provisions for pension expenses
- b) provisions for unused sick leave and wage settlements
- c) provisions for repairs or replacements
- d) provisions for bad debts
- e) retainer fees for legal services
- f) provisions for amortization

However, related payments are admissible.

specific requirements, such as regulations, guidelines, policies, and directives – otherwise known as a compliance audit.

Compliance Audit Objectives

- To strengthen accountability within the child care sector;
- To ensure that expenditures and data elements driving the funding entitlement are properly reported in EFIS;
- To address material financial risks identified in previous audit reports that continue to be applicable today;
- To gather field intelligence on data and validate/strengthen existing processes and inform future policy decisions; and
- To obtain best practices contributing to continuous sector improvement.

Audit Scope

The audits will focus primarily on regular fee subsidy, but does not preclude the inclusion of other audit components. At this time, family support programs are not in scope for the audit.

BUSINESS PRACTICES WITH SERVICE PROVIDERS

STANDARDS AND REQUIREMENTS

CMSMs and DSSABs are required to:

- Ensure that funds are used in accordance with the service agreement and the ministry's policies, procedures, and guidelines;
- Monitor the use of funds with service providers on an annual basis; and
- Reconcile service provider use of funds and recover funds as required.

CMSMs and DSSABs must also have policies and procedures in place to fulfill all of their reporting requirements to the ministry. This accountability applies to both service providers from whom CMSMs and DSSABs have purchased service as well as services directly operated by CMSMs and DSSABs. In addition, the delivery agent's financial policies and procedures are subject to ministry review.

RECONCILIATION

CMSMs and DSSABs must have a comprehensive reconciliation process in place with service providers. This process allows CMSMs and DSSABs to reconcile actuals against allocation, assist in recovering unused funds as indicated below and provide supporting documents for audit purposes. The CMSM's or DSSAB's reconciliation process should be documented, retained and is subject to ministry review.

RECOVERIES

Identified unused funds must be recovered from service providers within two years of the claim being discovered. These funds must be identified as offsetting revenues in EFIS in the year that the unused funds relate to (e.g. if the unused funds pertain to the 2012 calendar year, then the 2012 Financial Statement submission in EFIS should be adjusted to reflect the recovery).

Contact your ministry Financial Analyst once the funds have been recovered in order to update the relevant EFIS submission and for further assistance with this process.

MAJOR CAPITAL

CMSMs and DSSABs are required to advise the ministry of any knowledge regarding the sale/transfer/renovation of child care or family support program properties that previously received capital funding from the government.

SECTION 3: CORE SERVICE DELIVERY

FEE SUBSIDY EXPENSE

PURPOSE

Child care plays a key role in helping to promote healthy child development and helping children to reach their full potential. It is an essential support for many parents, helping them to balance the demands of career and family while participating in the workforce or pursuing education or training.

ELIGIBILITY

Fee subsidy for eligible families is subject to the availability of subsidy funds within the budget of the CMSM or DSSAB and space availability within a child care program.

Ontario Works Recipients

Ontario Works participants and other social assistance recipients are deemed automatically eligible for fee subsidy and are not required to be assessed under the income test. To be eligible for subsidy, parents must be participating in approved employment assistance activities unless the child or parent has a special need or the child has a social need.

Per Ontario Works Policy Directives, participants of the Learning, Earning and Parenting (LEAP) program, a targeted strategy of Ontario Works that provides child care assistance and other supports to young parents on social assistance to help them finish high school and develop parenting skills, may receive child care fee subsidies in order to participate in activities.

Individual child care transition plans must be established for social assistance recipients to provide continuity of care for the child. As a social assistance recipient moves to full-time employment and exits social assistance, child care assistance remains available as long as the parent is considered eligible under the income test.

Child Care Fee Subsidy – Parents Who Qualify Based on Income

Parents who are eligible under the provisions of the income test may be eligible for fee subsidies for children under 10 years of age (or up to 12 years of age where there are special circumstances). Parents of children with special needs may be eligible for fee subsidies for children under 18 years of age. Fee subsidy funds can be used to support full and part-time child care in licensed child care centres and home child care agencies, third party and board-operated before and/or after school programs and non-instructional days.

Fee subsidies may also be available for school-age children enrolled in approved recreation programs who are 6 years of age, up to 12 years of age, or for children with special needs from ages 6 to 18 years (please see the School-Age Recreation section of this guideline for additional information).

Please note that while the *Child Care and Early Years Act, 2014* defines a child as under the age of 13, the ministry will maintain a status quo approach for the eligibility of fee subsidy in 2016 (i.e. children under 10 years of age or up to 12 years of age where there are special circumstances). In addition, the government has taken steps to support continuity of care for children with special needs. Parents of children with special needs who were in receipt of a service or received financial assistance before August 31, 2017 will be allowed to continue to receive assistance until that child turns 18, provided that they meet other eligibility criteria that are unrelated to age, such as income (see O. Reg. 138/15). For example, if a person with special needs started to receive financial assistance at age 12 on August 30, 2017, he/she is eligible to continue receiving that financial assistance until he/she turns 18 in the year 2023. This means that these adolescents will not experience a financial assistance disruption based on their age.

Child Care for Ontario Works Participants

Child care fee subsidies are an important support for Ontario Works participants including LEAP participants and Ontario Disability Support Program (ODSP) recipients in approved employment assistance activities. Funds for Ontario Works participants may be used for licensed or unlicensed (informal) child care to enable parents to participate in approved employment assistance activities.

Considerations regarding child care arrangements may include the number of children, age of the children and hours of care needed. The transition between subsidized part-day and subsidized full-day care as parents' and children's needs change should be seamless and support the substantiated needs of children and families.

The ministry recognizes that the use of unlicensed child care options for Ontario Works participants has declined and licensed options have increased. To support this trend, and align with the ministry's approach to promoting the use of licensed child care options, CMSMs and DSSABs must prioritize the use of licensed child care for Ontario Works participants. This means that Ontario Works participants may only access unlicensed child care when a licensed child care arrangement is not possible due to the client's needs and the availability of service (e.g. need for weekend/overnight care).

Unlicensed child care may be provided by occasional caregivers, neighbours, etc. Paid care provided by relatives outside of the Ontario Works benefit unit⁶ is permitted as long as receipts

⁶ The benefit unit is defined as "a person and all of his or her dependents on behalf of whom the person applies for or receives basic financial assistance".

are provided.

Ontario Works participants may receive assistance for the actual cost of licensed child care and up to pre-established ceilings for unlicensed child care. Maximum payment levels for unlicensed child care for children from 0 -12 years of age and under age 18 if the child has a physical impairment or developmental disability are specified under O. Reg. 134/98, Subsection 49.1 (2) of the *Ontario Works Act, 1997*.

Ontario Works participants will be required to produce receipts on request for either unlicensed or licensed care purchased directly.

Documentation Requirements

CMSMs and DSSABs are required to establish a formal policy, or include language in their existing policies, on the prioritization of licensed child care options and the use of unlicensed child care options for Ontario Works participants effective January 1, 2016. Policies should have the following components:

- Funding under the *Child Care and Early Years Act, 2014* for unlicensed child care may only be accessed by Ontario Works participants when a licensed child care arrangement is not available due to:
 1. Limited licensed child care options (e.g. remote location, inaccessibility, etc.);
 2. Licensed child care options do not meet the needs of Ontario Works clients (e.g. need for weekend, overnight, or intermittent care); and
 3. Short-term child care need.
- In cases where unlicensed child care arrangements are approved, CMSMs and DSSABs will be required to document the rationale for the provision of funding. CMSMs/DSSABs have the flexibility to determine the appropriate documentation tools and processes for their regions. Documentation should be copied and retained on file for a period of seven years so that the existence of the documents can be verified in future file reviews.

The ministry may request to review Ontario Works policies. CMSMs and DSSABs can contact their Child Care Advisor for support with the documentation requirement.

The ministry also recommends that Ontario Works participants who are approved for unlicensed child care arrangements receive resources on the differences between licensed and unlicensed child care. For resources on child care in Ontario visit the [Ministry of Education website](#).

FEE SUBSIDY MANAGEMENT

CMSMs and DSSABs are encouraged to provide a flexible mix of subsidies for part- and full-day child care, across all age groups, which reflect the range of local service needs. A seamless

transition should be provided between subsidized part-day and full-day care, or part-week and full-week care as the needs of parents and children change. While taking into account parental choice, CMSMs and DSSABs are expected to leverage fee subsidy funds as appropriate to support licensees as they convert their programs to serve younger age groups.

Determining the Amount of Child Care to Subsidize

CMSMs and DSSABs are to determine the amount of subsidized child care for each eligible family in accordance with the policy statement “*Access to Subsidized Child Care*” (please see Appendix B). The parent’s employment or education activities that result in a need for child care should be documented. However, where a parent works regular, full-time hours (at least 35 hours a week without rotating shifts), CMSMs and DSSABs are discouraged from documenting actual parental shifts worked as part of the attendance records. Additionally, information pertaining to a parent’s illness or disability where the illness or disability is the reason for needing child care should be documented. This includes documenting necessary information regarding a child’s special or social needs.

User Fees

CMSMs and DSSABs are strongly discouraged from adopting parent fee practices that cause subsidized parents to pay fees that may exceed their ability to pay as determined by the income test.

CMSMs and DSSABs may not charge user fees to social assistance recipients who are not engaged in paid employment.

IMPLEMENTATION

To complement the standard income test, the ministry continues to encourage CMSMs and DSSABs to adopt a standard approach to managing demand for fee subsidies based on local needs (e.g. first come/first served). This approach allows for flexibility at the local level while introducing more consistency across CMSMs and DSSABs in managing access to fee subsidy.

CMSMs and DSSABs have historically undertaken local planning processes to assess the socio-economic factors and to determine the appropriate allocation approach for fee subsidy funds that best meet the needs of their community. CMSMs and DSSABs should continue to use the local policies they already have in place to support the distribution of fee subsidies to children and families; however Ontario Works participants should be prioritized where possible.

Examples of socio-economic factors that could be used to allocate fee subsidies in a CMSM or DSSAB include:

- Income levels of families with children;
- Geographic areas, such as wards, lower tier municipalities, territory without municipal organization;

- High growth areas;
- Social assistance recipients;
- Children’s age groups; and
- Cultural and linguistic groups such as Aboriginal peoples and Francophones.

CMSMs and DSSABs continue to have the flexibility to provide immediate child care subsidy to families facing exceptional circumstances, such as referrals from children’s aid societies or victims of domestic violence.

CMSMs and DSSABs are expected to plan for the transition to employment for social assistance recipients so that continuity of child care support is available.

Wait list policies are to take into account families with children enrolled in before- and after school programs at FDK sites.

Extended Day Fee Subsidies

CMSMs and DSSABs are to fund subsidies based on 100 per cent of school-board established before- and after-school rates per O. Reg. 221/11 (Extended Day and Third Party Programs made under the *Education Act*).

To make the best use of subsidy dollars it was recommended that school boards establish a before-school rate, an after-school rate and a combined rate for the before- and after-school program per O. Reg. 221/11 (Extended Day and Third Party Programs).

CMSMs and DSSABs are to establish overall framework agreements with school boards that will cover all school sites where boards are directly operating before- and after- school programs, for the provision of fee subsidies. Where a board has entered into an agreement with a qualified third-party provider, CMSMs and DSSABs will continue with existing contractual processes in place (e.g. continue or enter into purchase of service agreements with individual providers).

As of 2015, the extended day fee subsidy expense and data reporting requirements has been integrated with general fee subsidy. This means that CMSMs and DSSABs are no longer required to report children receiving extended day fee subsidies separately from those receiving regular child care fee subsidies (e.g. all 4 year olds receiving fee subsidy may be tracked as one group). Please note, the Extended-Day FS care codes, Extended Day Fee Subsidy funding source and Board of Education – EDP Building Type will remain in Ontario Child Care Management System to support CMSMs and DSSABs that may still be required to report locally on these numbers.

Fee Subsidy Management with Children and Licensees

CMSMs and DSSABs continue to have discretion regarding local fee subsidy management. Most CMSMs and DSSABs in the province use the best practice under which the “subsidy follows the child” in allocating fee subsidy funding. This benefits children and families by helping support

the choices for child care that best meet their needs. In others, funding is committed to specific child care centres, such that parents may only enrol their child if there is a vacancy for a subsidized space in the centre.

While CMSMs and DSSABs have flexibility in setting their community waitlist priorities for local fee subsidy management, applicants for fee subsidy that meet the eligibility criteria (outlined below) cannot be denied eligibility (e.g. post-graduate students or FDK students).

DETERMINING ELIGIBILITY

This portion of the guideline reviews the policies and practices related to determination of eligibility for fee subsidy.

Eligible Families

Social assistance recipients are eligible for full subsidy without being subject to the income test. This includes:

- A person eligible for income support under the *Ontario Disability Program Act, 1997*; and
- A person eligible for income assistance under the *Ontario Works Act, 1997* who is employed or participating in employment assistance activities under the Act or both.

Other parents may be eligible for full or partial subsidy based on the income test formula detailed below.

Income Test

CMSMs and DSSABs must use the income test prescribed by O. Reg. 138/15- Funding, Cost-sharing and Financial Assistance made under the *Child Care and Early Years Act, 2014*, to determine eligibility for fee subsidy and the amount of the parental contribution. CMSMs and DSSABs are responsible for administering the income test and verifying information. CMSM and DSSAB staff specifically designated to process applications for fee subsidy must administer the income test.

Questions and answers about the income test are available on the [Financial Analysis and Accountability Branch website](#) and may be requested from your Child Care Advisor.

Definition of Income

For the purposes of income testing, the definition of income is “adjusted income” as defined by the federal government for purposes of the Canada Child Tax Benefit (section 122.6 of the federal *Income Tax Act*). This definition includes net income from line 236 on the income tax returns of both spouses excluding payments received from the federal Universal Child Care

Benefit (UCCB).

Verification of Income

All applicants for child care fee subsidy (and where applicable the applicant's spouse), as well as recipients already receiving fee subsidy and being assessed under the income test, are required to provide a copy of either the most recent available Notice of Assessment or Canada Child Tax Benefit (CCTB) Notice to the CMSM or DSSAB.

- The *Notice of Assessment* may be used for families not receiving the UCCB – refer to “net income” on line 236.
- The *CCTB Notice* may be used for families receiving the UCCB as adjusted income for the CCTB excludes the UCCB.

This means that all applicants (and where applicable the applicant's spouse) are required to file an income tax return annually in order to be considered for fee subsidy eligibility.

Applications for fee subsidy may be taken and eligibility reviews may be conducted at any time during the calendar year. Generally speaking, in the latter half of the calendar year, parents will be required to present the *Notice of Assessment* or *CCTB Notice* for the previous calendar year. In the first half of the calendar year, until documentation is available for the previous tax year, applicants may present the documentation for two years earlier. Older documentation is not acceptable.

There is an exception for recent immigrants defined as people who were not residents of Canada in the previous year and had no Canadian income to report for income tax purposes. They are not required to have filed an income tax return and their adjusted income should be considered “zero” in the first year.

For more details regarding legislative authority, calculation of the parental contribution and significant changes in income, please refer to the Child Care Fee Subsidies Legislative Authority and Technical Details Guide in Appendix C.

BUSINESS PRACTICES

Case File Reviews and Protocols

CMSMs and DSSABs require a clear policy to determine when an applicant or recipient's file/application requires review. The policy may include reviewing files based on the child's age and associated change in programming as well as expected changes in circumstances (e.g. students who are beginning or finishing their studies). In order to maintain up-to-date information on parents' eligibility, CMSMs and DSSABs will at minimum review individual files at least once a year.

As a best practice, CMSMs and DSSABs should establish and communicate their own internal case file review protocols. The protocols may include such aspects as:

- Ensuring file reviews are completed at regular intervals;
- Communicating that random file reviews may be conducted; and
- Ensuring protocols are in place to report the monitoring results and complete the necessary follow up for non-compliance with program requirements.

CMSM and DSSAB policies and protocols may be requested by the ministry and may be subject to ministry review.

Conflict of Interest

Policies should be established that provide a clear audit trail and reduce the potential for conflict of interest in conducting assessments or reviews. Staff of child care and recreation programs must not be involved in the application process. Applicant source documents should be copied and retained on file as per the file retention section below so that the existence of the documents can be verified in future file reviews.

Protection of Privacy

The collection of documentation related to an application for fee subsidy is subject to the *Municipal Freedom of Information and the Protection of Privacy Act*. CMSMs and DSSABs must protect the confidentiality of an applicant's personal information and related documents.

Purchase of Service Contracts – For-Profit and Non-Profit Sectors

CMSMs and DSSABs may enter into agreements with service providers for the delivery of child care services in a way that can achieve the agreed outcomes, respects the principle of fair treatment to all service providers and supports parental choice. Service system managers may also provide fee subsidy to licensed programs that are directly operated by a municipality or school board.

To be eligible to enter into fee subsidy purchase of service agreements, recreation programs must meet the requirements outlined in the School-Age Recreation section of this guideline.

Before- and After- School Programs Offered Directly By School Boards

As board-delivered before- and after-school programs are governed under the *Education Act*, no additional standards will be required by CMSMs and DSSABs when entering into agreements with school boards.

Before- and after-school programs offered by third party providers (licensed child care programs) must follow regulations under the *Child Care and Early Years Act, 2014*. This includes delivering programs consistent with the Minister's Policy Statement that sets out *How Does*

Learning Happen? as the provincial framework to guide programming. The Minister's Policy Statement applies to all licensed child care settings. School boards that directly deliver extended day programs are also strongly encouraged to adopt the approaches outlined in *How Does Learning Happen?* to support consistency and alignment across the province.

Protocols for Child Care Licences

The ministry's Child Care Licensing System (CCLS) notifies CMSMs and DSSABs whenever a new child care licence has been issued, a licence is renewed, revised, amended, suspended, terminated or closed. CMSMs/DSSABs can search and view licences and other licensing related documents (e.g. licensing letters, inspection reports) in CCLS. They can also generate licensing and serious occurrence data reports about child care centres and home child care agencies in their geographic area. CMSMs and DSSABs should review this information when contracting with child care service providers.

File Retention

Copies of applicants' documents related to income testing, identification of a child's special or social need or a parent's illness or disability must be verified and retained for a period of seven years. Closed fee subsidy files should be retained for seven years from the date of closure.

Complaint Resolution and Appeals

As a best practice and to provide information on internal review and appeal processes to fee subsidy clients, CMSMs and DSSABs should establish and communicate their own internal policy regarding complaint and appeal processes. These may include:

- How to submit a request for an internal review/appeal;
- Internal appeal timelines;
- Staff training on internal review and appeal processes; and
- How decisions and reasons for decisions will be communicated.

CMSMs and DSSABs should review their internal policies regarding complaints and appeals on a regular basis (e.g. annually).

Complaints and appeals received should also be reviewed at least annually to monitor trends and identify service improvements. The ministry may review a representative sample of complaints/appeals.

Overpayments

Families do not need to report in-year changes in income prior to their annual review. However, a family could still become ineligible for subsidy if they no longer had a valid reason for service and continue to use child care without advising the CMSM/DSSAB. It is also possible

that a CMSM/DSSAB could learn that an applicant misrepresented their status, such as a parent applying as a single person if they were in fact married. CMSMs/DSSABs may establish or continue to apply existing policies to collect overpayments in situations where fee subsidies were provided to clients for periods of time when they in fact were not eligible for assistance or were eligible for a lower amount of assistance.

REPORTING REQUIREMENTS

The cornerstone of Ontario's performance management framework for the child care program is accountability for service. Service information strengthens accountability for results, informs the public and decision-makers and other public officials, influences policy, signals areas needing attention and improvement and emphasizes the "differences that have been made" by a program or service.

Monitoring and Reporting Process

CMSMs and DSSABs report financial and service activity data in EFIS in their Estimates, Revised Estimates and Financial Statements submissions. CMSMs and DSSABs may refer to the current service agreement and EFIS instructions for required service data elements and definitions.

CMSMs and DSSABs are responsible for reporting the following expenses related to fee subsidy in EFIS:

- Total expenditures for fee subsidy and OW formal by auspice;
- Total expenditure for OW informal fee subsidy;
- Total gross expenditures by category

In addition, CMSMs and DSSABs are responsible for reporting on the following data elements for child care fee subsidies and OW:

- Average monthly number of children served by age group for fee subsidy and OW formal;
- Average monthly number of children served OW informal;
- Number of children served (cumulative) for fee subsidy, OW formal and informal;
- Staffing for direct delivery of services;
- Per diem rates paid by CMSM/DSSAB (minimum, maximum and average – full and part-time)⁷, and,
- Fees charged by licensees, centre and home-based, that hold purchase of service agreements with the CMSM or DSSAB (minimum, maximum and average – full and part-time).

⁷ Per diem rates paid by CMSM/DSSAB will be collected at the estimates reporting cycle.

Required Documentation

At a minimum, CMSMs and DSSABs maintain the following documentation on fee subsidy payments:

- Record of payments to child care service providers; and
- Monthly invoices from service providers reporting child attendance.

Other financial practices and reporting requirements for CMSMs and DSSABs are detailed in the Ministry Business Practices section of this guideline. CMSMs and DSSABs retain required documentation for at least seven years. For further assistance (e.g. monitoring and reporting requirements) please contact the ministry.

SCHOOL-AGE RECREATION EXPENSE

INTRODUCTION

Ontario Regulation 138 made under the *Child Care and Early Years Act, 2014*, provides that CMSMs and DSSABs may provide fee subsidies for children ages 6⁸ to 12 who are enrolled in recreation programs and whose parents are in financial need as determined by the income test.

Under the *Day Nurseries Act*, parents of children with special needs could be eligible for fee subsidies for children under 18 years of age. While the *Child Care and Early Years Act, 2014* defines a child as under the age of 13, the government is taking steps to support continuity of care for children with special needs. Parents of children with special needs who were in receipt of a service or received financial assistance before August 31, 2017 will be allowed to continue to receive assistance until that child turns 18, provided that they meet other eligibility criteria that are unrelated to age (see O. Reg. 138/15). For example, if a person with special needs started to receive financial assistance at age 12 on August 30, 2017, he/she is eligible to continue receiving that financial assistance until he/she turns 18 in the year 2023. This means that these adolescents will not experience a financial assistance disruption based on their age.

This policy applies only to funding for fee subsidies and SNR in the recreation sector. Recreation providers are not eligible for any other funding types.

The following outlines the requirements that recreation programs must meet in order for CMSMs and DSSABs to approve the provision of fee subsidies and SNR for eligible school-age children enrolled in these programs. CMSMs and DSSABs are responsible for assessing and monitoring the eligibility of recreation programs for child care funding based on these requirements.

PURPOSE

This section of the guideline sets the minimum funding eligibility requirements for recreation programs in order to assist service system managers in ensuring that child care funding is directed only to programs that are safe and provide quality programming for children. All other current ministry protocols for the administration of fee subsidies and SNR apply in the case of recreation programs, as they do in the case of licensed child care centres and home child care. [Please see the Fee Subsidy and Special Needs Resourcing sections of this guideline for further information.]

⁸ For the purpose of defining school-age children in approved recreation programs, “6 years of age” can mean a child that turns 6 years of age in the current year (i.e. by the last day of December), if the child is enrolled after August 31st of the year.

DEFINITION OF CHILDREN’S RECREATION PROGRAMS

Section 1 of O. Reg. 138 under the *Child Care and Early Years Act, 2014* defines “children’s recreation program” by reference to a schedule under O. Reg. 797 of the *Ministry of Tourism and Recreation Act*. The schedule is as follows:

CHILDREN’S RECREATION SERVICE PROVIDERS

1. Recreation committees appointed by,
 - i. the council of a local municipality,
 - ii. the councils of two or more local municipalities,
 - iii. the council of the band,
 - iv. the councils of two or more bands,
 - v. the council of one or more local municipalities and the council of one or more bands,
 - vi. a school board,
 - vii. two or more school boards,
 - viii. a local services board.
2. Recreation camp organizations accredited by the Ontario Camping Association.
3. Sports organizations that are members or affiliates of provincial sports organizations that are recognized by the ministry.
4. Ministry agencies.
5. Ministry of Tourism agencies and attractions.
6. Organizations that are recognized as children’s recreation service providers by a resolution passed by the entity described in subparagraph i, ii, iii, iv, v, vi, vii, or viii of paragraph 1 that appointed the recreation committee in the jurisdiction in which the organization operates.

ELIGIBILITY REQUIREMENTS

The following funding eligibility requirements are intended to provide a framework for CMSMs and DSSABs to use when assessing the safety and quality of recreation programs with whom they are considering entering into a purchase of service agreement for the provision of fee subsidies. Only recreation programs that are covered by the schedule under O. Reg. 797 of the *Ministry of Tourism and Recreation Act* (cited above) and that meet the following minimum requirements may be considered eligible to enter into such an agreement. Recreation programs must also meet these requirements in order for CMSMs and DSSABs to permit the provision of SNR to children enrolled in these programs, and amend their service agreements with SNR agencies accordingly.

1. Insurance

Recreation programs must have a minimum of \$2 million in general liability insurance. In cases where CMSMs or DSSABs have policies regarding what is considered sufficient insurance for child care programs, and such policies require more than the minimum stated above, recreation programs should meet these requirements, as appropriate.

2. Safe Arrival/Safe Dismissal

Recreation programs must have policies and procedures in place to ensure the safe arrival and safe dismissal of each child enrolled. At a minimum, these should include a:

- Daily sign-in/sign-out procedure so that staff are aware of which children are in attendance and which are not;
- Procedure to be followed if a child does not attend and staff have not been notified in advance of the reason why (e.g., contact parent if child has not arrived by a certain time etc.);
- Process by which parents must inform the program in writing of who is or is not allowed to pick up their children; and
- Process by which parents must give their written consent for children to sign themselves in and out.

3. Police Record Checks

Recreation programs must have a policy in place requiring police record checks to be completed for all successful candidates for full-time, part-time, or volunteer positions who will have direct contact with children, as per ministry policy for all licensed/funded agencies. This requirement includes new agency board members, non-direct service staff, or any other person regularly on the premises where occasions of unsupervised contact with children may be expected (e.g., cook, driver, etc.).

On December 1, 2015 the government passed the *Police Record Checks Reform Act, 2015* to govern how police record checks are conducted in Ontario. This new legislation defines three types of police record checks; limits and standardizes the types of information that can be released in each type of record check; and standardizes disclosure practices.

Vulnerable sector checks are completed in cases where an individual is in a position of trust or authority over vulnerable persons. Given that staff and volunteers of recreation programs work directly with children and youth, recreation providers are encouraged to require a vulnerable sector check for their employees.

4. Adult Supervision

Recreation programs must have on-site adult supervision at all times.

Groups of children may be supervised directly by a staff member or volunteer who is 16 or 17 years of age, provided that:

- At least one adult (i.e., age 18 or older) is on site; and
- That adult is easy to locate in the event of an emergency.

Because each program is different, CMSMs and DSSABs have the flexibility to decide whether or not additional on-site adult supervision is necessary in a particular program setting, taking into careful consideration the following:

- The number, ages and any special needs of children participating in the program;
- The size and type of the program site (e.g., school, campground, etc.);
- The risk level of program activities (e.g., aquatics, wall/rock climbing, etc., would be considered high-risk); and
- The degree of experience and/or training required for and possessed by program staff and volunteers.

5. Quality Assurance

Recreation programs must be either:

1. Accredited by the Ontario Camping Association; or
2. Affiliated with the High Five quality assurance process, administered by Parks and Recreation Ontario, to the following degree:
 - a) The organization responsible for the program is a registered member of the High Five quality assurance process;
 - b) The individual program has completed and submitted at least one High Five self-evaluation to Parks and Recreation Ontario; and
 - c) At least 75% of program staff have received High Five training (i.e., staff working with children, and supervisors of front-line staff).

With respect to 2.b), the High Five self-evaluation submitted to Parks and Recreation Ontario must include part 1 (Reviewing Best Practices) and part 2 (Observing the Child's Experience) of the Quality Experience Scanning Tool (QUEST). The evaluation must be completed by a staff member who is trained in the use of the High Five QUEST.

For privacy reasons and in order to preserve the effectiveness of the self-evaluation process, CMSMs and DSSABs will not be able to access High Five evaluations completed by participating recreation programs. However, CMSMs and DSSABs may contact Parks and Recreation Ontario to verify that a program has submitted an evaluation.

GENERAL ADMINISTRATION

CMSMs and DSSABs are responsible for assessing and monitoring the eligibility of recreation programs for child care funding based on the above requirements. They may also set additional eligibility criteria. However, when determining whether or not to establish a purchase of service agreement with a recreation program that meets the ministry's funding eligibility requirements, CMSMs and DSSABs should, as much as possible, take into consideration the wishes and needs of the family receiving the subsidy.

CMSMs and DSSABs may not enter into a purchase of service agreement with any recreation program until they are satisfied that the program meets all of the ministry's requirements. However, if a CMSM or DSSAB wishes to consider a recreation program for a purchase of service agreement that does not meet all of the ministry's minimum requirements for funding eligibility at the time of the initial assessment, the CMSM or DSSAB is encouraged to give the recreation program operator sufficient time to make the changes necessary to meet the requirements.

Recreation fee subsidies were created with the intention of increasing choice and flexibility for families. Municipalities and other organizations that already have funding in place to subsidize the cost of recreation programs for families in financial need (e.g., "welcome policies") must not use child care fee subsidy funding as a replacement for this funding.

REPORTING REQUIREMENTS

CMSMs and DSSABs will be required to report on the following data elements at Estimates, Revised Estimates and Financial Statements submissions regarding School-Age Recreation:

- Average monthly number of school-age children served-fee subsidies;
- Number of school-age children served-fee subsidies; and
- Total expenditures for non-profit, for-profit and municipal programs.

GENERAL OPERATING EXPENSE

PURPOSE

The purpose of the General Operating expense is to support the costs of operating licensed child care programs in order to reduce wait times and fees for services, stabilize service levels, and (where funds allow), improve access to high quality affordable early learning and child care services for children and their families.

ELIGIBILITY CRITERIA

Licensees are required to demonstrate to the CMSM or DSSAB that they are able to meet their minimum wage and mandatory benefits requirements without operating funding in order to qualify for funding.

The government recognizes and values the important role of non-profit licensees in the provision of quality child care services for children and families in Ontario. Providing ongoing support to this sector is a key focus of the general operating expense category. As a result, CMSMs and DSSABs are encouraged to allocate general operating funding to licensed non-profit programs, both centre and home-based. Funds may also be allocated to licensed programs that are directly operated by a municipality or school board.

Consistent with prior wage subsidy/enhancement program criteria, where necessary to meet local community needs, general operating funding may also be provided to licensed for-profit child care programs. However, priority focus should be placed on non-profit licensees.

PRIORITIES

CMSMs and DSSABs will use the following principles to inform operating funding priorities while balancing local needs:

- Stabilizing and transforming the existing child care system to enable higher-quality, consistent services;
- Allocating funds equitably and with transparency;
- Increasing convenience and reliability for parents;
- Supporting licensed home child care agencies (HCCA) and strengthening the licensed home child care system;
- Supporting programs that serve children with special needs, as well as Aboriginal and Francophone children;
- Supporting, strengthening, and (where funds allow) expanding the current proportion of child care programs operated by non-profit providers.

Licensed home-based child care programs play an important role in supporting Ontario's children and families, particularly in northern/rural/remote settings and for families with varied

working hours and arrangements. The government intends to support increased access to licensed home-based child care spaces for families, which is why supporting licensed home child care agencies continues to be included as a priority for general operating funding in 2016.

Key considerations that must be supported through CMSM and DSSAB policies regarding general operating allocations include:

- Stabilizing child care fees;
- Retaining qualified stable staffing and supporting quality programming;
- Aligning with FDK implementation and supporting licensees to expand programs for younger age groups by:
 - Mitigating higher operating costs for younger age groups (ages 0-3.8);
 - Supporting the implementation of the Schools-First Child Care Capital Retrofit policy.
- Prioritizing funding based on child care licensing history, financial history and viability of programs.
- Capacity of programs to access funds through other means.

ALLOWABLE EXPENSES

General operating funding may be used for ongoing costs, including: staff wages and benefits, lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies, and maintenance. Ministry funding can only be used to offset salary costs over and above the licensees' regulatory requirements for minimum wage and mandatory benefits.

In 2016 CMSMs and DSSABs must have a policy and approach in place for allocating operating grants in their communities. CMSMs or DSSABs may wish to use their previous funding amounts to inform their general operating allocation approach.

Please note that **wage enhancement funding may not be used to replace general operating funding** provided to licensees to support wages in 2016. Wage enhancement funding is to be provided in addition to existing staff wages, including general operating grants, as of January 1, 2015.

Inadmissible Expenses

The following expenses are considered inadmissible:

- Bonuses (including retiring bonuses), gifts and honoraria paid to staff are inadmissible expenses except for in the case that they are provided as a retroactive wage increase that will be maintained the following year;
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans;
- Property taxes (Under Review);
- Non-arm's length transactions not transacted at fair market value.
- Fees paid on behalf of staff for membership in professional organizations such as the

- College of Early Childhood Educators are inadmissible expenditures; and,
- Any other expenditure not listed under the allowable expenses section.

REPORTING REQUIREMENTS

CMSMs and DSSABs are required to report on the following data elements regarding general operating, in their EFIS Financial Statement submission:

- number of licensed child care centres and home child care agencies receiving general operating funding;
- number of service agreements for licensed child care centres, home child care agencies and SNR agencies receiving general operating funding;
- number of FTEs supported with general operating funding – (RECEs, Director-approved program staff, program staff without an RECE and non-program staff); and,
- total licensed capacity of all programs supported (cumulative).

CMSMs and DSSABs are also required to report on the following expenditures in EFIS:

- total operating funding allocated to non-profit, municipal and for-profit licensees in Estimates, Revised Estimates and Financial Statements
- total operating expenditures on salaries and benefits, lease and utilities, and other by auspice in Financial Statements submission.

IMPLEMENTATION

As service system managers, CMSMs and DSSABs are required to develop a policy for the equitable allocation of general operating funding to licensees in their community, based on the above noted priorities and principles.

CMSMs and DSSABs should build on their existing community consultation processes in developing their general operating policies. To ensure transparency, the policy must be shared with the community and may be requested by the ministry. General operating policies should have been developed by January 2016

The *Child Care and Early Years Act, 2014* supports greater access to licensed home-based care by increasing the incentives for child care providers to join the licensed sector. The ministry's expectation is that CMSMs and DSSABs will develop local strategies and modify operating funding policies to support any such changes to increase access to licensed home-based child care programs.

CMSMs and DSSABs are strongly encouraged to require that licensees use operating funding allocations to support a stable ongoing operating and wage base, rather than allocating as lump sums.

PAY EQUITY MEMORANDUM OF SETTLEMENT

PURPOSE

To enable the Province to continue to support eligible organizations with the cost of implementing proxy pay equity.

ELIGIBILITY

As a result of the Memorandum of Settlement, the Province announced additional proxy pay equity funding for eligible non-profit service providers. In order to be eligible, child care programs were required to:

- have a proxy order from the Pay Equity Commission;
- have posted pay equity plan(s) based on proxy comparisons;
- have current and/or outstanding proxy obligations; and
- receive funding through CMSMs and DSSABs to provide child care.

EXPENDITURE REQUIREMENTS

The Province will continue to flow funding as agreed in the Memorandum of Settlement to CMSMs and DSSABs as part of the core services delivery allocation. CMSMs and DSSABs are required to continue to flow the pay equity funding to service providers. Service providers are required to continue to meet their pay equity obligations.

REPORTING REQUIREMENTS

CMSMs and DSSABs will report on pay equity memorandum of settlement expenses in EFIS in their Estimates, Revised Estimates and Financial Statements submissions. CMSMs and DSSABs will also be required to report on the number of contracts they have with licensed child care programs and non-profit agencies that receive funding under the pay equity memorandum of settlement.

Please Note:

The integration of the pay equity expense under the core services delivery allocation does not relieve CMSMs and DSSABs or licensees from their obligations to comply with the Pay Equity Memorandum of Settlement. Wage enhancement funding may not be used to replace Pay Equity Memorandum of Settlement obligations.

SPECIAL NEEDS RESOURCING EXPENSE

INTRODUCTION

This section of the guideline provides an overview of the ministry's current policies, standards, requirements and expectations with respect to the management of Special Needs Resourcing (SNR) funding and includes: the purpose of SNR, eligibility and expenditure requirements; direction for planning and collaboration; the reporting process and required documentation.

PURPOSE

Special Needs Resourcing funding is to be used to support the inclusion of children with special needs in licensed child care settings, including home child care, and approved recreation programs at no additional cost to parents / guardians. Under the Ontario Regulation 138/15, a "child with special needs" means a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

Local special needs services and supports continue to evolve over time to meet the diverse and changing needs of children, their families, and communities. The funding approach for SNR established through the child care funding formula enhances the ability of CMSMs and DSSABs to respond to these needs.

Any planned expansion of SNR-funded services and supports at the local level must comply with this guideline by supporting the inclusion of children with special needs in licensed child care settings and approved recreation programs. The ministry will continue to support CMSMs and DSSABs who have provided services that fall outside the scope of SNR funding, while they transition these services for children and their families. There is to be no expansion of programs considered out of scope.

The ministry will continue to work with its partners to modernize Ontario's child care system and plan for an increasingly integrated early years system.

ELIGIBILITY AND PROVISION OF SERVICES

Services and supports purchased through SNR funding are for children with special needs up to 13 years of age in licensed child care centres and home child care (licensed) and for children with special needs ages 6 to 13 years in approved recreation programs. (Please refer to the School-Age Recreation section of the guideline for the definition of "approved recreation program").

Please note that the *Child Care and Early Years Act, 2014* defines "child" as a person who is younger than 13 years old. However, families of children with special needs who are in receipt

of a service or received financial assistance before August 31, 2017 will be allowed to continue to receive assistance until that child turns 18, provided that they meet other eligibility criteria that are unrelated to age (see O. Reg. 138/15). For example, if a person with special needs started to receive financial assistance at age 12 on August 30, 2017, he/she is eligible to continue receiving that financial assistance until he/she turns 18 in the year 2023. This means that these adolescents will not experience a financial assistance disruption based on their age.

All service providers and regulated child care programs involved in the provision of SNR services must comply with legislative and regulatory requirements for provision of services, obtaining parental consent for service and information exchange for any purpose (e.g. referrals).

SNR EXPENDITURE REQUIREMENTS AND STAFFING

CMSMs and DSSABs are required to spend a **minimum of 4.1 percent** of their total child care allocation (outlined in the budget schedule of the service agreement) on SNR. CMSMs and DSSABs are encouraged to consider local community needs when determining their SNR expenditure and may wish to spend a larger percentage of their total allocation as required. Where a CMSM or DSSAB does not meet the minimum spending requirement of 4.1 percent of their total child care allocation, the ministry will recover all remaining unspent funds.

SNR funding is made available to CMSMs and DSSABs to:

- Hire or acquire the services of a resource teacher/consultant and/or supplemental staff where necessary (including salary and benefits) to support the inclusion of children with special needs;
- Provide professional development opportunities to support staff in licensed child care settings working with children with special needs and their parents/families to support inclusion; and
- Purchase or lease specialized/adaptive equipment and supplies to support children with special needs.

Please Note: SNR-funded resource teachers/consultants and supplemental staff may not be counted toward the required ratio of employees to children in licensed child care programs.

At a minimum, the ministry recommends that resource teachers/consultants hold a diploma in Early Childhood Education, have additional training/experience/education related to working with children with special needs, and hold a standard first aid including infant/child CPR certificate. Requirements for resource teachers/consultants directly employed by licensed child care operators are outlined in section 55 of O. Reg. 137/15 made under the *Child Care and Early Years Act, 2014*.

Resource teachers/consultants typically provide a wide range of services and supports for children with special needs and their families. They may support several children in multiple locations and can also provide professional learning experiences for individuals working with children with special needs in licensed child care settings and approved recreation programs.

These supports may include providing child care staff with program adaptation strategies and professional development, supporting the development of individualized support plans (per O. Reg. 137/15 – see section 52), conducting developmental screens, providing referrals to community agencies, providing information and resources for parents and obtaining specialized equipment as required.

PLANNING AND COLLABORATION

CMSMs and DSSABs are encouraged to collaborate in the planning and provision of services and supports with SNR service providers, licensees, parents/guardians, schools/school board personnel, and other professionals and community service programs and agencies such as Healthy Babies Healthy Children, Infant Development, Preschool Speech and Language, Best Start Networks, Ontario Early Years Centres, Parenting and Family Literacy Centres, children's mental health, the Autism Intervention Program and Applied Behavioural Analysis autism initiatives. Cross-disciplinary collaboration will help to improve SNR services, promote seamlessness between services for children and their families, support transitions between support settings and minimize potential barriers to service delivery.

REPORTING REQUIREMENTS

CMSMs and DSSABs report actual financial and service activity data to the ministry through EFIS as part of their Estimates, Revised Estimates and Financial Statements.

Number of children served with SNR is one of the three contractual service targets that CMSMs and DSSABs are required to submit as part of the service agreement. In addition to the contractual service targets, CMSMs and DSSABs are required to report on total expenditures by auspice of the organization that is funded to provide the service, as well as the data elements outlined in Appendix A of this guideline. Data elements include:

- Number of child care programs supported (centre-based and home-based);
- Number of children served, up to and including age 12;
- Number of children served, age 13-18;
- Number of children served in licensed child care or enrolled in a recreation program;
- Average monthly number of children served up to and including Kindergarten
- Average monthly number of children served – school age;
- Number of full-time equivalent staff.

For more information on financial practices, reporting requirements and definitions please refer to the Ministry Business Practices Requirement section of this guideline.

REQUIRED DOCUMENTATION

At minimum, CMSMs and DSSABs must maintain the following SNR documentation:

- Record of payments to SNR service providers; and,

- Reports from service providers that include actual expenditures and service data that support CMSMs and DSSABs in completing their estimates, revised estimates and financial statements.

CMSMs and DSSABs must retain required documentation for at least seven years.

ADMINISTRATION EXPENSE

PURPOSE

To support CMSMs and DSSABs in their role as service system managers, this expense is intended to support administrative costs associated with all types of child care funding.

ELIGIBILITY CRITERIA

All designated delivery agents under the *Child Care and Early Years Act, 2014* (CMSMs and DSSABs) are eligible to receive administration funding.

ALLOWABLE EXPENSES

Expenditures deemed reasonable and necessary for the provision of services subsidized by the ministry are admissible in the calculation of the funding entitlement. These expenditures must be supported by acceptable documentary evidence that is retained for a period of no less than seven years.

The following list defines the range of administrative expenditures that are cost sharable between the ministry and CMSMs and DSSABs.

As noted in the introduction section of this guideline, the benchmark for administration expenditures in 2016 is a maximum of ten percent of the total CMSM or DSSAB allocation, less funding for Territory without Municipal Organization (TWOMO). This ten percent includes both provincial and municipal 50 percent cost-shared amounts. Administration expenses must represent actual expenses incurred for program administration, and may not be expressed solely in terms of a percentage of program expenditures.

Staffing

Payment of gross salaries and wages, vacation pay, sick pay, compassionate pay, overtime and statutory holiday pay for staff involved in managing the child care service system and support staff.

Benefits

Employer contributions for pension, employment insurance, workers' compensation, employee benefit plans, and other legal requirements of the employer.

Purchased Professional Services

Purchased professional services that are not client related, including costs incurred in purchasing professional services for which the CMSM or DSSAB itself does not employ staff (e.g. fees for administrative or corporate legal work, audit or bookkeeping fees).

Accommodation

Reasonable costs to a maximum of fair market value for accommodation required for the management of the child care service system and related administration. Fair market value for purchased accommodation is defined as the probable estimated dollar price of the property if that property were exposed for sale in the open market by a willing seller and allowing a reasonable time for a willing buyer.

A fair market value estimate must be accompanied by an indication of the exposure time linked to the value estimate. Exposure time is the estimated length of time the property would have been for sale on the open market before a hypothetical purchase at market value. Exposure time precedes the effective date of the value estimate and is based upon past market trends as they affect the type of real property under consideration.

The above definition of fair market value must also be applied to rented accommodations, whereby the estimated dollar amount is a rental price, and the willing parties are the owner and the tenant.

In the case of owned buildings, the eligible annual cost will be based on fair market value of rent or imputed rent.

Travel

Reimbursement of staff costs for travel required to carry out the management of the delivery and administration of child care. Travel costs in Ontario that are associated with attendance at meetings relevant to child care service delivery. CMSMs and DSSABs are to refer to the [Ontario Public Service Travel Directive](#) as a guide.

Education and Staff Training

Staff development and educational opportunities which assist in the management and administration of the child care system. Travel, accommodation and costs associated with educational conferences, seminars etc. within Ontario and Quebec.

Technology

The ministry funds 100 per cent of the design, development, basic installation and training costs of the Ontario Child Care Management System (OCCMS).

The ministry will not cost share in any aspect of the development of new technology systems developed independently by CMSMs and DSSABs before or after designation that duplicates the functions of OCCMS. However, the ministry will continue to cost share in expenditures associated with maintaining fee subsidy systems that existed prior to 1998.

To support CMSMs/DSSABs in their role as service system managers, the ministry will allow administration funding to be used for expenditures for IT systems e.g. computer hardware, software, network access charges, operating costs, system enhancements, software updates,

computer supplies and maintenance required to support the management of child care delivery and administration that do not duplicate the functionality of OCCMS.

Please note that any interface between OCCMS and other IT systems should be discussed with OCCMS as this could impact the program functionality.

General Office Expenses

Costs associated with the following items may be required to support the management of the child care system:

- Telephone, internet and fax (may include rentals, regular charges, long distance, etc.)
- Postage and courier
- Office supplies (may include stationery, forms, maps, books, periodicals)
- Printing (may include production, translation, printing and other costs)
- Photocopier rental and services
- Insurance payments (fidelity, fire, public liability, theft, other) including bonding and liability insurance for staff
- Office equipment and maintenance
- Building maintenance (may include janitorial, cleaning, minor repairs)
- Bank transaction charges
- Collection and bad debt costs (may include court fees, credit bureau etc.)
- Advertising and marketing (job postings, newsletters)
- Research, consultation and professional services
- Moving and relocation
- Security
- Records Management
- Minor miscellaneous expenses

Note: The shareable cost of administration definitions outlined above are functional in nature. Management functions of the child care system may be dedicated or prorated for the portion associated with the management of the child care system, if shared with other departments and offices.

In determining employee salaries and wages, include total gross salary and wage payments to all full-time, part-time, temporary, relief and staff on paid leave of absence. Total salaries equals gross pay including overtime, paid vacation, paid sick leave, statutory holidays etc. The employer's share of employee benefits can be included when calculating benefit costs.

INADMISSIBLE EXPENDITURES

All expenditures arising from transactions not conducted at arms-length from the CMSM or DSSAB (e.g. transactions in which both parties to the transaction may not be acting independently of each other due to a previous relationship) are inadmissible unless transacted

at fair market value.

Expenses that do not directly support the provision of child care services are inadmissible and include the following:

1. Interest expenses incurred on capital or operating loans
2. Professional organization fees paid on behalf of staff for membership in professional organizations
3. Property tax expenses
4. Fundraising expenses
5. Donations to charitable institutions or organizations
6. Bonuses, gifts and honoraria
7. Capital loans
8. Mortgage financing
9. Reserve Funds

RECOVERY

Should a CMSM or DSSAB choose to exceed the Child Care Administration Maximum Allowable Expenditure (10 percent of total 2016 allocations less TWOMO and wage enhancement/ HCCEG); any additional expenditure must be funded with 100 per cent municipal contributions. If the additional spending over and above the maximum allowable expenditure is not funded with 100 percent municipal contributions, the ministry will recover the overspent funds equal to the amount of overspending on administration above the maximum allowable expenditure.

REPORTING REQUIREMENTS

CMSMs and DSSABs will report on administrative expenses in EFIS in their Estimates, Revised Estimates and Financial Statements submissions.

Reporting includes the number of full-time equivalent staff by position and number of staff (head count), along with the total salaries and benefits associated with each position type. Reporting also includes total administration expenditures.

SECTION 4: SPECIAL PURPOSE

CAPACITY BUILDING EXPENSE

PURPOSE

Capacity building funding is intended to support professional learning and development opportunities that build the capacity of licensees, supervisors, program staff/caregivers, home visitors, home child care providers and non-profit volunteer board members to support the provision of high quality programs for children ages 0 to 12. High quality child care programs recognize that each child is competent, curious, and rich in potential, and emphasize positive relationships and reflective practices as critical to children's learning.

CONTEXT

The *Child Care and Early Years Act, 2014* legislation and accompanying regulations will help to further support Ontario's vision for the early years. Ontario Regulation 137/15 General under the *Child Care and Early Years Act, 2014* includes program-related requirements for centre-based and home child care programs that align with *How Does Learning Happen?* and help child care settings put the ideas and approaches of this pedagogical framework into practice. The regulation can be found on the [Ministry of Education's website](#).

The *Child Care and Early Years Act, 2014* sets out the authority for the Minister of Education to issue policy statements for the purpose of guiding early years programs and services. The Minister has issued a policy statement naming *How Does Learning Happen?* as the provincial framework to guide programming and pedagogy in licensed child care settings across Ontario. The Minister's policy statement is available on the [Ministry of Education's website](#).

ELIGIBILITY CRITERIA

CMSMs and DSSABs may support professional learning and development opportunities per the allowable expenses below, or CMSMs and DSSABs may provide capacity building funding for the purposes outlined in the allowable expenses section below to:

- centre-based and home-based licensee, i.e. non-profit, directly operated and for-profit;
- non-profit agencies that provide early learning professional learning and development (including SNR agencies); and/or
- post-secondary institutions to develop and deliver early years professional learning and development (e.g. certificate courses, workshops).

Professional learning and development opportunities may be designed to engage child care supervisors, program staff, resource teachers/consultants, supplemental SNR staff, cooks, home child care providers, home visitors, other staff or boards of directors of licensed non-

profit programs. Capacity building funding is not intended to support or enforce compliance with purchase of service agreements between CMSMs/DSSABs and licensees.

PRIORITIES

In addition to funding system-wide professional learning and development priorities, CMSMs and DSSABs should prioritize capacity building funding for licensed child care programs and/or non-profit agencies that:

- have limited access to professional learning and development opportunities;
- require support in improving program quality;
- have limited capacity in business administration; and/or serve Francophone or Aboriginal children and families.

MINISTRY RESOURCES

The following ministry resources have been developed to strengthen quality in early years settings:

- [How Does Learning Happen? Ontario's Pedagogy for the Early Years](#)
- Introductory Guides to *How Does Learning Happen? Ontario's Pedagogy for the Early Years*;
- [Think, Feel Act: Lessons from Research about Young Children](#) research briefs and videos; and
- The [Early Learning Framework website](#).

CMSMs and DSSABs should support the use of these resources by their local licensees through Capacity Building.

ALLOWABLE EXPENSES

CMSMs and DSSABs have discretion to direct funding to support a range of professional learning opportunities, as follows:

- Professional learning and development opportunities that align with *Child Care and Early Years Act, 2014* regulations and ministry policy (e.g., workshops, mentoring and coaching, networks that are delivered in-person, virtually, etc.);
- Program-related professional learning opportunities that align with the views and approaches outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, promote reflective practice and collaborative inquiry, and support the new regulatory requirements under the *Child Care and Early Years Act, 2014* (e.g. College of Early Childhood Educators leadership initiatives, post-diploma training programs etc.);
- Establishment of professional learning communities of practice to support early years program staff; Professional learning and development opportunities related to child care program business administration (e.g., budgeting, leadership, human resource management, policy development, and board governance etc.);

- Professional learning and development opportunities related to the health, safety and well-being of children (e.g., nutrition, first aid, environmental health, communicable diseases, etc.);
- Release time and overtime to support staff in participating in professional learning and development opportunities; and/or
- Travel costs to support attendance at professional learning and development opportunities (municipal policies pertaining to travel and accommodation apply).

Note: see the Administration section of this guideline for related allowable CMSM and DSSAB expenses.

Note: While capacity building funding is intended to support licensed child care programs, partnerships with other community organizations such as resource centres, colleges, FDK professional learning opportunities, and family support programs is encouraged.

REPORTING REQUIREMENTS

CMSMs and DSSABs will be required to report total capacity building expenditures by auspice through EFIS.

The ministry will be exploring mechanisms to collect data related to the use of capacity building funding and will be seeking advice from municipal partners on how best to collect data related to capacity building activities.

IMPLEMENTATION

As service system managers, CMSMs and DSSABs are required to have a policy and plan in place for the use of capacity building funding in their community as well as equitable distribution to licensees as required, based on the above noted priorities. Local policies must be shared with the community to ensure a transparent approach and may be requested by the ministry.

TRANSFORMATION EXPENSE

PURPOSE

Transformation funding supports program viability and facilitates child care transformation. CMSMs and DSSABs are encouraged to work collaboratively with school boards and licensees to align the use of transformation funding with investments under the Schools-First Child Care Capital Retrofit policy, provincial investment for construction of new child care spaces in schools and Capital Retrofit funding wherever possible.

ELIGIBILITY CRITERIA

Transformation is intended to cover one-time costs for non-profit licensees, including licensed child care centres and home child care agencies that are involved in **business transformation activities and/or require business transformation supports**.

Business transformation activities are defined as, but not limited to: the amalgamation of two or more centres in a school or community setting; the relocation of a child care centre to a school or within the community; or, the retrofitting of an existing child care centre to serve younger age groups.

Business transformation supports include the following one-time expenses:

- Legal costs (available only to licensees that are amalgamating);
- Lease termination costs (available only to licensees that are amalgamating and/or relocating);
- Moving costs (available only to licensees that are amalgamating and/or relocating);
- Business planning costs;
- IT upgrades to facilitate internet connectivity for business purposes;
- Play-based material and equipment;
- Operating funding to support the viability of licensees that are transforming their business model; and/or
- Funding to home child care agencies for home visitors to facilitate the potential movement of providers from unlicensed to licensed child care.

ELIGIBLE EXPENDITURES

Eligible expenditures under Transformation are grouped under three categories:

Amalgamation of Two or More Licensees

- Amalgamation to support legal costs for two or more licensees that are amalgamating.

Relocation of a Licensee and/or Amalgamation of Two or More Licensees

- Lease Costs (i.e., to cover the expense of terminating a lease); and/or
- Moving Costs.

Business Transformation Supports

- Support business planning costs;
- Technology upgrade costs that facilitate internet connectivity for business purposes;
- Play-based material and equipment;
- One-time operating funding to support the viability of licensees that are transforming their business model; and/or
- Funding to home child care agencies for home visitors to facilitate the potential movement of providers from unlicensed to licensed child care.

REPORTING REQUIREMENTS

Transformation expenditures will be reported and monitored through the Estimates, Revised Estimates and Financial Statements submissions.

In addition to the total expenditure on Transformation, CMSMs and DSSABs will be required to report in EFIS, as part of the Financial Statements submissions, on the number of, and associated expenditures for:

- Total number of licensed child care centres and home child care agencies supported; and,
- Total licensed capacity of child care centres and home child care agencies supported (cumulative).

SMALL WATER WORKS EXPENSE

PURPOSE

Small Water Works (SWW) funding supports costs related to small water systems for licensed child care centres. CMSMs and DSSABs with child care centres that have historically received SWW funding will receive an allocation in 2016.

The 2016 allocations for SWW are based on the greater of either the reported expenditures in 2014 Financial Statements or 2015 Revised Estimates. CMSMs and DSSABs will report their SWW expenditures in their financial submissions. The ministry will verify the amount reported in the Financial Statement Submission with the CMSM or DSSAB and may require supporting documentation during the year-end reporting process. Following the review, the ministry will adjust SWW entitlement based on expenditures reported in Financial Statements.

LEGISLATIVE AUTHORITY

Drinking water systems that supply water to a child care centre where the source of the water is not from a municipal water service connection are required to comply with O. Reg. 170/03 under the *Safe Drinking Water Act, 2002*.

ELIGIBLE EXPENDITURES

SWW funding should be used to support regular ongoing water testing and maintenance expenses which are limited to the following expense categories – laboratory testing, chemicals, supplies/filters, courier costs, maintenance of water treatment equipment including replacement UV bulbs and training. Costs related to the purchase and installation of systems and equipment are not eligible.

REPORTING REQUIREMENTS

The CMSM or DSSAB will report their SWW expenditures and number of licensed centres supported in their Financial Statements.

REQUIRED DOCUMENTATION

CMSMs and DSSABs are not required to submit receipts for SWW expenditures to the ministry; however, receipts must be kept on file as the ministry may request this information per the service agreement.

TERRITORY WITHOUT MUNICIPAL ORGANIZATION

PURPOSE

Territory without Municipal Organization (TWOMO) funding for child care helps support the costs for child care services provided in territory without municipal organization. The 2016 allocations are based on the higher of either the 2015 allocation or expenses as reported in 2015 Revised Estimates.

ELIGIBILITY

TWOMO funding only applies to DSSABs with territory without municipal organization, which is territory outside the geographical area of any municipality or First Nation.

EXPENDITURE AND REPORTING REQUIREMENTS

Funding for TWOMO under the child care funding formula is a special purpose allocation. The funding is calculated in four stages:

- Stage 1: The municipal levy is calculated based on:
 - The total approved DSSAB Budget
 - Less other sources of revenue (provincial, federal and other funding)
- Stage 2: The TWOMO share of the municipal levy is determined using the municipal attribution or 'share' percentage.
- Stage 3: Non EDU related allocations are subtracted from the municipal levy to find the total EDU child care program allocation.
- Stage 4: The percentage of municipal levy that the child care program allocation represents is used to calculate the MEDU portion of the TWOMO levy.

DSSABs will revise this calculation, as necessary, in their Estimates, Revised Estimates and Financial Statements submissions to reflect the 2016 approved DSSAB budget and municipal levy.

Additional details on entering TWOMO information in EFIS are available in the EFIS reporting instruction package.

REQUIRED DOCUMENTATION

Along with their Financial Statement submission, DSSABs are requested to submit a copy of the following:

- Approved DSSAB budget; and
- Levy Apportionment details.

The ministry will verify the amount reported in the Financial Statements submission with the DSSAB's supporting documentation sent to the ministry during the year-end reporting process.

PLAY-BASED MATERIAL AND EQUIPMENT EXPENSE

PURPOSE

Play-based material and equipment funding is intended to help licensees create enriching environments with open ended materials that promote children’s learning and development through exploration, play and inquiry consistent with the views, foundations and approaches of *How Does Learning Happen? Ontario’s Pedagogy for the Early Years*. Please see the [Ministry of Education website](#) for additional information and refer to Section 19 of O. Reg. [137/15 General](#) for provincial requirements of play materials, equipment and furnishings.

Play-based material and equipment funding may be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program (e.g. kitchen supplies, IT etc.).

ELIGIBILITY

All licensed non-profit and for-profit licensees are eligible to receive play-based material and equipment funding. CMSMs and DSSABs are not required to seek prior approval from the ministry on play-based material and equipment expenditures; however funding should be prioritized for licensees who can demonstrate that the funding will be used to support children’s active exploration and learning through play.

REPORTING REQUIREMENTS

CMSMs and DSSABs are required to report expenditures in their Estimates, Revised Estimates and Financial Statements and the number of licensed child care centres and home child care agencies in receipt of play- based material and equipment funding in Financial Statements.

REPAIRS AND MAINTENANCE EXPENSE

PURPOSE

The purpose of repairs and maintenance funding is to support licensed child care centres and home child care agencies that are not in compliance with licensing requirements or may be at risk of not being in compliance with licensing requirements under the *Child Care and Early Years Act, 2014*. Funding is intended to cover one-time repair and maintenance costs.

ELIGIBILITY CRITERIA

All licensed child care centres and home child care agencies are eligible for repairs and maintenance funding. CMSMs and DSSABs are not required to seek prior approval from the ministry on repairs and maintenance expenditures; however, funding should be prioritized for child care service providers that can demonstrate that they are not in compliance or are at risk of not being in compliance with licensing requirements under the *Child Care and Early Years Act, 2014*.

EXPENDITURE REQUIREMENTS

Some common health and safety issues that may be eligible for repairs and maintenance funding include:

Food Preparation

Repair or replacement of:

- hand washing sink in the kitchen
- dishwasher or hot water booster
- major appliances

Major Systems

Repair or replacement of:

- leaking roof
- building foundation
- heating/cooling system
- ventilation system
- sump pump
- emergency lighting
- accessibility
- windows or doors
- asbestos removal or encapsulation
- secure entrances
- wiring upgrades

Washrooms

Repair or replacement of:

- fixtures
- partitions
- flooring material
- change table

Play Area

Repair or replacement of:

- damaged walls/peeling paint that may contain lead
- windows
- damaged/worn flooring material or ceiling
- damaged/worn outdoor safety surfacing
- fencing
- drinking water system
- heating system

Code Compliance

- Ontario Fire Code orders/recommendations
- Ontario Building Code orders/recommendations
- Public Health Code orders/recommendations

CMSMs and DSSABs should prioritize repairs and maintenance expenditures amongst their child care licensees in alignment with community priorities. The above list is a guide and not an exhaustive list. Repairs and maintenance funding cannot be used for program expansion. Repairs and maintenance funding must be paid to licensees on a claims-basis.

Repairs and maintenance funding must be spent by December 31st of each calendar year.

REPORTING REQUIREMENTS

CMSMs and DSSABs are required to report the number of licensed child care centres and home child care agencies in receipt of repairs and maintenance funding and the total licensed capacity of the programs supported.

SECTION 5: WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANTS

WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANTS

PURPOSE

Registered Early Childhood Educators (RECEs) and other child care program staff play a key role during the critical years of a child's development. However, there is a significant wage gap between RECEs working in the publicly funded education system and those in the licensed child care sector. This creates challenges in retaining pedagogical professionals to deliver affordable, high quality services.

Therefore, the 2014 Budget included an investment of \$269 million over three years to support a wage enhancement in the licensed child care sector. This wage enhancement will benefit low-income child care program staff in the sector, help retain RECEs, and support access to stable, high-quality child care programs for children in Ontario. The wage enhancement will also help close the wage gap between registered early childhood educators (RECEs) working in full-day kindergarten (FDK) programs and RECEs/other child care program staff working in licensed child care settings.

In 2016, the wage enhancement will support an increase of up to \$2 per hour, plus 17.5 percent benefits. In addition, the Home Child Care Enhancement Grant (HCCEG) will support an increase of up to \$20 per day for home child care providers.

GOALS

The goals of the enhancement are to:

- close the wage gap between RECE wages in the school board and licensed child care sectors;
- stabilize licensed child care operators by helping them retain RECEs/child care staff; and
- support greater employment and income security.

These goals support the ministry's priorities to:

- stabilize and transform the existing child care system to increase program reliability for parents and support consistent, higher quality child care services to support children's learning and development; and
- support licensed home child care agencies and strengthen the licensed home child care system.

FUNDING ALLOCATIONS

A notional wage enhancement/HCCCEG amount has been included in the budget schedule of the 2016 Child Care and Family Support Services Agreement. The ministry will adjust entitlements and resulting cash flows based on the 2016 operator applications and Estimates reporting.

There are two different types of funding under this initiative:

1. Wage Enhancement:

- Provided to licensed child care centres and home child care agencies to support eligible child care program staff and home visitors.
- Support an increase of up to \$2 per hour, plus 17.5 percent benefits for eligible staff and visitors below the cap of a base hourly rate of \$26.27.
- Includes an additional supplemental grant of \$150 per eligible FTE.
- Entitlement will be determined based on all hours worked in program by eligible positions between January 1, 2015 and December 31, 2015.

2. Home Child Care Enhancement Grant (HCCCEG):

- Provided to licensed home child care agencies to support eligible home child care providers contracted with them.
- Support an increase of \$20 per day for full time providers below the cap of base daily fees of \$262.70 and \$10 per day for part time providers below the cap of base daily fees of \$157.62.
- Includes an additional supplemental grant of \$50 per eligible provider.
- Entitlement will be determined based on days worked with a licensed home child care agency by eligible home child care providers between January 1, 2015 and December 31, 2015 and their average daily service; either full time or part time as defined by the ministry.

As in 2015, the ministry will continue to provide wage enhancement and HCCCEG allocations based on the previous year's eligibility data as identified in the application process outlined below.

Wage Cap

As the intent of the wage enhancement is to close the wage gap between RECEs working in publicly funded schools and RECEs, child care program staff and providers in licensed child care settings, the ministry has established an hourly wage maximum of \$26.27/hour as of December 31st, 2015 for centre-based staff and home visitors or an equivalent rate of \$262.70 per day for full time Home Child Care providers (the cap for part time providers is \$157.62). This wage cap aligns with the top of the existing school board Educator Salary Matrix for RECEs in FDK. The cap applies when determining entitlement and for payments to staff and home child care providers.

Supplemental Grant

In addition to the \$2/hour plus 17.5 per cent benefits, and \$10 or \$20 increase for home child care providers, the ministry will provide an additional supplemental grant of \$150 for each eligible centre based FTE or home visitor FTE and \$50 for each eligible home child care provider. The supplemental grant allows operators some flexibility to provide and implement wage enhancement in a way that aligns with their regular operations.

The supplemental grant must be used to support staff, home visitors' and providers' hourly/daily wage or benefits. It provides operators with the flexibility to cover salary shortfalls (due to increased hours in program or new staff/providers) and additional benefits, (e.g. vacation days, sick days, PD days and/or other benefits) once mandatory benefits are covered. Any funding that is not used for these purposes will be recovered.

CMSMs/DSSABs should work with operators to set priorities on how to use the supplemental grant.

ELIGIBILITY

All licensed child care centres and home child care agencies that opened before January 1, 2016 are eligible to apply for wage enhancement/HCCFG funding, regardless of auspice, participation in municipal quality initiatives, or current purchase of service status with their local CMSM or DSSAB. Centres or agencies that are created in 2016 will only be eligible to apply in 2017.

Wage Enhancement: Child Care Centre Program Staff and Home Child Care Visitors

Note: Eligibility applies to determine allocations (based on 2015) and to determine payments in 2016 to staff.

Full Wage Enhancement

To be eligible to receive the full 2016 wage enhancement of \$2 an hour plus 17.5 per cent in benefits, staff must:

- Be employed in a licensed child care centre or agency;
- Have an associated base wage excluding year one's wage enhancement of less than \$24.27 per hour (i.e. \$2 below the wage cap of \$26.27); and
- Be in a position categorized as a child care supervisor, RECE, home child care visitor, or otherwise counted toward adult to child ratios under the *Child Care Early Years Act* (CCEYA).

Child care program positions that are in place to maintain lower adult-child ratios than required under the CCEYA, and meet the eligibility outlined above, are also eligible for wage enhancement.

Partial Wage Enhancement

Where an eligible centre-based or home visitor position has an associated base wage rate excluding year one's wage enhancement between \$24.28 and \$26.27 per hour, the position is eligible for a partial wage enhancement. The partial wage enhancement will increase the wage of the qualifying position to \$26.27 per hour without exceeding the cap.

- For example, if an RECE position has a base wage rate excluding years one's wage enhancement of \$24.50 per hour, the position would be eligible for wage enhancement of \$1.77 per hour.

Ineligible Positions (Non-Program Staff):

- Cook, custodial and other non-program staff positions are not eligible for wage enhancement funding.
- SNR-funded resource teachers/consultants and supplemental staff are not eligible for wage enhancement funding.
- The only exception to the above is if the position spends at least 25 per cent of their time to support ratio requirements; in which case the staff would be eligible for wage enhancement for the hours worked in the eligible position supporting ratio.
- Staff hired through a third party (i.e. temp agency) are not eligible for wage enhancement.

Home Child Care Enhancement Grant (HCCEG) - Home Child Care Providers

Full Home Child Care Enhancement Grant

In order to be eligible to receive the full HCCEG of \$20 per day, home child care providers must:

- Hold a contract with a licensed home child care agency;
- Provide services to one child or more (excluding the provider's own children);
- Provide full time services on average (6 hours or more a day); and
- Receive base daily fees excluding year one's HCCEG of less than \$242.70 (i.e. \$20 below the cap of \$262.70).

Partial Home Child Care Enhancement Grant

In order to be eligible to receive the partial HCCEG of \$10 per day, home child care providers must:

- Hold a contract with a licensed home child care agency;
- Provide services to one child or more (excluding providers own children);
- Provide part time services on average (less than 6 hours a day); and
- Receive base daily fees excluding year one's HCCEG of less than \$147.62 (i.e. \$10 below the cap of \$157.62).

APPLICATION PROCESS

Note: The new 2016 application forms replace previous applications shared in 2015.

All operators are eligible to apply for wage enhancement funding, regardless of auspice, participation in municipal quality initiatives, or current purchase of service status with their local CMSM or DSSAB. **In 2016, operators will need to apply for the full wage enhancement increase to receive the full wage enhancement entitlement up to \$2 plus 17.5 per cent benefits, or up to \$20 for the HCCEG.** If an operator applied in 2015, they will need to apply again in 2016 for all positions or providers that would be eligible for wage enhancement/HCCEG.

Information on eligible positions/providers and hours/days in 2015 will be gathered through the application process administered by CMSMs and DSSABs. The 2015 information gathered on application forms will be used to determine an operator's funding entitlement for 2016. However, wage enhancement/HCCEG payment to staff and providers will be made based on 2016 time in program.

In year two, operators should enter total hours worked in 2015 for each eligible position, including overtime hours. Please note the base hourly wage rate or home child care provider fees entered in the application form should exclude year one's wage enhancement/HCCEG amount.

The ministry has provided sample application forms and related instructions as part of the 2016 child care and family support program service agreement package; an application form for licensed child care centre positions and home child care visitors, and another application form for providers working with licensed home agencies.

While the application process is required, the templates are samples and the CMSM or DSSAB may prefer to use their own forms to determine entitlement calculations as long as they are consistent with the ministry's underlying logic in determining entitlement as per the ministry provided template. Any forms posted online should make reference to the wage enhancement/HCCEG being funded by the Government of Ontario.

In order to support the goals of the wage enhancement/HCCEG, the application process must be easily accessible to the public. To this end, CMSMs and DSSABs are required to:

- Post the application on their public website for a period of 45 calendar days ending no later than March 31, 2016;
- Post email/telephone contact information for inquiries related to the wage enhancement.

Any operator that has not submitted an application for the wage enhancement or HCCEG by the deadline identified by their CMSM or DSSAB will not be allocated wage enhancement/HCCEG funding in 2016. Operators who miss the application deadline may apply for wage enhancement/HCCEG funding in 2017.

PUBLIC INQUIRIES

As the service system managers for child care, CMSMs and DSSABs are required to manage public inquiries related to the wage enhancement/HCCEG. In order to manage these inquiries, CMSMs and DSSABs may wish to post Frequently Asked Questions (FAQs) on their website, along with contact information. Sample FAQs to support CMSMs, DSSABs, operators and staff are included as part of the service agreement package.

REPORTING IN ESTIMATES

Once the 45 day period for operators to apply for wage enhancement/HCCEG has ended, CMSMs and DSSABs will compile the data they have gathered and submit their total 2016 wage enhancement/HCCEG entitlement requirement to the ministry as part of their Estimates submission due April 29, 2016. Please see the reporting requirements section below for details on the required data.

If the entitlement reported in estimates exceeds the wage enhancement/HCCEG allocation included in the 2016 service agreement, an amended service agreement will be required.

The ministry will fund 100 per cent of qualifying CMSM and DSSAB wage enhancement/HCCEG requests up to the entitlement amount generated by the application process outlined above and reported in Estimates.

PAYMENTS TO OPERATORS

CMSMs and DSSABs may need to enter into new funding agreements/arrangements with licensed child care centres and/or home child care agencies for the provision of wage enhancement/HCCEG funding if there is no current purchase of service agreement. Wage enhancement/HCCEG accountabilities and data collection may be built into existing purchase of service agreements and reporting processes by CMSMs and DSSABs.

Note: CMSMs and DSSABs will continue to have full discretion in determining which operators they enter into purchase of service agreements with for the provision of other child care services (e.g. fee subsidy, special needs resourcing, general operating, etc.).

If child care staff or home child care providers exceed the cap at any time during 2016, excluding wage enhancement or HCCEG, they will no longer be eligible to receive the increase.

If at any point a home child care provider stops serving children, the home child care agency must terminate the transfer of HCCEG funds to the provider.

ALLOWABLE EXPENSES

Wage enhancement/HCCEG funding (including the supplemental grant) is an enveloped allocation. Wage enhancement/HCCEG funding must be directed solely to licensed child care staff and home visitors to increase wages and benefits, and to home child care providers to increase daily income. Wage enhancement/HCCEG funding cannot be used to support child care system expansion or reduce fees.

CMSMs and DSSABs and operators may only use the funding for the intended purposes of:

- Increasing wages of eligible centre-based staff and home visitors by up to \$2 per hour plus 17.5 percent benefits based on their current wage rate,
- *Please note: the salary increase cannot exceed \$2 per hour in program and the wage cap of \$26.27 per hour. Operators may exceed 17.5 per cent for benefits if the supplemental grant is used to support additional benefit expenses.*
- Wage enhancement funding of up to \$2 an hour plus 17.5 per cent benefits should be provided for all hours worked in program, including overtime hours.
- Providing a daily increase of up to \$20 for eligible licensed home child care providers based on current hours of service provided.

Please note: the daily wage increase cannot exceed \$20.00 and the daily cap of \$262.70.

Benefits Funding and Flexibility

Benefits of 17.5 per cent support operators in meeting their statutory benefit requirements. Once all statutory benefits requirements are met (including up to 2 weeks of vacation and 9 statutory days), any remaining funding within 17.5 per cent can be used to fund other benefit expenses paid by the employer on behalf of the employee.

Any residual benefits funding can be used to support wage enhancement salaries per the above allowable expenses. Please note this is one-way funding flexibility only, that is, salary funding cannot be used for benefits.

CMSMs and DSSABs may not transfer funds between their regular child care allocation and their wage enhancement allocation. Any funding not used for the intended purpose will be recovered by the ministry.

RECONCILIATION

CMSMs/DSSABs are required to have a reconciliation process for operator use of wage enhancement/HCCEG funding, which can be built into processes already established for child care. The ministry will provide sample reconciliation templates to CMSMs and DSSABs. The format and information requested in the templates will align with the ministry's year-end financial reporting requirements in EFIS for the 2016 Financial Statement submission. Please ensure that for the purposes of reporting the reconciliation at year end, salaries and

benefits payments are tracked separately by the operator and CMSMs and DSSABs. In 2016, CMSMs and DSSABs will be required to collect FTE data as part of the reconciliation process.

Further reconciliation directions will be provided as part of the instructions to the sample reconciliation template to be provided late Spring/Summer 2016.

OPERATOR ACCOUNTABILITY

To help ensure operator accountability and the appropriate use of ministry funds, CMSMs and DSSABs must inform operators of:

- The purpose of the wage enhancement/HCCEG funding;
- The eligibility requirements;
- Associated reporting requirements;
- CMSM or DSSAB auditing policies;
- The process for reconciling wage enhancement/HCCEG funding with operators at year end (e.g. submission of operator financial statements); and,
- The recovery process for funds not utilized in accordance with the eligible expenditures outlined within the purchase of service agreement, by the CMSM or DSSAB.

In 2016, operators have the flexibility to provide wage enhancement/HCCEG to current eligible staff/providers and they also have flexibility in the use of the supplemental grant.

CMSMs/DSSABs should support operators with setting priorities for the distribution of funds, for example, to staff who were eligible in 2015 and continue to be eligible in 2016. An operator may then determine feasibility of funding newly created positions or newly joining providers in the year. The wage enhancement amount is determined by a position's base wage rate and must be up to \$2 plus benefits for eligible staff. The HCCEG must be an increase of \$20 or \$10 to eligible providers based on their classification of full time or part time. In the case of expanded staffing, providers, or hours, operators may run short before the end of the year.

The following accountability mechanisms should be put in place by CMSMs and DSSABs for operators:

- A statement completed by participating child care centres which attests that 100 per cent of wage enhancement funding was provided directly to eligible child care staff (this statement can be included in the funding agreement).
- A statement completed by participating home child care agencies which attests that 100 per cent of HCCEG funding was provided directly to eligible home child care providers and 100 per cent of wage enhancement funding was provided directly to eligible home visitors (this statement can be included in the funding agreement).
- An approach for confirming operator compliance with service agreements and guidelines (e.g. audit procedures, special purpose reports, request for T4 statements to confirm wage increase, etc.)
- Reporting requirements that reflect service and financial data required by the ministry

(please see reporting requirement section for details). To support local implementation of this initiative, CMSMs/DSSABs may build additional requirements into the reconciliation process.

- If a centre or agency closes, CMSM/DSSABS are to work with the operator to meet the requirements listed above and support payments to eligible staff and/or home child care providers for hours worked before the closure. Any unused funds would be recovered.

In the event that a CMSM or DSSAB determines that an operator has **failed to meet the funding conditions outlined in their agreement** for the provision of wage enhancement/HCCEG funding, the CMSM or DSSAB must recover all misused funds. Additionally, non-compliant operators may be deemed ineligible to receive future wage enhancement funding. CMSMs and DSSABs are responsible for establishing a process for confirming operator compliance.

PAYMENTS TO STAFF AND PROVIDERS

Wage enhancement/HCCEG funding entitlements are based on 2015 data; however, wage enhancement payments should be provided to eligible positions for each hour worked in 2016. Operators have the flexibility to fund their current year's eligible positions, even if the position did not exist in 2015.

Similarly, HCCEG payments should be provided to eligible home child care providers for each day worked in 2016. Agencies have the flexibility to fund current year eligible providers, regardless of whether the provider had a contract with the agency in 2015. The compensation rate (partial or full) will be based on their current year services.

CMSMs and DSSABs may begin flowing funds to operators for the wage enhancement/HCCEG as soon as they have the information to calculate the wage enhancement entitlement for centres and home child care agencies from application forms.

Since one of the goals of this initiative is to close the wage gap, if an eligible staff member or home child care provider receives an increase to their hourly wage or daily fee (excluding year one's wage enhancement/HCCEG amount) and exceeds the wage cap in 2016, they are no longer eligible to receive funding through this initiative.

The flexibility to provide wage enhancement/HCCEG to current staff and providers may cause a shortfall in funding for the year. CMSMs/DSSABs are encouraged to support operators in determining priorities for funding new staff or providers joining in the year. If there is a shortfall in an operator's entitlement, the operator can use the supplemental grant to fund the additional time in program for new or existing staff. The supplemental grant can also be used to fund sick days, PD days and/or additional benefits but cannot exceed \$2 an hour plus benefits for staff and visitors and \$20 for home child care providers.

Payment Method

CMSMs and DSSABs must require that operators clearly indicate on staff pay cheques and home child care provider fee transfers the portion of funding that is being provided through the wage enhancement/HCCEG labeled as follows:

- Provincial child care wage enhancement; or
- Provincial home child care enhancement grant

CMSMs and DSSABs are encouraged to work with operators to include wage enhancement or HCCEG on each paycheque or payment made. However, in 2016 CMSMs and DSSABs can continue to allow operators discretion on the method of payment to staff and providers (i.e. quarterly lump sums or on regular pay).

REPORTING REQUIREMENTS

CMSMs and DSSABs will be required to report on the following expenses and service data elements in their EFIS Estimates and Financial Statement submissions by auspice:

Expenditures:

All expenditures below should include any funding from the supplemental grant.

- Full and partial wage enhancement funding including salary component and benefits component for:
 - RECEs,
 - Supervisors,
 - Other program staff , and
- Home child care visitors
- Full and partial HCCEG required for home child care providers;
- Total wage enhancement salaries and benefits paid out for fully and partially eligible RECE, Supervisors, other program staff and home visitors related to ministry funding only; and
- Total HCCEG paid out for fully and partially eligible home child care providers.

Service Data:

- Number of fully and partially eligible RECEs, Supervisors, and non-RECE FTEs eligible for wage enhancement;
- Number of fully and partially eligible home visitor FTEs eligible for wage enhancement;
- Number of fully and partially eligible home child care providers receiving HCCEG;
- Number of ineligible RECEs, Supervisors, and non-RECEs (i.e. exceed the cap);
- Number of ineligible home visitors (i.e. exceed the cap);
- Number of ineligible home child care providers (i.e. exceed the cap);
- Number of child care centres or sites receiving wage enhancement;

- Number of operators for child care centres receiving wage enhancement; and
- Number of home child care agencies receiving HCCEG

All the necessary reporting requirements are captured in the application templates and reconciliation templates provided by the ministry.

WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANTS ADMINISTRATION EXPENSES

PURPOSE

To support CMSMs and DSSABs with the implementation of the wage enhancement/HCCEG initiative the ministry is providing child care service system managers with one-time funding for administration in 2016. This allocation is to be used to fund the administrative effort associated with implementing the enhancement/HCCEG at the CMSM/DSSAB and operator levels.

FUNDING ALLOCATIONS

Wage enhancement/HCCEG administration allocations are based on the amount provided in 2015. In 2016, the allocation is included in child care and family support service agreements.

CMSMs and DSSABs are required to provide a minimum of 10 per cent of their 2016 administration funding allocation to operators to support implementing wage enhancement/HCCEG. CMSMs and DSSABs that provided more than 10 per cent of administration funding to operators in 2015 are encouraged to continue to do so in 2016. This funding could be used to include wage enhancement or HCCEG in regular payments to staff or providers and/or to create internal processes to track and report on wage enhancement/HCCEG.

Any unused 2016 wage enhancement administration funding will be recovered by the ministry.

ALLOWABLE EXPENSES

The wage enhancement administration funding allocation is to be used to fund the administrative effort associated with implementing the wage enhancement/HCCEG such as updates to CMSMs/DSSABs wage enhancement/HCCEG applications and posting on websites, creation of wage enhancement/HCCEG processes, outreach to operators, training and support (including resource costs), etc.

In 2016, CMSMs and DSSABs are required to provide a minimum of 10 per cent of the administration funding to operators to support the implementation of wage enhancement/HCCEG. If less than 10 per cent of administration funding is provided to operators, the difference will be recovered by the ministry.

Operators are encouraged to use this funding to include wage enhancement and HCCEG on regular payments to staff and providers. As service system managers, CMSMs and DSSABs may choose to provide more than the required 10 per cent in administration funding to operators.

Operators may use this funding to support wage enhancement/HCCEG administration, such as, upgrading payment systems, internal payment processes, training for staff related to this initiative, and internal processes to track data and expenditures.

REPORTING REQUIREMENTS

CMSMs and DSSABs will be required to report on the following expenses and service data elements in their EFIS Estimates and Financial Statement submissions by auspice:

- Total 2015 and 2016 administration funds spent (including funds provided to operators);
- Total administration funding provided to operators; and
- Total number of operators who received administration funding

The wage enhancement/HCCEG administration grant provided in 2015 will continue to be reported on, because this was provided as a grant that could be carried forward. However, unused 2015 administration grant funding will not be recovered by the ministry.

SECTION 6: CAPITAL

CAPITAL RETROFITS EXPENSE

PURPOSE

Since 2011, capital retrofit funding has been provided to help transition and modernize the child care sector to adapt to the implementation of FDK. As FDK is now fully implemented, 2016 will be the final year that the ministry will provide a capital retrofit allocation.

For this final year, capital retrofit funding should continue to be focused on strengthening the child care system and promoting longer-term sustainable child care services.

ELIGIBILITY CRITERIA

Consistent with previous ministry capital investments, capital retrofit funds are available only for non-profit child care centres. Licensees must provide documentation to the CMSM or DSSAB to demonstrate that they are operationally sound and are incorporated as a non-profit corporation.

Capital retrofit funding is to be used to support the reconfiguration of existing child care spaces, not to fund new capital facilities.

PRIORITIES

CMSMs and DSSABs may wish to consider the following in determining allocations to licensees:

- Supporting the identified priorities for the child care system;
- Supporting the viability of existing licensees and increasing the provision of services for children 0-12 years old;
- Capacity of programs to access funds through other means;
- Child care licensing history;
- Program budget and financial history;
- Level of investment required to support viability; and
- Investment in quality programming.

CMSMs and DSSABs are advised to consider the quality of the child care centre when allocating capital retrofit funding. Centres that are repeatedly non-compliant with the *Child Care and Early Years Act, 2014* or preceding *Day Nurseries Act* and pose health and safety risks to children should not be funded.

ALLOWABLE EXPENSES

Capital retrofit funding will help to offset the costs of minor renovations of existing child care centres. Minor renovations may include:

- Adding a wall to create an infant sleep room in a previous kindergarten room;
- Renovating a playground space; or
- Renovating washrooms for toddlers.

A CMSM's or DSSAB's expense under capital retrofit may exceed their allocation as outlined in the budget schedule. CMSMs and DSSABs may choose to use funding from the core service delivery and/or special purpose allocations to support capital retrofits in-year. See the financial flexibility section in the introduction of this guideline for more details.

Capital Carry Forward

The carry-forward policy will no longer be effective for the 2016 calendar year. The capital allocation for the current year must be expensed within the calendar year (costs must be incurred by December 31, 2016 in accordance with the modified accrual basis of accounting).

Amounts identified by CMSMs/DSSABs as committed for the purposes of capital carry-forward in 2015 will be paid in 2016 (once the capital expenses have been incurred).

Funding from other allocations (e.g. core) may be used to support capital projects within the year they were allocated.

REPORTING REQUIREMENTS

CMSMs and DSSABs are required to report the expenditures and purpose, as well as the number, name and licensed capacity (prior to and after retrofits) of licensed child care centres in receipt of capital retrofit funding in EFIS Financial Statement submissions.

SECTION 7: CHILD CARE AND EARLY YEARS SERVICE PLANNING

As the service system managers for child care, CMSMs and DSSABs plan and manage the local child care system through a local service planning process that reflects current child care and early years legislation, regulations and directives. The local service planning process is critical to supporting the broader vision of increasingly coordinated and integrated early years programs and services that support Ontario's children and families as outlined in the *Ontario Early Years Policy Framework*.

The *Child Care and Early Years Act, 2014* recognizes CMSMs and DSSABs as service system managers and defines the role of service system management. In addition, under the legislative framework, there would be a requirement that service system managers have child care and early years programs and services plans in place for their service area. The ministry will seek advice from CMSMs and DSSABs to inform the future service planning process; this could include content, timing considerations, etc.

SECTION 8: FAMILY SUPPORT PROGRAMS

INTRODUCTION

The *Ontario Early Years Policy Framework* includes a commitment to develop an effective approach to implementing Best Start Child and Family Centres (BSCFCs) that will make programs and services easier to navigate and support convenience for parents and families. We are committed to working with our partners and will continue to communicate with the sector as we move forward.

The following family support programs and related initiatives reside within the Early Years Division at the ministry:

- Better Beginnings, Better Futures
- Child Care Resource Centres*
- Ontario Early Years Centres*
- Parenting and Family Literacy Centres
- Data Analysis Coordinators*
- Early Child Development/ – Planning*
- Early Development Instrument

This section of the guideline applies to all CMSMs and DSSABs that receive an allocation for the applicable family support programs listed above*. As with previous years, family support programs will continue to refer to existing MCYS guidelines for operating and policy direction. If your CMSM or DSSAB requires any of the guidelines and/or policy statements listed below, they may be requested from the ministry through the Early Years Implementation Branch by emailing ELIB@ontario.ca.

CHILD CARE EXEMPTIONS

The purpose of this section is to clarify the exemptions related to the provision of child care services in family support programs. Section 4 of the *Child Care and Early Years Act, 2014* sets out what programs and services fall outside the scope of child care and do not require licence. Further exemptions are also set out in the General Regulation (O.Reg. 137.15) under the Act.

There are exemptions under section 3 of the General Regulation that may be particularly relevant to family support programs that help to maintain the modified status quo to program delivery. These are:

- Preparation for Junior Kindergarten: exempts programs operated by a family support program which prepare children for entry into JK, only serves children enrolled or eligible to be enrolled in JK in the coming school year, and operates for no more than 72 hours total OR no more than 7.5 hours a week.

- Certain 3-hour Programs (transitional): exempts programs operated by a family support program, only serving children who are JK age and older, and operates for no more than 3 hours a day. This provision will be revoked on January 1, 2017.
- Nutrition Programs: exempts programs with the purpose of providing children with a nutritious meal or snack to ensure children will be well nourished and ready to learn and operated in partnership with a family support program.

Please refer to the *Child Care and Early Years Act, 2014* and its General Regulation (O. Reg. 137/15) for full details.

REPORTING

Similar to last year, reporting related to family support programs will be included in the 2016 EFIS packages. There is no Estimates reporting for family support programs in EFIS. CMSMs and DSSABs that receive family support program funding will only be required to report service data and expenditures for these programs in the Interim Report (formerly known as Revised Estimates) and Financial Statement submissions. In the Interim Report, CMSMs and DSSABs will report in-year actuals up to June 30 and provide a projection of expenditures and service data to December 31. In the Financial Statements, CMSMs and DSSABs report on their actual performance against their Interim Report for the year. The Financial Statements submission is also a reconciliation of the CMSMs and DSSABs funding allocation against actual expenditures once the year-end results are reported. See page 15 for additional details on these reporting periods.

NEW! FAMILY SUPPORT PROGRAM WEBSITE

The ministry's website includes a family support program landing page with information about the four programs funded by the ministry - Better Beginnings, Better Futures, Child Care Resource Centres, Ontario Early Years Centres, and Parenting and Family Literacy Centres. The website includes main site name, main site address, main site contact information (phone and email) and main site/organization website(s), if available, for the programs above.

The purpose of the site is to connect the public to relevant local family support programs. We request that organizations contact the ministry immediately should the information on the website need to be updated. To access this site, click [here](#). Requests to change the information posted on the website should be emailed to: elib@ontario.ca; with the subject line – Family Support Program Website.

ADMINISTRATION

The expenditure benchmark for administration for family support programs is a maximum ceiling of ten percent of the total family support program allocation, less funding for Territory

without Municipal Organization (TWOMO). The ten percent maximum applies to all CMSMs and DSSABs administering family support programs.

The administration expense is intended to support administrative costs associated with family support program funding. For information on eligible administration expenses, please refer to the administration expense criteria for child care (pages 51 – 54 of this guideline).

INTERIM REPORTING (formerly Revised Estimates)

The Interim Report submission allows CMSMs and DSSABs to monitor in-year performance against financial and service data targets. The Interim Report submission is submitted annually by each CMSM or DSSAB to the ministry. It is for the period ending June 30, with a projection of expenditures and service data to December 31 and are due by August 31, 2016.

FINANCIAL STATEMENTS REPORTING

The Financial Statements reporting submission represents the CMSM or DSSAB's performance against its financial and service targets for the year. It is due five months following the CMSM or DSSAB's year-end date, or May 31 and includes the following five elements:

1. Audited financial statements of the CMSM or DSSAB;
2. A post audit management letter issued by the external auditors. If such a letter is not available, confirmation in writing for the rationale as to why it is not available;
3. A schedule of family support program revenues and expenses funded by the ministry. This information may be provided through the following formats:
 - Included as a note to the audited Financial Statements (part of #1 above);
 - Included as a schedule to the audited Financial Statements (part of #1 above);or
 - Included as part of a separate audit or review engagement report.*
4. An active EFIS submission;
5. Two signed copies of the following three documents printed out from the active EFIS submission of the 2015 Financial Statements:
 - Cover Page
 - Funding Entitlement Calculation page

* The review engagement report allows for the independent verification of data reported in EFIS. Sample word and excel templates will be provided at a later date.

ONTARIO EARLY YEARS CENTRES – A462

Ontario Early Years Centres (OEYCs) will continue to refer to existing MCYS guidelines for operating and policy direction. These guidelines include, but are not limited to:

- *Planning the Ontario Early Years Centres: Guidelines for Communities;*
- The Ontario Early Years Centre Program Orientation and Resource Guide;
- The Ontario Early Years Centres and Child Care Resource Centres Service Data Element dictionary; and
- Policy statements, guidelines or communications provided to agencies related to policies, operations and/or the provision of OEYC services.

Beginning in 2016, OEYCs will not be permitted to use funding from the ministry to support unlicensed child care registries. Funding can continue to be used to provide access to information and resources for all providers.

Reporting Requirements

CMSMs and DSSABs are required to report OEYC expenditures in their Interim Report and Financial Statements submissions in EFIS. In addition, CMSMs and DSSABs will be required to report on the following data elements in these submissions:

- number of visits made by parents/caregivers,
- number of children served,
- number of visits made by children,
- number of parents/caregivers served,
- number of professionals in workshops/seminars,
- number of referrals,
- number of protocols/official linkages,
- number of parents/caregivers in workshops/seminars; and
- Civic address of all OEYC sites supported with EDU funding.

The ministry will not be requesting service plans from OEYCs in 2016. OEYCs should continue existing planning processes for local service delivery. OEYCs that would like to share their most recent service plan with the ministry may email it to ELIB@ontario.ca.

DATA ANALYSIS COORDINATORS – A466

CMSMs and DSSABs receiving funding for Data Analysis Coordinators (DACs) will continue to refer to existing MCYS guidelines for operating and policy direction. These include, but are not limited to:

- Guidelines for Data Analysis Coordinators; and
- Policy statements, guidelines or communications provided to agencies related to policies, operations and/or the provision of DAC services.

The ministry will not be collecting service plans or the agency completed section of the program description schedule in 2016. DACs that would like to share their most recent service plan with

the ministry may email it to ELIB@ontario.ca.

Reporting Requirements

CMSMs and DSSABs are required to report DAC expenditures in their Interim Report and Financial Statements submissions in EFIS. In addition, CMSMs and DSSABs will be required to report on the following data elements in these submissions:

- number of professionals served;
- number of hours of training, workshops, media events or conferences;
- number of full time equivalent staff; and
- number of protocols/official linkages.

EARLY CHILD DEVELOPMENT – PLANNING (including Aboriginal Planning) – A525

CMSMs and DSSABs receiving funding for Early Child Development - Planning will continue to refer to existing MCYS guidelines for operating and policy direction. These include, but are not limited to:

- Implementation Planning Guidelines for Best Start Networks;
- Early Child Development - Aboriginal Planning Template;
- Child Care Service Planning Requirements; and
- Policy statements, guidelines or communications provided to agencies related to Early Child Development Best Start planning.

Best Start Networks should continue existing community planning processes for local service delivery in 2016. Best Start Networks that would like to share their most recent service plan with the ministry can email it to ELIB@ontario.ca. The ministry will not be formally collecting these plans from CMSMs and DSSABs in 2016.

Aboriginal Planning

A portion of the Early Child Development- Planning (A525) allocation will continue to be dedicated to engage and strengthen relationships with Aboriginal partners and/or deliver more integrated services for Aboriginal children and families. The allocation to support Aboriginal planning is outlined in the budget schedule of your service agreement. Funding for the Aboriginal component of the ECD-Planning allocation will begin flowing in January 2016 to support networks with planning for this funding.

The ministry will collect the Aboriginal Planning Templates from CMSMs and DSSABs for 2016. Best Start Networks should build upon existing planning processes for this funding. The ministry will be reviewing plans once they are submitted; however Networks are encouraged to begin implementing their plan immediately so work can take place throughout the year. Please complete the attached template (see Appendix E) and send it to the ministry at

ELIB@ontario.ca by May 27, 2016.

Reporting Requirements

CMSMs and DSSABs are required to report Early Child Development - Planning (including Aboriginal Planning) expenditures in their Interim Report and Financial Statements submissions in EFIS.

CHILD CARE RESOURCE CENTRES – A386

During the transition period, Child Care Resource Centres (CCRCs) will continue to refer to existing MCYS guidelines for operating, funding, and policy direction. These guidelines include, but are not limited to:

- Child Care Resource Centre Guideline (included in Child Care Service Management Guidelines, 2000);
- Child Care Service Planning Requirements;
- Ministry of Community and Social Services Child Care Resource Centre policy; and
- Policy statements, guidelines or communications provided to agencies related to policies, operations and/or the provision of CCRC services.

Beginning in 2016, CCRCs will not be permitted to use funding from the ministry to support unlicensed child care registries. Funding can continue to be used to provide access to information and resources for all providers.

Reporting Requirements

CMSMs and DSSABs are required to report CCRC expenditures in their Interim Report and Financial Statements submissions in EFIS. In addition, CMSMs and DSSABs will be required to report on the following data elements in these submissions:

- number of visits made by parents/caregivers;
- number of children served;
- number of visits made by children;
- number of parents/caregivers served;
- number of professionals in workshop/seminars;
- number of referrals;
- number of protocols/official linkages;
- number of parents/caregivers in workshop/seminars; and
- civic address of all CCRC sites supported with EDU funding.

SERIOUS OCCURRENCE PROTOCOL

CMSMs and DSSABs that are funded for Child Care Resource Centres (CCRCs) and/or Ontario

Early Years Centres (OEYCs) are required to report serious occurrences (SOs) to the ministry. CMSMs and DSSABs are required to submit to the ministry reports for serious occurrences (SORs) that take place in CCRCs and OEYCs if it falls into any of the categories below. CMSMs and DSSABs must submit SORs to the ministry within 24 hours of a serious occurrence.

1. Death of a child
2. Serious injury to a child that requires treatment by a regulated health professional (doctor, nurse, dentist, etc.) and/or a serious injury that involves the police, fire or ambulance/EMS/paramedics
3. Allegation of abuse and/or neglect of a child
4. Child is missing (if the child is still missing when the SOR is submitted)
5. High potential for public criticism of the ministry and/or if the situation may lead to questions being asked by the media

Note: In the case where a CMSM or DSSAB funds but does not directly deliver the CCRC or OEYC, the agency operating the program may submit their SOR directly to the ministry, with a copy to the CMSM or DSSAB.

Please submit SORs by email to EYIBSOR@ontario.ca or by fax to 647-724-0943 or by toll free fax to 888-996-3889. The ministry will acknowledge receipt of your SOR, review all information, and contact you if any follow-up is required. CMSMs and DSSABs and/or the delivering agency should use the ministry's Family Support Program Serious Occurrence Report Form to report a serious occurrence. Serious Occurrence forms can be found in Appendix E.

The summary below outlines the ministry's protocol that CMSMs and DSSABs or the delivering agency are to follow for family support programs (i.e. CCRC and OEYC) they administer when a serious occurrence has taken place:

Family Support Program Serious Occurrence Protocol	
Timeframe	Responsibility
Immediately	CCRCs/OEYCs will: <ul style="list-style-type: none"> • Address health & safety of client(s). • Notify Children’s Aid Society, as appropriate. • Notify all other applicable parties, as required.
Serious Occurrence Report (Within 24 hours)	CMSMs/DSSABs or the delivering agency will: <ul style="list-style-type: none"> • Determine if the incident is a serious occurrence to be reported to the ministry, with a copy to the CMSM/DSSAB (if applicable). • Complete and submit Part 1 of the SOR to the Ministry of Education by email to EYIBSOR@ontario.ca or fax to 647-724-0943 or toll free fax to 888-996-3889.
Within 7 business days if follow up action was requested and/or taken	CMSMs/DSSABs or the delivering agency will: <ul style="list-style-type: none"> • Complete and submit Part 2 of the SOR to the Ministry of Education by email to EYIBSOR@ontario.ca or by fax to 647-724-0943 or by toll free fax to 888-996-3889.
Upon Receipt of SOR	Ministry of Education will: <ul style="list-style-type: none"> • Acknowledge receipt of SOR. • Review all information and action taken by the CCRC/OEYC. • Determine if further ministry follow-up is required (if so, the ministry will work with the CMSM/DSSAB or the delivering agency).

SECTION 9: APPENDICES

APPENDIX A: Terminology and Definitions

The guideline has been updated with the following terminology and definitions used in the *Child Care and Early Years Act, 2014*:

“Licensee” means a person who holds a license issued under the *Child Care and Early Years Act, 2014*.

“Home Child Care Agency” or HCCA means a person that is licensed as a home child care agency under the *Child Care and Early Years Act, 2014*.

Age categories:

“Kindergarten” - Includes both junior and senior kindergarten age categories.

“School age” – Includes both the primary/junior school age (ages 6 to 12).

APPENDIX B: DATA ELEMENTS AND DEFINITIONS

CHILD CARE

FINANCIAL DATA (APPLICABLE TO ALL DETAIL CODES)	
Name: Adjusted Gross Expenditures	
Definition: The Adjusted Gross Expenditures are expenditures approved for ministry subsidies. This is the amount upon which the ministry subsidy formula is applied. The total Adjusted Gross Expenditure amount in Schedule 2.3 is the sum of expenditures under each expense category shown in the “gross expenditure” columns, less Required Parental Contribution, Parental Fee (for directly operated) and Other Offsetting Revenues. It is referred to as "adjusted" because columns Required Parental Contribution, Parental Fee (for directly operated) and Other Offsetting Revenues of Schedule 2.3 are deducted from the “gross expenditure” column.	
EFIS Schedule: Schedule 2.3 Financial Target	
Frequency: Estimates; Revised Estimates; Financial Statements	
Name: Gross Expenditures	
Definition: Schedule 2.3, titled “Schedule of Adjusted Gross Expenditures”, identifies the sum of the total costs for the delivery of a service under each expense category and separated by auspice (non-profit, for profit, directly operated and other). This data may be useful in analyzing the costs of a unit of service. Although the ministry may only fund a portion of this total cost, it is important to know the gross expenditures under each expense category and not only the portion the ministry subsidizes.	
EFIS Schedule: Schedule 2.3 Financial Specific	
Frequency: Estimates; Revised Estimates; Financial Statements	

CHILD CARE PURCHASE OF SERVICE AGREEMENTS

Name: Purchase of Service Agreements – Child Care

Definition:

Purchase of service agreements held between a CMSM or DSSAB and a child care licensee or agency for the provision of child care and social services.

DATA ELEMENTS:

Name: Number of Licensed Centre-Based Sites for which the CMSM or DSSABs has Purchase of Service Agreements

Definition:

The total number of licensed centre-based sites covered by purchase of service agreements held between a CMSM or DSSAB and child care centres for the provision of child care services.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Revised Estimates; Financial Statements

Name: Number of Licensed Home Child Care Agencies for which the CMSM or DSSABs has Purchase of Service Agreements

Definition:

The total number of licensed home child care agencies with purchase of service agreements with a CMSM or DSSAB for the provision of child care services.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Revised Estimates; Financial Statements

Name: Number of Licensed Child Care Spaces Supported Through a Purchase of Service Agreement

Definition:

The total number of licensed child care spaces that receive support as a result of provincial child care funding (i.e. total licensed capacity of child care centres that hold purchase of service agreements with a CMSM or DSSAB).

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Revised Estimates; Financial Statements

CORE SERVICES

CHILD CARE FEE SUBSIDIES

Expense Type:

Child Care Delivery Agent Fee Subsidy

Expense Definition:

Child Care subsidies used to purchase spaces from non-profit and for-profit child care centres and home child care agencies through contracts with delivery agents. Children enrolled in school board-operated before-and after-school programs may also be subsidized.

DATA ELEMENTS:

Name: Average Monthly Number of Infants Served

Definition:

The number of infants receiving fee subsidy. Each infant is counted once every month. The number reported is the year-to-date average (mean) of the number of infants receiving fee subsidy in each month. For infants, younger than 18 months of age. Each child will move up to the next age group according to their birth date.

EFIS Schedule: **Schedule 1.1** Component of Contractual Service Target

Frequency: Estimates; Revised Estimates; Financial Statements.

Name: Average Monthly Number of Toddlers Served

Definition:

The number of toddlers receiving fee subsidy. Each toddler is counted once every month. The number reported is the year-to-date average (mean) of the number of toddlers receiving fee subsidy in each month. For toddlers, 18 months of age or older but younger than 30 months of age. Each child will move up to the next age group according to their birth date.

EFIS Schedule: **Schedule 1.1** Component of Contractual Service Target

Frequency: Estimates; Revised Estimates; Financial Statements.

Name: Average Monthly Number of Preschoolers Served

Definition:

The number of preschoolers receiving fee subsidy. Each preschooler is counted once every month. The number reported is the year-to-date average (mean) of the number of preschoolers receiving fee subsidy in each month. For preschoolers, 30 months of age or older but younger

than 4 years of age. Each child will move up to the next age group according to their birth date.

EFIS Schedule: **Schedule 1.1** Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements.

Name: Average Monthly Number of Kindergarten Children Served

Definition:

The number of Kindergarten children receiving fee subsidy (includes JK and SK). Each child is counted once every month. The number reported is the year-to-date average (mean) of the number of Kindergarten children receiving fee subsidy in each month. For Kindergarten children who are 44 months of age or older, as of August 31st of each year, up to and including 6 years of age.

EFIS Schedule: **Schedule 1.1** Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of School-Age Children Served

Definition:

The number of school-aged children receiving fee subsidy (includes Junior school age). Each child is counted once every month. The number reported is the year-to-date average (mean) of the number of school-aged children receiving fee subsidy. For school-aged children who are 68 months or older but younger than 13 years of age (under 18 for children with special needs). Please include fee subsidies for school-aged children enrolled in recreation programs.

EFIS Schedule: **Schedule 1.1** Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Number of Children Served – 0-12

Definition:

The number of children aged 0-12 receiving fee subsidies (and 0-18 where children with special needs are eligible). Each child is counted only once in the budget year. Please include fee subsidies for school-aged children enrolled in recreation programs.

EFIS Schedule: **Schedule 1.2** Other Service Target - Cumulative
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Per diem rates paid by CMSM/DSSAB (minimum, maximum and average – full and part-time)

Definition:

The full and part-time minimum, maximum and average per diem rates paid by CMSM/DSSAB by age group.

Data Type: Schedule 4.2 Purchase of Service – Per Diems

Frequency: Estimates

Name: Fees charged by licensees (centre and/or home-based) that hold purchase of service agreements with the CMSM or DSSAB (minimum, maximum and average – full and part-time)

Definition:

The full and part-time minimum, maximum and average fees charged by licensees (centre and/or home-based) that hold purchase of service agreements with the CMSM or DSSAB by age group.

Data Type: Schedule 4.2 Purchase of Service – Per Diems

Frequency: Estimates

ONTARIO WORKS CHILD CARE**Expense Type:**

Ontario Works Child Care

Expense Definition:

Covers costs of formal and informal child care arrangements of Ontario Works (OW) participants.

DATA ELEMENTS:

Name: Number of children served - OW Formal

Definition:

The number of children of Ontario Works participants provided with child care in licensed child care settings. Also includes children enrolled in school and board-operated before-and-after school programs. Each child is counted only once in the budget year.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of Infants Served – OW Formal

Definition:

The average monthly number of infants of Ontario Works participants provided with child care in licensed child care settings. Each infant is counted once every month. The number reported is the year-to-date average (mean) of the number of infants of Ontario Works participants provided with child care in licensed child care settings. For infants, younger than 18 months of age. Each child will move up to the next age group according to their birth date.

EFIS Schedule: **Schedule 1.1** Component of Contractual Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of Toddlers Served – OW Formal

Definition:

The average monthly number of toddlers of Ontario Works participants provided with child care in licensed child care settings. The number reported is the year-to-date average (mean) of the number of toddlers of Ontario Works participants provided with child care in licensed child care settings. For toddlers, 18 months of age or older but younger than 30 months of age. Each child will move up to the next age group according to their birth date.

EFIS Schedule: Schedule 1.1 Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of Preschoolers Served - OW Formal

Definition:

The average monthly number of preschoolers of Ontario Works participants provided with child care in licensed child care settings and board run before and after school programs. The number reported is the year-to-date average (mean) of the number of preschoolers of Ontario Works participants provided with child care in licensed child care settings. For preschoolers, 30 months of age or older but younger than 4 years of age. Each child will move up to the next age group according to their birth date.

EFIS Schedule: Schedule 1.1 Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of Kindergarten Children Served - OW Formal

Definition:

The average monthly number of Kindergarten children of Ontario Works participants provided with child care in licensed child care settings (includes JK and SK). Also includes children enrolled in school and board-operated run before-and-after school programs. The number reported is the year-to-date average (mean) of the number of Kindergarten children of Ontario Works participants provided with child care in licensed child care settings. For Kindergarten children who are 44 months of age or older, as of September 1st of each year, but younger than 68 months of age.

EFIS Schedule: Schedule 1.1 Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of School-Age Children Served - OW Formal

Definition:

The average monthly number of school-aged children of Ontario Works participants provided with child care in licensed child care settings (includes Junior school age). Also includes children enrolled in school and board-operated run before-and-after school programs. Each child is counted once every month. The number reported is the year-to-date average (mean) of the number of school-aged children of Ontario Works participants provided with child care in licensed child care settings. For school-aged children who are 68 months of age or older but younger than 13 years of age (under 18 for children with special needs).

EFIS Schedule: Schedule 1.1 Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of Children Served – OW Informal

Definition:

The average monthly number of children receiving Ontario Works Informal child care. Each child is counted once every month. The number reported is the year-to-date average (mean) of the number of children receiving Ontario Works Informal child care in each month.

EFIS Schedule: Schedule 1.1 Component of Contractual Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

Name: Number of Children Served - OW Informal

Definition:

The number of children of Ontario Works participants provided with child care in unlicensed child care settings. Each child is counted only once in the budget year.

EFIS Schedule: Schedule 1.2 Other Service Target
Frequency: Estimates; Revised Estimates; Financial Statements

SCHOOL-AGE RECREATION

Expense Type:

Child Care Delivery Agent School-Age Recreation

Expense Definition:

Child Care subsidies used to purchase spaces from approved (as defined in O. Reg. 797 of the *Ministry of Tourism and Recreation Act*) recreation programs through agreements with delivery agents; for children who are 6 years of age, up to 12 years of age, or for children with special needs from ages 6 to 18 years.

DATA ELEMENTS:

Name: Average Monthly Number of School-Age Children Served – Fee Subsidies Recreation

Definition:

The number of school-age children enrolled in recreation programs receiving fee subsidies. Each child is counted once every month. The number reported is the year-to-date average (mean) of the number of children enrolled in recreation programs in each month. For school-aged children who are 6 years, up to and including 12 years of age (under 18 for children with special needs).

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements.

Name: Number of Children Served – Fee Subsidies Recreation

Definition:

The number of school-age children enrolled in recreation programs receiving fee subsidies. Each child is counted only once in the budget year.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

CHILD CARE GENERAL OPERATING

Expense Type:

Delivery Agent Child Care Operating

Expense Definition:

MEDU funding paid through the Delivery Agent to non-profit and for-profit licensed child care licensees to support ongoing costs, including: staff wages (above minimum wage only) and benefits, lease and occupancy costs, utilities, administration, resources, transportation, nutrition, supplies, and maintenance and other operating costs.

DATA ELEMENTS:

Name: Number of Licensed Child Care Programs Receiving Operating Funding

Definition:

The number of licensed child care programs that receive operating funding to support ongoing child care costs including: staff wages (above minimum wage only) and benefits, lease and occupancy costs, utilities, administration, resources, transportation, nutrition, supplies, and cleaning.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Financial Statements

Name: Number of Contracts

Definition:

The number of child care centres and home child care agencies, receiving general operating funding.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Financial Statements

Name: Number of Licensed Spaces Supported

Definition:

The total licensed capacity of all child care centres supported through general operating funding.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Financial Statements

Name: Number of Registered Early Childhood Educator (RECE) FTEs

Definition:

The number of full-time equivalent staff who hold an RECE, in child care centres, home child care agencies, and Special Needs Resourcing agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Financial Statements

Name: Number of Director-Approved FTEs

Definition:

The number of full-time equivalent staff who are not RECEs, but who have been otherwise approved by a EDU Director to provide child care in child care centres, home child care agencies, and Special Needs Resourcing agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Financial Statements

Name: Number of FTEs without an RECE

Definition:

The number of full-time equivalent staff who are considered untrained (do not hold an RECE), in child care centres, home child care agencies, and SNR agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Financial Statements

Name: Number of FTE Non-Program Staff

Definition:

The number of full-time equivalent non-program staff (including cooks, bus drivers, housekeeping, janitorial, clerical staff, financial personnel and chief administrators) in child care

centres, home child care agencies, and SNR agencies, including home child care providers who receive general operating funding. Full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Financial Statements

PAY EQUITY MEMORANDUM OF SETTLEMENT**Expense Type:**

Delivery Agents - Pay Equity Union Settlement

Expense Definition:

Funding provided to child care programs (centre and/or home child care) as a result of the April 23, 2003 Memorandum of Settlement between the government and five unions.

DATA ELEMENT:

Name: Number of Contracts with Licensed Child Care Licensees and non-profit Agencies

Definition:

The number of contracts with licensed child care licensees/head offices (centre and/or home child care) and non-profit agencies (e.g. SNR, OEYCs, etc.) that receive funding under the pay equity union settlement.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

SPECIAL NEEDS RESOURCING

Expense Type:

Delivery Agent - Special Needs Resourcing

Expense Definition:

Funding to Delivery Agents to purchase staff (resource teachers/consultants or supplemental staff), equipment, supplies or services for children with special needs.

DATA ELEMENTS:

Name: Number of Licensed Child Care Programs Supported – Special Needs Resourcing

Definition:

The number of licensed child care sites (i.e. a licence issued based on specific physical location) and home child care agencies that receive support for SNR through direct funding or service from a resource teacher/ consultant or supplemental staff.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Number of Children Served, 0 to 12 years - Special Needs Resourcing

Definition:

The number of children aged 0 to 12 with special needs receiving SNR. Each child is counted only once in the budget year. Include SNR supporting school-aged children enrolled in recreation programs.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Number of Children Served, age 13-18 - Special Needs Resourcing

Definition:

The number of children age 13-18 with special needs receiving SNR. Each child is counted only once in the budget year. Include SNR supporting school-aged children enrolled in recreation programs.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Number of Children Served - Special Needs Resourcing Recreations

Definition:

The number of children with special needs enrolled in a recreation program receiving SNR support. Each child is counted only once in the budget year.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of Children Served up to and including Kindergarten - Special Needs Resourcing

Definition:

The average monthly number of children with special needs up to and including Kindergarten receiving SNR (includes JK and SK). Each child is counted once every month. The number reported is the year-to-date average (mean) of the number of children served each month.

EFIS Schedule: Schedule 1.1 Component of Contractual Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Average Monthly Number of School-Age Children Served – Special Needs Resourcing

Definition:

The average monthly number of school-aged children receiving SNR (includes Junior school age). Each child is counted once every month. The number reported is the year-to-date average (mean) of the number of school-aged children receiving SNR. For school-aged children who are 68 months of age or older but younger than 13 years of age. Include SNR supporting school-aged children enrolled in recreation programs.

EFIS Schedule: Schedule 1.1 Component of Contractual Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Number of Full Time Equivalent (FTE) Staff -Special Needs Resourcing

Definition:

The number of resource teachers/consultants or supplemental staff responsible for the delivery of the service. Full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Estimates; Revised Estimates; Financial Statements

CHILD CARE ADMINISTRATION

Expense Type:

Child Care Administration

Expense Definition:

Amount paid to child care delivery agents for administrative costs as defined in the Child Care Administrative Cost Sharing Guideline. The expenditure benchmark for administration will be a maximum ceiling of ten percent of the total CMSMs/DSSABs allocation, less funding for Territory without Municipal Organization (TWOMO).

DATA ELEMENTS:

Name: Number of full-time equivalent staff by position

Definition:

The total number of full-time equivalent staff by position supported through administration funding. Full-time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Schedule 2.2 - Staffing (Child Care Administration)

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Number of staff (head count) by position

Definition:

The total number of staff (head count) by position supported through administration funding.

EFIS Schedule: Schedule 2.2 - Staffing (Child Care Administration)

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Total salaries associated with each position type

Definition:

The total salaries associated with each position type. In determining employee salaries and wages include total gross salary and wage payments to all full-time, part-time, temporary, relief and staff on paid leave of absence. Total salaries equals gross pay including overtime, paid vacation, paid sick leave, statutory holidays etc.

EFIS Schedule: Schedule 2.2 - Staffing (Child Care Administration)

Frequency: Estimates; Revised Estimates; Financial Statements

Name: Total benefits of staff

Definition:

The total benefits of staff supported through administration funding.

EFIS Schedule: **Schedule 2.2 - Staffing (Child Care Administration)**

Frequency: Estimates; Revised Estimates; Financial Statements

SPECIAL PURPOSE

TRANSFORMATION
<p>Expense Type: Transformation</p> <p>Expense Definition Funding to support viability and facilitate child care transformation within communities. This funding is available for eligible non-profit child care licensees that are involved in business transformation activities and/or require business transformation supports.</p>
<p>DATA ELEMENTS:</p> <p>Name: Number of Licensed Child Care Programs Supported</p> <p>Definition: The number of non-profit licensed child care centres and home child care agencies that receive transformation funding for costs related to business transformation activities and/or supports.</p> <p>EFIS Schedule: Schedule 1.2 Other Service Target Frequency: Financial Statements</p>
<p>Name: Number of Licensed Spaces Supported</p> <p>Definition: The total licensed capacity of all non-profit licensed child care centres supported through transformation funding for costs related to business transformation activities and/or supports.</p> <p>EFIS Schedule: Schedule 1.2 Other Service Target Frequency: Financial Statements</p>

SMALL WATER WORKS

Expense Type:

Small Water Works Child Care

Expense Definition:

Operating expenditures related to small water works regulation that came into effect on December 19, 2001. (Chemical and Biological testing, engineer's reports).

Legislation: *Safe Drinking Water Act*

DATA ELEMENT:

Name: Number of Licensed Centres Supported

Definition:

The number of licensed child care centres located on small water systems receiving funding to support the costs related to regular ongoing water testing and maintenance expenses.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Financial Statements

PLAY-BASED MATERIAL AND EQUIPMENT

Expense Type:

Play-Based Material and Equipment

Expense Definition:

Funding for child care licensees to purchase play-based material and equipment to help create enriching environments with materials that promote children's learning and development through exploration, play and inquiry consistent with the views, foundations and approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. Play-based material and equipment funding may also be used to purchase equipment that supports the ongoing operation of the child care program.

DATA ELEMENT:

Name: Number of Licensed Programs Supported

Definition:

The number of licensed child care centres and home child care agencies that received funding to purchase play-based material and equipment to help create enriching environments.

Funding may also be used to purchase equipment that supports the ongoing operation of the child care program.

EFIS Schedule: Schedule 1.2 Other Service Target

Frequency: Financial Statements

REPAIRS AND MAINTENANCE

Expense Type:

Delivery Agent Repairs and Maintenance

Expense Definition:

Funding to delivery agents to address repair and maintenance needs of agencies providing licensed child care programs.

DATA ELEMENTS:

Name: Number of licensed programs supported for repairs and maintenance

Definition:

The number of licensed programs, child care centres or home child care agencies that received funding to address health and safety concerns.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Financial Statements

Name: Number of licensed spaces supported for repairs and maintenance

Definition:

The total licensed capacity of all child care centres supported through repairs and maintenance funding.

EFIS Schedule: **Schedule 1.2** Other Service Target

Frequency: Financial Statements

WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANTS

WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT
<p>Expense Type: Delivery Agent - Wage Enhancement/HCCEG</p> <p>Expense Definition: MEDU funding paid through the CMSMs/DSSABs to licensed child care centres and home child care agencies to support a wage enhancement of up to \$2 per hour in 2016, plus benefits for eligible child care staff or an increase of up to \$20 per day in 2016 for home child care providers.</p>
<p>DATA ELEMENTS:</p> <p>Name: Number of Fully and Partially Eligible RECEs, Supervisors, non-RECE FTEs eligible for Wage Enhancement</p> <p>Definition: The number of full-time equivalent staff working in licensed child care centres who have or will receive a full (\$2/hour) or partial (< \$2/hour) wage enhancement in 2016. One FTE = 1,754.5 hours for the entire year (approximate number of working days in the year less 2 weeks' vacation x 7.25 hrs/day).</p> <p>EFIS Schedule: Schedule 4.3 Wage Enhancement Schedule Frequency: Estimates and Financial Statements</p>
<p>Name: Number of Fully and Partially Eligible home visitor FTEs eligible for Wage Enhancement</p> <p>Definition: The number of full-time equivalent home visitors working for a licensed home child care agency who have or will receive a full (\$2/hour) or partial (< \$2/hour) wage enhancement in 2016. One FTE = 1,754.5 hours for the entire year (approximate number of working days in the year less 2 weeks' vacation x 7.25 hrs/day).</p> <p>EFIS Schedule: Schedule 4.3 Wage Enhancement Schedule Frequency: Estimates and Financial Statements</p>

Name: Number of Fully Eligible Home Child Care Providers Receiving HCCEG

Definition:

The number of home child care providers who have or will receive a full (\$20.00/day) Home Child Care Enhancement Grant in 2016. A provider must serve full time services on average (6 hours or more) and receive base daily fees excluding year one's HCCEG less than \$242.70 (i.e. \$20 below the cap of \$262.70).

EFIS Schedule: Schedule 4.3 Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

Name: Number of Partially Eligible Home Child Care Providers Receiving HCCEG

Definition:

The number of home child care providers who have or will receive a partial (\$10.00/day) Home Child Care Enhancement Grant in 2016. Partial enhancements are given to providers who serve part time services on average (less than 6 hours) and receive base daily fees excluding year one's HCCEG of less than \$147.62 (i.e. \$10 below the cap of \$157.62).

EFIS Schedule: Schedule 4.3 Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

Name: Number of Ineligible RECEs, Supervisors, and non-RECEs

Definition:

The number of ineligible RECEs, Supervisors, and non-RECEs whose hourly rate exceeds \$26.27 or who would have been otherwise eligible but chose not to apply for the wage enhancement.

EFIS Schedule: Schedule 4.3 Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

Name: Number of Ineligible Home Visitors

Definition:

The number of ineligible home visitors whose hourly rate exceeds \$26.27 or who would have been otherwise eligible but chose not to apply for the wage enhancement.

EFIS Schedule: Schedule 4.3 Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

Name: Number of Ineligible Home Child Care Providers

Definition:

The number of ineligible home child care providers whose average daily pay is greater than \$242.70 for full time home providers or \$147.62 for part time providers or who would have been otherwise eligible but chose not to apply for HCCEG.

EFIS Schedule: **Schedule 4.3** Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

Name: Number of Child Care Centres or Sites Receiving Wage Enhancement

Definition:

The number of licensed child care centres or sites that have or will receive wage enhancement in 2016. This data element is for centre-based only.

EFIS Schedule: **Schedule 4.3** Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

Name: Number of Operators for Child Care Centres Receiving Wage Enhancement

Definition:

The number of operators/head offices that have or will receive wage enhancement funding in 2016. Operators/head offices can have multiple centres. This data element is for centre based only.

EFIS Schedule: **Schedule 4.3** Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

Name: Number of Home Child Care Agencies Receiving HCCEG

Definition:

The number of home child care agencies who have or will receive HCCEG in 2016. Home child care agencies can have multiple home child care providers.

EFIS Schedule: **Schedule 4.3** Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

WAGE ENHANCEMENT/HOME CHILD CARE ENHANCEMENT GRANT ADMINISTRATION FUNDING

Name: Number of Operators who received Wage Enhancement Administration Funding

Definition:

The number of operators who have or will receive wage enhancement administration funding from CMSMs/DSSABs to support administrative effort associated with implementing the wage enhancement/HCCEG.

EFIS Schedule: **Schedule 4.3** Wage Enhancement Schedule

Frequency: Estimates and Financial Statements

CAPITAL

CAPITAL RETROFIT
<p>Expense Type: Capital Retrofit</p> <p>Expense Definition: One-time funding to help transition and modernize the licensed child care sector. This funding is targeted to non-profit centres that are operationally sound.</p>
<p>DATA ELEMENTS:</p>
<p>Name: Number of Non-Profit Licensed Centres Supported- Capital Retrofit</p> <p>Definition: The number of existing non-profit licensed child care centres that receive funding for retro-fits to support the costs of minor renovations.</p> <p>EFIS Schedule: Schedule 1.2 Other Service Target Frequency: Financial Statements</p>
<p>Name: Number of Licensed Spaces Supported - Capital Retrofit</p> <p>Definition: The total licensed capacity of all centres supported through capital retrofit funding.</p> <p>EFIS Schedule: Schedule 1.2 Other Service Target Frequency: Financial Statements</p>

FAMILY SUPPORT PROGRAMS

FINANCIAL DATA (APPLICABLE TO ALL DETAIL CODES)

Name: Adjusted Gross Expenditures

Definition:

The Adjusted Gross Expenditures are expenditures approved for ministry funding. This is the amount upon which the ministry subsidy formula is applied. The Adjusted Gross Expenditure amount is the gross expenditures amount minus any offsetting revenue amounts.

EFIS Schedule: Expenditures

Frequency: Interim Report; Financial Statements

Name: (Legislated) Revenue

Definition:

This is the amount the CMSM/DSSAB is obligated, through legislation or regulation, to fund for their share of the service costs.

Note: Legislated Revenue is applicable to all detail codes funded at less than 100%, which include A386.

EFIS Schedule: Expenditures

Frequency: Interim Report; Financial Statements

Name: Gross Expenditures

Definition:

This line is the sum of Salaries/Benefits and Other Service Costs. It reflects the total costs for the delivery of a service and may also be useful in analyzing the costs of a unit of service. Although the ministry may only fund a portion of this total cost, it is important to know the total costs of the service and not just what the ministry subsidizes.

EFIS Schedule: Expenditures

Frequency: Interim Report; Financial Statements

ONTARIO EARLY YEARS CENTRES

Detail Code:

A462 - Ontario Early Years Centres

Funding Legislation: MCSSA

Funding Formula: 100%

Detail Code Definition:

Ontario Early Years Centres provide funds for services and programs for parents/caregivers of children aged 0-6 years, education and training including early learning activities, information and linkages to community programs and services for the early years.

DATA ELEMENTS:

Name: Number of Visits Made by Parents/Caregivers

Definition:

The total number of visits that parents/caregivers made to the Ontario Early Years Centre or Child Care Resource Centre.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Children Served

Definition:

The number of children, age 0 – 6, that received services at some point during the fiscal year. A child is reported in the EFIS report in which he/she received services and counted once during the fiscal year. This data element is only used when a child participates in an early learning activity.

For example, in the first half of the year if 15 children received service this would be reported at the revised estimates. If 5 additional new children received service during the second half of the year a total of 20 children would be reported at year-end financial statements.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Visits Made By Children

Definition:

The total number of visits that children, age 0 – 6, made to the Ontario Early Years Centre or Child Care Resource Centre.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Parents/Caregivers Served

Definition:

The number of parents/caregivers who actively participated in a program, either with their children or separately. A parent/ caregiver is reported in the EFIS report in which he/she received services and counted only once during the fiscal year.

For example, in the first half of the year if 15 parents/caregivers received service, this would be reported at the revised estimates. If 5 additional new parents/ caregivers received service during the second half of the year, a total of 20 parents/caregivers would be reported at year-end financial statements.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Professionals in Workshops/Seminars

Definition:

The total number of adults participating in workshops/seminars provided though this service to assist them in their professional capacity. Participants are counted each time they attend a program within the reporting period. If a program, workshop, or seminar lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Referrals

Definition:

The total number of referrals made to support other early learning and family-centred services. Each referral is to be counted only once in the budget year. A referral is the outcome of a process. The process begins either with a parent/ caregiver bringing a question about the child/family to centre staff member or with a staff member bringing an observation about the child's development to a parent/ caregiver. A referral is made when discussion results in the parent being given contact information (in-person, over the phone, or by e-mail) for a particular program or service that could be of assistance, other than those being offered at the centre.

EFIS Schedule: Data Elements

Frequency: Interim report; Financial Statements

Name: Number of Protocols/Official Linkages

Definition:

The total number of protocols and/or official linkages that have been established with external agencies providing early years services. Each protocol/linkage is to be counted only once in the budget year.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Parents/Caregivers in Workshops/Seminars

Definition:

The total number of parents/caregivers participating in workshops/seminars to assist them in their parenting/caregiver role. Participants are counted each time they attend a program within the fiscal year. If a program, workshop or seminar lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Site Locations

Definition:

The civic address (street number, street name, unit/floor number, city and postal code) of all OEYC and CCRC sites supported with EDU funding.

EFIS Schedule: **Program Locations**

Frequency: Financial Statements

DATA ANALYSIS COORDINATORS

Detail Code:

A466 - Program Effectiveness – Data Analysis Coordinators

Funding Legislation: MCSSA

Funding Formula: 100%

Detail Code Definition:

Data Analysis Coordinators support communities and early year's agencies in tracking, reporting, monitoring and analysis of information related to early years programs, particularly those funded through the Ontario Early Years Centres.

DATA ELEMENTS:

Name: Number of Professionals Served

Definition:

The total number of adults participating in workshops / seminars to assist them in their professional capacity. Participants are counted each time they attend a program within the reporting period. If a program (a workshop or seminar) lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Hours of Training, Workshops, Media Events or Conferences

Definition:

The number of hours for which a training event or workshop or media event or conference was given. This is a cumulative figure and is reported in the reporting period in which the training or media event or workshop or conference occurred.

For example: 1 hour of group training, workshops or conferences with 5 participants equals one hour of training, workshops or conferences.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Full Time Equivalent Staff

Definition:

The total number of full-time equivalent staff for the Data Analysis Coordinators. A full time equivalent is based on a minimum of 35 hours per week.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Protocols/Official Linkages

Definition:

The total number of protocols and/or official linkages that have been established with external agencies providing early years services. Each protocol/linkage is to be counted only once in the budget year.

For Data Analysis Coordinators, the number of agencies and programs to which services are being provided.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

EARLY CHILD DEVELOPMENT PLANNING
<p><u>Detail Code:</u> A525 – Early Child Development - Planning</p> <p>Funding Legislation: MCSSA Funding Formula: 100%</p> <p>Detail Code Definition: Amount paid to CMSMs/DSSABs for Best Start costs associated with implementation.</p> <hr/> <p>DATA ELEMENTS:</p> <p>N/A – CMSM/DSSAB to report on expenditures only for this detail code</p>

CHILD CARE RESOURCE CENTRES**Detail Code:****A386 - Delivery Agent - Resource Centres****Funding Legislation: CCEYA****Funding Formula: 80%****Detail Code Definition:**

Funding to Delivery Agents to purchase community-based non-profit centres that serve caregivers, parents and children through the provision of information, public education, consultation and support.

DATA ELEMENTS:**Name:** Number of Visits Made by Parents/Caregivers**Definition:**

The total number of visits that parents/caregivers made to the Ontario Early Years Centre or Child Care Resource Centre.

EFIS Schedule: Data Elements**Frequency:** Interim Report; Financial Statements**Name:** Number of Children Served**Definition:**

The number of children, age 0 – 6, that received services at some point during the fiscal year. A child is reported in the initial reporting period in which he/she received services and counted once during the calendar year. This data element is only used when a child participates in an early learning activity. For example, in the first quarter, if 15 children received service this would be reported at Interim Report. If 5 additional new children received service during the second half of the year a total of 20 children would be reported at financial statements.

EFIS Schedule: Data Elements**Frequency:** Interim Report; Financial Statements

Name: Number of Visits Made By Children

Definition:

The total number of visits that children, age 0 – 6, made to the Ontario Early Years Centre or Child Care Resource Centre.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Parents/Caregivers Served

Definition:

The number of parents/caregivers who actively participated in a program, either with their children or separately. A parent/caregiver is reported in the initial quarter in which he/she received services and counted only once during the calendar year. For example, in the first reporting period if 15 parents/caregivers received service, this would be reported at revised estimates. If 5 additional new parents/ caregivers received service during the second reporting period, a total of 20 parents/caregivers would be reported at financial statements.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Professionals in Workshop/Seminars

Definition:

The total number of adults participating in workshops/seminars provided through this service to assist them in their professional capacity. Participants are counted each time they attend a program within the reporting period. If a program, (a workshop, or seminar) lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Referrals

Definition:

The total number of referrals to other early learning services. Each referral is to be counted only once in the budget year. A referral is the outcome of a process. The process begins either with a parent/ caregiver bringing a question about the child to centre staff member or with a staff member bringing an observation about the child's development to a parent/ caregiver. A referral is made when discussion results in the parent being given contact information (in-person, over the phone, or by e-mail) for a particular program or service that could be of assistance, other than those being offered at the centre.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Protocols/Official Linkages

Definition:

The total number of protocols and/or official linkages that have been established with external agencies providing early years services. Each protocol/linkage is to be counted only once in the budget year.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Number of Parents/Caregivers in Workshops/Seminars

Definition:

The total number of parents/caregivers participating in workshops/seminars to assist them in their parenting/caregiver role. Participants are counted each time they attend a program within the calendar year. If a program, (workshop or seminar) lasts more than one day, a person is counted once, whether or not the person attended the full workshop or seminar.

EFIS Schedule: Data Elements

Frequency: Interim Report; Financial Statements

Name: Site Locations

Definition:

The civic address (street number, street name, unit/floor number, city and postal code) of all CCRC sites supported with EDU funding.

EFIS Schedule: Program Locations

Frequency: Interim Report; Financial Statements

APPENDIX C: POLICY STATEMENT: ACCESS TO SUBSIDIZED CHILD CARE

Policy Statement: Access to Subsidized Child Care May 1, 2015

Glossary of Terms

Child care fee subsidy:

- Funding to offset the cost to parents for licensed child care or approved school-age recreation programs (as described in paragraphs 5, 6 and 8 of section 6 of the Regulation).
- Eligibility for child care fee subsidies: Parents who are eligible for assistance, as identified in section 8 of the Ontario Regulation 138/15, and parents of children in social need (defined on p. 4 of this policy statement), may be eligible for fee subsidies for children under 10 years of age, or for children up to 12 years of age in special circumstances. Parents of children with special needs may be eligible for fee subsidies for children under 18 years of age. Parents eligible for fee subsidies include Ontario Works participants, recipients of income support under the Ontario Disability Support Program (ODSP), as well as other parents who are in financial need. The latter category captures ODSP employment supports clients who are in financial need but who are not in receipt of income support under ODSP.

Service System Manager:

- Municipality or district social services administration board designated as a service system manager by the Regulation. In this policy statement, service system managers are referred to as Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs).

Full-day child care:

- Child care that is provided for 6 or more hours in a day.

Child with special needs:

- A child who has special needs means a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

Ministry:

- The Ministry of Education.

Ontario Works child care:

- Funding to participants in employment assistance activities under the *Ontario Works Act, 1997* (OWA) for the care of a child less than 12 years of age or of a handicapped

child less than 18 years of age, where the child care is provided to enable the participants to so participate.

- Ontario Works participants (including participants in Learning, Earning and Parenting (LEAP), as well as ODSP income support recipients participating in Ontario Works) may receive assistance up to the actual cost of licensed care, and up to pre-established ceilings for unlicensed care.

Parent:

- Includes a person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (as per subsection 2. (1) of the *Child Care and Early Years Act, 2014*).

Part-day child care:

- Child care that is provided for less than 6 hours in a day.

Recognized needs:

- Reasons for needing child care that are laid out within the scope of this policy statement, and that are to be considered by CMSMs/DSSABs when determining the amount of subsidized child care to provide. The term may include needs associated with the child, needs associated with the parent, or both.

The Regulation:

- Ontario Regulation 138/15 (Funding, Cost Sharing and Financial Assistance) made under the *Child Care and Early Years Act, 2014*.

Introduction

High quality child care plays a key role in promoting healthy child development and helping children arrive at school ready to learn. It is also an essential support for many parents, helping them to balance the demands of career and family while participating in the workforce, or pursuing education or training.

That is why it is important to fund child care fee subsidies in a way that takes into consideration both the needs of parents and the best interests of children.

Purpose

This policy statement articulates provincial expectations regarding the provision of child care fee subsidies, specifically clarifying the flexibility available to CMSMs/DSSABs in determining the appropriate amount of child care for which a fee subsidy may be provided. The policy statement recognizes the decision-making authority of CMSMs/DSSABs at the local level, and provides them with a framework within which they may exercise discretion in balancing the needs of children and parents.

Role of Consolidated Municipal Service Managers and District Social Services Administration Boards

In their role as child care service system managers, CMSMs and DSSABs cost-share, plan and manage prescribed child care services, including fee subsidies and Ontario Works child care, within the parameters of legislation, regulations, standards and policies established by the ministry.

CMSMs/DSSABs are responsible for maintaining a flexible mix of subsidies for part- and full-day child care, across all age groups that reflects the range of local service needs. They are also responsible for implementing practices that provide for a seamless transition between subsidized part-day and subsidized full-day care as parents' and children's needs change. CMSMs/DSSABs are to determine the amount of subsidized child care for each eligible family in accordance with the framework outlined in this document.

Statement of Policy

CMSMs/DSSABs may provide child care fee subsidies to parents who are financially eligible, and to parents of children with special or social needs (see p. 4 for definition of social need). In the case of Ontario Works participants, CMSMs/DSSABs may provide child care fee subsidies or Ontario Works child care. To be eligible for Ontario Works child care, parents must be participating in recognized activities (outlined on p. 6). When providing fee subsidies or Ontario Works child care, CMSMs/DSSABs should take into account a family's reasons for needing child care in order to determine the amount of child care to subsidize.

Consideration should be given to both the recognized needs of the parent and the recognized needs of the child when determining whether funding for full-day or part-day child care is appropriate. As a general rule, funding for full-day child care should only be provided where the family's collective needs require it.

If the child has a special or social need, the amount of subsidized child care provided should be based primarily on what is in the child's best interests. In all other cases, the amount of subsidized child care should be based on the parent's recognized needs, although even then, the best interests of the child should always be considered in order to help support the child's early learning and avoid undue disruption for the child.

This policy statement recognizes certain needs as appropriate for the provision of child care fee subsidies and Ontario Works child care. These are outlined below, by funding type.

Determining the Amount of Child Care to Subsidize

It is important for CMSMs/DSSABs to exercise discretion in determining the amount of child care to subsidize for any particular family. Consideration should be given to the schedules and staffing of child care programs in which subsidized children are enrolled, and allowance should

be made for extenuating circumstances (e.g., a parent's fluctuating work hours), so that as much as possible, unreasonable disruptions to a child's care or a parent's ability to pursue and maintain employment are avoided.

Recognized Needs for Provision of Child Care Fee Subsidies

The following is a list of reasons for needing child care that are to be considered by CMSMs/DSSABs when determining the amount of child care for which to provide a fee subsidy.

- **Children's recognized needs**
 - A child with special needs: means a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.
 - Social need: The child may require child care to address a social need due to issues with the home/family environment, and is referred to the CMSM/DSSAB for child care by a Children's Aid Society, Public Health Unit, family physician, or another early intervention/prevention agency/professional recognized by the CMSM/DSSAB. Social need includes situations where the need is directly related to the child, as well as situations where the child's need is the result of a greater family need.

Child care fee subsidies may be provided where children have special or social needs, even if their parents do not have recognized needs themselves. CMSMs/DSSABs have discretion to determine the appropriate amount of subsidized child care for children with special or social needs. The child's best interests should play a primary role in these decisions, but if the parent also has recognized needs, the parent's circumstances should also be taken into consideration.

- **Parents' recognized needs**
 - No parent in a household is able to care for his/her children due to participation in one or more of the following activities:
 - Employment;
 - Attendance at an educational program, including lab work, field placements, co-op placements, practica, and case studies/team meetings;
 - Attendance at a training program, including lab work, field placements, co-op placements, practica, and case studies/team meetings;
 - Study/preparation associated with education and/or training;
 - Employment assistance activities under the OWA that are documented in his/her participation agreement, if the parent is an Ontario Works participant;
 - Activities documented in his/her employment plan, if the parent is an ODSP employment supports client; and
 - Travel associated with the above activities.
 - Other circumstances, such as (but not limited to) the following:

- In the opinion of a medical or other relevant professional, a parent is unable to care for his/her child because of an illness or disability (if there is another parent, he/she is engaged in activities as noted above);
- No parent in a household is able to care for the child in between participation in activities as noted above (e.g., while sleeping during the day after working the night shift, etc.); and
- A parent who already has a child care fee subsidy becomes temporarily unemployed.

CMSMs/DSSABs are responsible for setting local policies regarding how much study/preparation time to permit per parent. Policies should take into account the workload associated with the educational/training programs in which parents are involved.

In circumstances where a parent is not participating in any of the activities listed above but still requires child care, or needs child care in between periods of participation, determining the appropriate amount of child care to subsidize may be more complex. CMSMs/DSSABs have discretion to determine the appropriate amount of subsidized child care based on a consideration of the parent's needs and what would be in the best interests of the child.

It is not possible for this policy statement to capture every specific situation in which it may be appropriate to provide subsidized child care. There may be situations where parents are facing exceptional circumstances, and CMSMs/DSSABs will need to address those situations on a case-by-case basis.

Recognized Needs for Provision of Ontario Works Child Care

The following is a list of reasons for needing child care that are to be considered by CMSMs/DSSABs when determining the amount of child care for which to provide Ontario Works child care funding.

- **Parents' recognized needs**
 - No parent in a household is able to care for his/her children due to participation in:
 - Employment assistance activities under the OWA, as documented in the parent's participation agreement; and
 - Travel associated with the above activities.

It should be noted that Ontario Works child care funding is not the only mechanism through which Ontario Works participants may receive assistance with their child care costs. They may also have access to child care fee subsidies. If an Ontario Works participant wishes to access a child care fee subsidy, his/her needs should be considered in accordance with the recognized needs set out in the fee subsidy section of this document.

APPENDIX D: FEE SUBSIDY LEGISLATIVE AUTHORITY AND TECHNICAL DETAILS

LEGISLATIVE AUTHORITY

The following information identifies the specific sections of the legislation and regulations that relate to financial eligibility for fee subsidies. It outlines how provincial funds are allocated to CMSMs and DSSABs for the provision of prescribed child care services.

Family Composition

Family composition is a key component in determining eligibility for fee subsidy. Criteria used in the application process include the definition of the family unit and the determination of adjusted income to be used in calculating the parental contribution toward the cost of child care. This includes applicants who identify themselves as a parent.

Section 1 of the *Child Care and Early Years Act, 2014* defines a “parent” as:

“parent” includes a person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

The determination of adjusted income also includes applicants who identify themselves as:

- Couples in a relationship with some permanence and/or
- Couples cohabiting for a period not less than three years.

Section 29 of the *Family Law Act (FLA)* states:

“spouse” means a spouse as defined in subsection 1 (1), and in addition includes either of two persons who are not married to each other and have cohabited,
(a) continuously for a period of not less than three years, or
(b) in a relationship of some permanence, if they are the natural or adoptive parents of a child.

In cases where the applicants (couples) have cohabited for a period less than three years and have a child together, the parents have an obligation to support the child. Subsection 31 (1) of the *Family Law Act (FLA)* states:

“every parent has an obligation to provide support for his or her unmarried child who is a minor or is enrolled in a program of education, to the extent that the parent is capable of doing so.”

Income Test

Section 1 of O. Reg. 138/15 includes the following definition:

“adjusted income” means adjusted income as defined in section 122.6 of the *Income Tax Act* (Canada).

Section 8 of O. Reg. 138/15 defines categories of persons who are eligible for fee subsidy:

- (1) The following persons are eligible, as parents, for assistance with the cost of a service listed in paragraph 1, 2, 5, 6, 7 or 8 of subsection 6 (1):
 1. Persons eligible for income support under the *Ontario Disability Support Program Act, 1997*.
 2. Persons eligible for income assistance under the *Ontario Works Act, 1997* who are employed or participating in employment assistance activities under that Act or both.
 3. Persons who are eligible for assistance on the basis of their adjusted income.
- (2) A parent described in paragraph 1 or 2 of subsection (1) who is the recipient of a subsidy,
 - (a) shall, subject to clause (b), be fully subsidized for the cost of the service; or
 - (b) shall be provided with the amount of funding for the service described in paragraph 7 of subsection 6 (1), if applicable.
- (3) A parent described in paragraph 3 of subsection (1) who is the recipient of a subsidy shall be provided with an amount of funding for the service determined under section 10.
- (4) The document entitled “Policy Statement: Access to Subsidized Child Care,” as amended from time to time, which is available on a Government of Ontario website, shall be referred to for the purposes of determining a person’s eligibility for financial assistance under this section and sections 9 to 12.

Section 9 of O. Reg. 138/15 defines the documentation necessary for the verification of income:

- (1) Every year parents may apply to a service system manager for assistance with the cost of a service referred to in subsection 8 (1).
- (2) Subject to subsection (3), parents applying for assistance with the cost of a service referred to in subsection 8 (1) on the basis of their adjusted income shall file with the service system manager,
 - (a) a copy of their Notice of Assessment or Canada Child Tax Benefit Notice for the previous year; or
 - (b) if their Notice of Assessment or Canada Child Tax Benefit Notice for the previous year is not available, a copy of their most recent available Notice of Assessment or Canada Child Tax Benefit Notice.

- (3) Parents who are applying for assistance with the cost of a service referred to in subsection 8 (1) on the basis of their adjusted income that were non-residents in Canada in the previous year are not required to file the documents referred to in subsection (2) and their adjusted income is deemed to be \$0 for the purpose of their application for assistance.
- (4) The adjusted income of a person for the purpose of this Regulation shall be determined by an administrator appointed under the *Ontario Works Act, 1997*, a director or such person as the director approves.

Section 10 provides the formula for calculating the amount that parents receiving subsidy are expected to pay toward the cost of child care:

10. (1) The amount of the subsidy for a service referred to in subsection 8 (1) for which a parent is eligible on the basis of their adjusted income is calculated as follows:

1. Determine the amount the parent would pay for the service if the parent did not receive any subsidy.
 2. Determine the amount the parent shall pay as calculated under subsection (2), (3) or (4).
 3. Subtract the number determined under paragraph 2 from the number determined under paragraph 1.
- (2) A parent shall not pay any of the cost of the service for their children if the parent,
 - (a) has a total adjusted income of \$20,000 or less; or
 - (b) the amount the parent would contribute on the basis of their adjusted income for each month of child care, as calculated under subsection (3), is less than \$10.
 - (3) If a parent has a total adjusted income of more than \$20,000 and the child is in receipt of the service on a full-time basis, the service system manager shall calculate a monthly amount that the parent shall pay, as follows:

$$[(A \times 0.10) + (B \times 0.30)] \div 12$$

where,

A is the amount by which their adjusted income exceeds \$20,000 but is not more than \$40,000, and

B is the amount by which their adjusted income exceeds \$40,000.

- (4) If a parent has a total adjusted income of more than \$20,000 and the child is in receipt of the service on a part-time basis, the service system manager shall calculate a daily amount that the parent shall pay as follows:

$$A \div (B \times 4.35)$$

where,

A is the monthly amount paid by the parent for the service determined under subsection (3), and

B is the number of days per week the child is in receipt of the service.

Section 11 of O. Reg 138/15 describes the provisions for a family that includes a parent with a disability or child with special needs:

11. (1) Despite the definition of “adjusted income” in subsection 1 (1), if a parent of a child has a disability or the child is a child with special needs, the service system manager shall reduce the adjusted income of the parent by the amount of any expenses related to the parent’s disability or to the child’s special needs for which the parent is not reimbursed and for which there are no deductions under the *Income Tax Act* (Canada) and the reduced adjusted income shall be treated as the parent’s adjusted income for the purposes of section 10.

- (2) For the purposes of this section, a parent has a disability if,
- (a) the person has a substantial physical or mental impairment that is continuous or recurrent and that is expected to last one year or more; and
 - (b) the direct and cumulative effect of the impairment on the person’s ability to attend to his or her personal care, function in the community and function in a workplace results in a substantial restriction in one or more of these activities of daily living.
- (3) For the purposes of this section, a determination regarding whether a person has a disability or a child is a child with special needs may only be made by a health practitioner whose profession is regulated under the *Regulated Health Professions Act, 1991* and who is acting within the scope of his or her practice.

Section 66.6 deals with in-year decreases in income:

12. (1) A parent may apply to the service system manager during the year for a reduction in the amount he or she pays for the cost of a service referred to in subsection 8 (1) if the parent has a reduction in their adjusted income of 20 per cent or more during the year compared to their adjusted income,

- (a) in the previous year; or
 - (b) in the year before the previous year, if proof of their adjusted income is not available for the previous year.
- (2) In applying for a reduction under subsection (1), the parent shall provide satisfactory evidence of the amount of the reduction in income to the service system manager.
- (3) If a service system manager is satisfied that there has been a reduction of 20 per cent or more in adjusted income, the service system manager shall re-calculate the amount that the parent pays for the service using the reduced adjusted income as the basis of the calculation under section 10.

Services

Under O. Reg. 138/15, Subsection 6(1), the provision of child care by a child care centre, home child care in a premises overseen by a home child care agency, in-home services, children’s recreation programs and funding for participants in employment assistance activities under the *Ontario Works Act, 1997* are services for which parents may receive financial assistance.

Persons with Disabilities or Special Needs

Families in which a parent has a disability or a child has special needs are able to have disability-related expenses deducted from adjusted income. This reduced income will then be used to determine eligibility for fee subsidy and to calculate the parental contribution for child care.

For a child, he or she must meet the definition of a “child with special needs” in O. Reg. 138/15:

- A child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

For a parent, the definition of a person with a disability is consistent with the definition used for purposes of the Ontario Disability Support Program, i.e.:

- A person has a substantial physical or mental impairment that is continuous or recurrent and expected to last one year or more; and
- the direct and cumulative effect of the impairment on the person’s ability to attend to his or her personal care, function in the community and function in a workplace, results in a substantial restriction in one or more of these activities of daily living.

To determine whether a parent qualifies based on this definition, the CMSM/DSSAB will need to request a note from a health practitioner whose profession is regulated under the *Regulated Health Professions Act, 1991* and who is acting within the scope of his or her practice.

If the parent is eligible to claim the disability amount, line 316 on the personal income tax form, a qualified person, usually a medical doctor, must have certified that the parent is eligible to claim the amount. This certification may also be used to establish that the parent qualifies to have disability-related expenses deducted for purposes of the fee subsidy income test.

Eligible expenses that may be subtracted from adjusted income are those that are not deductible and for which a credit cannot be claimed through the income tax system. Eligible expenses must not be reimbursable, for example through insurance or a government program.

Applicants for child care subsidy will need to bring documentation for disability-related expenses that they wish to have deducted from adjusted income, including:

- Receipts for the disability-related expenses which must have been incurred in the same calendar year as the adjusted income;
- A copy of the completed income tax return for the most recent tax year to show the

expenses that may have been deducted or claimed as credits; in particular, the disability supports deduction (line 215) and the medical expenses (claimed on lines 330 and 331) should be reviewed.

- A note signed by an eligible professional if the parent has a disability or evidence that the parent is eligible to claim the disability amount, line 316 on the personal income tax form. In the latter case, the parent should provide a copy of the certified Form T2201, *Disability Tax Credit Certificate*.

Calculation of Parental Contribution

Fee subsidies are available across a broad range of income levels. Families with an adjusted annual income of up to \$20,000 are eligible for full fee subsidy and no calculation of a parental contribution is required.

For families with adjusted income above \$20,000, parental contribution is calculated based on 10% of their adjusted income over \$20,000.

Example:

1. A family with adjusted income of \$25,000 annually would have a parental contribution of 10% of \$5,000 annually or \$500.

When the family's annual adjusted income is above \$40,000, parental contribution is calculated at 10% of the amount over \$20,000 up to \$40,000 *plus* 30% of the amount over \$40,000.

Example:

2. A family with an annual adjusted income of \$45,000 would have a parental contribution of 10% of \$20,000 (\$2,000) plus 30% of \$5,000 (\$1,500). Total annual parental contribution would be \$3,500.

No family will pay more than the total cost of child care for all children in the family. If the calculated parental contribution exceeds the cost of child care, the family is not eligible for fee subsidy.

Monthly and Daily Contribution Calculations

The monthly parental contribution is calculated by dividing the annual parental contribution amount by 12.

Examples:

3. A family with an annual adjusted income of \$25,000 has an annual parental contribution amount of \$500. Their monthly contribution amount would be \$41.67.

4. A family with an annual adjusted income of \$45,000 has an annual parental contribution amount of \$3,500. Their monthly contribution amount would be \$291.67.

The income test is designed such that parents pay the monthly parental contribution as calculated above in each month that their child(ren) need child care regardless of the number of days of child care per week. The daily contribution amount is calculated using the following formula:

$$\frac{\text{Monthly parental contribution}}{\text{Days of care per week} \times 4.35}$$

Examples:

5. A family with an annual adjusted income of \$25,000 has a monthly parental contribution amount of \$41.67. The family requires five days of care per week. To calculate their daily contribution amount:

$$\frac{41.67}{5 \times 4.35} = \$1.92/\text{day}$$

6. A family with an annual adjusted income of \$45,000 has a monthly contribution amount of \$291.67. The family requires 5 days of care per week. To calculate their daily contribution amount:

$$\frac{291.67}{5 \times 4.35} = \$13.41/\text{day}$$

7. A family with an annual adjusted income of \$45,000 has a monthly contribution amount of \$291.67. The family requires 3 days of care per week. To calculate their daily contribution amount:

$$\frac{291.67}{3 \times 4.35} = \$22.40/\text{day}$$

Minimal Subsidy or Parental Contribution

When the parental contribution is calculated to be less than \$10/month the CMSM/DSSAB is to provide a full subsidy to the family. Similarly, the CMSM/DSSAB is not expected to provide a subsidy to the family if the subsidy amount is less than \$10/month.

Change in Family Composition

There are situations where the family composition changes from a one-parent family to a two-parent family. This may occur as the result of a marriage or a couple cohabiting for a period

not less than three years. In this case, a parent already receiving subsidy is expected to report the change in circumstances to the CMSM/DSSAB at the earliest opportunity. The most recent available *Notice of Assessment* must be provided for the new parent. The combined adjusted income for both parents will then be used to confirm eligibility for fee subsidy and the parental contribution recalculated.

Significant Changes in Income

The income test is based on the annual adjusted income for the most recent available tax year. In most cases, parents are not expected to report in-year increases in income. Any changes in income will be taken into account at the time of the next subsidy review.

Income in the most recent tax year may not reflect the family's current financial situation in cases where families experience a significant decrease in income (e.g. family break-up). In this case, families may apply for a reduced parental contribution. For purposes of the income test, a significant change of income is defined as a decrease of 20% or more compared to adjusted income for the most recent available tax year. Appropriate documentation must be provided by parents to enable the CMSM/DSSAB to verify the change in income, such as pay slips, pension benefit statements or RRSP receipts.

In such cases, the following calculation determines if a significant change in income has occurred. This calculation estimates adjusted income for the current calendar year and compares it to the adjusted income for the most recent available tax year.

STEP 1:

Calculate the sum of the following types of income:

- Gross employment income, before any deductions including income tax, Canada Pension Plan, Employment Insurance, employer pension plan, union dues
- Old Age Security pension
- Canada Pension Plan benefits
- Interest and other investment income

STEP 2:

Calculate the sum of the following deductions from income; all deductions are limited to those that may be claimed for income tax purposes:

- Registered pension plan contributions
- RRSP contributions
- Annual union, professional and like dues

STEP 3:

Subtract the sum of the deductions from the sum of all types of income to determine the estimated adjusted income for the current calendar year.

STEP 4:

Determine the family’s “adjusted income” as defined by the federal government for purposes of the Canada Child Tax Credit for the most recent available tax year.

STEP 5:

Subtract the estimated adjusted income for the current year (Step 3) from the adjusted income for the most recent available tax year (Step 4). Calculate the difference as a percentage of the adjusted income for the most recent available tax year. If the percentage is 20% or more, the estimated adjusted income for the current year may be used for purposes of the income test.

Example:

Gross earnings were \$1,000/week for 12 weeks and estimated at \$600/week for 40 weeks

<i>Step 1:</i> Estimated income for the current calendar year: Gross earnings = \$1,000 x 12 + \$600 x 40 = \$12,000 + \$24,000 = \$36,000	A	\$36,000
<i>Step 2:</i> Deductions from income Registered Pension Plan - \$50/week for 12 weeks	B	\$600
<i>Step 3:</i> Estimated adjusted income for current calendar year	C = A - B	\$35,400
<i>Step 4:</i> Adjusted income for most recent available tax year	D	\$50,000
<i>Step 5:</i> Decrease in income: subtract current year from most recent available tax year	E = D - C	\$14,600
Percentage decrease	F = E/D x 100%	29%

Since the decrease is more than 20%, the estimated adjusted income of \$35,400 for the current year may be used to calculate the parental contribution for child care.

APPENDIX E: FORMS AND TEMPLATES

Part 1: (TO BE SUBMITTED WITHIN 24 HOURS OF SERIOUS OCCURRENCE)

REGION (select one): <input type="checkbox"/> TORONTO <input type="checkbox"/> LONDON <input type="checkbox"/> BARRIE <input type="checkbox"/> OTTAWA <input type="checkbox"/> NORTH BAY / SUDBURY <input type="checkbox"/> THUNDER BAY <input type="checkbox"/> OTHER	MEDU Contact Person: _____
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Name of Service Provider (and Program): _____ Site address (full address): _____	Executive Director: _____ Board President/Owner*: _____ * if applicable Phone number: _____ Email address: _____
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DATE OF INCIDENT (MM/DD/YYYY): _____ TIME OF INCIDENT (IF KNOWN): _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	DATE & TIME WHEN INCIDENT IS DEEMED TO BE A SERIOUS OCCURRENCE* (MM/DD/YYYY): _____ TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
--	---

* PLEASE EXPLAIN IF MORE THAN 24 HOURS HAVE PASSED SINCE DATE & TIME OF INCIDENT/OCCURRENCE:

REPORTED BY: _____ **POSITION:** _____ **PHONE #:** _____

SECTION A: CLIENT DATA

Client date of birth (MM/DD/YYYY):	Age(s)
1.	1.
2.	2.

SECTION B: TYPE OF SERIOUS OCCURRENCE (report only one from the following)

<input type="checkbox"/> 1. Death of a child	<input type="checkbox"/> 4. Child is Missing (if the child is still missing when the SOR is submitted) (Note: Ministry must be notified of final outcome)
<input type="checkbox"/> 2. Serious injury to a child that requires treatment by a regulated health professional (doctor, nurse, dentist, etc.) and/or a serious injury that involves the police, fire or ambulance/EMS/paramedics	<input type="checkbox"/> 5. High potential for public criticism of the Ministry of Education and/or if the situation may lead to questions being asked by the media
<input type="checkbox"/> 3. Allegation of abuse and/or neglect of a child	

SECTION C: DETAILS OF SERIOUS OCCURRENCE

SUMMARY OF OCCURRENCE – tick if other pages are attached
 What, where and when it happened, actions taken by the service provider

WHO HAS BEEN NOTIFIED? <input type="checkbox"/> Police <input type="checkbox"/> Parent/Guardian/Emergency Contact <input type="checkbox"/> CAS PLEASE SPECIFY: _____ <input type="checkbox"/> Other PLEASE SPECIFY: _____ PLEASE SPECIFY: _____	FURTHER ACTION PROPOSED BY SERVICE PROVIDER <input type="checkbox"/> tick if other pages are attached
--	---

DIRECTION, IF ANY, PROVIDED BY MINISTRY - tick if other pages are attached

Part 2: (TO BE SUBMITTED WITHIN 7 DAYS OF SOR REPORT IF FURTHER ACTION TAKEN/REQUESTED)

CURRENT STATUS/CONDITION:	CLIENT'S ALLEGATION/CLIENT'S VIEW (IF APPLICABLE):
FURTHER ACTION PROPOSED BY SERVICE PROVIDER	IS THIS EXPECTED TO BE THE ONLY/LAST REPORT SUBMITTED FOR THIS SERIOUS OCCURRENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:

SECTION D: SERIOUS OCCURRENCE REPORT SIGN OFF

SUBMITTED BY (NAME & POSITION)	PHONE NUMBER	COMPLETION DATE & TIME: (MM/DD/YYYY): _____ TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
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ADDITIONAL DETAILS (IF REQUIRED):

PLEASE IDENTIFY THE SECTION OF THE REPORT THAT IS BEING EXPANDED UPON

2016 Early Child Development – Aboriginal Planning Template	Region:	
	Network:	
	2016 Allocation:	\$

Please complete the following template to describe how your Early Child Development Community Planning Network intends to engage and strengthen relationships with Aboriginal partners and/or deliver more integrated services for Aboriginal children and families in 2016. Communities will be asked to report on the expenditures related to their activities in the financial statements submission. Please complete this template and send it to the ministry at ELIB@ontario.ca by May 27, 2016.

#	Category ¹	Description	Partners	Intended Outcome(s)	Planned Expenditure
				•	\$

* Add additional rows as required

¹ The **activity category** can be 'event' (e.g. cultural celebration, community forum), 'system planning' (e.g. consultant to facilitate joint strategic planning session, enabling Aboriginal focused community planning subcommittee), 'professional development' (e.g. cultural awareness workshop, job shadowing/job exchange opportunities) or 'other'.

2016 Early Child Development –Aboriginal Planning Template

Please answer the following questions about the level of engagement and collaboration of Aboriginal partners, ‘mainstream’ partners and the Early Child Development Community Planning Network. Questions should be answered by an Aboriginal partner representative(s) or with the input of Aboriginal partners, if possible.

Questions completed by: _____

Please circle the best response.

Our community has a dedicated Aboriginal advisory group or planning subcommittee that is the lead for Aboriginal Early Child Development community planning.	YES	NO
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Aboriginal community partners (or representatives) are active members of the Early Child Development community planning network.	YES	NO
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Our Early Child Development community planning table partners with:	OFF-RESERVE Aboriginal community providers	YES, regularly	SOMETIMES	NO	NOT APPLICABLE
	ON-RESERVE First Nations providers	YES, regularly	SOMETIMES	NO	NOT APPLICABLE

‘Mainstream’ frontline staff have received training, mentoring and/or support to help them deliver culturally responsive programs and services for Aboriginal children and families.	YES, all or most staff have received training	SOME, staff have received training	NO, staff have not received training in this area	NOT YET, staff training is planned for this year
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The training was delivered by: _____

There are shared policies and processes between ‘mainstream’ and Aboriginal providers to deliver seamless service for Aboriginal children and families.	YES	SOME	NO	NOT YET, partners are working to develop these polices this year
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Please describe 2-3 examples of policies/processes that facilitate seamless services on the following page.

1.

2.

3.