

Ministry of Education
Early Years and Child Care Division

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MEMORANDUM TO: Consolidated Municipal Service Managers and District Social Service Administration Boards

FROM: Shannon Fuller
Assistant Deputy Minister
Early Years and Child Care Division

DATE: August 4, 2020

SUBJECT: Child Care & EarlyON Sector Funding – Reconciliation and September Approach

Thank you again for your continued partnership during this unprecedented, and evolving time.

The progress we have made to date in the reopening of child care centres across the province is due to the work and continued partnership between the ministry, Consolidated Municipal Service Managers, District Social Service Administration Boards (CMSMs/DSSABs), and service providers. As the province proceeds with reopening, child care remains at the forefront and its necessity has been highlighted at each stage of reopening.

Reconciliation Timeline

Each stage of this pandemic has had a distinct funding approach designed to support the needs of the sector. We have established a Funding Reconciliation Group with representatives from CMSMs/DSSABs to develop the timeline for each phase based on the working group's helpful advice.

The reconciliation timeline (see Appendix A) is intended to provide CMSMs/DSSABs with clarity for workflow and planning purposes. This timeline defines key dates for

submissions and provides CMSMs/DSSABs with an outline of the process. The funding provided to CMSMs/DSSABs for the Closure Period (March 17 to June 11), Emergency Child Care (March 22 to June 26) and Reopening (June 12 to August 31), will be reconciled according to the ministry's funding guidance and the information submitted.

Cash flows will be updated subsequent to the reconciliation process. Based on your feedback, we have provided two timeline options for CMSMs/DSSABs to provide completed templates. CMSMs/DSSABs should submit using one of the two scenarios provided:

1. Emergency Child Care and Closure Period data submitted together by August 31, 2020 followed by the submission of the Reopening template by October 15, 2020
2. Emergency Child Care data submitted by August 31, 2020, followed by the submission of the Closure Period data by September 30, 2020 and then, the submission of the Reopening template by October 15, 2020

The two submission scenarios have been presented as we understand that internal operations and timelines within CMSMs/DSSABs may vary. The ministry is asking that completed templates be sent in according to the dates outlined in the attached timeline document. Please select the submission scenario that works best for your CMSM/DSSAB. CMSMs/DSSABs may also submit earlier than the dates indicated above.

Should your CMSM/DSSAB require more time to complete the template, please inform your ministry Financial Analyst and Early Years Advisor.

As the ministry continues to work with the early years and child care sector throughout this pandemic, we will remain flexible and supportive in our partnerships with CMSMs/DSSABs to ensure that the sector is well positioned to proceed with the next stages of reopening.

Emergency Child Care Period and Closure Period

The templates for the emergency child care period (covering period March 22 to June 26) and closure period, including child care and EarlyON (covering period March 17 to June 11) were provided to you during the week of May 11 and we thank you for your work with our Financial Analysts and Early Years Advisors to complete these templates. If you have any further questions or need additional information regarding the templates or funding approach for these periods, please let us know.

Reopening Template

Further to the memo sent on June 11 with funding guidance for Ontario's child care reopening plan and the funding approach until the end of August, we are sharing the reopening template (covering period June 12 to Aug 31).

The objective of the reopening template is to capture the expenditures incurred by child care and EarlyON centres during the reopening period from June 12 to August 31. (The reopening of child care centres has been a staggered process, and therefore the reopening period will capture costs from both reopened centres and centres that remain closed. Expenditures should be prorated during this time frame as appropriate, to reflect the various reopening dates.)

Funding Approach for September

Starting September 1, 2020, funding allocations to CMSMs/DSSABs will return to a prorated level based on the original 2020 allocations (as released in October 2019). Funding guidance for the period will be consistent with the 2020 Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline.

To help protect staff and families, the Federal government has announced additional funding for Child Care and Early Years as part of the Safe Restart Agreement. Safe Restart Funding (SRF) will support increased health and safety costs such as personal protective equipment (PPE), enhanced cleaning and additional staff requirements. Further details on the SRF will be provided.

In addition, the Canada Emergency Wage Subsidy (CEWS) has been extended until December 19, 2020. Further details on the program extension will be released by the Federal government. Operators should continue to maximize available Federal programs through the COVID-19 Economic Response Plan (where applicable).

2019 & 2020 Financial Reporting Update

The current focus remains on the reopening of child care centres and the reporting for the closure and reopening periods. The 2019 Financial Statements submission will be deferred until a future date. The Ministry will provide you with sufficient time to complete the submission once it is made available to you. Furthermore, the 2020 interim reporting submission in the Education Finance Information System (EFIS) will not be required in order to allow for CMSMs/DSSABs to focus on the reconciliation process outlined above.

In addition to the reconciliation process, the ministry will perform a final year end review of the 2020 Financial Statements submission in EFIS to ensure accuracy and financial accountability. The 2020 EFIS reporting will be modified to capture updated parameters associated with the closure period and reopening, where applicable. While service data will continue to be part of the 2020 reporting, the ministry will not be imposing penalties for missed targets.

Next Steps

The ministry's Financial Analysts and Early Years Advisors will continue to work with CMSMs/DSSABs to complete and submit the required information.

Thank you for your partnership and continued collaboration at all levels, and please let us know how we can continue to provide support, as we safely reopen our child care centres throughout the province.

Thank you,

Shannon Fuller

Appendix A: Funding Reconciliation Timeline

APPENDIX A: FUNDING RECONCILIATION TIMELINE

With accountability in mind, the ministry's timeline for reconciling funding provided to CMSMs and DSSABs for the Closure Period (March 17 to June 11), Emergency Child Care (March 22 to June 26) and Reopening (June 12* to August 31), is presented below. CMSMs and DSSABs may select one of the following two submission scenarios:

Scenario 1: Emergency Child Care and Closure Period Submitted Together

	Template Submitted to Ministry	Ministry Review and Approval	Allocation confirmed	Cash Flow Adjustment
Emergency Child Care & Closure Period	Aug 31 st	Sept - Nov	Nov - Dec	Winter 2021
Reopening	Oct 15 th	Oct - Dec	Dec - Jan	Winter 2021

Scenario 2: Emergency Child Care Submitted Before Closure Period & Reopening

	Template Submitted to Ministry	Ministry Review and Approval	Allocation confirmed	Cash Flow Adjustment
Emergency Child Care	Aug 31 st	Sept - Nov	Nov - Dec	Winter 2021
Closure Period	Sept 30 th	Oct - Dec	Dec - Jan	Winter 2021
Reopening	Oct 15 th	Oct - Dec	Dec - Jan	Winter 2021

** June 12th marks the start of the reopening period and the date when child care centres were officially allowed to reopen. The reopening of child care centres has been a staggered process and therefore the reopening period will include costs for both reopened child care centres and costs for child care centres that remain closed. Please note that the proration of expenditures is acceptable when completing the templates.*

- Where possible, CMSMs/DSSABs may submit earlier than the dates indicated above.
- CMSMs/DSSABs should provide actuals instead of budgeted expenditures if these figures are available.
- The ministry will support CMSMs/DSSABs in completing the required templates, to ensure that submissions are in accordance with the ministry's funding guidance.
- The ministry will perform a final year end review of the financial statements submission in the Education Finance Information System (EFIS), to ensure accuracy and financial accountability.