

SCHEDULE “1” - PRESCRIBED SERVICES

GENERAL OPERATING EXPENSE

PURPOSE

The purpose of the General Operating expense is to support the costs of operating licensed early learning and 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 RRDSSAB that they are able to meet their minimum wage and mandatory benefits requirements without operating funding in order to qualify for funding.

The RRDSSAB 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 children;
- Supporting, strengthening, and (where funds allow) expanding the current proportion of child care programs operated by non-profit providers.

Key considerations for general operating allocations also 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.

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

Operators will provide to the RRDSSAB:

- Quarterly year-to-date reports that will include actual and projected expenditures, revenue and all other service data information – “Schedule 3”.
- Final quarterly year-to-date reports and annual audited financial statements.
- Any records or documents pertaining to the funding and delivery of the prescribed service, upon request.
- An annual budget submission on the template provided.
- The number of FTEs supported with general operating funding (i.e. RECEs, Director-approved program staff, program staff without an RECE and non-program staff).
- If required, a report on the management of and/or the completion of the specific program goals and objectives.

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.

Service Providers are required to continue to meet their pay equity obligations.

REPORTING REQUIREMENTS

Operators will provide to the DSSAB:

- Quarterly year-to-date reports that will include pay equity expenditures – “Schedule 3”.

Please Note:

The integration of the pay equity expense under the core services delivery allocation does not relieve 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

PURPOSE

Special Needs Resourcing (SNR) funding is to be used to support the inclusion of children with special needs in licensed early learning and 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.

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 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

SNR funding is made available to licensed early learning and child care operators 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.

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 early learning and child care settings.

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.

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

REPORTING REQUIREMENTS

Operators must report actual financial and service activity data to the RRDSSAB including:

- Number of children served;
- Average monthly number of children served up to and including SK;
- Average monthly number of children served – school age;
- Number of children served, age 13-18;
- Number of full-time equivalent staff;
- Annual budget submission;
- Quarterly year-to-date reports that will include actual and projected expenditures, revenue and all other service data information – “Schedule 3”;
- Final quarterly year-to-date report and annual audited financial statements;
- Any records or documents pertaining to the funding and delivery of the prescribed service, upon request.

FEE SUBSIDY EXPENSE

PURPOSE

Fee Subsidy is available specifically to provide financial support to those who qualify to assist with the costs of licensed child care programs in the Rainy River District. Families may qualify for full or partial subsidy. 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.

Needs testing is administered through RRDSSAB, adhering to Ministry guidelines to determine eligibility. Funding to Service Providers is determined by RRDSSAB. The RRDSSAB has the right to redistribute the allocation of funding for fee subsidy based on utilization and waitlist demands.

The Service Provider is required to comply with the *Child Care and Early Years Act, 2014* as it relates to the provision of child care services, and to adhere to the fee subsidy policies and procedures set out by RRDSSAB. In order to qualify for the provision of this service, the Service Provider will agree to meet all the criteria as identified in the Service Contract, and maintain licensing requirements as directed by the Ministry.

ELIGIBILITY

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

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 early learning and child care centres and home child care agencies, third party and board- operated before and/or after school programs and non-instructional days.

CONFLICT OF INTEREST

Staff of child care programs must not be involved in the fee subsidy application process.

RESPONSIBILITIES

The Service Provider agrees to:

- Follow the protocol for enrollment, eligible hours and withdrawal of children.
- Maintain accurate records of attendance including absent days of all children served.
- Submit a monthly enrollment web-based attendance record for each child in the Ontario Child Care Management System (OCCMS).
- Inform the Integrated Case Worker of any changes in the status of families.
- Charge RRDSSAB the same rate that is applied to full pay families, unless otherwise approved.
- Take sole responsibility for the invoicing and collection of partial parent fees.
- Provide verification of full-pay rates and centre policy handbook.
- Notify the RRDSSAB in writing in advance of when child care rates change.

REPORTING REQUIREMENTS

The Service Provider will provide to RRDSSAB:

- Quarterly year-to-date reports that will include actual and projected expenditures, revenue and all other service data information – “Schedule 3”.
- Final quarterly year-to-date reports and annual audited financial statements.
- If required, a report on the management of and/or the completion of the specific program goals and objectives.
- Any records or documents pertaining to the funding and delivery of the prescribed service, upon request.
- Annual budget submission.

ANNUAL SUBMISSION AND REPORTING DEADLINES FOR ALL PRESCRIBED SERVICES

Budget Submission	October 31, 2016
Signed Contracts (Schedule 2)	May 27, 2016
Audited Financial Statements	April 30, 2017
Quarterly year-to-date reports (Q1, Q2 & Q3) are due three weeks after quarter end dates of March 31, June 30 and September 30 (Schedule 3).	
• Q1	April 21, 2016 (Extended to May 27, 2016)
• Q2	July 21, 2016
• Q3	October 21, 2016
Final quarterly year-to-date report (Q4) is due six weeks after December 31 (Schedule 3).	
• Q4	February 10, 2017