On April 7, 2006, the Ministry of Citizenship and Immigration (MCI) and Ministry of Education sent a joint letter to School Boards confirming the transfer of the adult non-credit English as a Second Language (ESL), French as a Second Language (FSL) and Citizenship and Language (CL) training programs from Ministry of Education to MCI. I am pleased to advise you that both ministries have been meeting regularly and exchanging information in a number of areas needed to ensure the seamless delivery of the program during this transition of responsibilities. As of September 01, 2006, MCI will assume full responsibility for these programs including direct payments to School Boards.

I am writing to provide you with information regarding 2006-07 funding levels and reporting requirements for these programs.

A. 2006-07 Funding

In the 2006-07 school year, MCI will be providing funding for ESL/FSL/CL programs on the same basis as the Ministry of Education funding level for Continuing Education programs. Funding in 2006-07 for the ESL/FSL/CL programs will be $2,587 per Average Daily Enrolment (ADE) which is increased from the 2005-06 level of $2,528 per ADE.
B. Calculation of Average Daily Enrolment (ADE)

MCI will also be adopting the Ministry of Education formula for calculating the continuing education ADE which is: ADE = total program pupil hours divided by 950.

MCI will continue with the Ministry of Education's formula for calculating the small class hour’s adjustment – which is based upon the enrolment for the entire course. In addition, MCI will also allow school boards to use the alternate small class hour’s adjustment calculation for the 2006-07 school year only, which is based upon enrolment in the fourth session. Whichever option is chosen, the calculation must be applied to all qualifying ESL/FSL/CL programs.

C. Register Information

As advised in the Ministry of Education’s Memorandum, 2006-SB7 sent to school boards on April 28, 2006, the Ministry of Education will continue to distribute 2006-07 registers used to report enrolment for ESL/FSL/CL programs on behalf of MCI during this period of transition.

School Boards may send their order form directly to:

MOE Orders
Promotional Products
Fulfillment & Distribution Ltd.
80 William Smith Drive
Whitby, Ontario
L1N 9W1
Email Address: eduservice@ppfd.com
Fax No: 905-668-2499

Ordering information and forms were provided with the Ministry of Education’s Memorandum – the registers will also be available on the Ministry of Education’s website at www.edu.gov.on.ca in mid-August.

The following new enhancement will be added to the register to deal with instructional sessions cancelled for exceptional circumstances:

“Where an instructional session has been cancelled owing to exceptional circumstances (e.g. inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session and the session is not rescheduled. This session must be marked with a “C” in the register to indicate the cancellation, and the reason for the cancellation must be recorded.”
In addition, the register will also include a new section “Obligations Pertaining to the Registers”. These obligations apply to the ESL/FSL/CL programs funded by MCI and include: number of years registers should be retained, disclosure of information under the Municipal Freedom of Information and Protection of Privacy Act, and the collecting of information under the Freedom of Information and Protection of Privacy Act.

D. Reporting Procedures and Due Dates

For purposes of ESL/FSL/CL funding accountability, MCI will require school boards to file a program estimate, revised program estimate, and a final program report. Forms and instructions will be sent out shortly as well as information on the calculation to support the two possible methods of calculating the small class hour’s adjustment as outlined in Section B above.

To assist school boards, MCI has followed reporting timelines similar to the Ministry of Education.

<table>
<thead>
<tr>
<th>Report</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Estimate</td>
<td>July 31, 2006</td>
</tr>
<tr>
<td>Revised Program Estimate</td>
<td>November 30, 2006</td>
</tr>
<tr>
<td>Final Program Report</td>
<td>December 15, 2007</td>
</tr>
</tbody>
</table>

E. Funding Agreement

ESL/FSL/CL programs funded by MCI are not covered by the Education Act. As a result school boards will be required to enter into an agreement with MCI. These transfer payment agreements will define the terms and conditions of ESL/FSL/CL program delivery and reporting. Once the program estimate has been submitted and reviewed, a transfer payment agreement will be forwarded to you for signature.

F. Transfer Payments Schedule

MCI’s payment schedule for 2006-07 will be on a monthly basis. The percentage of the total allocation paid each month will be the same as that currently paid by the Ministry of Education.

Again, payments to school boards will occur after the transfer payment agreement has been finalized.
G. Additional Information

We will be sending to you more information regarding the reporting requirements and funding agreements in the near future. If you have questions regarding the information provided in this Memorandum, please feel free to contact:

Judy Stanleigh, Manager
Language Training Unit, Immigration Branch
Ontario Ministry of Citizenship and Immigration
E-mail Address: Judy.stanleigh@mci.gov.on.ca
Tel. (416) 314-7306
Fax. (416) 314-7104

We look forward to working with you to carry out this government's immigration and education objectives.

Katherine Hewson
ADM