MEMORANDUM TO:  Chief Administrative Officers, CMSMs/DSSABs  
General Managers/Commissioners, CMSMs/DSSABs  
Children’s Service Managers, CMSMs/DSSABs  

FROM:  Andrew Davis  
Director, Financial Analysis and Accountability Branch  
Elementary/Secondary Business & Finance Division  
Ministry of Education  

Pam Musson  
Director, Early Learning and Child Care Implementation Branch  
Early Learning Division  
Ministry of Education  

DATE:  December 22, 2010  

SUBJECT:  2011 Child Care Funding  

This memo highlights the child care contract management reporting timelines that will apply to your 2011 child care funding allocation.

The transfer of child care contract management and funding effective January 1, 2011, to EDU has provided us with the opportunity to introduce some improvements to business and reporting practices which will be implemented in 2011. We will be providing you with additional information about these changes.

In January, we will be hosting an orientation session to welcome you to the Ministry of Education, as well as provide information about the overall structures in EDU to support you, hear your feedback and ideas, and answer questions you may have. More details will follow in early January.

The Early Learning Division under Jim Grieve, Assistant Deputy Minister, will have responsibility for program support through the Early Learning and Child Care Implementation Branch (ELCCIB). The Elementary/Secondary Business and Finance Division under Gabriel F. Sékaly, Assistant Deputy Minister, will have responsibility for financial reporting and issuing payments through the Financial Analysis and Accountability Branch (FAAB). Staff within these divisions will continue to work together as a team to ensure close alignment between the child care program and contract management functions.
A. FUNDING LEVELS & CASH FLOW

For the 2011 calendar year, the funding level for each CMSM and DSSAB is based on historical allocations, with the exception of stabilization and extended day fee subsidies. Notification regarding the remainder of your 2010/11 stabilization funding and extended day fee subsidies, if applicable, will be communicated to you under a separate cover.

The cash flow frequency will be made on a monthly basis consistent with the timing of your existing payment schedule beginning in January. You will receive a detailed breakdown of your 2011 child care allocation under a separate cover.

B. SERVICE CONTRACTS AND REPORTING TIMELINES

2011 Service Contracts
The Government of Ontario’s Transfer Payment Accountability Directive and principles of prudent fiscal management normally require signed service contracts before funds can be flowed to recipients.

However, as 2011 will be a transitional year, cash will be flowed to CMSMs and DSSABs in advance of receipt of the signed contract. CMSMs and DSSABs can expect to receive their 2011 service contract early in the new year. We request that signed contracts be returned to the ministry by March 31, 2011. EDU staff will be available to provide training and support throughout the contracting process.

Reporting Frequency
Starting in 2011, the frequency of reporting will be reduced from the current six cycles (budgets, four quarterly reports and year-end reporting) to three. The new reporting cycles for the 2011 calendar year will include:

- Budget submission due March 31, 2011 (with automatic extensions granted should the municipal budget not be passed by this date);
- Mid-year submission with actuals up to June 30, 2011, due August 30, 2011; and

As well as reducing the frequency of reporting, we are introducing system improvements for web-enabled submissions to replace the use of Microsoft Excel. You will receive additional information and training regarding the new reporting package and reporting system that will be introduced in 2011.

If you have any questions about this memo, please contact:
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This is an exciting time for us in EDU—we’re truly looking forward to working more closely with our CMSM/DSSAB partners. As your partners, we share your commitment to serving the child care sector, families and young children. We thank you for the important work you do in your communities, and we looking forward to a collaborative and productive relationship.
Copy:  Gabriel F. Sékaly, Assistant Deputy Minister, E/S Business and Finance, Ministry of Education
Jim Grieve, Assistant Deputy Minister, Early Learning, Ministry of Education,
Jill Vienneau, Director, Early Learning and Child Care Policy & Programs Branch, Ministry of Education