County of Simcoe

2018
Special Purpose Funding
Guidelines

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OVERVIEW

The County of Simcoe, in its role of Consolidated Municipal Service Manager (CMSM), is responsible for planning and managing the local Licensed Child Care System. System Management is in large part informed by ongoing service planning that reflects Provincial Legislation, Regulations and Directives, in conjunction with local County Policy. The County recognizes the critical importance of formal service planning processes in working to ensure an increasingly coordinated and integrated System for children and families across Simcoe County.

PURPOSE

This document outlines Minimum Eligibility and Reporting Requirements associated with Special Purpose Child Care Funding and supersedes all previous County of Simcoe Children’s Services Special Purpose Funding Guidelines. Unless otherwise stated, Child Care Service Providers, Agencies, Service Providers, and/or Programs, refers to Licensed Child Care and includes both Centre Based and Family Home Child Care respectively.

SERVICE CONTRACT

In order to be eligible to enter into a Service Contract with the County of Simcoe, Child Care Service Providers must be in operation for a minimum of 12 months and must maintain a clear Operating License from the Ministry of Education (MEDU).

Child Care Service Providers contracted by the County of Simcoe must participate in a Quality Assessment Program. Quality of programs will be a significant consideration when determining Special Purpose Funding allocations. Service Providers who are repeatedly non-compliant with the Child Care and Early Years Act (CCEYA) and/or whose programs pose health and safety risks to children, will not be funded.

Service Contracts will be prepared annually and will include Legal Text, a Service Description Schedule (explaining the different types of funding being received), and a Budget Summary. Two copies of the Service Contract Package will be sent to Service Providers for signature; both copies are to be signed, dated and returned to the County of Simcoe. Once executed, one original Service Contract will be returned to Service Providers for their records.

SPECIAL PURPOSE FUNDING

1. Repairs and Maintenance Funding

Repairs and Maintenance Funding is intended to support Child Care Service Providers who are non-compliant with licensing requirements, or may be at risk of non-compliance, under the Child Care and
Early Years Act (CCEYA). This funding may be additionally used to assist with maintenance of health and safety practice, as well as the upkeep of equipment, property repairs, and property maintenance. Repairs and Maintenance Funding cannot be used for program expansion.

Funding provision and Reconciliation of Repairs and Maintenance Funding is on a Claims Basis.

2. Transformation Funding

Transformation Funding is intended to cover one-time costs for Non-Profit Licensed Child Care Service Providers who are involved in business transformation activities and/or require business transformation supports. In partnership with local School Boards, and wherever possible, the County of Simcoe will align the use of Transformation Funding with investments under the Schools-First Child Care Capital Retrofit policy.

Business transformation activities are defined as, but not limited to the:

- Amalgamation of two or more child care centres in a school or community setting
- Relocation of a child care centre to a school or within the community
- Retrofitting of an existing child care centre to serve younger age groups.

Business transformation supports can include the following one-time expenses:

- Legal costs (available only to Service Providers that are amalgamating)
- Lease termination costs (available only to Service Providers who are amalgamating and/or relocating)
- Moving costs (available only to Service Providers who 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 Child Care Service Providers who are transforming their business model
- Funding to Home Child Care Agencies for Home Visitors to facilitate the potential movement of Care Providers from the Informal (Unlicensed) Sector to the Licensed Child Care System.

3. Play-based Toys and Equipment

The Play-Based Toys and Equipment funding may be available through an application process completed by the service provider and returned to the County of Simcoe for review and approval. Funding will be prioritized for child care programs who can demonstrate that the funding will be used to support children’s active exploration and learning through play. Other factors taken into consideration when approving funds include but are not limited to:
• Past funding approval
• History of accountability with funding

The submission of a request will not guarantee an approval for funding in part or whole.

When submitted for Special Purpose funding three (3) estimates should be submitted for expenditures over $1,000 and one (1) estimate for expenditures under $1,000. Unless indicated otherwise, the lowest quote will be the one considered. The County of Simcoe may prioritize Special Purpose Funding expenditures amongst child care service providers in alignment with community priorities.

FUNDING RECONCILIATION

Child Care Service Providers will be held accountable for all funding received and will be required to submit individual Reconciliation Reports in conjunction with all related receipts.

All Special Purpose funding must be reconciled by November 30th each year unless otherwise indicated. Service providers may request an extension in extenuating circumstances, in the event that the funds cannot be spent within the specified time period.

The County of Simcoe, Children and Community Services Department retains an interest for seven (7) years in any purchases made with Play-based toys and Equipment Funding. Should a program close, relocate, convert from a licensed child care program or be sold, the service provider should submit a list of what was funded and recommendations for disposal of such. In general, it will be expected that the assets be transferred to another child care program.

FUNDING CONDITIONS

• In order to be eligible to enter into a Service Contract with the County of Simcoe, Child Care Programs must be in operation for a minimum of 12 months and must maintain a clear Operating License from the Ministry of Education (MEDU).

• Agencies that receive more than $20,000 and less than $75,000 in annual funding from the County of Simcoe are required to submit a Financial Statement and Year-End Special Procedures Report.

• Agencies that receive more than $75,000 in annual funding from the County of Simcoe are required to submit an Audited Financial Statement and Year-End Special Procedures Report. The Audited Financial Statement must identify the total amount of funding received, and indicate that these funds
were received from the County of Simcoe. This is required within four months of agencies’ respective year-end date.

- The County of Simcoe is responsible for investigating all complaints pertaining to use of funding by contracted Child Care Agencies and/or Family Resource Centres. Complaints will be handled on a case by case basis.

- Annual Reconciliation Reports will be requested for all Programs receiving funding.

- Service Providers contracted with the County of Simcoe are required to carry $5,000,000 in Liability Insurance, with the County of Simcoe named as Additional Insured. It is the responsibility of the Service Provider to ensure that proof of current insurance is submitted to the County as requested and/or when changes to insurance coverage are made. Failure to provide may result in delayed funding and/or termination of contract.

- Agencies must immediately notify the County of Simcoe of any reductions, expansions, or program closures.

Child Care Service Providers shall consider, receive, administer, and reconcile funding in accordance with requirements as specified within:

- Their duly executed County of Simcoe Child Care Funding Service Contract
- Funding Conditions as outlined within this document
- All County of Simcoe Policies, Procedures and Guidelines governing funding at the time of funding distribution.

Failure to comply with any or all of the above requirements may result in the County of Simcoe initiating recovery of the Agency’s funding, in whole or in part, and/or ineligibility of the Agency to receive future funding.

All questions related to the above information or regarding the Service Contract and/or distribution of the funding should be directed to Carol-Ann Harkness at 705-722-3132 ext 1164 or email carolann.harkness@simcoe.ca