

Facility Orientation

Child Care Subsidy Program and Facility Reporting

Webinar - For Home Providers, Centre Directors and Boards

Early Learning and Child Care Division
Department of Education and Early Childhood Learning
April 24, 2024



Session Topics

1. Child Care Subsidy Program Application

- Eligibility
- Approval Process
- Facility Responsibilities

2. Parent Fees

- Funded Facilities
- Unfunded Facilities

3. Facility (Child Attendance) Reports

- Subsidy Payments
- Reduced Parent Fee Revenue Grant

4. Policy Review including Allowable Absent Days and Attendance

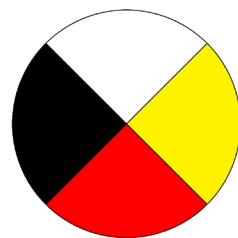


LAND ACKNOWLEDGEMENT

We recognize that Manitoba is on Treaty 1, 2, 3, 4, 5, 6 and 10 Territories and the ancestral lands of the Anishinaabe, Anishinewuk, Dakota Oyate, Denesuline, Ininiwak and Nehethowuk Peoples.

We acknowledge Manitoba is located on the Homeland of the Red River Métis. We acknowledge northern Manitoba includes lands that were and are the ancestral lands of the Inuit.

We respect the spirit and intent of Treaties and Treaty Making and remain committed to working in partnership with First Nations, Inuit and Métis people in the spirit of truth, reconciliation and collaboration

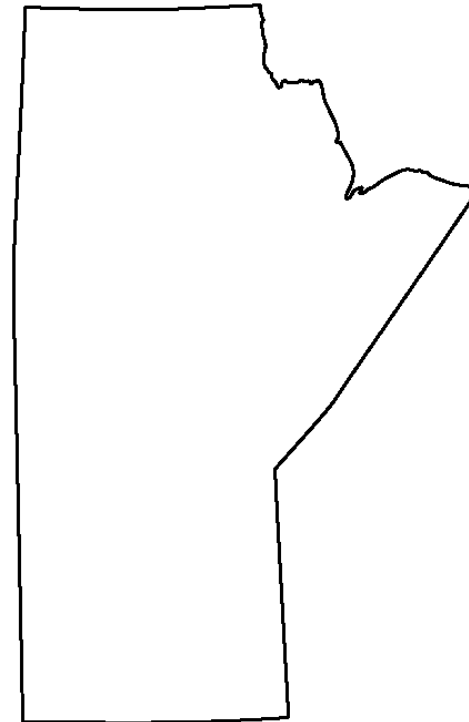


SECTION 1

CHILD CARE SUBSIDY PROGRAM APPLICATION

WHO CAN APPLY

- Residents of Manitoba
 - Citizens
 - Permanent Residents
 - Temporary Residents
 - Work Visa
 - Student Visa
 - Refugees/Newcomers



TYPES OF APPLICATIONS (Paper and Online)

- General Applications
 - Income-based
- Foster Child Applications (CFS)
 - Submitted by an Agency
- Employment & Income Assistance (EIA)

ELIGIBILITY CRITERIA

- General Applications
 - Reason for Care
 - Income Test
- EIA Applications
 - Reason for Care
- CFS Applications
 - None

*Eligibility
Criteria*



REASONS FOR CARE

- Employment
 - Self-Employment
- Education
- Seeking Employment
- Special Needs
 - Usually for the child
- Medical/Rehabilitation
 - Usually for the applicant
- Nursery Schools



EMPLOYMENT

Employment for subsidy includes:

- ❑ Self-Employment
- ❑ Part-Time Employment
- ❑ Shift Work
- ❑ Casual
- ❑ Remote



EDUCATION

Education for subsidy includes:

- ❑ High School
- ❑ College
- ❑ University
- ❑ Online Courses
- ❑ Practicum



*Subsidy will not be considered for applicants taking general interest, fitness, volunteering or leisure programs.

SEEKING EMPLOYMENT

Applicants must be actively seeking employment:

- ❑ Online
- ❑ In-Person

* Seeking employment cannot be used to hold a child's spot



SPECIAL NEEDS

- A Special Need reason for care is usually related to the child's needs.
- It may also be related to the applicant's needs including:
 - Domestic Abuse
 - Living in a Shelter
 - Unexpected Circumstances
 - Newcomers/Refugees



MEDICAL/REHABILITATION

Medical/Rehabilitation is usually a reason for care of the applicant

- Long or Short Term
- Maternity and Parental Leave
- Addictions Recovery/Treatment



NURSERY SCHOOL

Nursery School reason for care:

- Assessment is still income-based but does not require any other reason for care.
- Good option for respite or part-time care needs.
- Must be at a facility licensed for nursery school spaces.
- Subsidy will pay 0 to 4 hours for up to 5 days per week (5 nursery school sessions)



INCOME TEST

- All applicants must qualify under the income test.
- The amount of subsidy is based upon a formula which includes:
 - Net annual household income
 - Exemptions for each family member
 - Annual cost of child care
 - Exact amount of subsidy can only be determined through the application process
 - Other factors include size of the family, ages of the children, disabilities and private care costs



SOURCES OF INCOME

- Pay Stubs for Employment
- Proof of Income (CRA) – Self Employment
- Employment Insurance (EI)
- Insurance Income
 - Manitoba Public Insurance (MPI)
 - Disability (Medical or Private)
- Survivor Benefits paid through CPP



APPLICATION APPROVAL PROCESS

- Approvals are full time unless requested otherwise
- According to the Age of the Child
 - Infant, Pre-School, School-Age and Nursery School
- According to the Type of Application
 - **EIA 1 year**
 - **CFS 1 year**
 - **Employment, Special Needs 1 year**
 - **Education, Medical 6 months to 1 year**
 - **Seeking Employment 6-month intervals**
 - **Nursery Up to the end of June**

REQUEST FOR INFORMATION

■ Online Applications

- ❑ After the application is submitted applicants will get a page with the submission number and a notice of what is needed to be submitted – due in 31 days.

Submission Accepted

Your child care subsidy application has been successfully submitted.
Please write down your Submission Number : PSA125270

You must now submit your financial supporting documents (if applicable) within 31 calendar days or your application will be closed.

For employment: copies of two current back-to-back pay stubs.

For self-employment: copy of most recent Income Tax Return or the Option “C” (proof of income) form from the Canadian Revenue Agency.

For all other sources of domestic or foreign income: provide supporting documentation for all income reported.

Email your documents to cdcsubsidy@gov.mb.ca and include your name and Submission Number in the email subject line.

Or deliver/mail copies to:

Child Care Subsidy Program
100 – 114 Garry Street
Winnipeg MB R3C 4V4

Child Care Subsidy Program –Eligibility Policy:

Applications must be submitted with all required financial documents. If all required documents are not received within 31 calendar days of the application date, the application will be closed and the applicant will need to reapply. All supporting documents must have the applicant name on them. If all required financial documents are not received, and an application is closed, the applicant is responsible for paying all child care fees owed to the child care facility until a new application is approved. Child care subsidy approvals will not be back-dated for child care fees incurred prior to an approved and active subsidy application.

Continue

REQUEST FOR INFORMATION

■ Paper Applications

- Applicants will be sent a notice of any documents needed – due in 31 days.
- When documents are received eligibility will be determined and result sent to the applicant(s)

■ No Facility or Start Date

- Applicants are notified that they have 90 days to report the name of the facility and the start date.
- If the family does not find a facility, the application is closed. If required, they can reapply for subsidy at a later date.

APPLICATION APPROVAL PROCESS


- New Applications

- Start date must coincide with the reason(s) for service.

- Re-Applications

- Approvals are effective the date the previous subsidy expired if the re-application was received **prior** to the subsidy expiry date or within 30 days.
- Re-applications received 30 days or more after the previous subsidy expired will become effective the first day of the reporting period in which they are received.



 **Facilities are responsible for billing applicants or CFS agencies the full fees until a subsidy approval letter is received.**

FACILITY RESPONSIBILITIES

- Identifying Information
 - The names of applicants and children
 - The age category
- Correct Facility
 - Check to see that your facility name is on the approval
 - Check to see if the approval indicates the correct site if you have multiple locations



INELIGIBLE APPLICATIONS

- Existing Subsidy
 - Applicants will receive an ineligible and expiry letter
 - Facilities will receive an expiry letter
- New Subsidy
 - Applicants will receive an ineligible letter
 - The facility will not be notified for new applicants

INELIGIBLE

 **Facilities are responsible for billing applicants or CFS agencies the full fees until a subsidy approval letter is received.**

APPEALS

- Applicants have the right to appeal the amount of subsidy or being ineligible
- Information on the process to appeal the subsidy assessment is included with every decision letter as seen below:

Under *THE COMMUNITY CHILD CARE STANDARDS ACT* you may appeal this decision. An appeal must be made in writing, within thirty (30) days of receipt of the decision, to:

Social Services Appeal Board
7th Floor – 175 Hargrave Street
Winnipeg, Manitoba, R3B2A9

Telephone: (204) 945-3003
(Toll Free): 1-800-282-8069
Fax: (204) 945-1736 Email: ssab@gov.mb.ca

Social Services Appeal Board: www.manitoba.ca/fs/ssab/

EXPIRY LETTERS

- Original Applications
 - Expiry dates are stated on the approval letter.
 - It is the **responsibility** of the **applicant** to note the date and send in a reapplication.
 - An expiry notice **may be issued** to the applicant and facility as a reminder.
 - It is important for the **facility** to note the expiry date and help ensure a reapplication is submitted.
 - Payments will not be issued past the expiry date.
 - Facilities must charge full fees to the applicant if a new approval had not been received
- Changes to Applications
 - Expiry letter will be generated immediately.

EXPIRED

AGE CATEGORIES

Subsidy may be applied on behalf of any child enrolled into a licensed child care facility according to the child's age:

- **Infant**
 - A child less than two years of age but more than 12 weeks old

- **Preschool**
 - A child at least 2 years of age but not yet enrolled in grade one

- **School-age**
 - A child enrolled in grade one to grade six
 - Up to 12 years of age

AGE CHANGES

- Infant to Preschool
 - ❑ A child must be reported under preschool on the payment report on the day that they become 2 years of age.
- Preschool to School Age
 - ❑ Changing a child from preschool to school age can be done from the start of the summer period (July 1st) to the end of the summer period (August 31st).
 - ❑ This is determined by the facility, depending on when the space becomes available and within the guidelines.
 - ❑ A child must be in grade one to be considered school age.



AGE EXEMPTIONS

- Age exemptions for some situations may be requested by a facility and child's family to obtain subsidy payment at a different age category rate.
 - This may include authorization for subsidy to be paid on behalf of a child with disabilities who is over 13 years of age but not over 18 years of age
- If an age exemption request is approved:
 - All applicable regulations for the different age category, including fees apply.
 - Subsidy is notified and authorized to apply the rates and pay at the approved age category effective from the date specified on the approval.
- Complete and submit a Centre or Home Age Exemption Request Form to your Child Care Coordinator:
www.manitoba.ca/education/childcare/resources/forms_apps.html

SECTION 2

CHILD CARE FEES

PARENT FEES

- Fees are set in regulation for different age categories and types of care (0 to 4 hours, 4 to 10 hours, etc.).
 - Includes a maximum subsidized daily fee and maximum non-subsidized daily additional fee per child.
 - For example, for an infant or preschool child attending between 4 and 10 hours per day, the maximum subsidized daily fee is \$8.00 and the maximum non-subsidized daily additional fee is \$2.00 for a parent fee of \$10.00 per day.
 - It is a facility decision whether or not the facility charges the non-subsidized daily additional fee.

PARENT FEES

Daily Fees for Subsidized Applicants



- The Family Contribution (if applicable)
- The non-subsidized fee of a maximum of \$2.00 per day per child
 - Special Approval for 10+ hours has a non-subsidized daily fee of \$3.00 per day per child.

Even if a family is fully subsidized, they are still responsible for the non-subsidized fee for each child.

PARENT FEES – FUNDED/UNFUNDED

- Funded child care facilities:
 - ❑ Must be willing to enroll subsidized children.
 - ❑ Must charge uniform fees for all children receiving the same type of care.
 - ❑ Must not charge more than the regulated maximum fees.
 - ❑ Are eligible for the Reduced Parent Fee Revenue Grant.
- Unfunded child care facilities:
 - ❑ May establish their own fees for non-subsidized families.
 - ❑ Can choose to enrol subsidized families or not.
 - ❑ Must not charge subsidized families more than the regulated maximum fees.
 - ❑ Are paid subsidy at the old higher rates.



\$10 A Day INITIATIVE

- As part of the \$10 a day initiative:
 - Unfunded facilities are paid subsidy at the old higher rates on behalf of eligible subsidized children.
 - Funded facilities have received the difference between the previous and current regulated maximum fees as the Reduced Parent Fee Revenue Grant in four lump sum payments issued between April 2, 2023 and March 30, 2024.
- Beginning April 28 (for the March 31 to April 27 reporting period), the Revenue Grant will be paid through the subsidy reporting and payment process based on enrolment information on your *Facility Report*.
 - A one-time Transition Grant was issued to funded facilities in March to help bridge gap in payments received after the reporting period.

TOTAL PARENT FEE REVENUE TABLE Effective April 2, 2023

For Funded Non-profit Child Care Centres and Funded Family/Group Child Care Homes where Licence Holder classified as ECE II or ECE III

AGE OF CHILD	TYPE OF CARE	MAXIMUM SUBSIDIZED DAILY FEES PER CHILD	MAXIMUM NON-SUBSIDIZED DAILY ADDITIONAL FEE PER CHILD	MAXIMUM DAILY FEE CHARGED TO PARENTS	REDUCED PARENT FEE REVENUE GRANT PER CHILD	TOTAL PARENT FEE REVENUE PER CHILD
Infant	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 10.00	\$ 15.00
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 20.00	\$ 30.00
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 30.00	\$ 45.00
Preschool Age (includes nursery school and kindergarten)	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 5.40	\$ 10.40
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 10.80	\$ 20.80
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 16.20	\$ 31.20
School Age (Grade 1 and higher)	Regular school days - 1 period of attendance	\$ 5.15	\$ 1.00	\$ 6.15	-----	\$ 6.15
	- 2 periods of attendance	\$ 6.80	\$ 1.80	\$ 8.60	-----	\$ 8.60
	- 3 periods of attendance	\$ 8.00	\$ 2.00	\$ 10.00	\$ 0.30	\$ 10.30
	In-service and school holidays less than 4 hours per day	\$ 9.40	\$ 1.00	\$ 10.40	-----	\$ 10.40
	In-service and school holidays 4 hours to 10 hours per day	\$ 18.80	\$ 2.00	\$ 20.80	-----	\$ 20.80
	More than 10 hours per day	\$ 28.20	\$ 3.00	\$ 31.20	-----	\$ 31.20

TOTAL PARENT FEE REVENUE TABLE Effective April 2, 2023

For Funded Non-profit Child Care Centres and Funded Family/Group Child Care Homes where Licence Holder is NOT classified as ECE II or ECE III

AGE OF CHILD	TYPE OF CARE	MAXIMUM SUBSIDIZED DAILY FEES PER CHILD	MAXIMUM NON-SUBSIDIZED DAILY ADDITIONAL FEE PER CHILD	MAXIMUM DAILY FEE CHARGED TO PARENTS	REDUCED PARENT FEE REVENUE GRANT PER CHILD	TOTAL PARENT FEE REVENUE PER CHILD
Infant	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 6.10	\$ 11.10
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 12.20	\$ 22.20
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 18.30	\$ 33.30
Preschool Age (includes nursery school and kindergarten)	Less than 4 hours per day	\$ 4.00	\$ 1.00	\$ 5.00	\$ 4.10	\$ 9.10
	4 hours to 10 hours per day	\$ 8.00	\$ 2.00	\$ 10.00	\$ 8.20	\$ 18.20
	More than 10 hours per day	\$ 12.00	\$ 3.00	\$ 15.00	\$ 12.30	\$ 27.30
School Age (Grade 1 and higher)	Regular school days - 1 period of attendance	\$ 5.15	\$ 1.00	\$ 6.15	-----	\$ 6.15
	- 2 periods of attendance	\$ 6.80	\$ 1.80	\$ 8.60	-----	\$ 8.60
	- 3 periods of attendance	\$ 8.00	\$ 2.00	\$ 10.00	\$ 0.30	\$ 10.30
	In-service and school holidays less than 4 hours per day	\$ 8.10	\$ 1.00	\$ 9.10	-----	\$ 9.10
	In-service and school holidays 4 hours to 10 hours per day	\$ 16.20	\$ 2.00	\$ 18.20	-----	\$ 18.20
	More than 10 hours per day	\$ 24.30	\$ 3.00	\$ 27.30	-----	\$ 27.30

SECTION 3

FACILITY (CHILD ATTENDANCE) REPORTS & PAYMENT PROCESS

FACILITY REPORTS / PAYMENT

- The **Facility (Child Attendance) Report** is required to receive payment for Subsidy and the Reduced Parent Fee Revenue Grant.
- To provide accurate reporting, facilities must submit a *Facility Report* after the end of each four-week reporting period.
- **To ensure the correct payment:**
 - Report attendance (days attended/days absent) for **all** children enrolled - subsidized and non-subsidized.
 - Report attendance **exactly** as the children are enrolled.
 - For example, if a child is enrolled for 4 to 10 hours but attended less than 4 hours some days during a reporting period, enter all days attended/days absent for this child as 4 to 10 hours on the *Facility Report*.

FACILITY REPORTS / PAYMENT

Facility Responsibilities:

- Attendance Reports must be submitted **within 30 days** of the end of each 4 week reporting period.
 - Facility Reports received after 30 days **may not be paid.**
 - If you are having issues regarding Child Care Online/Facility Reporting, please call your Subsidy Advisor to:
 - Document your issue,
 - Provide alternative means of reporting, and
 - Answer specific subsidy related questions.
- Providers will be issued a cheque or direct deposit once the payment has been processed. **Direct Deposit would be the best option in case of a Postal strike.**



Child Care Online

Child Care Online For Centre and Home Providers >> Facility Reporting

Help

Welcome

ccf1004

UAT Campus Centre -
preschool

Password expires 2024/07/04

Account expires 2025/04/05

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Facility Reporting

Create New Facility
Report

Subsidy Reporting
Period Calendar

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Welcome

The Child Care Online Facility Reports web application is used by Manitoba licensed child care facilities to report the enrolment of children at their early learning and child care sites. Each Facility report covers a single four week reporting period. The information entered is used to calculate and pay the Reduced Parent Fee Revenue Grant payment and Manitoba's portion of a parent's Subsidy approval.

What is Enrolment? It is defined as the days and hours that a licensed space is reserved for use by a child. The maximum number of days and hours that a child can be enrolled to attend is determined by a Subsidy approval or by the child care arrangements made with your facility.

Get Ready!

To complete a facility report, you will need:

- a list of the days the facility was open and the days it was closed in the reporting period
- the first and last name, and the birth date of each child to be entered in the report. The list of children should be grouped by their age class and program (infant, preschool, nursery and school-age).
- the number of days each child attended and was absent grouped by the care type the child is **enrolled**: to attend (0-4, 4-10, 10+, 1p, 2p, 3p, inservice, overnight, evening, weekend).

Example - On-Line Facility Report

Summary Page

Submission	
Submission Number: PFR12345	Submission date: 2019/03/15
	Created by: I.M.Who
Submission Status: Closed	Last Modified on: 2019/03/15
Assigned To: Subsidy Advisor	Last Modified by: Subsidy Advisor
Facility ID: 1234	Assessment Status: Complete
Facility Name: Child Care Is Us	Assessment Reason: Final Payment
0000 - Facility Report - Child Care Is Us – 2020/02/09	
Elements	
✓	Facility name and Reporting Period for Child Care Is Us – 20/02/11- Child Care is us
✓	Facility Authorization and Sign Off by I.M.Who
✓	Infant Children Attendance Report
✓	Pre-School Children Attendance Report
✓	School Age Children Attendance Report
✓	Nursery Sessions Attendance Report

Example - On-Line Facility Report

Reporting Period Page

Facility name and Reporting Period for Child Care Is Us

: 2018/03/21

Facility Id:

Facility Name:

Current Subsidy Advance Amount:

Report for the Period: Start Date End Date Sunday

of children registered part-time:

Rate change next reporting period? Yes No

Specify days open, closed, statutory holiday on the calendar below

Calendar for: 20190114-20190218						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
Closed	Open	Open	Open	Stat Clsd	Stat Clsd	Closed
4	5	6	7	8	9	10
Closed	Open	Open	Open	Open	Open	Closed
11	12	13	14	15	16	17
Closed	Open	Open	Open	Open	Open	Closed
18	19	20	21	22	23	24
Closed	Open	Open	Open	Open	Open	Closed

Save Close

Example - On-Line Facility Report

Sign Off Page

Facility Authorization and Sign Off by I.M. Who

Facility Name Child Care Is Us Facility No. 1 2 3 4

Current Reporting Period 2020/03/08 to 2020/04/04

Date Report Completed 2020/0228

Completed by: I.M. Who

I certify the information provided in the facility report is accurate. Yes

If you wish to add a note to this Facility Report, please enter it here. If further explanation is required, you will be contacted on receipt of this Facility Report.

Explanation / Comments

Save

Save as Working Copy

Close

Example - On-Line Facility Report

Infant or Pre-School Attendance

Infant Children Attendance Report

Child Care Is Us (Facility No: 0000)

Current Reporting Period 2018/01/14 to 2018/02/10

	Close	Return to Payment	Sort	Print	Add Child	
			0-4	4-10	10 +	Event
1	Harrison, George	SP12345	2019/02/04		18 / 2	
2	Lennon, John	SP98765	2019/01/28		19 / 1	→ 2018/01/14
3	McCartney, Paul	M10101-102	2019/03/22	6 / 0	14 / 0	
4	Starr, Ringo	RP45678	2019/01/01		20 / 0	

- Events Key**
- + Enrolled
 - Withdrawn
 - [→](#) Transferred In
 - [←](#) Transferred Out

Example - On-Line Facility Report

School Age Attendance

School Age Children Attendance Report

Child Care Is Us (Facility No: 0000)

Current Reporting Period 2017/12/28 - 2018/01/24

	Close	Return to Payment		Sort	Print	Add Child	
				Per 1	Per 2	Per 3	Event
				0-4	4-10	10+	
1	Gruff, Billy	SP23456	2011/03/28	Reg		15 / 4	
				Ins	0 / 1		
2	Hill, Jill	RP45678	2010/06/01	Reg	10 / 10		-2018/01/24
				Ins			
3	Nimble, Jack	M10401-102	2010/10/26	Reg		18 / 0	
				Ins	1 / 1		
	Close	Return to Payment		Sort	Print	Add Child	

Events Key

- + Enrolled
- Withdrawn
- ➔ Transferred In
- ➔ Transferred Out

Help

Welcome
ccf1004
UAT Campus Centre - preschool
 Password expires 2024/07/04
 Account expires 2025/04/05
[Change password](#)
[Log out](#)

Facility Reporting

Create New Facility Report

Subsidy Reporting Period Calendar

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Serious Injury Notification

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Preschool Child Attendance

UAT Campus Centre - preschool (Facility No: 1004)
Current Reporting Period 2024/03/31 - 2024/04/27

Creating attendance for new Preschool Child.

Child ID

Last Name

First Name

Birthdate (yyyy/mm/dd)

Event 1

Event 2

Date 1 (yyyy/mm/dd)

Date 2 (yyyy/mm/dd)

The Reduced Parent Fee Revenue Grant payment is calculated on children's enrolment at the facility. On a day where a child attends for fewer hours than enrolled, report that day along with the regular attended count. (For example, if a child is enrolled for 4-10 hours a day and leaves after 3 hours. Record that day of attendance as 4-10 hours not 0-4 hours). This will ensure that your Reduced Parent Fee Revenue Grant payment is calculated accurately.

Record a child as absent when they are enrolled to attend but are away. The Reduced Parent Fee Revenue Grant payment will be paid for enrolled absent days.

Hours	Att	Abs
0-4	<input type="text"/>	<input type="text"/>
4-10	<input type="text"/>	<input type="text"/>

FACILITY REPORT & CLOSURES

- Mark Recognized Holidays (alternate closure days) as “Stat Closed” or “Stat Open” on the Facility Report calendar.
- Do not mark holidays as an absent day for children. Absent days are when your facility is open and a child does not attend.
- To be paid for subsidy on a stat day facilities must:
 - Charge all families (subsidized and non–subsidized) for the holiday.
 - Include the holiday in the total number of days attended for each child (not absent).
 - Be open and available to families on the day before or after the holiday.



TRANSFERS

- When a child transfers, their subsidy **expires** on the date the child transferred.
- **Applicants** must notify the subsidy office that the child is transferring to a new facility so that a new subsidy can be created and assessed, if they are still eligible.
- Facilities cannot accept approvals from the child's **previous** facility. The system **will not** pay until there is an approval at the new facility.
- When partially subsidized children attend more than one facility in a reporting period, family contributions will be prorated, based on attendance, at each facility.



Facility Payment Summary

- A *Facility Payment Summary* is sent to a facility after a subsidy payment has been processed and paid to a facility.
- The *Facility Payment Summary* will be expanded to include details of for the Revenue Grant payment.
- Facilities are required to **verify** the ***Facility Payment Summary*** and report any discrepancies (errors, omissions, etc.) to their Subsidy Advisor within 30 days.

Example – New Section in Facility Payment Summary

Payment for Reporting Period: May 28, 2023 - June 24, 2023

ADJUSTED PAYMENT

REDUCED PARENT FEE REVENUE GRANT

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Infant	4-10	10	180	20.00	3600.00

TOTAL INFANT GRANT AMOUNT \$3,600.00

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Preschool	4-10	94	1653	10.80	17852.40
	10+	4	12	16.20	194.40

TOTAL PRESCHOOL GRANT AMOUNT \$18,046.80

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Nursery	0-4	65	464	5.40	2505.60

TOTAL NURSERY GRANT AMOUNT \$2,505.60

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
School Age	3	88	1633	0.30	489.90

TOTAL SCHOOL AGE GRANT AMOUNT \$489.90

TOTAL GRANT PAYABLE FOR May 28, 2023 - June 24, 2023 : \$24,642.30

“Total Number of Payable Days”
=
Days attended/days absent for all children in a Type of Care.

Example – New Section in Facility Payment Summary

Calculation is Total Number of Payable Days X the Grant Rate = Grant Amount.

Infant 4-10 Hours: 180 X 20.00 = \$3,600

REDUCED PARENT FEE REVENUE GRANT

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Infant	4-10	10	180	20.00	3600.00

TOTAL INFANT GRANT AMOUNT **\$3,600.00**

Preschool 4-10 Hours: 1653 X 10.80 = \$17,852.40

Preschool 10+ Hours: 12 X 16.20 = \$194.60

Total Grant for Preschool = \$18,046.00

TYPE OF CARE	HOURS	NUMBER OF ELIGIBLE CHILDREN	TOTAL NUMBER OF PAYABLE DAYS	GRANT RATE	GRANT AMOUNT
Preschool	4-10	94	1653	10.80	17852.40
	10+	4	12	16.20	194.40

TOTAL PRESCHOOL GRANT AMOUNT **\$18,046.80**

ADJUSTMENTS FOR PAYMENTS

- Requests for adjustments can be mailed, emailed, or faxed to your subsidy advisor.
 - Advisors may require a Supplemental Form.
- Applications that are assessed after a *Facility Report* is completed should be done immediately by the advisor.
 - Please contact your Subsidy Advisor if this is not done.



SECTION 4

POLICY REVIEW

ALLOWABLE ABSENT DAYS

- Known as *Allowable Absent Days*, subsidy is paid for absent days up to 15% of the total days in the subsidy approval period.
- If the allowable absent days are all used, subsidy will be paid only for the actual days attended until the conclusion of the subsidy approval period.
- Applicants are responsible for payment of full child care fees for absences once the allowable absent days have been exceeded unless these days are waived by the program (sick, funerals, court orders, etc.)



PAYMENT POLICIES

Enrollments or Withdrawals



- ❑ If a child enrolls or withdraws during a reporting period, the family contribution payable is prorated based on the number of eligible days attended during the period and the total number of days in the reporting period.
- ❑ If a child enrolls and withdraws from a facility in the same four week reporting period they are only allowed absent days equivalent to 15% of the days attended.

ATTENDANCE POLICIES

School Age Children

- **In-Service Days**
 - Subsidy will be paid at the full-day rate for in-service days or school holidays.
- **Early School Dismissal**
 - Subsidy will be paid at the regular school day rates of attendance (e.g. 1 period, 2 period, 3 period).
- **Suspension from School**
 - Subsidy will not be paid for a full day on regular school days unless the suspension period has been approved at the request of the family or provider. Contact your Child Care Coordinator.



RECOGNIZED HOLIDAYS - CLOSURES

- ❑ New Year's Day
- ❑ Good Friday
- ❑ Victoria Day
- ❑ Canada Day
- ❑ Louis Riel Day
- ❑ Labor Day
- ❑ National Day for Truth and Reconciliation
- ❑ Thanksgiving Day
- ❑ Remembrance Day
- ❑ Christmas Day

If the holiday falls on a Saturday or Sunday an alternate closure day is designated in the annual Closure Days letter.

Subsidy and the Revenue Grant will only be paid if your facility is normally open but is closed on the holiday (or designated alternate closure date).

RECOGNIZED HOLIDAYS - CLOSURES

- Facilities may choose to close on alternate days within the same reporting period for:

Easter Monday

Terry Fox Day

Boxing Day

- If you choose to close for one of these three holidays on an alternate day that occurs in the same subsidy reporting period, it must be noted the alternate closure information in the comment section of the Facility Report.
- If you choose to close for one of these three holidays on an alternate day that occurs in a different subsidy reporting period:
 - It must be approved in advance by the Child Care Subsidy Program.
 - You must note the alternate closure information in the comment section of the Facility for the reporting periods in which the holiday occurs and the alternate closure date occurs.

TIP: Information for Licensed Child Care Providers – Annual Holiday/Closure Schedule:

https://www.manitoba.ca/education/childcare/centres_homeproviders/providers_resources/

PROFESSIONAL DEVELOPMENT DAY

- Your facility can receive subsidy payment on behalf of eligible families and the Revenue Grant payment for up to two professional development days annually.
 - Submit your request with the required information to your Child Care Coordinator at least six (6) weeks in advance of the proposed closure date(s) for approval.
 - A minimum of four (4) weeks' notice must be provided to families.
- On your *Facility Report* for the reporting period in which the ELCC PD Day closure falls:
 - Pick “Stat/Closed” from the calendar drop down.
 - Do not pick “in-service” from the calendar drop down as this indicates a school in-service.
 - Note that an ELCC PD day was held on DD/MM/YYYY in the Explanation/Comment section.
 - Include the PD day in the days attended for each child who would normally have attended on that day (do not indicate as absent).

EMERGENCY CLOSURE

- It may occur that a facility must close due to malfunction of heat or water systems, etc.
 - A request must be submitted to your Child Care Coordinator outlining the reason for the request. All families must be charged for that day for the request to be approved.
 - If approved, the Subsidy Advisor will be notified. Subsidy and the Revenue Grant will be paid for that day.
- On your *Facility Report*, an approved emergency closure day should:
 - Be marked as OPEN on the calendar.
 - Be included in the days attended for each child who would normally have attended on that day.
 - Be noted in the Explanation/Comment section.



CONTACTS & RESOURCES

If you are not a Child Care Online user:

Visit www.gov.mb.ca/education/childcare/ to register for a username and password.

To set up Direct Deposit :

Email: ELCCFinance@gov.mb.ca

Child Care Online technical support: cdcfacility@gov.mb.ca

View Facility (Child Attendance) Reporting periods at:

www.manitoba.ca/education/childcare/centres_homeproviders OR login Child Care Online, find under section Facility Report.

For a copy of the Circular, FAQs and Webinars:

www.manitoba.ca/education/childcare/childcare_news/current_circulars.html



CONTACTS & RESOURCES

Child Care Subsidy Program

Email: cdcsubsidy@gov.mb.ca

Phone: (204)945-8195 or 1(877)587-6224

Fax: (204)948-2143

www.manitoba.ca/education/childcare/families/childcare_subsidies.html

Early Learning and Child Care - General Inquiries

Email: cdcinfo@gov.mb.ca

Phone: 204-945-0776 (toll-free: 1-888-213-4754)

www.manitoba.ca/childcare



Questions

