

**Funding Policies and Procedures: Family/Group Child Care Homes**

- The operating grant may be issued to eligible child care homes that meet Manitoba Education and Early Childhood Learning’s reporting and accounting requirements.
- The maximum operating grant rates are set out in the Child Care Regulation (M.R. 62/86) and outlined below. A provider may request less than the maximum amount.

Maximum Annual Operating Grant Rates for Family/Group Child Care Homes Effective July 1, 2024: Annual Amount per Approved Funded Space *		
Infant	Preschool	School Age
\$4,802	\$3,754	\$1,915

\* Amounts based on 12 months of operation

- A Child Care Coordinator is available to assist in prioritizing expenditures based on the needs of a child care home; however, approval for purchases made with the grant is not required. Child Care Coordinators also assess compliance with the child care regulations to ensure that children’s health, safety and developmental needs are met and may require or strongly recommend particular types of expenditures.
- Receipts for purchases made with the operating grant should be retained for Canada Revenue Agency. The Agency’s booklet, [Using Your Home For Day Care](#), assists self-employed child care providers in understanding what expenses can be claimed and explains the importance of keeping good records. The Agency has additional information at [Daycare in your home - Canada.ca](#).
- When a funded child care home closes, the provider will return the unspent portion of the operating grant to Manitoba Education and Early Childhood Learning by submitting a cheque payable to the Minister of Finance.
- Child care homes receiving operating grant funding must be willing to enrol families who are eligible for the Child Care Subsidy Program and the Inclusion Support Program.
- Child care homes receiving operating grant funding must charge uniform fees to all families, which do not exceed the [regulated maximum parent fees](#).
  - The same fee must be charged for each child who receives the same type of care as per the Child Care Regulation (M.R. 62/86), 38(7).
  - An additional fee of up to \$2.00 per day per subsidized child may be charged in addition to the subsidized fee but no subsidy is payable on the additional fee as per the Child Care Regulation (M.R. 62/86), 38(6).
- On days that a child care home is not providing care and is closed for personal reasons such as vacation, illness or appointments, the provider cannot charge any fees to subsidized or non-subsidized parents. Regular fees may be charged to subsidized and non-subsidized families when a closure day is approved as a recognized holiday, alternate closure day or an Early Learning and Child Care Professional Development day.

- Funded child care homes are required to accurately report the enrolment information (days attended/days absent) of all children (subsidized or non-subsidized) on the *Facility (Child Attendance) Report*. The *Facility Report* must be submitted through Child Care Online within 30 days of the end of each 28-day reporting period.
- A child care home must keep daily attendance records that include the arrival and departure times for all children. Records must be kept for a minimum of two years.

#### PAYMENT POLICIES AND PROCEDURES

- The Family/Group Child Care Home Operating Grant Application must be completed and submitted through Child Care Online in order to receive the operating grant. The grant period for homes is from April 1 to March 31 and based on the government fiscal year.
- An operating grant application for a particular grant period can be submitted as early as April 1, at the beginning of the grant period. In order for a payment to be issued for a particular grant period, the application must be received before March 31 of that grant period.
- Grant applications are reviewed and approved before any payment is issued. Approved operating grants are issued in equal installments four times per year (April, July, October and January) to eligible homes.
- The operating grant may be adjusted based on usage of spaces. To calculate utilization, Manitoba Education and Early Childhood Learning assesses the days attended and absent days of all children reported by the child care home during thirteen consecutive *Facility (Child Attendance) Reports* of the previous year.
- For example, on a per reporting period basis, if a home is licensed for 8 spaces and open 20 days in a reporting period, the maximum days available would be 8 spaces x 20 days = 160 maximum days.
  - If total enrolment information (days attended/days absent) of all children on a report add up to 160, the home's usage is 100 per cent. If total days add up to 80, the usage is 50 per cent.
  - If a home's usage of spaces is 50 per cent or less, the Child Care Coordinator may discuss a possible change to the licence to better represent the actual enrolment.
  - However, Manitoba Education and Early Childhood Learning will also consider the continuity of care provided to children as they move into another age group. For example, when an infant has turned 2 years of age and continues to attend the home as a preschool child, department staff will review the current grant level with the intent to minimize the financial impact.
- The grant may be reduced by 50% of the maximum if the child care home's usage of spaces is 50% or less.
- If care is provided for less than 12 months due to closure for an extended period such as vacation, sick time, maternity or relocation, the grant will be prorated for the number of months care is provided.