

EARLY LEARNING AND CHILD CARE PROGRAM CIRCULAR

Date: April 15, 2024

CIRCULAR NUMBER: ELCC-2024-04

To: All licensed child care facilities, Early Learning and Child Care Division

Subject: **Declaration under the Public Sector Compensation Disclosure Act**

Effective Date: March 31, 2024

Type:	<input checked="" type="checkbox"/> Policy	<input checked="" type="checkbox"/> All Facilities	<input checked="" type="checkbox"/> Action Required
	<input type="checkbox"/> Procedure	<input type="checkbox"/> Centers	<input type="checkbox"/> Information Only
	<input type="checkbox"/> Licensing	<input type="checkbox"/> Nursery Schools	
	<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> Family/Group Homes	
	<input type="checkbox"/> Subsidy		

This communication serves a reminder to all eligible facilities about the requirement for publicly funded bodies to comply with provisions of [The Public Sector Compensation Disclosure Act \(PSCDA\)](#), including the submission of the complete and signed Declaration Form to the Department of Early Education and Childhood Learning (EECL) no later than **Friday May 31, 2024**.

For the purpose of PSCDA, the following child care facilities are considered publicly funded bodies: any person, organization or body, whether or not incorporated, **that does not carry on its activities for the purpose of profit**, and receives in a fiscal year from one or more other public sector bodies (the Government of Manitoba or its agencies) funding that totals at least:

- \$500,000, or
- \$200,000, if the funding is 50% or more of its total revenue for the fiscal year.

Publicly funded bodies are required to:

- Provide no later than May 31, a **complete and signed Declaration Form** stating that the organization is aware of, and is in full compliance with PSCDA requirements as at March 31 of the same year. This form is available at: https://gov.mb.ca/education/childcare/resources/pubs/elcc_pscda_2024_form.pdf
- **Disclose compensation above \$85,000**, in their Audited Financial Statements or a special Compensation Disclosure statement; disclosure should occur no more than six months after the end of their own fiscal year or the calendar year; and
- Make the required information available for inspection upon request, if it is not published on their website.

In April 2024, all facilities that received at least \$200,000 between April 1, 2023 to March 31, 2024 from Early Learning and Child Care Division (ELCC) will receive an email confirmation of the total amount received.

Please review the Public Sector Compensation Declaration Frequently Asked Questions for Facilities (FAQs) at:

https://gov.mb.ca/education/childcare/pubs/circulars/elcc_2024_04_faq.pdf

For a copy of the circular or FAQs, or to view a webinar session held, visit the Early Learning and Child Care website at:

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

If you have any questions about the Declaration Form or compliance with the PSCDA, please contact the Early Learning and Child Care division at elccfinance@gov.mb.ca with the subject line “**Questions – PSCDA.**”

Early Learning Child Care Division