

Facility, Reporting and Child Care Subsidy

Thursday, Dec. 12, 2024

00:11

Jason Booth

Hi, good afternoon. My name is Jason Booth, with Manitoba Early Learning and Child Care Division. Thank you for joining us for this afternoon's webinar, Facility Reporting and Child Care Subsidy.

This webinar will be presented by Brigitte A'Bear, manager of childcare subsidy, and Carla Kernested senior policy analyst. Following the formal presentation. We'll have time for questions which you are welcome to submit via the chat. Throughout the presentation we will try to answer as many questions as we can which will be read out by Jessica Brosch, child care coordinator with ELCC.

We will be documenting all the questions that are sent in to ensure that even questions that are not answered live will be reviewed and considered.

As a reminder. Please limit your questions to the matter at hand. And with that I'll turn things over to Brigitte for the land acknowledgement and review this afternoon's agenda.

01:05

Brigitte A'Bear

Welcome before we begin. I would like to provide our land acknowledgement.

We recognize that Manitoba is on Treaties 1, 2, 3, 4, 5, 6, and 10 Territories and the ancestral lands of 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.

02:03

Brigitte A'Bear

The agenda for today will be discussing childcare fees, the child care subsidy program the facility reporting payment and process and resource and contacts. We will begin with section one, the child care fees, and Carla will be speaking to this.

02:25

Carla Kernested

So in Manitoba, as many of you know, the maximum daily fees are set in regulation and for each type of care there is a maximum subsidized daily fee and a maximum non-subsidized additional daily fee per child.

So, with our change now, with school age being incorporated, the 4 to 10 hours, and the other not school days, hours for school, age for an infant preschool or school age, child for 0 to 4 hours. The maximum subsidized daily fee is 4, so that would be the maximum contribution from the province for a family fully eligible for subsidy.

And then there's an additional non subsidized daily fee, which is a dollar for that, making the total maximum fee of \$5, and for 4 to 10 hours. The maximum subsidized daily fee is \$8, with the additional maximum, non-subsidized fee of \$2, making the total maximum daily fee of \$10, and as it has always been, it's a facility decision whether or not the facility charges the non-subsidized daily additional fee or not.

03:38

Carla Kernested

Something else that sometimes confuses people is the cost of care that is used to assess a subsidy. Application is based on the maximum subsidized daily fee only.

So, if the maximum fee is 8 it does not include that additional \$2. So, for 4 to 10 hours, 5 days a week. \$8 a day, times 5 days. Times 4 weeks, means the maximum of fully subsidized family would receive from the province directly to the facility is \$160 per reporting period.

And that is in a funded facility. We'll get to unfunded facilities later, because there's a different sort of piece for them. Family contribution is indicated on subsidy approval letters, but it does not include this usually \$2 maximum non-subsidized daily fee, and the family is responsible for directly paying the facility. The family contribution, if it's applicable, if they have one, and the non-subsidized daily additional fee when charged so for funded facilities, they must be willing to enroll subsidized children must charge uniform fees for all children, receiving the same type of care and type of care is the number of hours, and the age grouping and so on, must not charge more than the regulated maximum daily fees, and are eligible for the reduced parent fee revenue grant unfunded child care facilities may establish their own fees, for non-subsidized families may not charge subsidized families more than the regulated maximum fees when they enroll subsidized families and are paid an additional subsidy on behalf of eligible, subsidized children.

05:28

Carla Kernested

In the last couple of years, we have had the \$10 a day parent fees initiative and that was put in place, and to offset the reduction in fees due the \$10 a day. The difference between the previous and the regulated maximum fees that were effective. April 2nd, 2023, for infant

preschool and school age on non school days. And then the newest ones were effective for non-school days for school age children, and that began on December 8th.

06:06

Carla Kernested

To adjust for that loss in revenue for facilities, the reduced parent fee grant for subsidized and non-subsidized children enrolled in funded facilities is paid, and additional subsidy on behalf of eligible subsidized children in unfunded facilities is paid. The revenue grant and the additional subsidy are paid through the regular subsidy reporting and payment process based on enrollment information submitted on facility, child attendance reports.

06:37

Carla Kernested

These charts have been updated, and you would have received an email about circular and the updated parent fee revenue tables. So, if you look across, you will see on each one column 3 is the maximum daily fee. What's the non-subsidized additional fee? And then the blue 1st blue column is the maximum daily fee you can charge to parents and of course that would be unsubsidized parents.

07:09

Carla Kernested

The next column is the reduced parent fee revenue grant for each enrolled child and that is equivalent to the additional subsidy that would be paid to an unfunded facility.

For an infant for 4 to 10 Hours a day. It's \$8 that may be subsidized. It's an additional \$2, and that equals the total of 10 plus the reduced parent fee revenue grant of \$20 in a center would equal a total daily revenue of \$30. So those are available on the website. If you every, it's all broken down so you can see where the different types of money are coming from. And it's been updated for school age.

07:55

Carla Kernested

So there's 2 different ones when you're looking, there's 1 for centers, and where a home provider is licensed as an ECE II or III, and there's a second one that's for a funded home where the license holder is not classified as an ECE II or III, so additional subsidy amounts for unfunded facilities.

08:19

Carla Kernested

I laid this out a little bit more like our old fee chart always was, so that you can see where it's a center, or ECE II or III provider or a home that's not.

You can see that it's the same as the revenue. Granted, I just put on the 4 to 10 hours, and that was effective April 2nd for infants in preschool and that's the one we've gone across before, and the total amount you would get in an additional subsidy is in the last 2 columns, depending upon your type of facility.

And so, for school age is effective December 8th and it's \$8 maximum subsidized fee, \$2 non-subsidized. And if it's a center, or an ECE II or III home. The additional amount is 1080, and if the provider is not an ECE II or III, the additional subsidy is \$8.20. And so, I reference you to those parent fee revenue tables that we just looked at, and so you can see it for all the different hour categories and so on.

09:29

Carla Kernested

Next, we'll move to an overview of the childcare subsidy program. So, as most know, Manitoba, the Manitoba Childcare subsidy program provides support to eligible families to help with the cost of childcare for children from the ages of 12 weeks, 3 months to 12 years of age.

Subsidy pays for part of the daily fees charged by licensed early learning and childcare facilities on behalf of the eligible families. Applications are open to residents of Manitoba only, whether they are citizens, permanent residents, temporary residents, students on work or student visas, refugees, and newcomers the childcare subsidy eligibility. We accept employment and income assistance applications. So, anyone who is on employment and income assistance can apply. They require a reason for care. Our general applications require reasons for care and subject to an income test. The EIA applicants who apply. They are not subject to that income test.

10:36

Brigitte A'Bear

We also receive foster child applications submitted by and by a CFS agency and on there. There are no eligibility criteria, as long as that foster child has a daycare and start date to qualify for subsidy families, applicant, and co-applicant, when applicable, must have at least one of the following reasons for care, employment employment as reason for care is not limited to full-time employment, part-time employment, seasonal employment, shift work, casual, remote, or self-employment.

11:12

Brigitte A'Bear

Education also is a reason for care. This is not limited to high school, college, university, online courses, practicum, practicum placements. English as a second language, adult education programs, various programs supporting individuals to gain employment skills. The only thing, the only education we will not accept is anything through the leisure, guide anything that's general interest, special or seeking employment. So, if the applicant or co-applicant is looking for work, they can apply for seeking employment. Currently we approve these at 6 months at a time, for up to 18 months. Special needs usually apply to the child if a child has any additional support needs. If there's any developmental delays, then it would be we would be able to. The parent or guardian would be able to use special needs as a reason for care as well. The special needs would apply to a newcomer a refugee.

12:21

Brigitte A'Bear

If a parent is experiencing domestic or family violence, living in a shelter, or is in some unexpected circumstances. If you ever have a family who is questioning if they could apply under special needs, and you feel it's an exceptional circumstance. You can always send subsidy an email and we could answer that.

Medical rehabilitation, so long- or short-term medical condition would be applicable in this case. Addiction, recovery, treatment, a newer one that has come out in the last few years is, we do approve. We can approve for a parent who is on maternity or parental leave as long as they are receiving employment, insurance benefits. be they be that as they may, maternity or parental benefits.

And the last one is nursery school enrollment. This reason is a reason for care required, but the assessment is still in. Sorry. There's no reason, except for Nursery School. If your child, the child is attending a Nursery school. the assessment is still income based, but Nursery School is its own reason for care. Subsidy will pay for up to 5 Nursery School sessions per week for eligible families. So, in cases, if there's 2 nursery sessions every day, we can only pay up to 5, we would not be able to pay 2 every day for the full week.

13:50

Brigitte A'Bear

General applicants must qualify under the income test and provide documentation for their income. Verification. What this looks like is pay stubs for employment. If an applicant is self-employed, we ask for their proof of income of their 20 of the previous year's assessment. Income tax assessment, employment insurance, MPI, Insurance payments, disability payments, medical or private we also survivor benefits paid through CPP. We do not require the orphan benefits, but if they are receiving survivor benefits that gets included as well.

And note as well as we do no longer ask for any education income in terms of grandparents. If grandparents are applying, we do not use their CPP or OAS in the income test. And as a general note to everyone. CRA actually visits our office at 114 Gary every Tuesday from 10:30 to 2:30 PM and can assist in the parent Guardian with getting their proof of income or EI statements.

14:57

Brigitte A'Bear

So generally, the amount of subsidy is based upon a formula which includes the net annual household income exemptions for each family member, and each child under the age of 18, even if they do not require childcare.

The annual cost of childcare. The exact amount of subsidy can only be determined through the application process. Other factors include the size of the family ages of the children, disabilities indicated, and or private care costs.

15:29

Brigitte A'Bear

Subsidy approvals are according to the age of the child, whether they're infant preschool, school age, or if it's a nursery child.

all approvals are full time unless requested otherwise. In some cases, we'll have the parent requesting only 50% of the time depending on their custody arrangement.

That being said, we do have the ability to approve for full time, even if there's a shared custody situation. These subsidy approvals also include the maximum number of absent, allowable absent days.

The subsidy approval periods are based on the type of application. If it's employment or special needs, or a foster child application generally, they are approved for one year.

Education or medical is 6 months to one year. seeking employment as mentioned earlier. We do it at 6-month intervals, even if we had one applicant who was working, and the co-applicant is looking for work. We will always use the shorter amount for the approval. A new Nursery School enrollment.

16:35

Brigitte A'Bear

We normally do the approvals to the end of June, knowing sometimes that some nursery schools do end earlier, but the as a rule, we'll just put it to the end of June.

Allowable absent days. I'm sure most of you have noticed they are back on the letters. This has been since, I believe, April 1st of 2024.

The allowable absent days are the maximum number of days that a child receiving subsidy may be absent from that facility during their approval period, and as mentioned, it is included on the subsidy approval letter. So, when a child is in attendance for 85% or more of the days within an approval period. Subsidy will be paid for all days attended, and or the absent days.

17:22

Brigitte A'Bear

However, if a child exceeds their absent days within that approval, time period families will be required to pay the full parent fee for any additional absent day. For the rest of the approval period. Subsidy will continue to pay for the attended days. But again, any absent day after that would be the responsibility of the parent guardian to pay.

However, there's always special circumstances that can apply. So, if there is an accident medical condition. I would encourage you to let the families know to contact us, so we would be able to either request, more medical documentation to potentially bank some of those absent days for them.

For new applications. Brand new 1st times applied for subsidy. The Start date in facility must coincide with the reason for care. So just as an Fyi if you have a child that started January first. But that parent's reason for care. Maybe they're going back to school only starts January 6th. If it is the 1st initial application that approval will only start when that parent's reason for care starts any reapplications, so for approvals the approvals are effective. The date the previous subsidy expired. If the reapplication was received prior to the subsidy expiry date. or within 30 days of that expiry date. we do have a limited backdating policy.

Reapplications received 30 days or more after the previous subsidy expired, will become effective the 1st day of the reporting period in which they are received.

19:04

Brigitte A'Bear

We are going to repeat this a few times during the presentation facilities are responsible for charging applicants or agencies, the full fees until you have an approval. Letter.

A family may be eligible for partial or full subsidy. It's not all or nothing, and it is based on the family's assessed financial eligibility. So, the provincial contribution is the amount the province childcare subsidy will pay directly to your facility on behalf of the family.

The family contribution is the amount that the family pays every 4 weeks based. And again, this is based on the family's assessed financial eligibility.

Families are responsible, responsible to pay for the facility for the family contribution portion of the fee plus the additional non-subsidized daily fee charged by that facility in terms of shared custody, shared spots specifically for those rural communities it or agree days. It's between the applicant and the facility.

20:11

Brigitte A'Bear

Again, if the parents wanted to apply separately because of joint custody. That's fine, but otherwise the approval would be full time. The school age period care is, according to your schedule set up by the child care coordinator.

and nursery again, is half days 0 to 4 hours, maximum of 5 sessions a week and for seeking, even though we can do up to 3, 6-month approvals to a maximum of 18 months.

We do require a new application once a year, after 12 months we're going to go over a little bit with the child. Care, subsidy, approval letter what you would see. So, we want to make sure as the as your as the director of your facility home provider. You want to make sure when you're reading these approval letters. that the identifying information is correct, such as the name of the applicants, the name of the children. as well as attending the facility. Make sure it's your facility and id number in there, and your name is listed.

21:19

Brigitte A'Bear

And if you have multiple locations, please make sure it lists the correct site. If you see anything incorrect in this situation at you definitely want to encourage the parent to contact us. If it's a case where the child's name is spelled incorrectly compared to your records. If it's not your facility, or if it's a different site of a facility, please let subsidy know, so we can update it accordingly. The other, going a little bit further than this approval letter. You'll see the subsidy approval period.

21:51

Brigitte A'Bear

Make sure this is where you'll see that start date and expiry date. You'll see the child ID number on the left-hand side and that's the child id number that you would enter into your report on the right-hand side you will see where the total allowable absentees are listed. and the family contribution amount per 4-week period will show under the far-right side of that table under family contribution. Again, this does not include that non-subsidized fee. So, if there's \$40 listed on there as the contribution amount, you want to remember to add that non-subsidized fee as well.

22:36

Brigitte A'Bear

Can we just go back one? So, it doesn't actually say, start and expiry date. So, you have to look at the subsidy approval. Right? It doesn't actually say that. but that's what they are. So, between September second and June 30th of next year. this child can be absent 33 days.

22:59

Brigitte A'Bear

I noticed there was a question that came up about who's responsible for keeping track of these sorts of things, and it is really the family's responsibility, but it helps save you headaches and various issues with payments, and so on. If you also take note of those things and help the family remember. So, like I said, the cost of care does not include that non-subsidized fee or the additional subsidy for a child enrolled in an unfunded facility for anyone who is an unfunded facility but accepts subsidized children on your approval. Letters for that subsidized child. You will see the cost of care listed as 160. However, come, report time. you will be paid the additional subsidy as well.

23:51

Brigitte A'Bear

It's a little confusing, I understand, but just know that the way that the rates are set up in the background of things for you. You will get paid that additional subsidy as well. It just will not be reflected on that approval letter that you receive. and we're going to show you a shot of the facility summary report where you can see that it's different than the 160. Yeah. So, the expiry date is the last day of that subsidy approval period on your approval letter.

So, payments will not be issued past that expiry date. If there is no new approval sent out, facilities must charge full fees. If a new approval has not been received. It is the applicant's responsibility, as well as the facility's responsibility to note that expiry date. and it is the applicant's responsibility to submit that reapplication.

Again, however, the facility should note that the expiry date and help ensure reapplication is being submitted. Remind the parent, but ultimately it does. It is the parents slash guardian's subsidy, and they should be applying for themselves.

25:02

Brigitte A'Bear

An expiry letter may be issued to the applicant, and the facility as a reminder, we say, may, because it is a courtesy, expiry letter, and as well. Oftentimes we'll get the expiry letters bounce back because there's been a change in the Parent Guardian's email contact information that subsidy was never advised for reapplications. The approvals are effective. The date, the previous subsidy expired again, if the application was received prior to the subsidy expiry date, or within 30 days of that expiry date.

reapplications received 30 days or more after the previous subsidy expired, will become effective. The 1st day of that reporting period in which they are received.

facilities must read all correspondence received from the child Care subsidy program. The latest, the latest information received is your current and relevant.

information. Slash approval letter transfers to a different facility. So, when a child transfers their subsidy, expires on the date that that child leaves that facility.

26:19

Brigitte A'Bear

Facilities cannot accept approvals from the child's previous facility. We will not be able to pay. Childcare online cannot pay until there is a new approval at the new facility.

And it's the subsidy applicant's responsibility to notify subsidy program about the transfer to a new facility, so that a new subsidy can be created and assessed for eligibility and family contribution, if applicable.

If you do not receive a new approval. Once the child has transferred, build them full fees that will help push that applicant to notify us. They potentially won't even need to do a new application, depending how long that approval is going for. Still, we in most cases can just copy over the application. It's an email or a call, and we will determine if a new application is required.

when partially subsidized children attend more than one facility in a reporting period that family contribution is prorated, and it's based on the start and end dates of attendance at each of those facilities. enrollment, and withdrawals. If a child enrolls or withdraws during a reporting period, that family contribution payable is also prorated, based on the number of eligible days attended during that period. and the total number of days in that reporting period.

27:39

Brigitte A'Bear

If a child enrolls and withdraws from the facility in the 4-week reporting period. They are only eligible for allowed absent days equivalent to 15% of those days enrolled.

So those absent days, potentially that you saw on the initial approval letter will be dramatically decreased if they are only there for 4 weeks.

So ineligible applications and reapplications for new applications that are ineligible, the facilities do not receive an ineligible letter. So, this is again, why we encourage you strongly, encourage you to bill full fees. If you do not have an approval letter from us, even if the parent is saying they applied. applicants do receive the ineligible letter, and the letter states on there to incur well to let the facility know, as the facility does not get this letter. This is due to Fee and FIFA. the privacy we were. We have been doing it incorrectly for years, I guess, because all of a sudden, the privacy. This became a big issue, and this is why facilities no longer receive the ineligible letters reapplications.

28:54

Brigitte A'Bear

If the applicant is no longer eligible, due to a change in their application, the applications will receive an expired ineligible letter, as well as an expiry letter. and the facilities will only receive that expiry letter. So, if it's mid period and there's been a change, sorry mid approval, and there has been a change in the applicant's circumstances, and they let us know, and no longer are they eligible.

We will send out an expiry letter to both the facility and the parent guardian, and as well. The parent or guardian will receive that ineligible letter. then, you know, to start charging full fees again, based on that expiry.

Now we will go into the facility, reporting and payment process. Facility reports must be submitted within 30 days of the end of each 4-week reporting period facility reports received after 30 days have the ability not to be paid.

30:10

Brigitte A'Bear

You want to make sure you are submitting these reports in due time, and as well, especially with the parent fee revenue. Grant. It is even more important that you submit your reports on time to ensure that you get your timely income as well in a timely manner.

If you are having issues regarding childcare online facility reporting, please contact your subsidy advisor to document your issue. Potentially, we can provide you with another means of reporting, and we can answer any specific subsidy related questions. Once your facility report has been assessed or the CCO online initiates. The process payment process for a check or direct deposit.

Direct deposit is the fastest payment option and is not disrupted by a postal strike as is happening right now. I do want to remind of a few things, to accurately, accurately report actual and remote enrollment on your facility reports.

31:12

Brigitte A'Bear

So again, facilities for days attended and absent days. Facility reports must be submitted after the end of the reporting period. something new for a lot of people who've been.

reporting for quite some time. This is now a change that's come out since the \$10 a day for infant and preschool. not to report as the children attend, but as they are enrolled with your facility, and still include the absent days. this is to ensure facilities are paid the correct amount for the reduced parent fee revenue grant.

As payments will be based on facility reports, it is important to submit accurate facility reports in a timely manner. All children enrolled the days attended absent days for all children you can not assume, if you don't put the absent days in that we are going to fill in those absent days.

32:04

Brigitte A'Bear

It is how you report is how you will be paid. Revenue grant payments will be provided at that same time as the child care subsidy program payment. In addition to subsidy calculation details the revenue Grant calculation details will also be included in the payment summary, which I do have some examples of which we will be going to that shortly.

Calculations will be based on enrollment in an eligible funded facility via information entered on the report to ensure the revenue. Grant and subsidy payments are calculated correctly.

33:23

Brigitte A'Bear

Hi, folks sorry for the little hiccup. There we should be back to our regular presentation. Thanks, Bridget. To ensure the revenue, grant and subsidy payments are calculated correctly. Again, report all attendance days absent and attended for all the children enrolled, subsidized, and non-subsidized report children in their correct age, category, and report attendance exactly as the children are enrolled. So, for example. if the child is enrolled for 4 to 10 h, but attended less than 4 h, and was absent for the rest of the day. You will enter all the days under 4 to 10 h on the facility report. If a child changes to a New Age category during a reporting period, please report that attendance accordingly specifically for your non-sub children, because a lot of the non subsidized children. What we're noticing a lot is that the infant to pre infants is staying into the infant Age category way longer than they should be. and not always is it caught by the advisor.

34:37

Brigitte A'Bear

So, I would strongly encourage We do not do this automatically for subsidized children. We will have to move them based on their approval. Letters, if you have not moved them. But for your infant into preschool, you have to be very.

You have to be looking at your dates. Your birth dates on there and changing them accordingly to preschool. If it so, and if they change like an age change for infant to preschool.

A child must be reported under preschool. As soon as they turn 2. The day they turn 2, they go into preschool age. For example, if a child's second birthday falls on the 11th day of the reporting period. you would be reporting a total of 10 days, attended or absent or both. and enter a transfer out event on the infant attendance and report a total of 10 days attended or absent and enter a transfer in event on the preschool attendance.

35:38

Brigitte A'Bear

Changing, changing a child from preschool to school. Age is a little bit different that is usually based on when they are enrolled in grade one. Once a child completes kindergarten, they can be considered enrolled in grade one. It is a facility, pay policy decision, as the exact date as to. When you move that child to school age they can move as early as July 1st in the year that they are going into grade one up until September first. If a child moves into a school age spot on the 11th day of the reporting period again, you would be reporting them 10 days under the preschool attendance report, and you'd be reporting them 10 days on the school age attendance report, of course, indicating your transfer in and out events for each accordingly. age exemptions when proposed by both the facility and the family for specific situations. the Department will consider age, exemption requests for approval.

So, these age exemption requests. Once you've received an approved age exemption. you, the childcare fees for the approved age category, apply effective the date of that approved age, exemption. subsidy applies and pays the rates at the approved age. Category effective. The date that that approved age exemption is for the facility reports the child under the approved age category. If a child changes to the approved age category during a reporting period, report their attendance accordingly. you can review the Center or Home Age exemption request forms at this link below, and you can contact your childcare coordinator for more information. It is your childcare coordinator who approves these age exemptions, not subsidy.

So, we're going to start from the beginning screen. If you're reporting online. For the most part, most of our facilities and home providers do report online. I would strongly encourage. If you do not have access online to do so, because there are many different benefits here, you only have to indicate the all your children in your facility, your home, home, childcare facility once at the beginning, and then you would maintain that list, removing or adding children accordingly, as they come and go. and all you would have to do each month is update their attendance for each child. So, it's not if you're doing the paper report, you're having to write out the name, the birth date, their id number, if necessary, their attendance each month.

as a rule. So again, online is easier in that way. It's just a little bit of work, I guess, at the beginning, especially if you do have more than 10 children attending your home or facility. but once it's set up, it is quite simple after the fact to help maintain it.

38:45

Brigitte A'Bear

So, you will see on the left side of that screen. You will be clicking on, create new facility report. Sorry we're going to back up a bit. We would gather all the information you need. So, your attendance, your sign in sheets, your attendance, anything, any notes you need to provide for us. You would log into your childcare online and you would select, create new facility report or my working copies if you've started it on it previously. and the screen there tells you the kinds of things you need to collect as well as the next screen. Yeah. So, in here, like. if the facility offers subsidized care. So, you want to make sure you're entering any of those child id numbers that you have for these subsidized children can be found in the subsidy approval letter sent out to the family and the facility. And there you want to indicate child transferring or was withdrawn. If the facility qualifies for additional payments, and you will know if you do. if it's a guaranteed space or an additional payment.

Stat holidays any statutory holidays that occur during that period which we will discuss a little bit more in detail, coming up. If in-service care was provided to any of the school age. Children. if you provide part-time care, and if the facility has decided to change its rates. a big tip, for this is to always complete your calendar first. We will not have.

We have. We have been noticing that if you don't create your calendar first, some issues can happen after the fact. So, this is just something that it has kind of caught. And so, we are strongly recommending, always setting up your calendar first, so as soon as you put in your facility, id number, it will pre-populate that top part. You will have to select your reporting period on the drop down, menu. you would indicate if you had any part-time children. and if your rates will be changing during the next period.

40:53

Brigitte A'Bear

Now, the calendar automatically defaults to Monday to Friday. Open weekends are closed, so if you are a facility that is open on the weekends, you will have to adjust that according to your schedule. and you have to mark Stat closed Stat open, if you had any in services. it automatically defaults to open. So, you don't have to change anything if you are a Monday to Friday, and there are no stats involved. Okay, so subsidy has noticed that these next 2 topics are a little bit of a I guess people are just unsure exactly how to report. So, I just want to make sure that we're going to all understand this. So, I welcome any questions about this after the fact, too funded. So funded facilities cannot charge parents or the department when the facility is closed, unless it is a recognized holiday approved alternate closure day in lieu of days or allocated professional development day.

So, the subsidy and revenue grant payments for recognized holidays approved alternate closure days and allocated PD Days will only be made if a funded facility charges both subsidized and non-subsidized. Regular fees would normally be open but is closed on a closure date is open on the working day before or after the holiday or alternate closure day. request approval in advance when required. and attendance is reported for all children enrolled. The approved closure date must be included in each child's total days, attended not in the absent day, total for the reporting period on the facility report. So, I just want to make it clear that when it is a stat holiday you want to indicate Stat closed, and you want to indicate that day as an attended day for the attendance. We do not add that as an attended day. so, you have to make sure you include that in there to receive subsidy in the revenue grant payments for a recognized holiday approved alternate closure Day or allocated PD Day on your facility report. Mark these types of approved closures as Stat closed. If you market as close that day does not get paid for and it will cause up an error on your payment. and the advisor will either send out that payment like that, because if we don't see anything in the notes and we don't, and it's just marked as closed.

43:29

Brigitte A'Bear

We maybe there was a closure. For some reason we don't know but it will not pay any days. And again, you want to include these type of closure days, and each child's total days attended. We do not.

If you put it as an absent date, it has a negative effect to those allowable absent days for subsidized families. And you also want to make note in the explanation comment section on the facility authorization and sign off page for your PD Day. You have to note what day that PD Day was held. and for alternate closure date we ask that you note the information for this for those reporting period in which the holiday occurs, and the alternate closure date occurs. So, in this case, let's say Easter Monday. That's a popular one. You would set the calendar as open, and you can mark in their note that you are open for that day. and then come. A lot of people are taking December 27th as a closure date in lieu of for that reporting period that captures that December 27th day. You want to make sure that you're indicated that Stat closed and a comment box in the comment box to indicate that you are using your day in lieu of it's actually the alternate closure date is the term we have been separating, that in lieu of versus alternate closure which we get to on this screen. so funded facilities may choose to close for their allotted PD Day.

44:55

Brigitte A'Bear

If a holiday listed below falls on a weekend the following Monday is provided as in an in-lieu-of day. In addition, funded facilities may close on Easter Monday, Terry Fox Day, and or Boxing Day. or may choose to close on an alternate day. So those are the only 3 that you can do this alternate closure day where we talk about the approval. There is every year information in our annual closure day, or used to be called the Subsidy Holiday Letter, and there you will be getting it soon in the next little bit, as we're waiting on translation, but it's the same sort of information that you receive every year in terms of how you report that and which ones you can use, and when you require approval for an alternate closure day. so funded facilities may choose to close for those allotted Pd. Days in the calendar year on dates chosen by the facility. without a loss of the parent fees or subsidy, and the reduced parent fee revenue, grant payments so funded facilities must submit the request to their child, care Coordinator. So, for in the alternate closure day, slash day, in lieu of approvals, need to be sent to subsidy for that, however. for the PD Days. Again, they must be sent to your coordinator at least 6 weeks in advance of the proposed closure date. You must provide a minimum of 4 weeks. Notice to families. and use the PD Days between January 1st and December 31st this is not fiscal year. The PD Days needs to be used between calendar years. Calendar. Yes.

See annual closure dates, letter for more information about requirements for allocated PE days. So occasionally a facility may need to close. For reasons such as lack of lack of an essential service, such as water or heat in the winter.

47:08

Brigitte A'Bear

For this type of closure, a request must be submitted to your child. Care coordinator for emergency closure. This needs to outline the reason for the request and indicated that all families will be charged if approved. the coordinator will send subsidy a message about this, and subsidy and the revenue grant payments will be paid for that day.

Now, sometimes there's what oftentimes special routes, specifically more rural. Outside of Winnipeg there are weather, and what am I? Emergency closure days? Excuse me, lots of snow, yes, snow, or I know in some cases the highways, the road conditions. In that case for those days. What we ask is, you write a clear note in the Comments section again specifying that the center was closed, due to weather, and if you are charging all parents or not, if you are charging all parents, you will indicate that as an attended day for their attendance for all children, it has to be built to all children, not just the subsidized or not just the non-subsidized. If you are closed, due to weather and you do not, aren't charging the parents. You will also mention that, and then your attendance will be based on the number of days you were open for that period. because if you're not charging any parents, then you cannot ask subsidy, slash parent fee, revenue, grant payment and there's a slightly different approval for that, because of the timing often, and the sometimes some years. How it the weather affects a lot of facilities outside of Winnipeg. and whether they can open or not. So, for your facility report going back to that the whole, the screens, and everything for your infant children attendance report your facility, name, and facility. Id will appear at the top left.

49:18

Brigitte A' Bear

So again, if you're if you're going in as your second, 3rd, 4th whatever time to report online. Your children, for the most part, will be listed there. If you have to add a child, you will see that right hand to add a new child and there you will want to indicate their enrollment date as well for children currently on that list. You will click on that child's name to enter their attendance. and an event if they're withdrawing, or anything like that. If the child is no longer supposed to be in that age category. You can click, inactivate to move that child from the active list to that inactive list. and you can also choose to delete them from your inactive list if you want to, because I know some daycares they do have that very long, inactive children list. If you know some of those are no longer attending and will never attend. You can delete those children off of that inactive list. This is another thing that we are strongly. We would strongly like everyone to start doing again.

It seems to have dropped off but any newly enrolled. It is very important to enter that date in for attending your facility. Any child withdrawing. Please enter that date that their last day of with you. the transferred in and transferred out buttons. Our 1st age change specifically. that is not for transferred in is not mean they're with. They've transferred in from another facility. That's an enrolled day transferred out is not a withdrawal indicator. It is, if they are transferring out of infant the day before their second birthday and transferring into preschool on the day they turn 2 or the day of the age exemption.

51:09

Carla Kernsted

I want to strongly recommend for those events. We see a lot of times 2 enrolled events or 2. If you're doing an enrolled event for the start of that billing period, and a withdraw event at the end of that period. But the child is actually not withdrawing. That's not what that is. For again, if you have 2 enrolled events, basically, that's telling the system, they are enrolled twice, and it will give us errors, and we will not be able to pay, or we have to go and take out all those enrollment dates again. Those enrollment event dates are only if that child is newly starting with that, with your facility or a transfer in from a different age category. there should only really be one event entered for a child unless the child is legitimately enrolled and withdrawn in that same reporting period we still on the other screen. So, it's again, it's that benefit right of doing your doing, your calendar and doing this online before a child on the active list. All those 1st fields are already populated for you. You don't have to re-enter the Id. You don't have to re-enter their birth, date. and often birthdate issues are what messes things up. People put them in the wrong order, they do it a little off, where they spell their name slightly differently, so it can help you not have any errors that then cause issues with your payment. But if it's a brand-new child, of course that's when you have to fill those in. and if you can be extremely careful how you enter that information, it helps reduce issues with payment, and so on. And if they are a family that are subsidized. make sure you're entering exactly this written on the subsidy approval letter, and it all matches up in CCO. In terms of who that child is, and if you know that that information is not correct again, you will have to let the parent know to contact subsidy, to update that information. and then you want to enter the number of days attended under the attended. That's on the left-hand side of that little box at the bottom. and your absent days under the type of care hours that the child is enrolled for. So again, if it's 4 to 10, all of those days should be under 4 to 10, and this is what the infant or preschool attendance looks like. Later we'll get to the school age one which looks a little different.

53:37

Brigitte A'Bear

So, at the bottom you will see these at the on the on each of your attendance for the children when you individually click on the child's name. These are the buttons you're going to see. So, save Page is validated. Check for errors, and save close, allows you to exist. The page without sorry exit, the page without saving contents of the page is not saved, save and add another.

allows you to save the current child's information. Then you can add, and then takes you to a blank attendance page. You would have to enter another child's name. save and edit. Next child is. if you don't have any other children to add in there online, it's great, because you're just going to click on that 1st child's name, put their attendance in and save and edit next, child, it will automatically brings you to the next child, which appears on that list.

Move, slash, copy, child. So, in this case, if you're infant starts. your infant moved mid period to preschool, you could copy that child by clicking on that move. Copy, child, it will give you the option to either move or copy a child to another age type element. So, if you say, move. It'll ask you where you want to move it to, and it'll give you the drop down based on your elements.

54:52

Brigitte A'Bear

if you copy same thing. So that would be in the case again. If they're an infant halfway for part of the billing period, and then move to preschool, the copy would be your, and then you don't have to re-enter all that information again another time. Saver if you delete, child, that's if you were in there, and you've realized you didn't inactivate them, and they're no longer there. You can just delete that child, and it should move them to their inactive list. Anyways it's just deleting them from your active attendance list. Okay, so school age attendance. You have to be very aware of where you're putting in your attendance subsidy.

55:37

Brigitte A'Bear

Most facilities are one period, 2 period or 3. So depending on your school age, set schedule. If you are a period, a 3-period center. the attendance for school days should all fall under your 3 period. Summer is specifically for summer, summer, for subsidy purposes, and this is every year anytime is July 1st to August 31st

Outside of that, it is an in-service if there is. Yeah. So again, you want to make sure when you're entering them in online, that you're your period care is entered under the correct column of what that child is enrolled for, and what your facility offers. If you're marking 2 period. But your facility offers 3 period, you should actually be putting your attendance under 3 period.

So regular is for your regular school days. Okay? So, on the left-hand side, you will see regular period 1, 2, and 3. So again, there's the attendant days and the absent days there. So, you want to make sure you're indicating both. If you do not mark absent days, you will not get paid for absent days, if there are any.

If you have 10 attended days, and you've left the absent days blank. That is all we're paying is the tenant days we will not fill in thinking. Oh, well, they meant to put equal to 20. You have to indicate your absent days to get paid for them as long as they're not exceeding their absentees in service and holidays. These are school in services. Winter and spring breaks from September 1st to June 30.th

57:24

Brigitte A'Bear

So, from September 1st to June 30th, it is only in service and holidays for any of your non-school full days that these children are attending. Summer is again between July 1st and August 31st if the child is attending till September 10th. Well, September 1st to September 10th let's say, would be in services if it was full days they were attending at that point.

Anything. This is what causes a lot of errors, and in the summer even if there's a stat holiday in there, you do not mark that day as a stat, and that is a summer day. because if you market as a stat, we cannot pay for it. and we have to move it to the summer evening, and weekend is right at the end for facilities specific, specifically licensed, obviously for evening and weekend.

This is where you would enter in that attendance. But so, you want to make sure you have a good handle on that. The layout of this. So, your 1st is period care. So, anything for school days is recorded on there in service. Holidays are for during the school year only for full day. Non

school days. Summer is for July 1st to August 31st even if you're in a school, and the school ends June 28th and starts September 6th. Summer is still July 1st to August 31st for your payment purposes for both reduced parent fee revenue grant, and for your subsidy payments.

So, for an in-service day, when a child does not attend school, because classes are closed for prolonged periods, such as all morning, all afternoon, or both in-service days, may also occur. If a child is absent from school for more than a half day, but less than a full school day, such as on the last day of school when no classes are held but children are required to attend. Briefly subsidy is paid at the full day rate for any in-service days, early dismissals from school when classes end earlier than usual, and a result in an absence from the school of less than half day. That is what is considered an early dismissal. Subsidy is paid at the regular school day rates 1, 2, or 3 periods.

59:45

Brigitte A' Bear

If there is an early dismissal, that is more than 4 h that ends up, that the child is attending more than 4 h at the daycare. At that point you would be charging accordingly and not just. It's not going to be just a 1 period. Care charge at that point. If it is more than 4 h that they are at your center, due to an early dismissal, then you can charge a full day rate. At that time suspensions from school. If a child has been suspended from school, and the family asks you the facility to provide full daycare.

if the facility agrees to provide the additional care. Subsidy and the revenue grant will be paid at the regular school day rates. Only example 1, 2, or 3 periods we will not pay unless there's an exceptional circumstance, we will not pay a full day attendance. slash fee for these for the rates for a child suspension that at that point. If you have an exceptional circumstance, please contact your child Coordinator, and they will discuss, and for the appropriate approvals to subsidy. So, one of the last screens.

When you're doing your calendar, the facilities sign off authorization and sign off. Completed by is where you will put your name again. Your facility, name, and facility. Id will appear there. You will need to pick the date of the reporting period from the dropdown. and you will need to complete, completed by is where you will type in your name. This is the exclamation and comments, section. enter important information here. So that's where you're going to import. You're going to put you. Pd. Day, or you're going to do your alternate closure day, or hey, we had really bad weather. No one could drive in. We've charged all families. Those are where you're putting anything you want the advisor to know in this case. Here it's not necessary to put children withdrawn because you should be indicating that with the event details for that child in your attendance report. you can press, save, or save as working copy as well on that one. Now this is the main page. So, after you've done all your stuff, you've done your calendar, your sign off Page, your you've entered in all your attendance. You should see green check marks beside each thing. each element. If one of the elements do not have a green checkmark. But you know you've gone in there. Honest. The easiest thing to start to 1st start with, to troubleshoot is, you would have to go into that appropriate element that does not have that checkmark and save each child again.

02:49

Brigitte A'Bear

And oftentimes that's what fixes it. So, if more information or changes are required, or you're just, you have to check on one more attendance. You can click on the save as working copy. Working copies should be available for up to 31 days.

If everything is complete, and you know you submitted everything. At that point you can click, submit, and it will pop up with your submission number, which will start with P. Like Paul F. Like Frank, R. Like Romeo, followed by numbers. At that point, you know, it's been submitted to us, and once we've completed the payment, the facility payment summary is sent to the facility and childcare online initiates the payment process. The facility payment summary includes details for each child receiving subsidy. including their allowable absent days, remaining details of the reduced parent fee, revenue, grant, payment for funded facilities. and again, remember to review this facility, payment summaries, and report any discrepancies within 30 days.

So, any errors, you see any questions, even if it's a general question that you just want to make sure of, make sure you contact us, because if it is something we have to fix on your report, we have a limited time to be able to go back to update or adjust a report.

04:15

Brigitte A'Bear

So, this is a glance at what a subsidy facility reports summary looks like. So, you'll see the child's name. you'll see. Sorry. Well, you'll see that age type for preschool days attended, days absent.

You'll see the 20 marked under 4 to 10 regulars. The child's name would show above. We've just blocked it out for privacy purposes. absent days remaining. It will update that accordingly. So, keep in mind, though that's only as effect. That's only up to date for that reporting period. So, if they've missed a few other days already in the new reporting period, that 34 is just reflective up to what we process for you family contribution or so it'll show the total cost of care of 160 family contribution. This is where you'll see if that parent has to pay any information as well pay any monies as well, and that provincial portion. So, in this case this family would be subsidized completely, and the provincial portion is \$160.

05:19

Brigitte A'Bear

This is an example from a funded facility where the revenue grant is separate, not the additional subsidy which I think is the next slide. Isn't it so? To offset the reduction in parent fees that were effective on April second or December 8th an additional subsidy is paid to the unfunded facilities on behalf of the eligible families.

It is equivalent to the difference between the previous and new fees for your facility type. It is paid through the regular subsidy reporting and payment process. It's not a separate thing. You would still report as normal. and it does not appear as a separate amount on the facility

payment summary. It is included in the provincial portion on the facility payment summary. So, for our non-funded facilities that accept subsidized children who are on the call. This is what.

So again, you will. You will have received that approval letter that shows the \$160. But then in that provincial portion, port portion or column, you will see that that that payment is actually 3, 57, 20. It's not the full amount, because this is based on 19 days only not 20.

So, if it was 20 days, the full amount would show us 3, 76, how the fees used to show. So, this is for a part of the summary for the funded facilities for the reduced parent fee revenue grant. so, it will be broken up in H. Categories the total number of payable days.

06:55

Brigitte A'Bear

This includes absent and attended for all children, and in in that type of care. So, in that 1st block we have 5 children that are eligible, a total of a hundred. So that's assuming they all, because they were all market 20 days attendance, and the grant rate is \$20 for the invoice. So, the 100 days times the \$20 grant rate equals to that grant amount of \$2,000 in that second box as well. Just so you're aware whether preschool or infant you, if they, if you have any 0 to 4 children marked in there you will see that separation that there was one child marked for 5 0 to 4 days. So, it's going to pay that grant amount based on those half days. and then you have the 4 to 10 section that there were 30 children, with the total number of payable days times that grant rate would equal those \$6,361 and 20 cents.

08:00

Brigitte A'Bear

I do want to bring your attention, because the before with the school agers. It was just marked for the 3-period care. Now you will see the 4 to 10.

So, whether in in your payment reporting periods of June to July, and then August to September. You're going to see all non-school days and summer days marked under 4 to 10. It will not differentiate that.

So, any full day is going to be marked under 4 to 10, and then you have your 3 period, because the school, the \$10 a day only applies to the 3-period care rate as well as any non-school days.

So here again, it's looking the same. But it's showing how we have. Multi. If there's multiple different age, category, or hours categories, it will separate all of that.

And the grant rate is different on this screen. It's because this one is for. Oh, no, it is the funded facility. Yeah, but it's a the Ece is right. Provider is not an Ece. 2 or 3. Yeah. So, you always have to think about that grant rate for your facility type. So again. total number of payable days times, the Grant rate will equal your grant amount. So, if it's not a straightforward, every child is marked, based on 20 days.

09:28

Brigitte A'Bear

You, that number might be not might be exact like that. Because if you have, you know, one child started 2 days in, and their attendance is only based on 18 days, so on and so forth. Like, it's not all like you'll see it more probably like how you see for the total number of days for the school agers, because the days I just don't want anyone to think. If it's not exact, then it's something's wrong with it. So, it just it does calculate literally the number of days attended and absent, that each child is attending based on the hours and period care indicated your responsibility as a facility or home provider. You're required to verify the facility, payment, summary and report any discrepancies to subsidy within 30 days. So again, like I was saying, we have a short time period to be able to adjust any of your reports. So, you want to make sure you're reviewing those facility payment summaries almost immediately as you get them. and letting us know if there's any issues with your payment. Requests for adjustments must be submitted on the supplement slash adjustment form, which we will be going over in a few slides.

10:42

Brigitte A'Bear

This form can be emailed to your subsidy advisor or CDCSubsidy@gov.mb.ca . It can also be mailed or faxed to your subsidy's attention. Subsidy advisors. Attention. I would strongly recommend emailing them. If anything. Our fax machine is very busy and mail right now. Well, you know right now there's that mail strike, but things get lost in the mail, too. So I would also recommend, if you're emailing your subsidy advisor, CC the CDCsubsidy email box, just in case your advisor is unexpectedly away, or something has come up. Then at least both areas are getting it, and we can address it accordingly. I do want to make, and we do have a 24, 7 drop-box at the front team. Gary, if you are in located in Winnipeg or nearby applications that were assessed after a facility report is processed.

11:40

Brigitte A'Bear

An adjustment should be done immediately by the subsidy advisor. However, human error does exist, and sometimes it gets missed. Please contact your advisor. If this is not done.

Now, that being said, if you get the approval letter and you did not get the adjustment right away, I will try to give it a day or 2, first, because it could just be that either the advisor is going to be adjusting it shortly. But in the case where you did not get that adjustment. But you've received a new approval letter.

Just give us a few days to be able to get that adjustment done for that new approval. I also want to make note that for your any adjustment being done, we have our busy times as well, so not always are we doing the adjustment right away? If this is after. If there was an error done in submitting, we can't always do the adjustments right away. So, we want to like. Please allow us about 2 weeks to get this adjustment done. If at that time it still hasn't been done, absolutely. Send a reminder to your advisor to see. Maybe it's got lost in the shuffle. Who knows but most

times these are my advisors will keep a running list of what their adjustments are needed. what adjustments are needed to be done, and we try to get them done within about 2 weeks.

13:00

Brigitte A'Bear

This is the attendance for the supplement adjustment form. Now. I know people who have been with us for a little while are not. We're wondering if this is the correct process, or we're wondering why, all of a sudden, we are asking for this.

This was always supposed to be done so it just got to the point where a lot of times advisors would accept it different ways. But now we are requiring having a written record of what you're wanting done so on this supplement form. You see you want to put your facility id number there for what reporting period it's for, and what your facility name is as well. Just because we want to confirm right. If the child is subsidized, you are to put their child id number to the left of that form. indicate their last name 1st name. and if they're not subsidized, you just you aren't putting them the child id number there. But you're going to still put their last name first name, date of birth is very important as well. because, especially for the subsidized child. we want to make sure all those details are correct. You will then indicate what the actual attendance is supposed to be in the appropriate box. So, for infant, those 1st 2 boxes are for infant 0 to 4 4 to 10, the top part of that triangle, I guess, or that square is your attended day. The bottom part in that same square is your absent days. Preschool again is 0 to 4, 4 to 10, and then you have it goes into your period. Care? So that's for your school agers in service summer evening and weekend 10 plus. The other important thing is, why, what's the reason? Why do you need this adjustment? Is it because it was submitted incorrectly? Was it only paid a certain number of days. We do need some explanation, because we need to know why we're correcting this or why we, you think that correction needs to be made.

15:02

Brigitte A'Bear

And again, obviously, you're authorizing signature and the date on there. This does get filed away in case we are audited, we would always need to have this information for us, for them to look back on, to make sure that we are doing what we are supposed to be doing and not just doing it on anyone's behalf. So, contacts and resources, if you are not reporting online again, strongly recommend reporting online, it is it will save a lot of time. I know it. See, it may seem very overwhelming at first, but it will save you so much time. so you would be able to contact triple, or you would go to our website, www.gov.mb.ca/education/childcare to register for a username and password. If you want to set up direct deposit, especially with this mail strike, it shows again how direct deposit is a huge help. You would want to email the finance email box. If you are on childcare online and you are trying to log in and it's not letting you.

Or if you need technical support, you would be contacting CDCFacility@gov.mb.ca . if you want to review the facility child attendance reporting periods, it is also on our website, and we've just updated it with the with the newer from February 5th, 2025. Up until 2027. I believe the French and English version are online.

16:45

Brigitte A'Bear

All our copies of circulars, FAQs, webinars are all located as well on our website. You can always go back to search for any of them. I do want to let you know we are updating the FAQs right now.

For families, and we will be updating an FAQ. The FAQ. Document for as well for you all for our sector, because. as things shift more and more, we notice there's different types of frequently asked questions that are coming through. So, we are going to be updating that in the coming months the parents one will be up hopefully in the next couple weeks. and of course, any question related to the childcare subsidy program. You can contact us by email at cdcsubsidy@gov.mb.ca .

Our phone number is (204) 945-8195, or toll free, 18775876224. It is a rotating phone line now. So, no one when they call. If you're waiting, it's minimal waiting time.

17:54

Brigitte A'Bear

But most it, it's like a call center in that way that it's a rotating phone line, so your call should always be answered pretty immediately. If you have any general inquiries outside of subsidy, you will need to contact Cdcinfo@gov.mb.ca . or you can call them at the numbers below. It is a place where you can only leave messages, though now I open it up to the questions. I saw a lot of them coming in. So, we will begin.

Thank you, Bridget, and Carla. We have lots of great questions this afternoon. We'll try to get to all of them if time allows. So, our 1st question comes from Tanya.

So currently, we are not being paid for stat holidays, as maybe they didn't realize that children need to be marked as attended. Can they request payments for the past fiscal year? And can you please confirm that if on facility reports for stats and holidays on the calendar, it's marked as a stat, and each child is recorded as attended. So, we

again, going back to we need. When you're looking at these reports, your report summaries. We can't go back very far to make any adjustments. We can definitely go back to the existing reporting period to make those adjustments.

But going back, the whole fiscal year would not be an option, and it may matter to whether she they were marked as absence and were part of the 20 days.

So, in the case. So, I will confirm for stats. You will mark it as Stat closed. and the day needs to be indicated as an attended day for all children, sub, and non-sub. If they were supposed to be there, if you if it wasn't the stat holiday, then you include them.

19:57

Jessica Brosch

Thank you. So, we have a question from Donna. So, if school age parents are charged on non-school day rates for evening care after 6 PM.

How do we receive the difference in our parent fees for those days?

20:10

Brigitte A'Bear

My understanding is that they are to be indicated under the evening care, portion, or column, and then subsidy would pay accordingly, or the pay the parent fee revenue grant accordingly. So, I'm not. Maybe I'm misunderstanding something with that question, but if they are marked as an evening care, they get paid as evening care.

It would be the same as been happening over the last year for infant and preschool. Right?

20:44

Jessica Brosch

Thank you. Just some follow up to that from Cheryl and Sharon. Does this also happen If the school age child is registered for both periods and only intended one, do you report a single spot? Attendance? In that case? S

21:02

Brigitte A'Bear

If they are in if are they enrolled for 2 different periods? Is that what she said, or that registered for both periods and only attend? Okay, so it would be a 2 period that they're enrolled with the center. So, if they are absent for one period and attended one period, you would mark it as attended under 2 period care.

21:24

Jessica Brosch

Thank you. So, some questions around special needs from Donna, so is a letter or diagnosis required. If so, who provides this?

21:41

Brigitte A'Bear

If the applicant indicates special needs on the application. There is some detailed information they are expected to put in and at that point, if we need anything else from them, we will contact that family.

But at this time, we do not need a special needs form completed. We will only contact them. If we need more information.

22:04

Jessica Brosch

Okay, we've got a question from Kelsey. Whose responsibility is it to inform the family that their subsidy is expiring?

22:21

Brigitte A'Bear

Is it the center's responsibility, the family's responsibility to know, to reapply. So, its kind of. I mean, it lies a little bit on both, I guess because I mean in it is the family's responsibility. It is their subsidy. The approval letter has the approval dates on the on the approval letter. So, centers, if they're wanting to encourage their families if they are going to be reapplying definitely, you would want to help them out that. But at the end of the day it is the applicant subsidy, application. And again, that courtesy reminder gets sent out to both.

Whether it makes it to the applicant or not is all dependent. If they've kept us updated with their correspondence and facilities. Emails change left so the facility may know. But the applicant has changed their email 2 times and aren't getting. And we do send it out about 2 months in advance, and I would say I would strongly encourage those parents to apply right away, because we have been at a higher processing time. Now for the last 8 months, let's say, and it would definitely to alleviate stress for all parties involved. It would probably be a good idea for them to reapply as soon as they get that expiry letter.

23:29

Jessica Brosch

Thank you. A question from Jamie. The fee schedule on the website is dated April 2023. Do we know if the new one will be uploaded soon?

23:43

Brigitte A'Bear

We'll have to look into that. I will. We will look into that because I was under the impression it was there already. But we will look into that. Yeah, thank you.

Thank you for bringing that to our attention.

23:56

Jessica Brosch

Some questions from Jamie and Niji. If the issue date is the same but the information differs, how can we determine which is correct if the issue date is the same on the approval letter is what I'm okay, and the information of the person is incorrect.

24:17

Brigitte A' Bear

So, with the approval letter, it shows a breakdown of the allowable absent days. For each period. Like, if there's a difference in dates. maybe we need more information. Yeah, I need a little bit more of that. Okay, so will the approval letter show the breakdown of the allowable absent days for each period and such when they have 3 periods on one application during summer break. So, the allowable absent days are over the whole approval period. So, it's not specific to just the school year. They get a certain number. During the summer they get a certain number. It is. It is the absent days for that entire beginning of subsidy, approval and expire and date of the subsidy approval does not get broken down, I think used to show that broken down on the approval letters. However, that is no longer.

25:22

Jessica Brosch

We have a question from Caroline. So, when does the maternity leave on subsidy approvals begin? How far back can they be dated?

25:37

Well, it's basically whenever the parent tells us they on they are on maternity. Leave or paternity leave. So, if they don't apply that way, we have no idea that they are on that leave sometimes, if they will indicate seeking employment, and then we see their Ei benefit shows maternity or paternity benefit. So normally it would go either effective the date they start getting paid their EI paternity/maternity leave income.

Sometimes it has been a little bit earlier, based on if they were put on bed rest, or anything like that. And then what we do for those approvals like mentioned earlier on it is a 6-month approval up to 18 months, because again, we don't not. Every parent is taking that full 18 months, so we will do shorter approval. Length, however, it is just.

We would ask that the parent after the 6 months I'm still on maternity leave until this time. Then we would roll it over for another 6 months again, with even if they needed another 6 months. We do require a new application once a year. and in terms I think it there sounded to me like there was a question about backdating it like Mom wasn't aware. So, if Mom wasn't aware or the dad wasn't aware again, we can only backdate to a certain point. So, they are depending. If they are to apply today, we could go within this billing period, plus one back, to be able to go back to approve them under maternity as long as they qualify income wise.

27:09

Jessica Brosch

So, we had some questions about rural and closures. If you can speak a little bit to that of how they would report that on their attendance reporting.

27:24

Brigitte A'Bear

If the school is closed, it's a snow day policy. Can we charge parents for snow days if the school is closed, they have to close as well in their locations. So how do they report this? So, in that case, again, for the if its weather related and especially in schools, because I know that that is the rule for a lot of the daycares. You could if you're as long as you're billing all the parents again. You can't just build the subsidized parents or the non subsidized parents. You have to bill all the parents. So that's where you would keep that day as open on your calendar, and in the case, note or comments box. At that point you would write closed December 12th for bad highways or school closed for weather, charging all parents for it.

28:15

Jessica Brosch

Thank you. We have a question about nurseries. Are nurseries considered part time.

28:22

Brigitte A'Bear

Well, they're considered by session. So yes, because if they're attending one session, it's going to be 0 to 2 h. It's considered a part time.

If the children are attending a morning and an afternoon session. Then I guess that would be considered full time. But for the most part, nurse, you would be considered part time.

28:43

Jessica Brosch

Thank you question from Jamie. If we decide to be a 3 period, school age, facility, and the parent only wants 2 periods. Do we charge them for 3 periods, because that's what our facility offers.

29:07

Brigitte A'Bear

Yes, that is correct. You would only charge you have. You would charge them for 3 period, and you would not mark them as 2 period care. You would mark them as 3 period care. But that is a facility decision.

The Board could decide that they want to give that extra period a day to a different child. So, you can accommodate more families if you have that sort of policy. But a lot of facilities do have the policy. It's 3 periods a day, whether you only need 1, 2, 1, or 2. It's 3 periods.

29:27

Jessica Brosch

Okay, we've got time for one more question. So, this one is around in lieu of days. So, who did the request? Go for a day in lieu of.

29:38

Brigitte A'Bear

So, you can send it to? Okay, hang on. And in lieu of day is when if we went back to the holiday screen so those ones at the top Christmas Day, all those sorts of things. The in lieu of day is when it falls on a weekend and we are giving you the Monday instead.

That's an in that's the in lieu of date. You don't have to do anything. That's the holiday. You can take it.

30:04

Brigitte A'Bear

The alternate closure one is where we start having to have permission for it and for those days you would. You can email me directly that information or your subsidy advisor, and they will forward it to me as I am the one who has to approve those. and there is that the annual letter is coming out. So, all the details are in there.

Thank you. All the questions today are gathered and recorded. So, if we didn't get a chance to get to your questions that you've submitted, we will be reviewing them all.

I just see one thing about the supplement adjustment form that I just want to add in there. So, if you are looking for that form, please ask your advisor, and they will send you a PDF version of that form.

30:56

Jason Booth

Thank you so much, Bridget. Thank you, Carla. Thank you to Jessica and to Joanna Flores, who have been handling our questions today, and we thank you for joining us this afternoon for facility, reporting and childcare subsidy in the next few business days you'll be able to find this presentation along with the slide deck and a transcript and, as was stated, your questions will be attended to in due time. Thanks so much for joining us. Have a great day.