

CIRCULAR

Date: September 21, 2020

CIRCULAR NUMBER: COVID-19: 2020-119

To: All Child Care Facilities, ELCC Program staff, Subsidy Program staff

Subject: **Subsidy Orientations, Subsidy Funding and Attendance Reporting - Updates**

Program(s): All

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Subsidy Orientations

The subsidy program is exploring options to resume ELCC subsidy orientation sessions in fall 2020, including virtual and small in-person sessions. Facilities will be advised of upcoming sessions once dates and a delivery method have been determined.

Subsidy Funding

Subsidy payments continue to be made to facilities based on the attendance report submitted by each facility. Subsidy payments will only be issued for children enrolled at a facility whose parents are being charged parent fees.

Facilities will continue to receive subsidy payments for children who returned to their regular child care facility. Families that were previously approved for subsidy do not need to reapply, unless their return date is past the expiry date noted in their existing approval letter.

Families are required to advise the subsidy program if they have changed facilities. The program will confirm the date of change and ensure payments are made to the correct facility.

Attendance Reporting

- Facilities providing child care must continue to submit attendance reports based on the regular four-week reporting period. Attendance reports should be submitted to the subsidy program by the end date of each reporting period.
- As per ELCC Circular 2020-07 (July 2020), all facilities receiving provincial operating funding are required to report the attendance of **all** children enrolled in their facility, including children whose families do not receive a fee subsidy.
- The subsidy program will continue to waive all absent days for subsidized children so families and providers are not adversely impacted when children are unable to attend due to the current precautions put in place as part of the COVID-19 response.
- If a child eligible for subsidy is attending a facility other than their regular one, the new facility must include this child on their attendance report. The subsidy program will send an approval letter to the facility, which indicates the parent portion of the fees.

If facilities have any questions about subsidy approvals or payments, they should contact their subsidy advisor.

Families with questions about their subsidy approval or eligibility can contact the subsidy program by calling 204-945-8195, toll-free 1-877-587-6224, or email cdcsubsidy@gov.mb.ca.

Thank you.

Early Learning and Child Care Program
Child Care Subsidy Program