

Reduced Parent Fee Revenue Transition Grant & Updates and New Monthly Payment Process

WEBINAR - Child Care Facilities

Early Learning and Child Care Division

Department of Education and Early Childhood Learning

Thursday, March 21, 2024

1:30 p.m. to 2:30 p.m.

6:00 p.m. to 7:00 p.m.



Agenda

1. **Background** – Reduced Parent Fee Revenue Grant & New Automated Revenue Grant Payment (Child Care Online)
2. **Overview – Reduced Parent Fee Revenue Transition Grant**
3. **Overview – New Automated Revenue Grant Payment Process / Facility (Child Attendance) Reporting**
4. **Frequently Asked Questions**
5. **Reminders**
6. **Contacts & Resources**

Welcome!

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.



Background – Revenue Grant

- The **Reduced Parent Fee Revenue Grant (Revenue Grant)** offsets the reduction in parent fees received directly from families and/or from the Child Care Subsidy Program since the introduction of \$10 a day child care on April 2, 2023.
- The Revenue Grant provides the difference between the current and previous maximum parent fees to ensure facilities receive same revenue as prior to April 2, 2023.
- The first four payments of the Revenue Grant were provided as lump sums to eligible facilities prior to the relevant reporting periods as the department worked to automate a payment process.
- The last Revenue Grant payment was issued in the week of January 29, 2024, and covered the reporting periods ending March 30, 2024.

New Automated Revenue Grant Payment

- Beginning **April 28, 2024**, supporting the reporting period of March 31 to April 27, 2024, there will be a new automated monthly payment process for the Revenue Grant through Child Care Online.
- The new process will use **Facility (Child Attendance) Reports**.
- There will be no additional reporting requirements for facilities. Simply continue to submit *Facility Reports* through Child Care Online.
- The Revenue Grant will be issued after the relevant reporting period in the same manner as payment is currently issued for the Child Care Subsidy Program.

Overview – New Transition Grant

- A new one-time **Reduced Parent Fee Revenue Transition Grant (Transition Grant)** will be provided to all funded facilities (centres, homes, and nursery schools) in March 2024.
- The purpose of the Transition Grant is to help facilities transition from receiving the Revenue Grant payments *before* a reporting period to receiving the Revenue Grant *after* a reporting period.
- The Transition Grant will help ensure facilities have sufficient cash flow to pay operating expenses, including wages.

Transition Grant – Continued

- The Transition Grant amount will be based on a funded facility's total licensed spaces and facility type over two reporting periods, similar to how previous Revenue Grant amounts have been calculated.
- The Transition Grant is not an advance and will not need to be reconciled or repaid at a later date.
- This is a one-time grant for existing funded facilities. It will also be provided to eligible facilities as new spaces become funded.
- Facilities will receive the Transition Grant during the week of March 25, 2024. Financial statements will be emailed by April 5, 2024

Transition Grant – Calculations

Transition Grant calculations will be based on:

- Infant and preschool: 4 to 10 hours of care,
- School age: 3 periods of care, **where offered**
- Nursery school: 0 to 4 hours of care and the number of morning and/or afternoon sessions offered per reporting period.

Additional calculations will be completed for facilities with evening, overnight and/or weekend spaces.

Transition Grant – Sample Calculations

EXAMPLE 1: Child care home where the licence holder is a classified as ECE II or III

- Licensed for 3 infants, 2 preschool and 3 school age children
- Offers 3 periods of care on school days for school age children

Number of Spaces	Revenue Grant Daily Amount Per Space	Days per Reporting Period	2 Reporting Periods	Totals
3 Infant	\$20.00	20	2	\$2,400
2 Preschool	\$10.80	20	2	\$864
3 School Age	\$0.30	20	2	\$36
Transition Grant payment				\$3,300

Transition Grant – Sample Calculations

EXAMPLE 2: Child care home where the licence holder is a NOT classified as ECE II or III

- Licensed for 3 infants, 2 preschool and 3 school age children
- Offers 3 periods of care on school days for school age children

Number of Spaces	Revenue Grant Daily Amount Per Space	Days per Reporting Period	2 Reporting Periods	Totals
3 Infant	\$12.20	20	2	\$1,464
2 Preschool	\$8.20	20	2	\$656
3 School Age	\$0.30	20	2	\$36
Transition Grant payment				\$2,156

Transition Grant – Sample Calculations

EXAMPLE 3: Nursery school licensed for 20 nursery school spaces

- Operates five sessions per week (20 session per reporting period)

Number of Spaces	Revenue Grant Session Amount Per Space	Sessions per Reporting Period	2 Reporting Periods	Total
20 Nursery school	\$5.40	20	2	\$4,320
Transition Grant payment				\$4,320

Transition Grant – Sample Calculations

EXAMPLE 4: Centre licensed for 8 infants, 16 preschool and 30 school age children

- Does not offer 3 periods of care on school days for school age children.

Number of Spaces	Revenue Grant Daily Amount Per Space	Days per Reporting Period	2 Reporting Periods	Totals
8 Infant	\$20.00	20	2	\$6,400
16 Preschool	\$10.80	20	2	\$6,912
Transition Grant payment				\$13,312

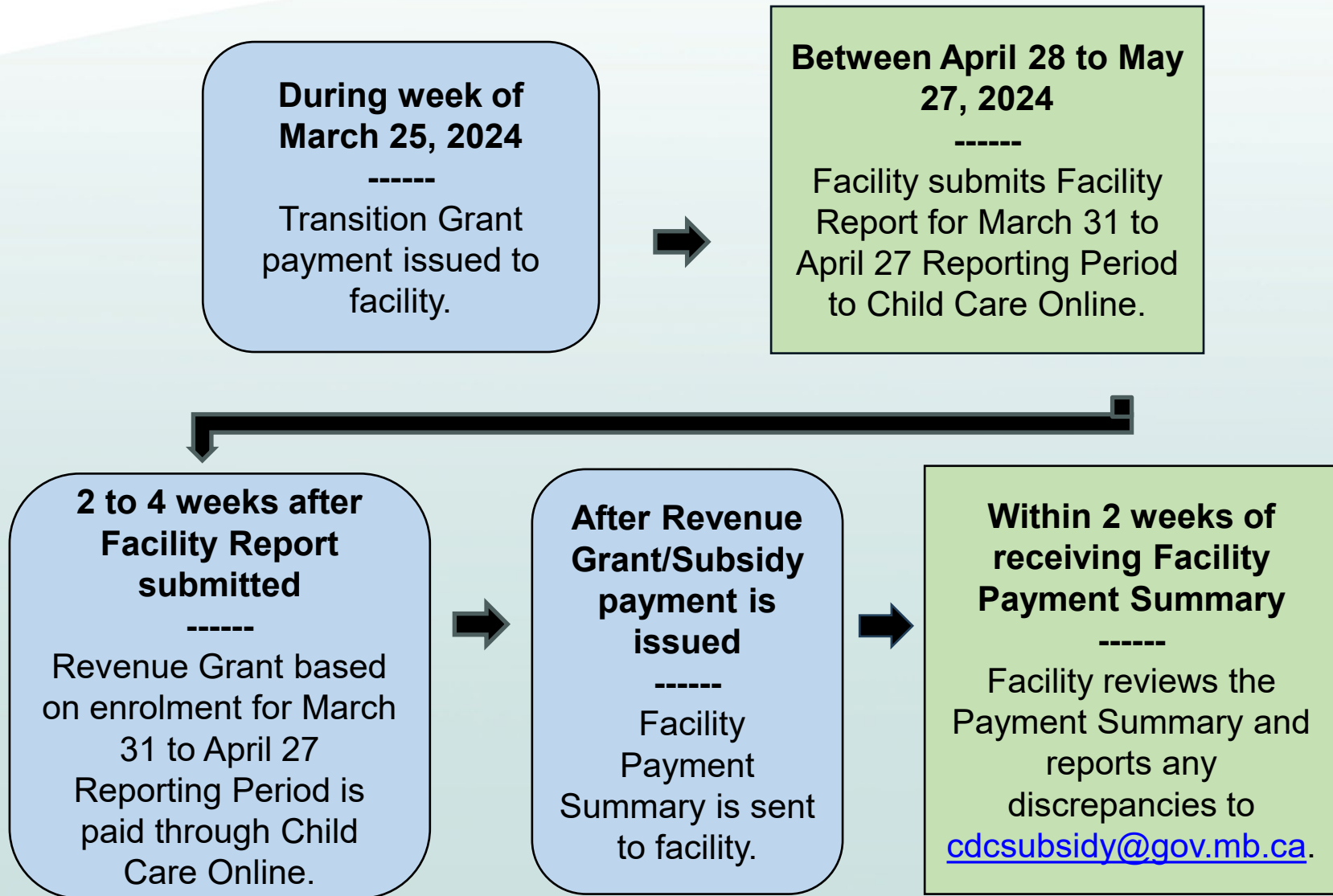
New Automated Revenue Grant Payments

- Enhancements to Child Care Online will launch **April 28, 2024** to support automated payments of the Revenue Grant for the **March 31 to April 27, 2024** reporting period.
- The new process will use Facility (Child Attendance) Reports.
- There are no significant changes to the Facility Reports from the perspective of facilities. There will be no additional reporting requirements for facilities.
- The automated Revenue Grant payment will be based on:
 - **enrolment** including days attended and absent days for all children for whom parents are paying fees *and*
 - calculated based on space type, type of care, and enrolment information

New Automated Revenue Grant Payments

- As payments will be based on Facility Reports, it is important to submit accurate Facility Reports in a timely manner that include:
 - all children **enrolled** (subsidized and non-subsidized)
 - the days attended/absent days for all children
- Revenue Grant payments will be provided at the same time as the Child Care Subsidy Program payment.
- In addition to Subsidy calculations details, Revenue Grant calculation details will also be included in the Facility Payment Summary facilities receive following payments

Timeline



Frequently Asked Questions (FAQs)

Do funded facilities need to reconcile or pay back the Transition Grant in the future?

No.

The purpose of the Transition Grant is to ensure sufficient cash flow to pay operating expenses in the upcoming reporting period while waiting for the next payment of the Revenue Grant, based on your Facility (Child Attendance) Report.

FAQs

My facility does not receive provincial operating grant funding. Will we receive the Transition Grant?

No. Unfunded centres and homes are not eligible for the Transition Grant or Revenue Grant.

FAQs

Will new facilities or existing facilities with an expansion of spaces get the Transition Grant?

Yes.

To help ensure new sites are not opening with cash flow challenges, the Transition Grant will be provided in the future to:

- newly funded facilities
- existing funded facilities with funded expansion spaces

FAQs

How will automated Revenue Grant payment amounts be determined beginning April 28, 2024?

- The Facility Report process will support automatic payment for the reporting periods of March 31 – April 27 and beyond
- Calculations will be based on **enrolment in an eligible funded facility** via information entered on the Facility Report submitted through Child Care Online including:
 - Space type (Infant, Preschool, Nursery, School Age)
 - Type of care (0 to 4 hours, 4 to 10 hours, SA 3 periods, etc.)
 - Days attended/days absent for subsidized and non-subsidized children enrolled during a reporting period
- Revenue Grant payment details will be included on the Facility Payment Summary.

FAQs

Will facilities receive Revenue Grant payment for days when children are absent?

Yes, if you charge fees to the parents and enter the absent days on the Facility Report, the province will pay the Revenue Grant.

This applies when children are absent due to illness, on holiday, or for any other reason that you would still charge parents based on your facility's normal fee structure.

That is why it is important to include days attended and absent days for all children – subsidized and non-subsidized – on your facility reports.

FAQs

How do I report a child who is enrolled for 4 to 10 hours but attended less than 4 hours on some days during a reporting period?

Facilities should report based on children's enrolment.

In this example, enter all days attended/days absent for this child as 4 to 10 hours on the Facility Report.

FAQs

When will facilities receive Revenue Grant payments?

Revenue Grant payments will be received approximately two to four weeks after submitting a Facility Report after the end of a reporting period, at the same time as subsidy payments are received.

FAQs

Our facility does not have any subsidized children enrolled. Do we need to submit Facility Reports?

Yes.

All facilities receiving operating funding are required to submit monthly Facility Reports.

Facility Reports must be submitted to receive future Revenue Grant payments through Child Care Online.

FAQs

When must Facility Reports be submitted?

Facility Reports must be submitted **within 30 days** of the end of each 28-day reporting period.

- For example, the Facility Report for the March 31 to April 27 reporting period must be submitted no later than May 27.

To accurately report actual enrolment (days attended/absent days), Facility Reports must be submitted **after** the end of the reporting period.

Why is it important to review the Facility Payment Summary and report any discrepancies?

A Facility Payment Summary is sent to a facility providing details of the subsidy and revenue grant calculations, payments and comments that may require the facility to provide additional information, clarification and/or request a payment adjustment.

To ensure any payment adjustments can be processed and issued, any errors or omissions should be reported to your Subsidy Advisor:

- **within two weeks** of receiving the Facility Payment Summary
- no later than the end of the second reporting period following the one for which the Facility Payment Summary was issued

Important Reminders

- **Facility Orientation Sessions (Subsidy / Child Care Online)
Late April**

Learn more about the Child Care Subsidy Program and how to complete a Facility Report.

Registration information distributed early April.

- **Updates to Board of Directors Contact Information-
Child Care Online (centres/nursery schools)**

Help support department outreach and keep Record of Board of Directors current and accurate by entering and updating email and addresses for all members in Child Care Online.

Facility (Child Attendance) Reports must be submitted beginning April 28 and each reporting period following to receive payment of the Reduced Parent Fee Revenue Grant.

Contacts and 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.

If you have questions following the webinar:

- Email cdcinfo@gov.mb.ca with the subject line “Transition Grant” or call 204-945-0776 (toll free: 1-888-213-4754).

If you have any questions about your Transition Grant payment after reviewing the financial statement:

- Email ELCCFinance@gov.mb.ca with the subject line “Transition Grant payment.”

Contacts and Resources

If you have any questions about submitting *Facility Reports* or your *Facility Payment Summary*, contact the Child Care Subsidy Program at:

- Email: cdcsubsidy@gov.mb.ca
- Phone: (204)945-8195 or 1(877)587-6224 (toll free)
- Fax: (204)948-2143

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 Webinar:

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

Questions