

**EARLY LEARNING AND CHILD CARE  
Subsidy Allowable Absent Days Policy  
Frequently Asked Questions (FAQs) for Facilities  
Circular # ELCC-2024-02**

**1. What is the Allowable Absent Days Policy for families receiving child care subsidy?**

[Child Care Regulation 62/86 subsection 42\(2\)](#) outlines that a subsidy may be paid for the total number of days within the approval period, including the days of non-attendance, when a child is in attendance for 85 per cent or more of the days within the approval period.

For example, if a child is approved for five full days per week for six 28-day reporting periods, the total number of possible days of attendance is 120 days. The allowable absent days for this approval period would be 18 (15 per cent of 120 days).

If a child's absent days exceeds 15 per cent of the total days within the approval period, families are responsible for paying the full parent fees for any additional absent days. Child care subsidy will be paid ONLY for days that the child was in attendance until the end of the subsidy approval period.

**2. What if there are exceptional circumstances that account for increased absences by a child receiving subsidy?**

Exceptional circumstances may arise in which payment of absent days beyond the allowable limit may be approved. For example, consideration may be given when extraordinary absences occur due a medical condition or an accident. The facility should encourage the family to discuss any exceptional circumstances with the Subsidy Program.

**3. Will the Allowable Absent Days Policy have any effect on the *Reduced Parent Fee Revenue Grant* being paid for the same subsidized space?**

No. The re-implementation of the Allowable Absent Days Policy will not impact the *Reduced Parent Fee Revenue Grant*. This grant will continue to be paid to funded facilities, whether the fees for absent days are being paid by the parents or the Child Care Subsidy Program.

As a reminder, funded facilities are required to submit a *Facility (Child Attendance) Report* through Child Care Online (CCO) within 30 days of the end of each 28-day reporting period which includes the days attended and absent days for all children – subsidized and non-subsidized.

Unfunded facilities are required to submit a *Facility Report* through CCO within 30 days of the end of each 28-day reporting period that includes the days attended and absent days for all subsidized children.

#### **4. When will the Allowable Absent Days Policy come back into effect?**

Beginning on March 31, 2024, when a new subsidy application or renewal is approved, the allowable absent days for the subsidy approval period will be indicated on the approval letter to the subsidy applicant and the child care facility.

#### **5. How do I keep track of the allowable absent days of children who receive subsidy?**

The remaining number of allowable absent days for each child is indicated on the *Facility Summary Report* received by facilities after a *Facility Report* has been submitted, processed and paid.

##### **a) For subsidy applications approved before March 31, 2024:**

- The approval letter sent to the family and the facility does not indicate the number of allowable absent days for each child during their current approval period and the Allowable Absent Days Policy will not apply for that approval period. However, the Child Care Subsidy Program will continue to monitor attendance and follow up with families if there are excessive absences regarding their ongoing need for child care.

##### **b) For subsidy applications approved on or after March 31, 2024:**

- The number of allowable absent days for each child for the approval period will be indicated on the approval letter sent to the family and the facility.
- If the allowable absent days are exceeded within the approval period, families are responsible for paying the full parent fees for any additional absent days. Child care subsidy will be paid ONLY for days that the child was in attendance until the end of the subsidy approval period.

Many facilities keep track of absent days used and include the number of allowable absent days remaining for each child on their fee invoice to help families keep track of their use of absent days.

#### **6. How do allowable absent days affect my facility's own attendance policy?**

Facilities are responsible for managing their own enrolment and attendance policies. Facilities (including the board of directors, where applicable) are encouraged to review their facility's attendance policy. If your facility does not have an attendance policy, this may be a good time to develop one.

Please provide a reminder to all families about your facility's attendance policy and how it will be enforced to help make the best use of spaces for families who need them.

**7. What if a family wants to know how many days they have been absent or how close they are to reaching their maximum allowable absent days?**

You can tell the family how many remaining absent days are indicated on the *Facility Summary Report*; however, the report may not have the most current absent days. For the most accurate and up to date information, you can advise families to contact the Subsidy Program to discuss their subsidy application.

**8. Who do I contact if I have additional questions about subsidy allowable absent days?**

For additional questions about allowable absent days or how to submit your *Facility Report* through Child Care Online, please contact the Child Care Subsidy Program at [cdcsubsidy@gov.mb.ca](mailto:cdcsubsidy@gov.mb.ca), 204-945-8195 or 1-877-587-6224(toll-free).