

## EARLY LEARNING AND CHILD CARE CIRCULAR

**Date:** March 14, 2024

**CIRCULAR NUMBER:** ELCC-2024-03

**To:** Funded child care centres, nursery schools and family/group child care homes

**Subject:** Reduced Parent Fee Revenue Transition Grant and New Automated Monthly Payment Process

**Effective Date:**

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

This circular is to advise all funded early learning and child care facilities about a new one-time grant, the Reduced Parent Fee Revenue Transition Grant (Transition Grant), that will be provided to all funded facilities in March 2024. The purpose of the Transition Grant is to support funded facilities with transitioning from receiving the Reduced Parent Fee Revenue Grant (Revenue Grant) prior to the relevant reporting period to receiving the Revenue Grant after the relevant reporting period.

The first four payments of the Revenue Grant were provided as lump sums to eligible facilities prior to the relevant reporting periods. The last Revenue Grant payment was issued in the week of January 29, 2024, and covered the reporting periods ending March 30, 2024.

Beginning on April 28, 2024, supporting the reporting period of March 31 - April 27, 2024, a new **automated** monthly payment process will be available through Child Care Online – *Facility (Child Attendance) Reports*. This means there will be no additional reporting requirements for facilities and the Revenue Grant will be paid at the end of the reporting period similar to the way in which Child Care Subsidy payments are currently issued.

As facilities are used to receiving parent fees and the Revenue Grant prior to a reporting period, the one-time Transition Grant will help ensure sufficient cash flow for facilities to pay their operating expenses, including staff wages, as we transition to the Revenue Grant being paid after a reporting period using the automated system.

Eligible facilities will receive the Transition Grant before March 31. The payment will be calculated based on all licensed spaces for two reporting periods to help bridge facilities to

the next payment of the Revenue Grant which will be paid after Facility (*Child Attendance*) Reports for the March 31 - April 27, 2024 reporting period have been submitted.

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. This one-time grant will also be provided as new spaces become funded.

### Implementation Resources:

- Review the Reduced Parent Fee Revenue Transition Grant Frequently Asked Questions for Facilities (FAQs)
- Attend an **Upcoming Webinar:** To provide additional support in implementing the Transition Grant and understanding the Reduced Parent Fee Revenue Grant payment process, register for one of the following webinars below. An email invitation will be sent separately
  - Thursday, March 21, 2024 from 1:30 to 2:30 p.m.
  - Thursday, March 21, 2024 from 6:00 to 7:00 p.m.
- To learn more about monthly *Facility (Child Attendance) Reports* and submission process in Child Care Online, including the Child Care Subsidy Program, attend an Orientation Session. Further details and registration will be distributed in early April 2024.
- For a copy of the circular, FAQs or to view a webinar session held, visit the Early Learning and Child Care website at:  
[https://www.manitoba.ca/education/childcare/childcare\\_news/current\\_circulars.html](https://www.manitoba.ca/education/childcare/childcare_news/current_circulars.html)

### Please remember to:

- Submit your *Facility (Child Attendance) Reports* within 30 days of the end of each 28-day reporting period as per [The Child Care Regulation \(M.R. 62/86\), Section 42.1](#).
- Include the days attended and absent days for all children (subsidized and non-subsidized) on your *Facility Reports*.
- If you are not a Child Care Online (CCO) user, visit [https://www.gov.mb.ca/education/childcare/centres\\_homeproviders/cco\\_login.html](https://www.gov.mb.ca/education/childcare/centres_homeproviders/cco_login.html) to register for a user name and password.
- Keep your centre's Record of Board of Directors current and accurate. As the department often emails important information directly to the board, please ensure that email addresses for all board members are entered into CCO.

If you have any further questions regarding the information in this circular or FAQs, please email [cdcinfo@gov.mb.ca](mailto: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 or concerns after receiving your Transition Grant payment and financial statement, email [ELCCFinance@gov.mb.ca](mailto:ELCCFinance@gov.mb.ca) with the subject line "Transition Grant payment."

Thank you for your ongoing commitment to meeting the needs of Manitoba families and children. We recognize the critical importance of working together to strengthen Manitoba's early learning and child care system, and we appreciate the continued feedback.

Early Learning and Child Care Division