

## **EARLY LEARNING AND CHILD CARE**

### **Reduced Parent Fee Revenue Transition Grant and New Monthly Payment Process Frequently Asked Questions for Facilities (FAQs) Circular # ELCC-2024-03**

#### **1) What is the purpose of the Reduced Parent Fee Transition Grant?**

The purpose of the Transition Grant is to support funded facilities with transitioning from receiving the Reduced Parent 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 issued to funded facilities prior to the relevant reporting periods.

Effective April 28th, 2024, supporting the reporting period of March 31- April 27, 2024, automated monthly payments for the Revenue Grant will be issued through the Child Care Online Facility (Child Attendance) Report submission process, similar to the way in which Child Care Subsidy payments are issued.

To support the transition to the new automated payment system for the Revenue Grant after the end of a reporting period, a one-time Transition Grant will be issued to eligible facilities to ensure sufficient cash flow for facilities to pay their operating expenses, including staff wages.

#### **2) How much funding does the Transition Grant provide?**

The Transition Grant will be the value of the Revenue Grant for the equivalent of two reporting periods for all licensed spaces in a funded facility. This will help bridge facilities from receiving the Revenue Grant prior to a reporting period, to receiving the Revenue Grant after a reporting period.

The value of the Transition Grant will be calculated as noted above for newly funded spaces.

#### **3) Who is eligible to receive the Transition Grant?**

Licensed centres (including nursery schools) and family/group child care homes that receive provincial operating grant funding (funded facilities) are eligible for the Transition Grant.

#### **4) My facility does not charge parent fees. Will my facility receive the Transition Grant?**

Funded facilities that do not charge parent fees, such as Head Start programs are not eligible for the Transition Grant.

#### **5) Do facilities need to opt-in to receive the Transition Grant?**

All eligible facilities will receive the Transition Grant, there is no requirement to opt-in.

**6) My facility does not receive provincial operating grant funding. Will my facility receive the Transition Grant?**

No, licensed centres (including nursery schools) and family/group child care homes that do not receive provincial operating grant funding (unfunded facilities) are not eligible for the Transition Grant.

Unfunded facilities will continue to receive the difference between the previous and current regulated maximum parent fees as an additional subsidy on behalf of eligible subsidized children through the subsidy reporting and payment process.

**7) How will the Transition Grant payment be calculated?**

The Transition Grant will be calculated based on the number of licensed spaces and the facility type, as was done for previous Revenue Grant lump sum payments:

- Infant and preschool spaces will be based on 4 to 10 hours of care
- School age spaces will be based on 3 periods of care, **where offered**
- Nursery school spaces will be based on 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

See Appendix: Transition Grant Sample Calculations.

**8) What do I do if I have questions about the Transition Grant calculation for my facility?**

If you have any questions 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.”

**9) When can facilities expect to receive the Transition Grant?**

Facilities will receive the Transition Grant before March 31, 2024.

Depending upon your method of receiving payment, you can expect to see the Transition Grant directly deposited in your bank account as early as March 26, 2024, or you will receive a cheque during the week of March 25, 2024.

Facilities with direct deposit receive payments earlier than those waiting for a cheque. If you do not have direct deposit and would like to set it up, please email [ELCCFinance@gov.mb.ca](mailto:ELCCFinance@gov.mb.ca).

**10) Will new facilities or existing facilities with an expansion of spaces get a Transition Grant?**

Yes, the Transition Grant will also be provided in future to new funded facilities and existing funded facilities with expansion of spaces to ensure new sites are not opening with cash flow challenges.

**11) Do eligible 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 for facilities to pay their operating expenses while waiting for future Revenue Grant payments received after *Facility (Child Attendance) Reports* have been submitted, processed and paid.

**Automated Payment Process - Child Care Online (CCO) - Facility (Child Attendance) Reporting:**

**1) How will Revenue Grant payments be determined using the Facility Reporting process beginning April 28<sup>th</sup>, 2024?**

Revenue Grant payments using the Facility Reporting beginning April 28<sup>th</sup> will support automatic payment for the reporting periods of March 31 – April 27 and beyond, and will be based on **enrollment in an eligible, funded facility**.

Payment will be provided for spaces that are in use by children enrolled (includes days attended and days absent), rather than being provided based on all licensed spaces, some of which may be vacant or are being used by two children at separate times during the same day.

Revenue Grant payments will be made after the end of a reporting period in the same way in which facilities currently receive the provincial child care subsidy contribution for eligible children enrolled in their facility. Therefore, it is important to submit *Facility (Child Attendance) Reports* in a timely manner.

**2) Will facilities receive Revenue Grant payment when children are absent?**

Yes, if you charge fees to the parents, the province will pay the Revenue Grant. This applies when children are absent due to illness, on holiday, or for any other reason which 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.

**3) How will Revenue Grant payment amounts be determined?**

Automated payments will be calculated based on the space type (Infant, Preschool, Nursery, SA-3 Period), the type of care (0 to 4 hours, 4 to 10 hours, 3 periods, etc.) and enrollment information (days attended/days absent) for each child (subsidized and non-subsidized) enrolled during a reporting period and entered on a *Facility (Child Attendance) Report* submitted through Child Care Online.

The *Facility Payment Summary* that provides details about subsidy payments issued will also include details about the calculation for the Revenue Grant payment (see question 8 below).

**4) 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 (Child Attendance) Report*.

**5) When will facilities receive Revenue Grant payments?**

Facilities can expect to receive Revenue Grant payments at the same time as their Child Care Subsidy Program payment, approximately two to four weeks after submitting a *Facility (Child Attendance) Report* following the end of a reporting period.

The new process will require the department to receive and process *Facility Reports* from facilities to determine the payment amount and issue the payment.

**6) What is the earliest time a facility can submit a *Facility (Child Attendance) Report*?**

As it must contain accurate **enrolment** (days attended/days absent) information, facilities should submit a *Facility (Child Attendance) Report* in Child Care Online as early as the first day following the end of a reporting period. For example, submit the *Facility (Child Attendance) Report* for March 31 to April 27<sup>th</sup>, beginning on April 28<sup>th</sup>, 2024.

While it is recognized that Child Care Online does not prevent *Facility (Child Attendance) Reports* from being submitted in advance of the end of the reporting period, it is important for this report to accurately reflect actual child enrolment, including days attended and days absent, in that period. To provide accurate reporting, facilities must submit the *Facility Report* **after** the reporting period and within the 30-day regulatory requirement.

Follow this link to [Reporting Periods](#) or if your facility is a registered Child Care Online user, log onto [Child Care Online](#) and go to the *Subsidy Reporting Period Calendar* under facility report to access the list of reporting periods.

**7) When must *Facility Reports* be submitted?**

Facilities are required to submit a completed *Facility (Child Attendance) Report* through Child Care Online within 30 days of the end of each 28-day reporting period. For example, the *Facility Report* for March 31 to April 27, 2024 reporting period must be submitted no later than May 27, 2024.

**8) What is a *Facility Payment Summary*?**

A *Facility Payment Summary* is sent to a facility after a subsidy payment has been processed and paid to a facility. It outlines important details of the payment and comments that may require the facility to provide additional information, clarification and/or request a payment adjustment. To align with automated payment process for the Revenue Grant payment, the *Facility Payment Summary* will be expanded to include details of the calculations and payments issued for the Revenue Grant payment.

## 9) Why is it important to review the *Facility Payment Summary*?

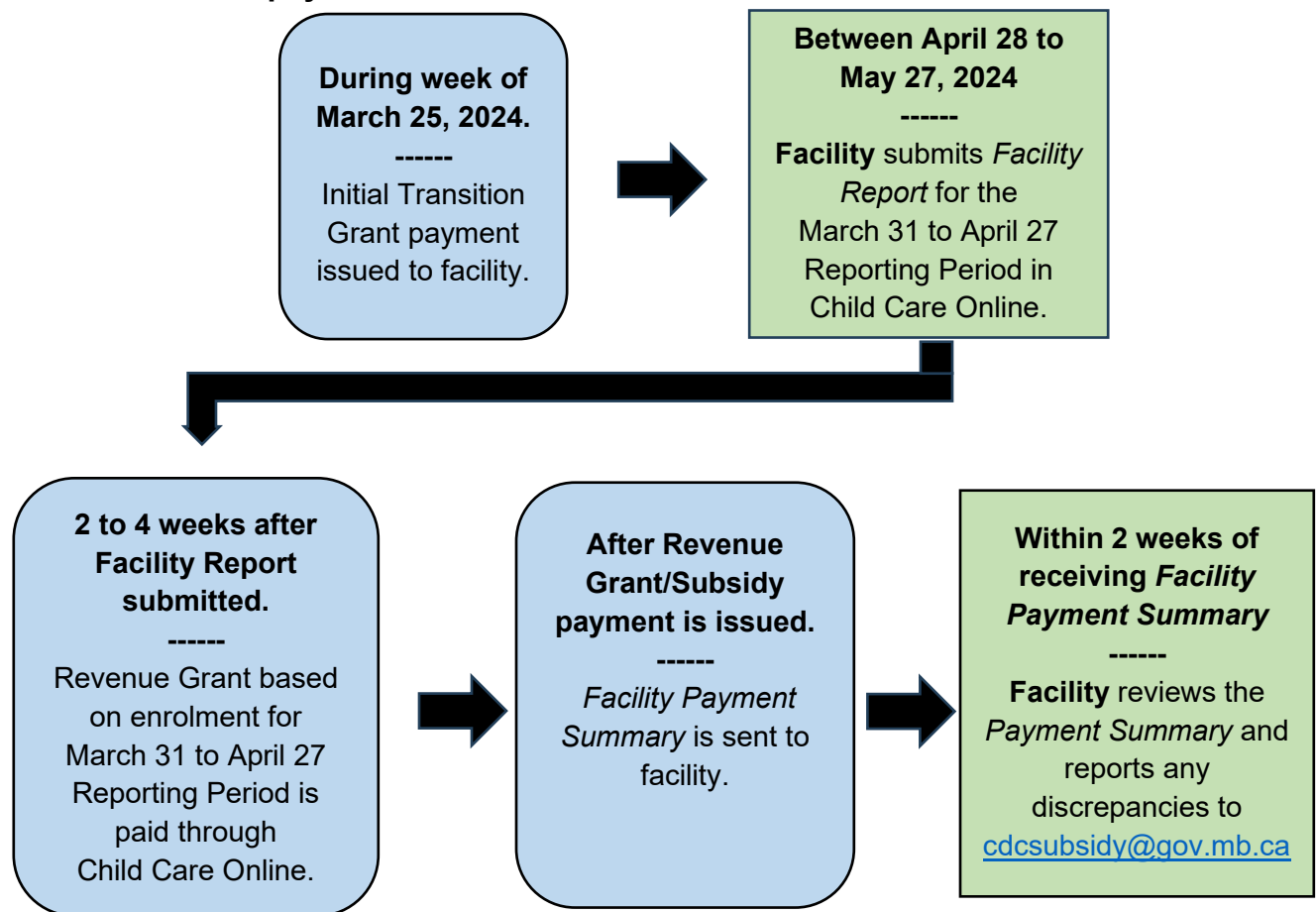
Any discrepancies (errors, omissions, etc.) should be reported to the Child Care Subsidy Program within 2 weeks of receiving the *Facility Payment Summary* and no later than the end of the second reporting period following the one for which the *Facility Payment Summary* was issued.

This ensures that any necessary payment adjustments can be processed and issued.

Using the March 31 to April 27, 2024 reporting period as an example:

- If the *Facility Payment Summary* is received on May 3, any discrepancies should be reported by May 17 (and no later than June 22, 2024).
- If the *Facility Payment Summary* is received on May 28, any discrepancies should be reported by June 11 (and no later than June 22, 2024).

## 10) What is the timeline for receiving the Transition Grant and the new automated Revenue Grant payments?



**11) How can a child care facility obtain more information about how to submit a *Facility (Child Attendance) Report* in Child Care Online?**

Attend a facility orientation session offered by the Child Care Subsidy Program. In addition to providing important information and updates about the Child Care Subsidy Program, this session also includes information about how to complete the monthly *Facility (Child Attendance) Reports* in Child Care Online.

Sessions will be offered late-April 2024. Child care facilities will be advised of dates and registration information early April, 2024.

**12) Where can I get more information about the Reduced Parent Fee Revenue Grant and related information?**

Review the related [circulars](#), the [New Regulated Parent Fees and Reduced Parent Fee Revenue Funding - FAQs for Facilities](#) and [Total Parent Fee Revenue Tables](#).

Review related webinar presentations, recordings and transcripts at:

[https://www.gov.mb.ca/education/childcare/childcare\\_news/current\\_circulars.html](https://www.gov.mb.ca/education/childcare/childcare_news/current_circulars.html)

**13) Who do I contact if I have additional questions about the Transition Grant?**

For additional questions regarding the information in this circular, please email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca) with the subject line “Reduced Parent Fee Transition Grant” or call 204-945-0776 (toll free: 1-888-213-4754).

If you have any questions after receiving your transition grant, email us at [ELCCFinance@gov.mb.ca](mailto:ELCCFinance@gov.mb.ca).

## Appendix: 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 and
- Offers 3 periods of care on school days for school age children.

Number of Spaces	Reduced Parent Fee Revenue Grant Daily Amount	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				<b>\$3,300</b>

### 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 and
- Offers 3 periods of care on school days for school age children.

Number of Spaces	Reduced Parent Fee Revenue Grant Daily Amount	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				<b>\$2,156</b>

### EXAMPLE 3: Nursery school licensed for 20 nursery school spaces

- Operates 5 sessions per week (20 session per reporting period)

Number of Spaces	Reduced Parent Fee Revenue Grant Session Amount	Sessions per Reporting Period	2 Reporting Periods	Total
20 Nursery school	\$5.40	20	2	\$4,320
Transition Grant payment				<b>\$4,320</b>

### 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	Reduced Parent Fee Revenue Grant Daily Amount	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				<b>\$13,312</b>