

2025/2026 ELCC Facility Orientation Facility Reporting and Child Care Subsidy Program

Thursday, November 6th

00:06

Anais Ratte

Hello, bonjour! My name is Anais Ratte, Engagement Specialist with the Manitoba Early Learning and Child Care Division.

Thank you for joining us for this afternoon's webinar Facility reporting and Child care subsidy Program. This webinar will be presented by Brigitte, Manager of Child Care Subsidy and Carla, Senior Policy Analyst.

Following the formal presentation, we will have time for questions, which you are welcome to submit via the chat throughout the presentation. We will try to answer as many questions as we can, which will be read out loud by Jessica, Child Care Coordinator, and Nahla, Child Care Subsidy Advisor.

Early Learning and Child Care, we'll be documenting all the questions... all the questions that are sent to ensure that even questions that are not answered live will be reviewed and considered.

As a reminder, please limit your questions to the matter at the end.

I'll now be turning things over to Brigitte for the land acknowledgement, and to review today's agenda.

01:04

Brigitte A'Bear

Good afternoon, and welcome. We recognize that Manitoba is on Treaty 1, 2, 3, 4, 5, 6 and 10 territories, and the ancestral lands of the Anishinaabe, Anishininewuk, Dakota Oyate, Denesuline, Ininiwak and Nehethowuk Peoples.

We acknowledge Manitoba is located on the homeland of the Red River Metis. 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 Metis people in the spirit of truth, reconciliation, and collaboration.

01:52

Brigitte A'Bear

Our agenda today will include the following, as you see on your screen. We'll discuss child care fees including the \$10 a day and the reduced parent fee revenue grant. A brief overview on the child care subsidy program.

We will go into detail with your facility reporting and payment process, and then we'll discuss resource and context at the end.

02:20

Carla Kernersted

Thank you, Bridget. It's Carla speaking in Manitoba. The maximum, uh, fees are set in regulations

And what often confuses families and new providers is that there's a maximum subsidized daily fee and the maximum non-subsidized additional daily fee per child.

Can we flip the screen?

02:47

Carla Kernersted

One more, thanks.

So, uh, we just sort of took the standard 0-4 hours and 4 to 10 hours for now, with our \$10 a day initiative for infant, preschool, and school-aged children.

They are all exactly the same, so 0 to 4 hours, the maximum subsidized fee that a family can be supported for, it's the \$4 And the additional, um... dollar is not part of the subsidy system.

So, with 4 to 10 hours, the maximum subsidized daily fee is \$8, and the additional nonsubsidized portion is \$2 Uh, equaling the \$10 a day. So, it is a facility decision whether or not you charge the non-subsidized duty fee.

03:34

Carla Kernersted

So, with fees, the cost of care is used to assess a child care subsidy application is based on the maximum subsidized daily fee only.

So, if it's, uh, \$10 in total, the cost of care is only \$8. Uh, for the purposes of calculating the subsidy. So, for, um... Cost of care for 4 to 10 hours, 5 days per week, is \$8 times 5 days times 4 weeks equals \$160 per reporting period.

So that is the maximum that a family could be subsidized for.

04:14

Carla Kernested

So, just to add a little bit of confusion, the family contribution, as indicated on the subsidy approval letter does not include the maximum non-subsidized daily additional fee.

So, when you get that letter, it's going to tell you the 160, if they're fully subsidized. But it's not going to be including that additional \$2 a day.

And the family is responsible for paying that directly to the facility. The family contribution, if there is one determined in the assessment and the non-subsidized daily additional fee when charged.

04:52

Carla Kernested

So, the regulations around, uh... fees in Manitoba, funded childcare facilities, so any facility receiving operating funding must be willing to enroll children that are receiving support through the subsidy system.

We must charge uniform fees for all children receiving the same type of care.

cannot charge more than the regular maximum daily fees and are eligible for the reduced parent fee revenue grant.

unfunded child care facilities that aren't receiving operating funding may establish their own fees for non-subsidized families.

Must not if they are enrolling subsidized families, they must not charge subsidized families more than the regulated maximum daily fees when they are enrolled and we pay an additional subsidy on behalf of eligible subsidized children in lieu of the revenue grant. that gets paid to funded facilities.

05:54

Carla Kernested

So, the \$10 a day, uh, initiative, uh, so to offset the reduction in fees. The difference between the old fees and the current regulated fees that were either effective April 2nd, 2023, Or, for some of them, December 8th, 2024 is paid as the reduced parent fee revenue grant for subsidized and non-subsidized children enrolled in funded facilities.

And then, as I mentioned above, an additional subsidy is paid on behalf of eligible subsidized children enrolled in unfunded facilities.

The revenue grant and the additional subsidy are paid through the subsidy reporting and payment process based on enrollment information submitted on your facility reports, your child attendance reports.

06:46

Carla Kernested

So, these this upcoming... there's two, uh, little charts coming up. Um, the... and they are available on our... on our website.

But this sort of helps break it down so you can see across more age groups and, uh, hours of care, what is the maximum fee? what is the maximum non-subsidized fee and what is charged to parents.

So, Let's do the first one because it's the top row and it's easiest to read the top row.

So, halftime of 0 to 4 hours the maximum they can be subsidized is \$4 per day. The maximum you can charge the parent is another dollar. For a total of \$5 from the parent and or subsidy program.

Then this is for a child care center or a family or group childcare home where the licensee is classified as an ECE2 or 3. So, the revenue grant is an additional \$10 making a total of \$15.

There's a second chart that the reduced parent fee revenue grant is slightly different when they are not classified as an ECE 2 or 3 in a home.

So that is the second chart. So, if you're looking online and want to have quick reference just make sure you're looking for the right one. Either for child care centers or the second one, which is where the license holder in the child care home is not classified as an ECE2 or 3.

08:23

Carla Kernested

We want to show that second one, please.

So, it's slightly different on this one. So, along the top there, under the major heading, you'll see which type it's for.

So, this second one is for a funded home that is not classified as an ECEII or III

08:50

Carla Kernested

So, this is the additional subsidy amounts for unfunded facilities. The same sort of idea. Um, so we have a column there when it became effective, because most of the fees were effective at

April 2nd, 2023, and then full days, non-school days for school age were added in on December 8th, 2024.

So, it's laying out sort of the simplest versions here but it's the same in terms of the maximum fee, non-subsidized fee.

And then what the additional subsidy would be, depending upon whether you're a center or a home provider who is classified as a 2 or a 3 or a home in the last column there who is not classified as ECEII or III.

So that would be received in addition as an additional subsidy.

So, if you want to see more of that breakdown you can look at the total fee revenue tables that we just looked at on the circulars page.

And the additional subsidies equivalent to the reduced parent fee revenue grant amount per child in column 6 for your facility type.

10:11

Brigitte A'Bear

Oh, now we'll go on to Section 2, talking about the Child Care Subsidy Program. It's Bridget, who's speaking now. The Manitoba Child Care Subsidy Program provides support to eligible families to help with the cost of childcare for children from 12 weeks to 12 years of age.

Subsidy pays for the part of the daily fees charged by the licensed early learning and child care facilities and on behalf of eligible families.

We can accept applications from any person who lives in Manitoba, whether they're citizens, permanent residents, temporary residents, or refugees and newcomers.

10:53

Brigitte A'Bear

When we are talking about the child care subsidy eligibility, we have two criteria's. For general applications, we require a reason for care, and the application must be subject to an income test.

If it is an employment and income assistance application. The applicant requires a reason for care, but they do not they are not subject to the income test.

If it is a foster child application submitted by a CFS agency, there is no other criteria required. We require the application to be submitted by the agency for it to qualify for a child in care.

11:37

Brigitte A'Bear

So, to qualify for the subsidy program. Applicant and co-applicant, when applicable, must have at least one of the following reasons for care.

employment, which can be full-time, part-time, seasonal, casual. shift work, remote work, selfemployment.

Education, we can use high school, college, university, online courses, with the exception of any. leisure guide type of general interest type of courses. English as an additional language, adult education. And even some other programs that potentially are supporting individuals, being able to gain employment skills.

Special needs is the next reason for care. This is more targeted, not targeted, but more about the child. If the child has additional support needs who has been assessed by a qualified professional. who has one or more disabilities, whether they're physical, cognitive, behavioral, or emotional. If a child has social special needs, where maybe there's a develop, sorry, a language delay, and they need to be in a social environment, that would be a reason.

And if there's an applicant who is a newcomer or refugee or experiencing domestic violence or family violence. They were living in the shelter, or is In an unexpected circumstance, that would also fall under special needs.

The other reasons are a medical reason for care. This one is more about the parent. If there's a long- or short-term medical condition that prevents them from being able to do work. They're in addiction recovery or treatment.

A parent can apply if they are on maternity or parental leave. However, the applicant who's applying for this maternity or parental leave with us. They must be receiving employment insurance, maternity or parental benefits to be eligible. If they are not receiving any EI. maternity benefits, they will not qualify for that reason for care.

Our last reason is nursery school, and this is only if the child is attending a nursery school. The parent can choose nursery school as their reason for care. They still will need. They will be subject to the income test as well and subsidy can only pay up to 5 sessions per week, so if you have a nursery, if you're a nursery school who offer two sessions a day, Monday to Friday, Subsidy can only cover up to 5 of those sessions per week.

14:22

Brigitte A'Bear

General applicants must qualify under our income test. And to qualify to confirm income, we require documentation for this income verification.

So, the amount of subsidy is based upon a formula, which includes the net annual household income. Exemptions for each family member. This is why it's important for these families to indicate any child who is under the age of 18 who lives in the house, even if they do not require childcare.

Annual cost of childcare. the exact amount of subsidy can only be determined through the application process, meaning if someone is to call us to see if they would be eligible for subsidy, we will be telling them to use the subsidy estimator tool, or the way we can guarantee the correct answer is if they do an application and we actually do the subsidy income test on their application once they've provided the documents.

Other factors can include size of the family, ages of children, disabilities, if that family's paying for private costs, that can offset the cost or their, sorry, their net annual income for the child who is in childcare.

15:40

Brigitte A'Bear

Subsidy approvals are according are done according to the age of the child. So infant, preschool, school age, or nursery.

We are now approving. For a few years now, any approval, except for nursery school, will be full-time unless there's otherwise requested in terms for employment.

On the subsidy approval letters, it will also show the maximum number of allowable absent days for that approval time period.

Subsidy approvals periods are based on the type of application.

For one year, when we can, we will approve it under employment, sorry, we will approve applications for one year under employment, special needs, or if it's a child and care application.

Education or medical/rehabilitations can be 6 months to a year.

Seeking employment is approved for 6-month intervals, up to a maximum of 18 months. After the 18 months, they will no longer be eligible to look for work until they have had a different reason for care for 6 months.

Nursery school enrollment. We usually approve those up until the end of June, because most nursery schools, I think we have one that is open during the summer, and that is it.

So, in those cases, those would be, the date would be extended.

17:09

Brigitte A'Bear

So going back to... I mentioned the allowable absent days are on the approval letter.

The allowable absent days are the maximum number of days that a child is receiving subsidy may be absent.

These days are written on the approval letter. It is based on the length of the application. So, it's 85% or more of the days within an approval period, subsidies paid for all those dates. Days attended and days absent.

If the child's absentee is exceeded. Subsidy will continue to pay the attended days, but not the absent days.

Until the end of that approval period. The absent days will be the parent's responsibility to pay at that point.

As families are required to pay the full parent fees for any additional absent days for the rest of that approval period.

There are some special circumstances. if there was an accident, or a medical condition. Families may be considered for approval of additional absent days. We recommend that families send a medical note in those situations.

That is almost one of the only ways we can confirm that those absent days, we can override those absent days.

That being said, and I'm just letting everyone know that if it's for a regular checkup or a dentist appointment, those days would not be waived.

There is a reason that that child can not come to daycare due to an accident or medical condition for either the child or anyone or the parents not found.

18:57

Brigitte A'Bear

Our subsidy approval process for new applications. The start date in the facility must coincide with the start date of the reason for care.

If school is starting for the parent on September 4th, but the child is starting in the facility or the home on August 4th. Subsidy would not start till September 4th, when that parent's reason for care starts. Reapplications, approvals are effective the date the previous subsidy expired, as long as the reapplication was received. Prior to this subsidy expiry date or within 30 days of that expiry date. If the reapplication is received past the 30 days or more, after the previous subsidy expiry. the effective date will be the first day of the reporting period in which they are received.

Facilities are responsible and encouraged to charge full fees, whether to applicants or CFS agencies, the full fees until you receive an approval letter from us.

20:06

Brigitte A'Bear

a family may be eligible for partial or full subsidy based on the family's financial eligibility. So, the provincial contribution is the amount we will pay directly to the facility on behalf of that family.

The family contribution amount is the amount the family pays for every 4-week reporting period and remember a family contribution does not include the non-subsidized fee of \$2 a day and that families are responsible to pay the facility for the family contribution portion of the fee and the additional non-subsidized fee.

20:47

Brigitte A'Bear

We're going to take a look at our approval letters, just to go over them.

So, we're going to stop... start from the top right there, so you'll see the name of the applicants, then you will see the name of that child. And the third one is the facility information. Your facility ID number and name must be listed for you to accept that as an approval for your center or home.

If your center has the multiple locations, we ask that you double-check that the correct site is listed, and if it is not, to contact your advisor because sometimes when the parents are also indicating the facilities are in.

on the application, they sometimes give us the wrong address, maybe, or they give us the address at the main site, let's say.

So, just making sure you're reviewing that application. Just to make sure that the child's name is spelled correctly, based on your records and that your facility is listed on this approval letter.

21:58

Brigitte A'Bear

So, the next thing you want to take note of is you will see that subsidy approval period. Those dates are the dates that this approval is good for.

Then, you will see the total allowable absent days. You will see that number to the right of the child's name.

The next thing you'll see is if there's a family contribution. If there's no family contribution, It'll show zero for the family, and the cost of care at \$160, that would mean that subsidy will be paying the \$160 for that child.

If there is a family contribution, 10, 15, 20, that's where it will show in that portion under that column. The last one is the identifier number.

That's your subsidy child ID number that you need to enter on the facility reports.

22:52

Brigitte A'Bear

If you're not entering those facility numbers on the report, that causes a lot more time on the advisor side to put those in.

Granted, I know sometimes you're not getting that approval letter till after you've submitted for that report, but just remember, for the next report to make sure you include that ID number. So, the cost of care, again, just to make clear, does not include that non-subsidized additional daily fee in funded and unfunded facilities. Nor will it show the additional subsidy for a child subsidized child enrolled in an unfunded facility.

So, you will always see the 160 but know that for those unfunded facilities. You will be getting the additional subsidy on your facility report payment, and you will see that on your summary.

23:43

Brigitte A'Bear

So, as we saw in a couple slides back, where the start and end date, the approval period shows, the expiry date is the last day of that subsidy approval period on the listed on the approval letter.

Payments will not be issued past that expiry date, as per that approval letter and facilities must charge full fees if a new approval has not been received.

It is the applicant's responsibility to note the expiry date and submit a reapplication.

Yes, we do send a courtesy expiry letter. However, sometimes if the applicant does not keep us updated about their address or their method of correspondence and if information has changed, not always does that courtesy letter get sent out to the applicant or make its way to the applicant.

The facility should note the expiry date and help ensure a reapplication is submitted and the expiry letter is issued to both the applicant and the facility. As that courtesy, but again, like I said, maybe the applicant did receive it due to the changes to email or mailing addresses. We can only send it with the information we know.

24:56

Brigitte A'Bear

Re-applications.

So, like we said, stated before, approvals are affected the date the previous subsidy expired. As long as the reapplication was received prior to the subsidy expiry date, or within those 30 days of that expiry date.

If re-applications applications are received past the 30 days or more the application will become effective the first day of that reporting period in which they are received.

Facilities must read all the correspondence received from the child care subsidy program. The latest letter you received is the current and relevant information.

25:40

Brigitte A'Bear

When Moving to a different facility. Oftentimes, we all I'm sure everyone has children transferring in and out.

If a child moves to the different facility, the subsidy expires on the date that child withdraws and is enrolled at a new facility.

Facilities cannot accept approvals from a child's previous facility and childcare online will not pay until there's a new approval at the new facility.

I think as another thing to note is we always have to follow the child for subsidy. So, if that family has not provided you, the one they're transferring from the appropriate notice.

You will have to bill that family directly, because we will have to follow that child to the new center or home that they are attending. It is the responsibility of the subsidy applicant to notify the subsidy program about moving to a new facility, so we can create their new approval and assess for the eligibility and family contribution when applicable.

Oftentimes, if there's no changes, it will remain the same, but again, you still need to see your center or your home on that approval letter.

When partially subsidized children attend more than one facility in a reporting period, that family contribution is prorated based on the start and end dates at each facility.

27:11

Brigitte A'Bear

If a child withdraws during a reporting period. Again, that family contribution will be paid will be prorated based on the number of eligible days enrolled during that period and total number of days in the reporting period.

If they enroll and withdraw at the same from a facility in that same 4-week period. They are only allowed absent days equivalent to 15% of the days enrolled.

So, if we're ending that one-year application early, by any time, or 6-month application, that also minimizes their absent days. That decreases them.

27:53

Brigitte A'Bear

New applications for ineligible letters.

We are now starting to send out ineligible letters to facilities again. However, it will just let you know the child's name and the ineligible date, that is all. We can't tell you anything else.

But we definitely heard from facilities when they were wanting to have some sort of notification.

So, for new applicants, an ineligible letter will be sent to the applicant, and a different one will be sent to the facility.

This will also be for reapplications. The reapplication, you will also get a subsidy expiry letter, because we will be forcing that expiry if we have to end an application early.

But you will also receive an ineligible letter and the expiry letter at that point, and so will the applicant.

28:51

Carla Kernersted

we're through the subsidy and subsidy assessment section. We're going to talk about facility reporting and payments.

29:01

Carla Kernersted

So, Facility reports must be submitted within 30 days of the end of each 4-week reporting period.

Facility reports received after 30 days may not be paid. If you're ever having issues with Child Care Online and report doing your report on child care online.

Please contact your subsidy advisor. So that your advisor can document the issue, provide alternative needs of reporting and answer specific subsidy-related questions.

Once your facility report has been assessed, Child Care Online initiates the payment process for a check or direct deposit.

We've just been undergoing another little postal strike interruption. So, encourage you that direct deposit is the fastest payment option and it's not disrupted by the mail.

30:00

Carla Kernersted

So, the revenue grant is based on how you're reporting, um, your attendance of all the children.

Um, so it is very important to, accurately submit, um, your attendance enrollment, so that. Uh, we can calculate your revenue grant and your subsidy payments correctly.

So, you need to report the attendance, and by attendance, we mean all days attended, days absence for all children enrolled. That's all subsidized children and non-subsidized children.

Make sure that you're reporting children in the correct age category, and if they're an infant and under 2. If they've turned 2 and they're a preschooler, or if they have entered grade 1 and are a school-age child.

So, report attendance exactly as the children are enrolled because the revenue grant is based on what the child is supposed to have been, and the space they're filling. So if the child is enrolled for 4 to 10 hours but has a doctor's appointment and attended less than 4 hours on some days, still enter all days for this child as 4 to 10 hours on the facility report.

If a school-age child is enrolled for 3 periods, so before school, at lunch, and after school, every day but only attends two periods before school and lunch on some days, enter all school days. attended and days absent for this child has 3 periods of care on the facility report.

31:50

Brigitte A'Bear

For facility, if a child changes to a new age category during a reporting period. It's very important to report the attendance accordingly.

Infant to preschool. So, a child must be reported under preschool the day they turn 2 years of age. Unless you have an age exemption. to either transfer them to preschool early or to hold them an infant. For later. But for example, if a child's second birthday falls on the 11th day of the reporting period. You would report a total of 10 days, attended and absent, and enter a transferout event on the infant attendance and report a total of 10 days, attended, absent, and enter a transfer-in event on the preschool attendance.

We are noticing a lot of the infant children are not being moved to preschool according to their second birthdate for the non-subsidized children.

It's very important. It's very important for the facility or the home to make sure they are moving those children to preschool effective that second birthday, or effective the age exemption date.

Um, and with this reduced parent fee revenue grant, it brings a lot of things to light in that way that we're having to manually change these things, because you will get overpaid, and then we will have to come and that money otherwise.

So, please, please make sure you're moving the infant to preschools according to their birth dates.

33:29

Brigitte A'Bear

Preschool to school age changes. A school-aged child is defined as a child enrolled in grade 1 to grade 6 in a school.

Once the child completes kindergarten, they can be considered enrolled in Grade 1. Because a child is attending kindergarten that does not make them school age.

The trigger for school age is when they are going to be entering grade 1. Unless you have an age exemption for that kindergarten child to attend as a school-ager, otherwise, kindergarten children are reported as preschool.

It is a facility policy decision as to the exact date a kindergarten child becomes a school-age child and moves into a school-age space.

However, those children who are starting grade 1, that September, must be moved no later than September 1st.

A facility can move their kindergarten children to school age as early as July 1st prior to that September start, grade 1 up until September 1st.

Children may also be moved individually as the school age spaces become available at other points in the summer.

If a child moves into a school-age space on the 11th day of the reporting period, report for a total of 10 days attended, absent, and enter a transfer-out event on the preschool attendance and report a total of 10 days attended absent and enter a transfer-in event on the school-age attendance.

35:06

Brigitte A'Bear

Age exemptions. When proposed by both the facility and the family for specific situations, the department will consider age exemption requests for approval. The facility director or home provider will need to send the form to their completed form to the coordinator for this approval. Subsidy does not make this approval.

So, once you receive that approved age exemption. Child care fees for the approved age category, subsidy applies and pays the rates at the approved age category, and the facility reports that child under that approved age category.

If a child changes to the approved age category during a reporting period, you're reporting their attendance accordingly.

preschool for whatever time they were in preschool, and then effective what date they became school-age exempted would be reported under school age.

And you could... sorry, you can review the center or home age exemption request forms online under our resources and forms for facilities.

36:21

Brigitte A'Bear

So now we're gonna venture into completing your facility reports. So, gather... first off, gather all the information you need for your facility reports, your attendance report...your attendance page to have them. You're gonna log into Child Care Online which you should have that information given to you by your coordinator at the time. You will select Create a New Facility Report, or my working copies if you started it previously.

36:57

Brigitte A'Bear

So, when you're logging in, you do see this information.

So, it gives you some tips, so the child ID for anyone who is qualified for subsidized care and you have that information, put the child ID and identifier code in there.

If the child transferred in or enrolled during the reporting period, the date they first attended.

If they're transferring out or withdrawn, the date the last attended.

There's a few here, statutory holidays, if you're open for your Easter Mondays, stat open, should be used. If you're closed for your Christmas, for your Easter Monday, then stat close should apply.

in-service care, you should be marking that on the calendar. We're gonna get into a little bit more about the in-service and summer days in a minute, but you have to indicate if you have any part-time care on there, just the number of children.

And of course, if you've ever decided to change your rates, you need to be indicating it on the report as well in the upcoming. For the next reporting period. Now, when you're setting your calendar, I recommend that you do that first before doing anything.

38:20

Brigitte A'Bear

Most of the time, that information. This information with your facility ID number, your facility name will be pre-populated once you're logged in. From that drop-down menu, that second arrow there you want to make sure that you're picking the correct start of the reporting period. you're going to enter the other information of number of children registered in part-time. Whether those rates will change during the next period.

And then when required, correct the status of each day, or the day by picking from the dropdown menu. If you're open all 20 days, you're going to mark them all open. If you have closure days, weekends, anything else was closed. You're gonna mark that as closed.

Stat open is for any stat day you're open within the allowed days you're allowed to be open. Stat closed. If you're closed, Christmas, New Year's, you want to make sure you're putting stack closed.

And then indicating in-service if any of your school-agers had an in-service on any of those days.

39:31

Brigitte A'Bear

Any funded facility cannot charge parents or the department when the facility is closed, unless it is a recognized holiday in lieu of day, the most, the most popular one is Easter Monday. Approved alternate closure day or allocated professional development day. Professional development day will be your coordinator who is approving that. The day in lieu of for a recognized holiday can be sent directly to myself, the subsidy manager.

If you send it to your advisor, that's fine, they will forward it to me.

Subsidy and revenue grant payments for recognized holidays in lieu of day approve alternate closure days, and allocated PD days will only be made if a funded facility charges these regular fees to both subsidized and non-subsidized. Would normally be open but is closed on a closure day. Is open on the working day before or after the holiday, or alternate closure day. Request approval in advance when required. Attendance is reported for all children enrolled. The this is the important part too; the approved closure date must be included in attended days.

Not in the absentee total for the reporting period on the facility report, because that absent date total will impact any subsidized children's approvals when they weren't even officially absent.

40:59

Carla Kernested

Okay, so it's Carl again. To receive subsidy and revenue grant payments for a recognized holiday an approved alternate closure day, or an allocated PD Day on your facility report. We do not have a nice little ticky box dropped down for ELCCPD days.

So, our workaround. is you're gonna mark these types of approved closure as a stat closed. Not as closed, or as an in-service. In-services for school-aged children and then include these types of closure days in each child's total days attended.

Again, the same, we don't want to penalize children that are receiving subsidy, and that will be eating away at their allocated absent days.

And please, please, please make a note in the explanation comment section on the facility authorization and sign-off page.

So, for a PD Day, note that the PD Day was held on which date and for an alternate closure day, note this information for the facility reporting periods in which the holiday occurs, and the alternate closure date occurs.

So many of you will know this, when you get your recognized holiday enclosure letter in the next few weeks. It tended... it used to often be, uh, Easter Monday. people would remain open. And they would ask for an alternate closure day at a different time. So that's... that's sort of your most common alternate closure date.

I don't know if I've heard of anybody doing it for Terry Fox Day or Boxing Day, saying, we'll stay open on Boxing Day. But, um, those are the other possibilities.

So, facility report calendar, these are your recognized holidays. Uh, if a holiday listed below falls on the weekend, the following Monday is provided as an in lieu-of date.

And so, when you get your holiday letter, we always spell those out. So, uh, which day, I think upcoming next year is the only day that that happens with is Boxing Day, but... Uh, that will be on a Monday instead of a Saturday.

43:19

Carla Kernested

Um, so, New Year's Day, Good Friday, Victoria Day, Canada Day, Louis Real Day. Uh, Labor Day, National Day for Truth and Reconciliation, which is Orange Shirt Day.

Thanksgiving Day Remembrance, and Christmas Day. So, the other... the 3 days where you may choose to close on an alternate day are Easter Monday, Terry Fox Day, and Boxing Day.

And there's more information in the annual closure dates letter, uh, about the requirements for closing on those days, if alternate closure days for those three holidays.

44:02

Carla Kernested

Okay, funded facilities may also choose to close for allocated ELCCPD days on the date or dates chosen by the facility without a loss of parent fees or subsidy or reduced parent fee revenue grant payments.

Um, this is also outlined in the closure letter, annual closure letter that will be coming out.

funded facilities must submit their request with the required information to your child care coordinator at least 6 weeks prior to the proposed closure date.

Provide a minimum of 4 weeks notice to families and they are based on the calendar year, so use the calendar year, uh, PD days between January 1st and December 31st.

And again, you'll see more information in the annual closure letter.

44:58

Brigitte A'Bear

Okay, so occasionally... a facility or home might need to close for an emergency closure. Such as an essential service. Water or heat in the winter.

So, to be... if you are wanting to be paid for that day. A request must be submitted to your child care coordinator outlining the reason for the request and indicating that all families will be charged these fees.

If approved, subsidy and the revenue grant will be paid for that date.

The subsidy advisors have to wait for the approval to come from the coordinator before they can approve to pay that day.

So, if you haven't sent it in to the coordinator and we do not receive it, either your payment will be held till we get it, or they will process it without that day, and then an adjustment would be made once an approval is received. We do understand that in the winter, facilities especially in rural areas, are often faced with severe winter snowstorms.

And poor, prohibited driving conditions. an addition, even within the city, if facilities located in schools may be required to close. If the school closes due to winter storms.

46:08

Brigitte A'Bear

Subsidy advisors are aware of these situations. An approval for your child care coordinator is not required in that type of situation. If your family... sorry, if your facility is requesting the subsidy and revenue grant payment for an emergency closer, including the snow days.

Facilities must charge all families subsidized and non-subsidized. full fees. So what we would need at that point is on the facility report calendar, an emergency closure date must be marked as open.

In the explanation comments section, you're going to note the data of that emergency closure, the reason and that all families were charged fees. If it were for something out of weather, outside of weather and you're waiting for that approval to come back from your coordinator or if you've received it, make a note about that, either that the approval has... or the request has been sent to your coordinator or that you've received that approval from the coordinator.

And then the advisor will know to check their approvals to see for that type of emergency closure, but again, for snow, weather. just market in the comment section. And that all families were charged.

You need to include that day though, as an attended day. Again, not at, like, not as an absent day total. For each child who would normally have attended on that day.

47:43

Brigitte A'Bear

So, looking at the attendance report for an infant. You will see on the top left-hand side your facility name and facility ID number. that far right side, you can add any children that aren't prepopulated.

If you had a new child start midway through. Last reporting period, add the child that way.

If your subsidy advisor is having to add a child onto your root report, because you've forgotten to add that child. You will still need to remember to add that child the next time you log in, as that will not carry over from the advisor entering it on our side.

If child B. I think that's B at the bottom, number 3 is no longer attending, and you've already indicated his withdrawal.

Their withdrawal the last period, that child will probably still show up on this one and you will want to inactivate them to remove them to the bottom. inactive children and you can delete them if you would like to from the inactive list.

Nothing hurts that if that child ended up coming back to you, you can still add them as a new child. That would not affect anything.

48:58

Brigitte A'Bear

This is the important piece. We are not seeing this as much as we should be.

Anytime you have a new enrollment, you should be clicking on that plus button. If they are newly enrolled with your facility. That is a... that you are indicating your plus button.

If they are withdrawing from your facility, you are going to indicate that withdraw button, that little minus, because you're taking them out of your facility and you're going to indicate the last date they attended as that withdrawal date.

Transfer in, transfer out. It's arrows, how you can think about it to keep this separate is the arrows are within your facility, the plus and minus is to add to your facility and or remove from your facility. Transfer in and out as used for age changes.

Anytime you should be doing a transferred out, out of preschool, let's say, for June 30th. Transfer in on the school-age side for July 1st, even if you do just the transfer it out button, you should also be doing the transfer in button.

50:04

Brigitte A'Bear

It helps us keep our information sorted and clear as well and especially when children are transferring in and out of facilities, it helps keep our information clear and concise.

50:22

Brigitte A'Bear

So, infant or preschool attendance. When you're entering your child's information. For a child on the active list, these fields will be pre-populated, filled for you the top ones.

For a new child, you will have to indicate their name. That shows... you're... be careful to enter the information correctly. When applicable, enter exactly as written on that subsidy approval letter.

You're going to indicate their birthdate and then when applicable, whether it's an enrolled, withdrawn, transferred in, or transferred out, and select date for the pop-up calendar

Enter numbers of days attended and number of days absent. The first column is their attended days.

The second column is the absent days. If all attendance is based on 20 days, for the most part, it should not be more than 20 days total.

So, just reviewing these buttons, because I know sometimes it seems like almost every orientation, someone didn't realize about these buttons, so we find it very useful to go over them.

51:32

Brigitte A'Bear

Obviously, the close button, it allows you to exit that page, but it will not save anything if you close on that page. save, we'll save that page, the page that you are on.

Um, save and add another. This will allow you to save the new child you just entered, and it'll automatically go to the screen for you to enter the information to add another.

If you need to fix the next child's name, you can save and edit the next child.

Move/Copy Child, if you click on the move or copy you will be presented with a page to either move or copy the child, and then it will... once you choose that choice, it'll ask where you want to move or copy the child to.

Whether you want to copy them to preschool, because they did a little bit as an infant, and a little bit as a preschool, you can copy that child over to preschool.

52:25

Carla Kernested

But still give us the transfer date.

52:29

Brigitte A'Bear

Yes. Thank you, Carla.

52:38

Brigitte A'Bear

School-age attendance can be a little tricky. Just go to take a look at the columns and make sure you're putting in everything correctly.

So... And it's different because you have the school days and your non-school days.

School day attendance shows up on top, non-school day attendance shows on the bottom.

You have periods 1, 2, and 3. According to what your facility offers is where you will be marking that attendance. For in-service days. In-service days only exist during September 1st and June 30th.

During the school year is when in-service applies.

From July 1st to August 31st. is summer days. Even a stat within the summer months is not to be indicated as an in-service day.

During your summer months, it's all summer and September 1st to June 30th is in-service days for any non-school days for those school-agers.

Okay.

53:52

Brigitte A'Bear

So, again, I know I've just said this, but this is another thing we're noticing a lot, is the confusion with in-service days and summer days.

So, regular equals your school days.

Period 1, 2, and 3. You see that on the far left-hand side of the bottom red box. The red frame is around it. In service and holidays are for school in-services, winter and spring breaks including

recognized holidays, the PD closure days, so again, any non-school day between September 1st to June 30th.

Summer days are all the days between July 1st and August 31st. There's been times where we'll have 19 summer days and 1 in-service, marked in there.

The advisor has to go through each child on that attendance to move that in-service to your summer days, so it can pay your full 20 days, otherwise you wouldn't be getting your full 20 summer days paid.

So just to keep that in mind.

Evening and weekends, you see that last column is reserved for your facilities, if you offer evening and weekend care.

55:08

Brigitte A'Bear

in-service days. So, when a child does not attend school because classes are closed for a prolonged period, such as all morning, all afternoon, or both.

It may occur a child is absent from school for more than half a day, but less than a full school day. Such as the last day of school, when no classes are held, but children are required to attend briefly.

Subsidy is paid at the full day rate for in-service days.

If there's an early school dismissal. When classes end earlier than usual, and result in an absence from school of less than half a day.

Subsidy is paid at the regular school day rates, 1, 2, or 3. That's if there's a dismissal at, like, 2.15. If the dismissal is at noon or one, and it's... more than, I guess, a few hours, that it's a half a day.

At that point, you would be able to put in for that in-service.

56:08

Brigitte A'Bear

If there's ever... if you ever have a child in your facility or home that is suspended from school and the family asks you to provide full-day care during the suspension, we will not pay you a full day rate.

We will only be paying you as per your regular school day attendance, rates of attendance. So, if it's... if you're a two-period center.

We will only pay you the two-period rate, we will not pay you a full day rate. That child is suspended; they shouldn't be going to your daycare either at that point.

In exceptional circumstances, full-day attendance fees, rates during a child suspension period may be approved by the department at the request of the family and or provider.

You would have to contact your child care coordinator, because that requires special permission.

56:56

Brigitte A'Bear

When you're doing your facility sign-off, you are signing off that everything you've written in there is true and correct. So, you're gonna make sure you're completed by, your name will appear there, you will type in your name, if you're doing this online, you're going to indicate the date your report was completed.

You're going to check off that everything you've given here is the information is accurate. And then you have your explanation comment box and that's where you will indicate PD closure, emergency closure.

Anything that is a little bit wonky. If you are putting in transfer information, there and it is not done on the report. That is not going to get done, that will get missed. You have to indicate it on the report.

And then you save, save as working copy. I would recommend saving most of the time, because if you're saving as a working copy. If one of them is saved as a working copy, it will not let you send everything else.

58:02

Brigitte A'Bear

So, when you're ready to submit it. You first, you want to check attendance reports for each age group to make sure information is entered completely and correctly for all children. Check your dates, whether it's summer, in-service, or summer or school year.

If there are no validation errors, you will see green checkmarks beside each element. If more information on changes are required, and you know you're going to come back in, then you can save that as a working copy.

Those working copies, though, are available for up to 31 days only.

If everything is ready to go, then you can click Submit, and you... We recommend you record your commission number. Once you get that submission number, you know it's been sent to us.

58:48

Carla Kernested

And the submission number is a very good way, if you're contacting your subsidy advisor with questions, if you give her the submission number, it's very nice to look for things up that way.

58:57

Brigitte A'Bear

Absolutely.

A facility payment summary is sent to you after a facility report has been assessed, and Child Care Online initiates the payment process. The facility payment summary will include details for each child receiving subsidy, including the absent days remaining at the end of that report, you will see their names and the absent days remaining.

It will also give you details of the reduced revenue grant payment for the funded facilities. It's very important to remember to review those facility payment summaries and report any discrepancies within 30 days of you receiving that.

Outside of that, we can't guarantee we'll be able to go back to correct those mistakes. So, this is an example of what you will get on your facility report summary.

It'll show the child's name.

It'll show right beside their cell's name how many absentees are remaining.

59:53

Brigitte A'Bear

It'll show you what the family contribution is, and what the provincial portion is. So, if the family contribution is zero, you will be seeing provincial contribution as 160.

Family contribution is \$10, you will see \$10 under that column, and \$150 as the provincial contribution.

01:00:10

Carla Kernested

And the absent days there would be to the end of that reporting area.

01:00:14

Brigitte A'Bear

That's as current as you can get in that way, because that's effective, like, so if this reporting period ended.

November 1st, let's say, and you're getting this November 6th, Today, that's as of November 1st that those absent days. So, between November 1st and today's date, if they've missed anything, you would want to deduct those days from that total on that summary.

01:00:44

Carla Kernested

Okay, so to offset the reductions in impaired fees, when we went down to the \$10 a day initiative back on April 2nd, 2023, and on school day, uh, non-school days through school age on December 8, 2024.

An additional subsidy is paid to the unfunded facilities on behalf of eligible families. It's equivalent to the difference between the previous fees and the new fees for your facility type.

And it is paid through the regular subsidy reporting process. As mentioned on the previous slide, if you, if we go back one slide there, please.

it's showing that family, um... contribution is zero, does not include the subsidized. it

will say 160 if you're... The additional subsidy is not shown there, correct?

01:01:42

Brigitte A'Bear

Right. It will show... yeah, it should show on there, still showing the higher amount.

01:01:48

Carla Kernested

Oh, it will, on this one. Okay, sorry, we must have another slideshow on that.

So, it does not appear as a separate amount on the facility payment summary. It's included in the provincial portion of the facility, on the facility payment summary.

01:02:08

Carla Kernested

Okay, oh, here we go. Here's for an unfunded facility, sorry. Yeah, this is the one that shows it right here.

Okay, so for an unfunded facility with a subsidized family. We still have the absent days. You see the first, uh, second red circle, total cost. That is where the additional subsidy is getting added in.

So, on the subsidy they letter, it would have said \$160 And then it's added, uh, the difference, uh. from the old fees to the new fees into there.

So, the provincial portion is significantly higher than the \$160 and that's the additional subsidy.

01:02:56

Carla Kernested

And these, these slides will be up on the website, uh, so if you want some nice handy-dandy pictures of what you're looking at Um, you can print them up, too. So, on the next slide, we'll look at the reduced parent fee revenue grant.

01:03:14

Carla Kernested

So, total number... the first arrow's pointing to the total number of payable days. So, what it does is it adds up all the days attended, days absent for all children in that care type, so all infants and what they're, uh... uh, days attended, and days absent.

There's 5 infants, it looks like they were all there 20 days in total, absent and attended. And then it shows you the grant rate, so that grant rate is for a center or a home where the provider is an ECEII or III, so \$20.

So, then it's 100 times the \$20 is \$2,000. So, they're all broken up separately by each type. We've got preschool and, uh, school age, so you'll see school age it's gonna have two rows, because we've got the... uh, non-school days being listed first, and then the second one is for if there's three periods a day for school-aged children, then the revenue grant is, uh, 30 cents per day on that one.

01:04:29

Carla Kernested

Though the second, uh, screen of showing basically the same thing.

This one is when the home provider is not an ECEII or III, so you'll see the rates are different than on the previous screen.

the calculations and everything are the same, so it's the total payable days. times the grant rate equals the grant amount for that, uh, age grouping.

And on the next screen, I have another little picture with things circled and X's added, and what it equals up to. So, you're taking your payable days, and then there's a little X there for multiplying by the grant rate equals your grant amount.

And if there's more than one type, like with school age, the two grant amounts are added together for the total grant.

01:05:18

Brigitte A'Bear

Okay. So, as a review, facility payments are required to verify that summary and report any errors, missing children, changes to attendance, to their subsidy advisor within 30 days.

These requests for any adjustments must be submitted on the Supplement Adjustment Facility Child Attendance Report Form.

It can be emailed to your subsidy advisor or a CDCsubsidy at gov.mb.ca. which is our intake email, that is reviewed every day.

It can also be mailed or faxed to your subsidy advisor's attention.

If an adjustment is required for a subsidy application approved for enrollment during the reporting period that already was paid.

The adjustments should be done immediately by the subsidy advisor, and that supplemental form is not required in those situations. Please contact your subsidy advisor if the adjustment was not done.

01:06:22

Brigitte A'Bear

This is an example of the supplemental form. We are asking you to fill out this form.

This was a form that we've always had to fill out, but... over time, it... it's... it wasn't always asked for. We are now, for about 2 years now, if you want an adjustment, it needs to be completed on this form.

So, starting from the left, child's ID number... sorry.

We're gonna start at the top. You need to indicate your facility ID number, your name, facility name. What reporting period it's for, on the right and then, child's ID on the left-hand side of this form, if applicable. If this is a non-subsidized child, you forgot to indicate.

That obviously will affect your reduced parent fee revenue grant. So, in that situation, if they're not subsidized, that child ID column will be blank for that child.

Last name, first name, and date of birth. The other thing I ask is to make sure you are writing clear as well, because not always can we make out the... the writing. Their date of birth and

then the attendance. So, the first two columns apply to if the child is infant that you're asking for the adjustment for.

If they're preschool, you will put it under the preschool columns or if they're school age, whether 1, 2, 3 period, in-service, Summer, evening weekends, there is a space for each option, You should be filling it out accordingly to what you are asking for or that child.

01:07:53

Brigitte A'Bear

Reminder, adjustments may not be completed right away, depending on work volume.

And please allow for up to 2-3 weeks for your adjustment to be completed.

Depending on our busy times, sometimes it's... it will go... it will be done towards the end of that reporting period, because that advisor is completing the reports already submitted.

01:08:20

Brigitte A'Bear

And for contacts and resources... So there is... the next slide.

To help families be aware of the child care subsidy Program, you can hang up the poster in your facility or give postcards to interested families, so you can Scan this QR code, and it would give you a poster.

Um, if you wanted. Postcards, I can send them out in the mail to you.

01:08:45

Carla Kernested

Nope, they can contact info. Oh, right. Info services.

01:08:50

Brigitte A'Bear

To request hard copies of postcards to be mailed to you, please email CDCinfo at gov.mb.ca.

You can download and print the copies of that child care subsidy program poster or postcard at this address below.

01:09:03

Carla Kernersted

On our publications page. I mean, that... QR codes are the modern thing, right? If you hang that poster up on your wall, the family can scan that QR code and get taken, uh, to subsidy information.

01:09:20

Brigitte A'Bear

So, if you are not a Child Care Online user.

Recommend strongly. If you are able to get registered for online. You don't have to submit the paper report by mail, fax, email, if you're doing it online, you basically get your submission number right away.

So, but if you do not have a username or password. Please contact CDCfacility at gov.mb.ca, or you can click on that link.

If you do not have direct deposit, again, with this mail strike there was some facilities or homes that would need to come down to 401 York to pick up your check or go to... if you're outside of Winnipeg, you're going somewhere else.

Again, direct deposit would be... huge benefit to, I think, everyone. You don't have to leave the comfort of your area to come and get it.

01:10:16

Carla Kernersted

So, you just email the ELCC Finance, tell them who you are, give them your facility number and ask that you would like the direct deposit, uh, form, and they will send you the form to complete.

01:10:27

Brigitte A'Bear

And if you need to view the reporting periods, it is also available on our website, or you can log into your child care online and find under the facility reports section.

And as always, for any copies of Circular's FAQs, webinars, they are all available on our website.

As Anais explained at the beginning, this will also be available on the website in the next week or so and that concludes our presentation.

01:11:02

Carla Kernested

And on the next screen, there is all the subsidy contact information, if you're out of town, there is a toll-free number. Um, as well as, if you have more general inquiries, or something that's more related to licensing, you can call, um, Information Services or email.

01:11:27

Carla Kernested

Okay, so how are we doing on questions? I saw quite a few coming up there.

01:11:32

Nahla El Bawab

There's a question from Jamie asking about absence.

There's a question from Jamie, and she's asking about the absence days if they would be on the approval letter on the, like, the ballots of them.

Okay, so, uh, will you return to provide the number of absence days for each approval period throughout the approval time.

They're not cutting approval or something.

01:12:13

Brigitte A'Bear

Yeah, so, if you're seeing that on the approval letters, the reason it's showing like that is most often it's a school-age approval, and the school age assessment gets broken down between summer and school year, dates. So, the approval, or sorry, the approved absent days is for that whole period. It's not specific to each period.

It is for that whole... the approval... dates. It's for that approval period of your subsidy.

01:12:43

Carla Kernested

So, they maybe miss a whole bunch of days during the school year, but come summer, they're there every single day, as long as that total number of absent days is within that whole approval period. They would not be exceeding.

01:12:59

Nahla El Bawab

Next question is from Rachel. Um, what is the purpose of having non-subsidized fee If the fee is a \$10, why is the full amount not considered?

And this would minimize confusion for families.

01:13:12

Carla Kernested

Well, we've had a subsidized and a non-subsidized fee for about 30 years maybe 40. I'd have to go check my history documents, but it's been around a very, very, very long time, and it did not change with the implementation and reducing the total fee to \$10. So, purpose... I wasn't here 30 or 40 years ago, so... but it's always been that way.

01:13:39

Nahla El Bawab

Next question from Michelle. Is there a way to make the subsidy approval letter simpler or easier to understand, especially for families whose first language is not English?

01:13:51

Brigitte A'Bear

So, we have tried many different ways. to make it more plain language, to make it not so much information on the page and at the end of the day, we're trying to get it... Make sure all the information's on there, but still in a readable way, and so far this is what we've come up... well, this is the letter we're working with now.

And I mean, at the end of the day, if they're really having a hard time understanding what their subsidy means.

Refer them back to us. We will do our best to either see if there's someone who can translate.

Or they can bring in someone who can translate for them if it's... they're more comfortable in their... their home language, but I think that at that point, if they're needing more information about it. it's important for them to contact us to ask those questions, for sure.

01:14:44

Nahla El Bawab

Next question is from both Wendy and Bonnie, and it's regarding seeking employment.

So how many waivers seeking employment and does seeking employment have a term? Um, 8, 16 weeks, and how often can it be claimed per year?

Does the claimant need to account for their time?

01:15:02

Brigitte A'Bear

So, seeking employment is approved 6 months at a time, up to a maximum of 18 months.

So, 3 sections of seeking employment. If the applicant has applied for seeking employment and they have reached the maximum of 18 months.

They will be told they're ineligible for subsidy, and for them to be able to use seeking employment again, they will need to have another reason for care for a minimum of 6 months.

Uh, there was another part about the audience, but the last stop.

01:15:38

Nahla El Bawab

Sorry. If they needed to be accounted for that, or how many times they can't reapply.

01:15:42

Brigitte A'Bear

Well, they can reapply up to like, they can reapply as many as they want, but they're not going to always get it, because we will, again, if they've done 18 months in a row they're not getting it if they have not had a break. It all depends. Again, they will need to contact us.

But, in terms of accountability. They have to be prepared that if we are asking that question, they're able to provide us with the information.

Whether they're applying online or, you know, being able to let us know that they are doing that due diligence and applying.

01:16:11

Nahla El Bawab

Next question is from Becca.

Um, we will often see a new child listed on a facility report who's not enrolled in the program or will receive a notice of subsidy approval for a child who's not enrolled. Other than deleting the child from facility report, is there anything else we need to do?

01:16:26

Brigitte A'Bear

I would contact CDCsubsidy at gov.mb.ca. or your advisor, but at the very least, CDC subsidy for... and you can send an email just stating that you got an approval, here's the submission number, this child does not attend my facility, or my home.

And then we can cancel that subsidy, because then that child will continue.

You'll continue getting an error message about that child, too.

01:16:48 **Carla Kernested** perhaps figure out why the error happened, and... Why? Yeah.

01:16:52

Nahla El Bawab

Okay, next question from Carolina.

What if a child attends over 10 hours?

01:16:59

Brigitte A'Bear

Then there's a 10-plus hour. You would indicate that day that they attended 10 plus hours. If they're a subsidized child, and the approval is for 4 to 10 hours. You'll get paid 4 to 10 hours, and then at that point, you would charge the parent the difference.

Again, that's if it's for a subsidized child. If you're noticing they're late quite a bit, and this is a subsidized child.

Then you can let them know they can talk to us, because we can look at asking for an approval for 10-plus hours, if work or school is preventing them from being able to pick up their child.

01:17:33

Nahla El Bawab

Next question from both Melanie and Randy, asking about move copy, child to... Um, and the same as transfer in and out.

When to use, copy, move, and when to use transfer in and out.

01:17:46

Brigitte A'Bear

Well, I mean... They probably almost go hand-in-hand in a way, because if you're transferring a child, you can just copy them over so that you don't have to type in their information.

Um, but you just want to... it's actually two separate things, so you're gonna indicate the transfer in and the date, let's say and then you're gonna move, or sorry, copy that child over. So... They're two separate results. Yeah.

01:18:15

Nahla El Bawab

Okay, next question from Leanne. If we are aware that parents have been dishonest with their address information on the application for subsidy who... who is this to be reported to?

01:18:26

Brigitte A'Bear

You can send the... you can send me an email, the manager, or again, you can send it to CDC Subsidy Attention Manager, and I will follow up.

01:18:40

Nahla El Bawab

Uh, next question from Carolina. Again, what does change your rate mean?

01:18:44

Brigitte A'Bear

So that's... we don't... we won't see that very much anymore, but there are... Sometimes, some facilities choose not to charge the maximum daily rate.

They choose to charge lower. Um, so in that case, if ever they decided to change their rates to go to maximum regulated rates, they would indicate that there.

01:19:04

Carla Kernested

It used to happen more often with nursery schools. Yes. They would not charge the full and 80? Am I saying that right?

10.40? 10.40. They wouldn't charge the full 10.40.

Um, and they would charge less, so they may make a change, say, come September, they will go, financially, we need to charge another 20 cents, and have notified us through that, but it doesn't have very much.

01:19:31

Nahla El Bawab

Next question from Bonnie.

Should the center notify subsidy in advance of their intention to consider kindergarteners as school age?

And she means by that the date the child is considered as school age and moved in their facility.

01:19:44

Brigitte A'Bear

So, this is if they're not age exemption, right? Like, this is just your preschool to summer, or to school age, because of grade 1.

So, that is definitely something you can do, like, in May if you want to do.

Hey! to your advisor, uh, I will be moving all my schooling or all my preschool kids going to grade 1. I'll be moving them this date.

And then that way, the advisor can take a look to see if there's any subsidized children in that group of names, and can adjust their approvals accordingly, so it's all set.

01:20:18

Nahla El Bawab

Next question from Mariela. I usually send my in lieu updates to our coordinators, should we not do that?

01:20:24

Brigitte A'Bear

So, you can send them to the coordinator, they send it to me, they just forward it to me, or you can send it to CDCsubsidy, like, that's... Because we, or I, approved the day in lieu of. it's probably easier for you to just send it to CDC subsidy, and then they would forward it to me. But know that you're... if you're forwarding it to your coordinator, they will forward it to me to do.

01:20:45

Nahla El Bawab

Okay, next question from Randy. We have multiple schools in our school-age program with different in-service days. What do we do if some are in service and some are into... still into period?

01:20:57

Brigitte A'Bear

So, meaning, like, some kids might have an in-service when others won't.

So you still want to indicate the in-service days, even if it looks like every Friday there was an inservice day, right?

Um, if you have different schools doing different things, you can always put a note in there, just stating, I have different kids from different schools, they had different in-services.

Where we're going to kind of question it is if there's foreign services every Friday, I'm not question it, but we will ask you if there's in services every Friday, then... did this child attend? or have all four in-services.

01:21:34

Nahla El Bawab

Next question is from... Kayati, how many total PD days per calendar year is allowed?

01:21:42

Carla

In 2025, it is 2. And as announced by the Minister at the conference last May, they will increase to 3 in 2026.

And that's the calendar year, and it's odd for government, but we use the calendar year for this item.

01:22:06

Brigitte A'Bear

We're a day in Lieu is fiscal year. Just to be a little bit... different there.

01:22:13

Nahla El Bawab

Next question is from... Jamelin? Would we use... when would you use the period... the threeperiod box?

01:22:22

Brigitte A'Bear

So, if you are offering 3-period, meaning before lunch and after school, then you would be indicating your attendance under 3 period.

If you do not offer 3 period, then you should not be putting any attendance under 3-period care.

01:22:35

Carla Kernested

Yeah, if you're not... if you're not open for lunch for children to come there for lunch, it would be generally the one that would be, then it would be... Before and after school, and only two periods.

01:22:45

Nahla El Bawab

Okay, next question is from Chelsea, and it's asking about when a facility has multiple locations and there is a school-age location and a preschool location, and they're transferring a child from one to the other would they be applying the transfer in and out on the previous location, and in and out on the recent location, or would they be withdrawing the child from one facility and moving it to the next facility?

01:23:05

Brigitte A'Bear

Okay, so... If you have multiple sites, we can take it as a transfer, what I would like in that case, I know I said earlier, no transfer information, but because If you're doing a transfer, the advisor will look in the other age groups in that same report to look for that other child... that child.

So, I would just put a case note saying, so-and-so's transferring out. They are transferring to our sister location. And the facility manager. And the facility number.

Um, and then that way, the advisor can pre-emptively get that transfer so that the days can be paid at. Location 1, based on that approval, and then. Location 2 can be paid based on the other one.

With... only when you have more than one site, affiliated sites. That is the only time we do not... and the child is transferring within your sites, that sites. That is the only time we don't need it from the parent you can let us know.

01:24:03

Nahla El Bawab

Next question from Kayati. Is there a fillable PDF version of the child care subsidy Supplement Form?

01:24:09

Brigitte A'Bear

There is not. But we can make a note of that.

01:24:16

Nahla El Bawab

Okay, uh, question from Chelsea. Um, if they had a child recently approved and received their payment from a past reporting period, but it seems to be too much according to approval date. I would reach out to my advisor or fill out an adjustment form.

01:24:32

Brigitte A'Bear

Well, you can fill out the adjustment form, and under reason.

You can indicate that you think you were overpaid, and then the advisor can take a look at it to make sure.

01:24:43

Nahla El Bawab

Uh, next question is from Kara. Just wondering if you have an idea of how long subsidy approval is currently taking.

Is 4 to 6 weeks currently accurate?

01:24:53

Brigitte A'Bear

I would say it's probably 4-5 weeks.

01:24:59

Nahla El Bawab

Jessica's question, I missed some of the webinar due to having to speak to a parent.

Um... But I was told that subsidy was no longer during periods for school-aged children is that... And that is just what was based off whether the child attended daycare or not. Is this true, or am I missing some information?

01:25:22

Brigitte A'Bear

I think you're missing some information, because subsidy still applies to school-age children based on in-services, summer days, school days, it still applies to... So, I would say, I would recommend whoever asked that question, maybe contact their advisor to maybe get some more information there.

01:25:42

Carla Kernersted

Yeah, more specific to you, and the... I mean, it affects the revenue grant as well. So, maybe somebody's thinking, because it's \$10 for 3 periods, or \$10 for a full day that that still doesn't apply, but on the three-period days, on school days, it'd be a 30 cent uh, revenue grant, and a larger one on non-school days.

01:26:09

Nahla El Bawab

Next question from Omulola. If the family fails to pay their portion of unsubsidized fee, what would happen?

01:26:18

Brigitte A'Bear

That would be according to your policy, yeah.

01:26:20

Carla Kernersted

That's up to the... to the provider. Yeah.

And many people have pay-in-advance policies, if you're having trouble with parents not paying for the care after the fact you might want to consider paying in advance of the care policy.

01:26:38

Nahla El Bawab

Next question from Ravender. Um...Is fee difference between infant and preschool, should we pick out preschool immediately to get paid for infant spot to keep our income up?

01:27:55

Brigitte A'Bear

No, you can't report... you have to report according to the child's age.

01:27:01

Carla Kernersted

I think she's... I think they're asking whether they should stop the child having an infant space.

01:27:08

Brigitte A'Bear

Well, the child should be transferred on their second birthday to preschool. The day turn 2 is the first day they should be in preschool.

01:27:20

Carla Kernested

But it sounded like she just wanted to kick the child out of the facility, period.

01:27:24

Brigitte A'Bear

Really?

01:27:28

Nahla El Bawab

Should they remove the child from the facility to keep infant spaces filled to keep the income higher with infant spaces.

01:27:33

Carla Kernested

There's many facilities that have some wiggly policies on that Uh, for continuity of care for children and supporting families.

01:27:48

Nahla El Bawab

Next question from Jessica. Um, if a family's contribution is listed as any other numbers other than zero would we just add 40 to that number? Sorry, she's a new director there, so she's trying to...

1:28:00

Brigitte A'Bear

Yeah, so whatever is listed as the contribution amount. It's \$20, you're gonna add \$40.

01:28:07

Carla Kernested

If it's 4 to 10 hours... Because there is... if you look on those charts that we had up earlier. The non-subjective fee can be \$1 for 0 to 4 hours.

For 0-4. And it can go beyond \$2 for... \$3 for 10 plus. \$3 for 10 plus.

Yeah, so I would look at the charts and we also have stuff online that shows how much for which type of care?

01:28:39

Nahla El Bawab

A few more questions here. Cynthia?

01:28:41

Carla Kernested

The standard is 40, but still. Look.

01:28:45

Nahla El Bawab

Two more questions, we'll take here.

So, Cynthia's question is regarding in-service days for school age on their last day of school, where they make appearance briefly, what is the full rate of pay, if it's a 3-period or a full-day in-service days.

01:29:01

Brigitte A'Bear

Okay, so it's \$8 either way, in that case. Free period is an \$8. In terms of what you should be billing the parent, right?

But in terms of what you're getting back in the reduced parent fee revenue grant will be different. So if the child just had to go to school for, like, 2 hours in the morning, and then they're back.

the school age child, and then they're back with you for the rest of the day, that would be a full day in service.

01:29:26

Carla Kernested

And when this is back up online, we had a nice screen that sort of talked about all those things. When is it, um... a full day for a school-age child versus three-period care Cheat sheet.

01:29:46

Nahla El Bawab

Our last question here... Um...

01:30:06

Carla Kernested

Your questions are quite specific to your facility. I would encourage you to talk to your child care coordinator, and if she needs to refer it to subsidy.

I just noticed one that was talking about the different age groupings that they have, and so on.

So, the revenue grant is paid based on the children enrolled and their age groupings that they're in and they noticed the question says, affected every 3 months, so I think you're talking about your operating grant.

That's a whole different ballgame. It has nothing to do with, uh, this particular part. We try to, um... Talk to your child care coordinator.

01:30:54

Anais Ratte

And also, keep keeping our records of all the questions that we get in the chat, so If there's any recurring question, then we can address them in our next e-news, or in the future webinar we might have.

Um, and just before we... Oh, and also, like, we would update, like, FAQs accordingly, if this is recurring question, and same thing, child care coordinator, CDC info will also let us know, like, if always the same question comes back over and over, so we will address those.

Um, I don't know, Carla, if you want to confirm, I saw a couple of comments in the chat after you answered it, just to confirm that for the rest the year till December 31st, 2025, its 2 days.

01:31:39

Carla Kernested

Yes, it is 2 days. Okay, PD days until the... And then start over... Yeah, it will start first, January 1st.

1:31:47

Anais Ratte

Okay, awesome! So, that concludes today's webinar. We'll have a recording, transcript, and copy of the PowerPoint presentation on our website at Manitoba.ca/childcare within the next, um, few business days.

Thank you so much for joining us. Have a good day, enjoy your night!