

2023 CHILD CARE ONE TIME SPECIAL PURPOSE FUNDING

Identification of Needs & Application Guidelines
For Licensed Child Care Service Providers

June 2023

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

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INTRODUCTION

DNSSAB invites licensed Child Care Service Providers with a current service agreement from DNSSAB to complete and submit a request for 2023 One-Time Special Purpose Funding according to their agency's needs.

Licensed child care agencies requesting Funds shall submit the required information by completing and submitting the application form (Excel worksheet tab entitled "Funding Application") and supporting documentation through the prescribed electronic format.

The availability of Funding will depend on Ministry funding and DNSSAB's Children's Services budget flexibility.

PURPOSE

The purpose of these guidelines is:

- To adopt a standard approach in managing Funding applications and allocations.
- To ensure fairness among all Licensed Child Care Service Providers.
- To ensure equity, openness, accountability and transparency.
- To align with the Ministry's vision and pedagogical approach.
- To obtain the best value for the use of public funds.
- To maintain the integrity of the process.
- To support affordable, quality, inclusive and accessible licensed child care services.
- To administer Funds within the discretion of the Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards.

SERVICE OBJECTIVES

Special Purpose Funding has been made available with the intent of supporting the licensed child care sector in offering safe, affordable, quality, inclusive and accessible child care to families and children throughout the district.

IDENTIFICATION OF NEEDS

In order to plan for needs or requirements related to one-time funding allocations, DNSSAB is requesting that all service providers with significant pressures or needs that may exceed financial support in excess of \$25,000 for one item/project (i.e. heating, flooring or roof repairs), advise DNSSAB as soon as the concern is identified by completing the [Identified Needs Form](#) available on the DNSSAB website.

It is important to note that completing the [Identified Needs Form](#) does not guarantee funding and that identified items will also need to be included in the actual application process. This identification process is intended to inform DNSSAB of the needs/pressures as they arise and to support with the annual budget planning of 1x funding allocations.

APPLICATION PROCESS

The application for Special Purpose Funding will be made available annually and will be made available on the [DNSSAB Website](#).

Service Providers are asked to complete the application form electronically and to submit their request(s) along with the applicable supporting documentation by email: csfundingrequest@dnssab.ca

All supporting documentation (i.e. quotes, current-year receipts/or paid invoices, third party recommendations, etc.) related to the request must also be included with the application in order to be considered.

Funding will be allocated based on the priority rating described below and is dependent on Ministry funding allocations and DNSSAB's Children's Services budget flexibility.

QUOTATIONS

Service Providers must ensure to solicit and submit the minimum number of quotes for the project as described in the following chart.

Quotation Requirements for Purchase of Goods and Services	
\$0 – \$24,999	1 written quote detailing purchase and/or scope of work to be completed
\$25,000 - \$49,999	2 written quotes detailing purchase and/or scope of work to be completed
\$50,000 +	3 written quotes detailing purchase and/or scope of work to be completed

In addition to meeting DNSSAB's requirement for quotes as listed above, the Service Provider must also follow the agency's procurement policy and process.

If unable to meet the established quotation requirement (i.e. supplier with special knowledge, skills or expertise), the Service Provider must demonstrate that every effort was undertaken to meet the requirement (i.e. written documentation of failed search).

FUNDING PRIORITIES

Priority will be given to requests that demonstrate the most critical and time sensitive needs. Funding will be prioritized for Service Providers that can demonstrate that they are not in compliance or are at risk of not being in compliance with licensing requirements under the Act.

All Funding allocations must be expended by December 31st. If concerns arise with meeting this timeline, the Service Provider must advise DNSSAB as soon as possible to discuss potential solutions.

PLAY-BASED MATERIALS AND EQUIPMENT

Play-based Materials and Equipment Funding is intended to help Service Providers to create enriching environments both indoors and outdoors with open ended materials that promote children's learning and development through exploration, play and inquiry consistent with the views, four foundations and pedagogical approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Please see the Child Care Licensing Portal on the [Ministry of Education website](#) for additional information and refer to Section 19 of the Act ([O. Reg. 137/15](#)) for provincial requirements of play-based material, equipment and furnishings.

ELIGIBLE EXPENDITURES

Play-based Materials and Equipment Funding may be used to purchase non-consumable supplies/equipment to support the ongoing regular operation of the licensed child care program and promote children's learning and development through exploration, play and inquiry consistent with the provincial pedagogical approach. Request for Funding may include, but not limited to:

- kitchen supplies
- IT (i.e. to support with communication, pedagogical documentation, etc.)
- supplies and equipment to support learning environments while adhering to health and safety requirements, etc.

INELIGIBLE EXPENDITURES

Play-Based Materials and Equipment Funding cannot be used for consumable supplies.

REPAIRS AND MAINTENANCE FUNDING

The purpose of Repairs and Maintenance Funding is to support licensed child care centres and home child care agencies that are not in compliance with licensing requirements or may be at risk of not being in compliance with licensing requirements under the Act. Funding is intended to cover one-time repair and maintenance costs.

ELIGIBLE EXPENDITURES

Common areas of health and safety concern that may be eligible for Repairs and Maintenance Funding may include, but are not limited to:

- Food Preparation - which may include but not limited to the addition, repair or replacement of: hand washing sink in the kitchen, dishwasher or hot water booster and/ or major appliances.
- Major Systems - which may include but not limited to addition, repair or replacement of: leaking roof, building foundation, heating/cooling system, ventilation system, sump pump, fire detection alarm changes and upgrades, emergency lighting, accessibility, windows or doors, asbestos removal or encapsulation, secure entrances, wiring upgrades and fencing.
- Play Area - which may include but not limited to the addition, repair or replacement of: damaged walls, peeling paint that may contain lead, cot storage facilities, windows, worn flooring material, worn or damaged ceilings and/or damaged outdoor play climbers or outdoor safety surfacing.
- Washrooms - which may include but not limited to the addition, repair or replacement of: fixtures, partitions, flooring materials, change table/area.

INELIGIBLE EXPENDITURES

Repairs and Maintenance Funding cannot be used for program expansion.

TRANSFORMATION FUNDING

The purpose of the Transformation Funding is to support program viability and facilitate child care transformation funding one-time costs for licensed child care Service Providers that are involved in business transformation activities and/or require business transformation supports.

Business transformation activities are defined as, but not limited to:

- the amalgamation of two or more centres in a school or community setting;
- the relocation of a child care centre to a school or within the community; or,
- the retrofitting of an existing child care centre to serve younger age groups.

ELIGIBLE EXPENDITURES

Business transformation supports include the following one-time expenses:

- Legal costs (available only to operators that are amalgamating);
- Lease termination costs (available only to operators that are amalgamating and/or relocating);
- Moving costs (available only to operators that are amalgamating and/or relocating);
- Business planning costs;
- IT upgrades to facilitate internet connectivity for business purposes;
- Play-based material and equipment;
- Operating funding to support the viability of child care operators that are transforming their business model; and/or
- Funding to home child care agencies for home visitors to help support recruitment of home child care providers in under-served areas.

REPORTING AND RECONCILIATION REQUIREMENTS

Service Providers in receipt of Funding will be required to reconcile the Funding allocation with actual expenditures, in the prescribed format by DNSSAB.

The reconciliation worksheet has been included in the One Time Special Purpose Funding Application workbook and is available as a separate worksheet tab entitled “1x Funding Reconciliation”. Once the review of One Time Special Purpose Funding Application worksheet has concluded, the reconciliation worksheet will be updated to reflect approved items and allocations and returned to the Service Provider for completion.

As part of the reconciliation process, the Service Provider will be required to submit invoices and a copy of the cancelled cheque or proof of payment to DNSSAB. Any adjustments and recoveries of Funding will be determined through the reconciliation process.

Any unused or Misused Funds shall be recovered by DNSSAB.

LATE SUBMISSIONS

DNSSAB acknowledges that the majority of service providers submit required information on a timely basis. The intent behind the late submission process outlined below is to ensure that DNSSAB has the information required to demonstrate accountability for public funds.

DNSSAB will continue to support service providers with timely data and financial documentation submission through outreach, training and resources.

Where the financial submission is not received by DNSSAB in the established timeline, DNSSAB will take the following action until the submission is received:

- DNSSAB will inform the Service Provider that the submission is overdue and allow the Service Provider time to remedy the situation.
- In accordance with the agreement, DNSSAB may withhold payments of any funds payable if, in DNSSAB’s sole discretion, DNSSAB determines that the Service Provider is in breach of any of its obligations or the warranties provided.

Upon submission of the requirements, DNSSAB will revert back to the normal payment process and will include in the payment the total amount withheld up to that point.

DNSSAB reserves the right to suspend funding (in year or in the subsequent year(s)). Should a Service Provider have any outstanding submissions, DNSSAB may exercise its discretion by not providing funding in the subsequent calendar year.

ADDITIONAL INFORMATION

QUESTIONS & INQUIRIES

Questions about this application process should be addressed to:

District of Nipissing Social Services Administration Board

Attention: Children's Services Department, Finance and Data Coordination Team

Email: csfundingrequest@dnssab.ca

APPEALS

Service Providers may bring any issues regarding eligibility, application and Funding decisions forward in writing by completing and submitting a Service Provider Appeal Form and supporting documentation.

DNSSAB will review and respond to the Service Provider's appeal within ten (10) Business Days of receipt of the appeal.

DNSSAB WEBSITE

Please visit [DNSSAB's Children's Services website](#) for additional information, guidelines and resources.


DOCUMENT UPDATES

As additional information becomes available, these guidelines and related policies will be reviewed and amended to align with updated legislation, provincial guidelines, and municipal/provincial/local best practices as required.

DEFINITIONS

In this document, all capitalized terms noted below shall have the following respective meanings:

- “Act” means the Child Care and Early Years Act, 2014, S.O. 2014, C.11 as amended, and the regulations thereunder.
- “Agency” means the Service Provider’s business.
- “Agreement” means the Agreement entered into between DNSSAB and the Service Provider.
- “DNSSAB” means the District of Nipissing Social Services Administration Board.
- “Funds” or “Funding” means one-time special purpose funding which includes Play-based Materials and Equipment Funding and/or Repairs and Maintenance Funding and/or Transformation Funding.
- “Ministry” means Ministry of Education for the Province of Ontario.
- “Misused Funds” means Funds not used for the intended purpose.
- “Policies and Guidelines” means the policies and guidelines of DNSSAB or Ministry, as amended or replaced or added to from time to time.
- “Service Provider(s)” means a licensed child care operator or licensee, no matter the auspice (i.e. not-for-profit, for-profit, municipal).



DNSSAB Children's Services
200 McIntyre St E
North Bay, ON P1B 8V6

Phone: 705-474-2151
Fax: 705-474-0136
Toll Free: 1-877-829-5121
csfundingrequest@dnssab.ca

dnssab.ca/childrens-services