

# ONE-TIME NON-DISCRETIONARY FUNDING

For Licensed Child Care Program Serving  
Children from 6 to 12 years

**PRESENTED BY**

**DNSSAB CHILDREN'S SERVICES - 2025**

District of Nipissing  
Social Services  
Administration Board



Conseil d'administration  
des services sociaux  
du district de Nipissing

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## **PURPOSE**

Service Providers can receive support for one-time non-discretionary and unexpected Eligible Costs that exceed their program cost allocations (e.g. emergency capital repairs to minor assets).

To ensure a fair, consistent and transparent approach, Service Providers must complete the One-Time Non-Discretionary Funding application as needed at the site (centre-based) and Agency (home child care) level. The application must be fully complete, in the prescribed format, and include supporting documentation for consideration.

DNSSAB will consider applications throughout the year.

## **FUNDING**

Service Providers enrolled in the CWELCC System or those exclusively serving children from 6 to 12 years, can apply for One-Time Non-Discretionary Funding to address non-discretionary cost pressures beyond their control, where other funding is not available within the agency's budget or reserves.

Note: One-time Non-Discretionary Funding application approvals are subject to DNSSAB's Children's Services budget availability.

## **ELIGIBILITY**

Costs are eligible if they are:

- Legitimately incurred for child care delivery (that is, required by a Service Provider to provide care under the CCEYA and its regulations or, if above the regulated requirements, not an optional service).
- Necessary, economical, and with due regard for health and safety.



- Non-recurring costs such as those incurred to repair or replace physical assets (e.g. emergency capital repairs to minor assets).
- Incurred in relation to the provision of child care for Eligible Children.

Where child care is also provided to ineligible children (e.g. children under 6 years of age), costs must be prorated using a reasonable method, in the opinion of DNSSAB.

## **QUOTATIONS**

It is important to note that when completing the application process, the Service Provider will be required to solicit and submit the minimum number of quotes as described in the chart below:

<b>Quotation Requirements for Purchase of Goods and Services</b>	
\$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.

## **IMPLEMENTATION**

To facilitate the application process, children under 6 years of age have been included, although these programs are not eligible for Local Priorities funding. The results for these age groups (0 to 5 years) will help DNSSAB determine the pro-rated percentage of funding to be allocated towards the two age groups.



DNSSAB will require supporting documentation confirming eligible non-discretionary costs to verify the request.

The One-Time Non-Discretionary Funding application may be requested by emailing DNSSAB at [csfundingrequest@dnssab.ca](mailto:csfundingrequest@dnssab.ca).

## **PROCESSING APPLICATIONS**

Where all required information and/or supporting documentation is received, DNSSAB will review and process the Service Provider's application within 30 business days of the application date in accordance with established budget, priorities, Policies and Guidelines.

When reviewing and approving applications for Funding, DNSSAB will consider:

- Other revenue sources (i.e. agency reserves and non-base revenue).
- Cost effectiveness.
- Value-for money, risk management and evidence-based assessment.
- Ability to stand up to scrutiny by auditors and the Ministry.
- Transparency (that is properly explained and documented).

## **REPORTING AND RECONCILIATIONS**

Service Providers must use the Funding solely for the intended purpose. They are responsible for completing the reconciliation within the prescribed format and providing supporting documentation (e.g. confirmation of payment).

Any unused or misused funds shall be recovered DNSSAB. Additionally, non-compliant Service Providers may be deemed ineligible to receive future Funding.



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