

# FUNDING POLICIES AND PROCEDURES

## FAMILY/GROUP CHILD CARE

- The operating grant may be issued to eligible family/group child care homes that meet the Manitoba Early Learning and Child Care's financial reporting and accounting requirements.
- The maximum operating grant rates are set out in Manitoba Regulation 62/86. You may request less than the maximum amount.
- Although you do not require approval for purchases made with the grant, your Child Care Co-ordinator is available to assist you in prioritizing expenditures based on your program's needs. The Child Care Co-ordinator will also assess compliance with the child care regulations to ensure that children's health, safety and developmental needs are met.
- Receipts for purchases made with the operating grant should be retained for Canada Revenue Agency. The Agency's booklet, Using Your Home For Day Care, assists self-employed child care providers in understanding what expenses can be claimed. It also explains the importance of keeping good records and can be obtained by calling toll-free at 1-800-959-2221 or by going to [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms).
- As a condition of continued funding, family/group child care homes must be willing to enroll families eligible for subsidy.
- The same fee must be charged for each child who receives the same type of care whether the family is subsidized or not as per *Manitoba Regulation 62/86, 38(7)*.
- An additional fee of up to \$2.00 per day per subsidized child may be charged in addition to the subsidized fee but no subsidy is payable on the additional fee as per *Manitoba Regulation 62/86, 38(6)*.
- All family/group child care homes are required to accurately report the attendance of all children, whether subsidized or not subsidized, on the *Facility Child Attendance Report* and submit it to the Child Care Subsidy Program within two weeks of the end of every reporting period.
- When a funded family/group child care home closes the provider will return the unspent portion of the operating grant by submitting a cheque payable to the Minister of Finance to Manitoba Early Learning and Child Care.
- Allowable absent days are provided to allow a subsidized child to be temporarily absent from care for reasons of sickness, contagious infection, family funerals and a parent's temporary absence from work. Allowable absent days must be accurately reported on the *Facility Child Attendance Report*.
- Your family/group child care home's daily attendance records must include the arrival and departure times for all children. Records must be kept for a minimum of two years.

## MAXIMUM GRANTS, EFFECTIVE October 1, 2018

ANNUAL OPERATING GRANT	INFANT	PRESCHOOL	SCHOOL AGE
FAMILY CHILD CARE HOME and GROUP CHILD CARE HOME	\$2,384	\$1,835	\$850

## PAYMENT POLICIES AND PROCEDURES

- Grants are issued quarterly at the beginning of the grant period which is April 1 to March 31. The first quarter is April 1 to June 30.
- The Family/Group Child Care Home Operating Grant Application form must be completed and submitted in order to receive the operating grant.
- Grant applications are reviewed and approved by Manitoba Early Learning and Child Care before grants are issued.
- The operating grant may be adjusted based on usage of spaces. To calculate usage:
  - i) Manitoba Early Learning and Child Care assesses the daily attendance and absent days of all children reported on facility child attendance reports for the period March to February of the previous year. For example, on a per reporting period basis, if your home is licensed for 8 spaces and open 20 days in a reporting period, the maximum days available would be 8 spaces x 20 days =160 maximum days. If total attendance and absent days of all children on the report add up to 160, your home's usage is 100 per cent. If total days add up to 80, your usage is 50 per cent.
  - ii) If your usage of spaces is 50 per cent or less, your child care co-ordinator will discuss with you a possible change to your licence to better represent your actual attendance, however;
  - iii) Manitoba Early Learning and Child Care will also consider the continuity of care you provide to children as they move into another age group, for example, when an infant turning 2 years of age continues in your care, Manitoba Early Learning and Child Care will review your current grant level with the intent to minimize the financial impact.
- Your grant may be reduced by 50% of the maximum if your usage of spaces is 50% or less.
- If care is provided for less than 12 months due to closure for an extended period of time such as vacation, sick time, maternity or relocation; the grant will be prorated for the number of months care is provided.
- For the days your home is closed and you are not providing care, you cannot charge any fees to subsidized and non-subsidized parents.
- Grant applications for *new* family or group child care homes must be received within 1 month of licensing.
- Grant applications will not be processed for payment if received after the end of the fiscal year of March 31.