

CIRCULAR

Date: April 1, 2020

CIRCULAR NUMBER: COVID-19: 2020-37

To: Child Care Centres and Home-Based Child Care Providers

Subject: Attendance Reporting and Subsidy Payments

Program(s): All

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Topic: Attendance reporting during COVID-19 response

All facilities are required to submit attendance reports following the usual procedures.

- Centres and homes are to continue the regular process of attendance reporting to the Child Care Subsidy Program, based on the regular and ongoing four-week billing cycle.
- Centres and homes are to report actual attendance on their reports to ensure attendance is accurately reflected.
- Subsidy payments will be paid to all centres based on the four-week billing cycle from February 9 – March 7. These payments will be provided for March 8 – April 4 and April 5 – May 2.
- Facilities who have children eligible for subsidy who are not covered by this approach should contact the Child Care Subsidy Program intake line at (204) 945-8195 or 1-877-587-6224 to address the issue.
- If the centre has suspended operations, indicate all children as not in attendance. The subsidy grant payment will continue, matching the February 9 – March 7 four-week billing period until further notice.
- Subsidized families that are not accessing child care should **not** be charged parent fees.
- Facilities that are block-funded will receive their next quarter payment as usual.

The department will continue to work with you to stay informed and supported at this challenging time. For the latest provincial public health information on COVID-19, including helpful information for citizens, services providers and employers, please visit the Manitoba government's website at www.manitoba.ca/covid19.

Thank you for your cooperation.

Early Learning and Childcare Program