

CIRCULAR

Date: April 22, 2020

CIRCULAR NUMBER: COVID-19: 2020-51

To: All Child Care Facilities, ELCC Program staff, Subsidy Program staff

Subject: **Subsidy Orientations Postponed, Subsidy Funding and Attendance Reporting**

Program(s): All

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Subsidy Orientations Cancelled

The ELCC subsidy orientation scheduled for April 24 and all other future sessions have been postponed until further notice.

Subsidy Funding

On March 20, as part of Manitoba's COVID-19 response, the province committed to continuing to flow operating grants and subsidies to facilities.

As noted in Circular 2020-37 (sent to facilities on April 1), the subsidy payment will be based on the regular payment for the four-week reporting period from February 9 – March 7. Facilities will receive a single subsidy payment for the following three four-week periods, up to May 30.

Facilities can expect to receive the subsidy payment the week of April 27.

For facilities that did not provide services to subsidized children during the February 9 – March 7 period, but who are now providing child care to subsidized children of essential services workers, subsidy payments will be calculated based on the attendance report submitted.

If the subsidy advance payment is less than the actual amount needed to cover subsidized children currently attending the facility up to May 30, the facility should email cdcsubsidy@gov.mb.ca with information about their financial situation.

Subsidy adjustments for regular child care services will continue to be processed for services to March 22.

Attendance Reporting

In response to questions raised by child care facilities, please review this additional information regarding subsidies and attendance reporting:

- All child care facilities providing temporary child care services as part of the COVID-19 response must continue to submit attendance reports based on the regular four-week reporting period. Attendance reports should be submitted to the subsidy program by the end date of each reporting period.
- Facilities are required to report the names of each child currently enrolled and their actual attendance for the period. Children who are enrolled (subsidized and non-subsidized) but are not attending should be marked as absent on the attendance report.
- If a child care facility continues to suspend all child care services (closed to essential workers), an attendance report does not need to be submitted.
- If a child who is eligible for subsidy has moved to a facility offering temporary child care services as part of the COVID-19 response, the facility must include this child on their attendance report. The subsidy program will send an approval letter to the facility, which indicates the parent portion of the fees.

If you have questions about attendance reporting or subsidy payments, please email cdcinfo@gov.mb.ca or call Manitoba Government Inquiry at 204-945-3744 or toll free 1-866-MANITOBA (1-866-626-4862).

Thank you.

Early Learning and Child Care Program
Child Care Subsidy Program