

Child Care Operating Funding Program 2018/19 Changes – FAQs for Providers

March 2018

For the 2018/19 contract term, changes will be introduced as part of the transition towards universal child care and in recognition that our providers are partners in providing safe, quality child care for children and families in B.C.

A quick and simple e-mail renewal process for both base CCOF funding and to apply for the opt-in child care fee reduction initiative:

1. How do I renew my 2018/19 Funding Agreement?

This year, the renewal process is moving to a simplified email process. Providers will complete an online form to start the process which begins in mid-March 2018.

Here is the timeline for a current provider, with no program changes who received CCOF in 2017/18 and who receives their funding through direct deposit (electronic funds transfer):

March 16-18	<ul style="list-style-type: none">• Organizations receive an email with their 2018/19 Funding Agreement and a Program Confirmation Form. The form has two sections: section 1 is for base operating funding and section 2 is to opt-in to the child care fee reduction initiative.
March 17-27	<ul style="list-style-type: none">• Organizations complete the form and submit by email to the program. Note: Providers have 30 days to submit the form. If submitted by March 27, they will be able to submit their April 2018 enrolment on April 1, 2018 for their base funding and, if approved, for the child care fee reduction initiative.
March 19-31	<ul style="list-style-type: none">• Organizations will receive confirmation that their Funding Agreement has been renewed for base funding and, if they applied for the opt-in, that their request has been approved or that further review or information is required.
April 1	<ul style="list-style-type: none">• Providers go online to the Child Care Web Application (CCWA) and submit their April enrolment report. Payments will be generated and deposited within 1-3 business days. Going forward, providers will be able to submit their enrolment reports in advance of the 1st of each month.
by July 1	<ul style="list-style-type: none">• Organizations must complete the online Annual Provider Profile Survey(s) and send an email to the program with a copy of their facility licence(s).

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2. Do I still need to sign a copy of my Funding Agreement and mail it to the program?

The Funding Agreement no longer needs to be printed and signed. For 2018/19, each organization's Authorized Signatory will receive an email with the Funding Agreement and a Program Confirmation Form. The Program Confirmation Form must be completed and emailed to the CCOF program, which confirms the organization's acknowledgement and agreement to the terms and conditions of the Funding Agreement.

3. When will I receive payments, especially if I am approved to opt-in to the new child care fee reduction initiative?

For 2018/19, providers will be able to submit enrolment reports before the beginning of each month in order to receive base funding and any approved opt-in funding before or by the beginning of each month.

The 2018/19 Funding Agreement comes into effect on April 1, 2018, therefore April payments will be received by providers slightly after the first of the month, as providers will not be able to submit their April enrolment report until April 1st.

For all other months in the 2018/19 contract term, from May 2018 until March 2019, providers will be able to submit their enrolment reports beginning the 20th of the previous calendar month in order to receive their funding by the beginning of the month. E.g. Organizations can submit their May enrolment reports starting April 20.

4. How do I speed up receiving my payment?

There are two processes that will help providers to receive their payments faster.

First, providers will be required to submit their 2018/19 monthly enrolment reports through the [Child Care Web Application](#) (CCWA) found at www.gov.bc.ca/childcareoperatingfunding. Faxed paper reports will no longer be accepted in the coming months. To sign up for CCWA please:

1. Register for a Business BCeID account if you do not already have one by visiting www.bceid.ca. Sole Proprietors or General Partnerships can receive a BCeID within 48 hours by visiting a Service BC or other Approved Location. Corporations or Societies may receive a BCeID within 2 weeks.
2. Once you have your BCeID, contact the CCOF program at 1-888-338-6622 (please select Option 2) to register for access to CCWA. This process takes up to 1 business day.

Second, providers will be required to receive payments through electronic funds transfer (EFT) which will enable shorter payment timelines. Paper cheques will no longer be issued in the coming months. Payments will be deposited within 1-3 business days. Please visit www.gov.bc.ca/childcareoperatingfunding to complete a direct deposit application.

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5. I fax my enrolment reports because I have multiple facilities in my organization. How do I submit online reports when I have more than one facility?

Organizations with multiple facilities will now be able to sign-up for additional BCeIDs so that each facility within an organization can submit a separate enrolment report. The funding will continue to be paid to the organization with the facility payments detailed in the payment statement. To sign-up for additional BCeIDs please visit: www.bceid.ca

6. When and how do I submit a copy of my facility licence?

To expedite the timelines, organizations have three months to email a copy of their facility licence to the program email address: mcf.ccof@gov.bc.ca

7. In the past I have not received funding until I complete the annual Provider Profile Survey. Has the timeline changed?

To expedite the timelines, organizations have three months to complete their providers profile at: www.gov.bc.ca/childcareprovidersurvey

8. Has the process changed if I need to amend my licence service details within the term of the Funding Agreement?

The process for changing service details has also moved online. Providers can complete the Funding Agreement Change Notification form found at www.gov.bc.ca/childcareoperatingfunding, and email it to the program. A modified Schedule A will then be emailed to the organization.

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Additional Information re: the Child Care Fee Reduction Initiative

Providers are encouraged to review the FAQs on the Child Care Fee Reduction Initiative, available at www.gov.bc.ca/childcareoperatingfunding, which were emailed to all CCOF recipients on March 2nd. The following additional FAQs are intended to provide more information on the initiative.

9. This is a new initiative, and I need time to think about it. Can I choose to opt-in later?

Participation in the child care fee reduction initiative is optional, and providers can choose to participate at any time during the 2018/19 contract term. The Ministry encourages providers to opt-in, as the initiative provides funding to help licensed providers reduce their parent fees which supports the families in their programs by providing them with a break in their monthly child care costs. In addition to the enhanced funding to reduce parent fees, participating providers will receive a 10% increase in their current CCOF base funding for Infant/Toddler and 3 years to Kindergarten spaces.

Licensed providers who choose to enrol in the child care fee reduction initiative after they've renewed their 2018/19 CCOF contract can complete section 2 of Program Confirmation Form to apply for admission at any time during their 2018/19 contract term.

10. What are the requirements to apply for the child care fee reduction initiative?

Any licensed group or family provider in receipt of CCOF who is offering Infant/Toddler or 3 years to Kindergarten care is eligible to apply. Licensed preschool and/or grades 1-12 care as reported on your Enrolment Report are not eligible for the child care fee reduction initiative.

Authorized Signatories will need to fill out section 2 of the Program Confirmation Form and provide facility parent fees for each type of care (for September 1, 2017 through to April 1, 2018), and any planned parent fee increases for the duration of the contract term (up to March 31, 2019).

11. How are you evaluating whether or not I will be approved for the initiative?

At the time of their application, providers will be required to confirm:

- a. Their parent fees for each type of care from September 1, 2017 through to April 1, 2018; and
- b. Any planned parent fee increases for the duration of the contract term (up to March 31, 2019).

Upon receipt of this information, and prior to approving enrolment, Ministry staff will review each provider's application. Those providers indicating no fee increase(s) over the past seven months and over the course of the contract term will be automatically approved to enrol in the initiative. Providers indicating a fee increase within the past seven months or over the course of the contract term will be assessed based on their historical, current and future planned fees in order to ensure the intended benefit for parents is not unreasonably diluted through fee increases.

Providers applying to enrol in the initiative indicating a fee increase above and beyond what is deemed reasonable (based on the provider's fee history) either within the last seven months, or

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over the course of the contract term, or new providers without a documented fee history, will be assessed against a benchmark based on median child care fees for each care type in each region.

As such, licensed providers who apply to opt-in to the initiative will fall into one of three scenarios:

Scenario	Ministry Action
1. Provider has implemented no fee increase(s) over the past 7 months and does not plan to increase fees over the course of the contract term	Ministry will approve the provider to enrol in the initiative
2. Provider has implemented fee increase(s) over the past 7 months, or plans to implement a fee increase over the course of the contract term, and the increase(s) are similar to the provider's historical fee increases	Ministry will review the fee increase(s) and may request further documentation from the provider to determine eligibility
3. Provider has implemented fee increase(s) over past 7 months, or plans to implement a fee increase over the course of the contract term which is not similar to that provider's historical fee increases	Ministry will review the fee increase(s) and will request further documentation from the provider to determine: <ul style="list-style-type: none">- If the fee increase falls under the extraordinary circumstances policy- If the provider's fees are in line with other provider fees in the area

12. If I am not approved for the initiative, what can I do?

If you don't agree with the assessment of your facility's eligibility for the initiative, you may request a review of that decision by calling the CCOF program at 1-888-338-6622 (Option 2) or emailing mcf.ccof@gov.bc.ca.

13. If I am approved for the initiative, what do I need to do to report the children in the Infant/Toddler and 3 years to Kindergarten spaces so that parents can get the fee reduction?

Opt-in payments will be based on the number of children enrolled and reported through the provider's monthly enrolment report, and the monthly fees charged by the provider to the parent.

14. If I am approved to opt-in, am I able to opt-out at a later date?

The intent of the initiative is to support families through reduced parent fees. If a provider were in the program and then wanted to opt out, parents would likely experience increased fees. To avoid parents experiencing the unpredictability of fluctuating fees, providers will be required to remain enrolled in the initiative for the duration of their Funding Agreement, subject to the provider continuing to meet the eligibility conditions as described in their Funding Agreement.

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15. Is the 10% lift across the board, or only for the portion of CCOF that is directed to Infant/Toddler and/or 3 years to Kindergarten spaces?

The 10% increase will be calculated on the portion of spaces approved for funding through the initiative.

16. For providers with five/six-year olds enrolled in a Kindergarten space – when should providers report that child as officially moved over to a grade 1 space on their enrolment reports?

Opt-in payments will be based on the number of children that you report in the under 36 months and 3 years to Kindergarten categories (in both under 4 hours and over 4 hours) on your regular enrolment report. When a child moves over to another type of care, as per standard reporting policy, that child would be reported in the Grades 1-12 years category, or not at all.

17. Why are the fee reductions for family providers lower than for group providers?

The intent of the child care fee reduction initiative is to reduce costs for parents. On average, licensed group facility parent fees are higher than licensed family provider (including In-Home Multi-Age Care) fees; as such, the fee reduction amounts available for each care type are scaled to reflect the actual cost of care to the parent.