

# **Child Care Capacity Initiative Program for Family Home Child Care Policy and Standards Manual**

# Record of Updates

Version	Date	Updates
1.0	November 2020	Initial Launch
1.1	July 18, 2022	Increase Budget Line Amended Return of Service

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## PROGRAM OVERVIEW

The Child Care Capacity Initiative (CCCI) of the Department of Education (EDU) is a funding program designed to support the establishment of new or expanding existing regulated child care spaces throughout Newfoundland and Labrador, especially rural, linguistic, minority and Indigenous communities.

As a commitment of the Early Learning and Child Care Bilateral Agreement and the Canada-Newfoundland and Labrador Canada-Wide Early Learning and Child Care Agreement – 2021 to 2026, the CCCI initiative supports increasing access to quality affordable child care programs for young children and their families. This document outlines the most recent updates and enhancements to the Child Care Capacity Initiative.

CCCI funding is available to assist with the costs of the following:

- Renovations to modify and/or expand an existing facility to meet licensing requirements under the Child Care Act and Regulations to create or increase child care spaces; and/or
- Start-Up program materials, equipment, and furnishings to meet licensing requirements under the Child Care Act and Regulations.

Regional Child Care Capacity Consultants offer guidance to organizations by providing information on:

- The capacity initiative process;
- The planning and development of regulated child care services;
- The licensing process; and
- Transitioning from developmental funding to Operating Grant Program funding.

## CHILD CARE CAPACITY INITIATIVE: ELIGIBLE APPLICANTS

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<b>Policy no.:</b>	ELCD-2020-FHCCCI-A1
<b>Effective Date:</b>	2020-10-01
<b>Date Revised:</b>	2022-07-18
<b>Policy Cross References:</b>	Child Care Legislation Policies; Operating Grant Program
<b>Legislative References:</b>	Child Care Act, Regulations and Policies

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### POLICY AND PROCEDURES:

#### Eligible Applicant Criteria

1. The Family Home Child Care Capacity Initiative (FHCCCI) is available to individuals proceeding through the licensing or family child care agency approval process to become a regulated Family Child Care Home where the need for child care in the community has been demonstrated. The Applicant must meet the following criteria to be considered eligible for FHCCCI funding:
2. The Applicant is:
  - i. in the process of becoming an Individually licensed Family Child Care Provider or becoming approved as a Family Child Care Provider under the licence of a Family Child Care Agency;
  - ii. required to complete renovations in order to be licensed or approved as a Family Child Care Provider;
  - iii. committed to operating their regulated Family Child Care service, in the approved home location, and for the time frame based on the Return of Service chart listed below from the date of licensing/approval; and
  - iv. committed to applying for and participating in the Family Child Care Operating Grant Program and in doing so set parent fees as per the requirements of that program for the time frame based on the Return of Service requirement. The Return of Service requirement is applicable from the date of licensing/approval and the grant amount availed of as indicated in the chart below:

Grant Amount	Return of Service Required
\$3,000	1 Year
\$6,000	2 Years
\$9,000	3 Years
\$12,000	4 Years
\$15,000	5 Years

- v. An Individually Licensed or Agency Approved Family Child Care Provider whom has previously availed of the Family Child Care Capacity Initiative Funding but has not availed of the total maximum allowable amount of \$15,000, may be eligible to apply for the remaining funding if there have been changes in their enrollment or capacity.
- vi. A 15% increase is automatically applied to the maximum available total budget line for applicants for FHCC providers in the Labrador region due to the high costs of renovations and materials associated with that region. The same return of service required will be applied.

**Important Notes:**

1. The submission of an application is not a guarantee of funding and funding is subject to availability and budget approval.
2. If incorporated, the company must be in good standing with the Company of Deeds Online (CADO).
3. Family Home Child Care Capacity Initiative funding is paid directly to the vendor. If an applicant is not set up as a vendor, a vendor maintenance and application form must be completed prior to submitting the application package for funding. The supplier maintenance form may be found following this link:  
[http://www.fin.gov.nl.ca/fin/Forms/supplier\\_setup\\_maintenance\\_Form.pdf](http://www.fin.gov.nl.ca/fin/Forms/supplier_setup_maintenance_Form.pdf).

## CHILD CARE CAPACITY INITIATIVE: ELIGIBLE EXPENSES

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<b>Policy no.:</b>	ELCD-2020-FHCCCI-B1
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### POLICY AND PROCEDURES:

#### Eligible Expenses Criteria

1. The FHCCCI is a one-time grant up to a maximum of \$15,000 to supplement the start-up costs and/or renovation costs of meeting Government requirements for the establishment of a regulated family child care home.
  - i. Eligible costs require pre-approval from the Regional Early Learning and Child Development office (and Family Child Care Agency where applicable); fair and reasonable purchase decisions must be based on cost effectiveness.
  - ii. Costs not approved under this program or in excess of the maximum grant under this program are the sole responsibility of the Applicant.
  - iii. Any and all costs associated with ascertaining three (3) quotes are the sole responsibility of the Applicant.
  - iv. All work completed must be done in accordance with applicable building codes and to Digital Government and Service NL specifications.
  - v. All work must be completed by an incorporated company that carries all relevant documentation, including but not limited to, relevant insurance and confirmation of registration with Workplace NL.

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## Eligible Expenses for Start-Up and/or Renovation (Inclusive of HST)

### **Start-Up (No Renovations required)**

1. **Incorporation fees:** Where applicable or required.
2. **Play Materials and Equipment:** These items must be developmentally and culturally appropriate and for the direct use of the children, including furniture (e.g., highchairs, strollers, child-sized tables, chairs and shelving) and play materials such as hands-on toys, and sensory items.
  - i. Maximum \$750 per space - not including the Family Child Care Providers own child/children who are considered part of the child care ratio.
  - ii. The same expense cannot be claimed from other government sources, including the Equipment Grant program.
3. **Other relevant items:** As determined by the Regional Early Learning and Child Development Inspector or Family Child Care Agency Monitor.

### **Renovations (No Start Up Required)**

1. **Prior approval of renovation plans by the Department of Education and/or Digital Government and Service NL is required before renovations commence.**
2. Three independent quotes are required and must meet Government criteria for tendering (e.g., no conflict of interest). Eligible expenses include:
  - ii. **Installation of Integrated Fire suppression/Interconnected Smoke Alarms (FLS 2.1):** This expense includes the cost of the fire suppression system as required by Digital Government and Service NL.
  - iii. **Professional Fees:** This includes the costs associated to obtain permits, design plans, and professional inspections where applicable.
  - iv. **Installation of Egress Door/Windows (FLS 1.1):** This expense includes the cost of the Egress window as required by Service NL.
  - v. **Installation of Fencing:** To meet Department of Education and/or Digital Government and Service NL legislative/regulatory requirements.
  - vi. **Other Required Renovations:** confirmed by Department of Education and Digital Government and Service NL.



## Start up and Renovations

### 1. **Prior approval of renovation plans by the Department of Education and/or Digital Government and Service NL is required before renovations commence.**

Eligible expenses include:

- i. **Incorporation fees:** where applicable or required.
  - ii. **Play Materials and Equipment:** These items must be developmentally and culturally appropriate and for the direct use of the children, including furniture (e.g., highchairs, strollers, child-sized tables, chairs and shelving) and play materials such as hands-on toys, and sensory items.
    - a. Maximum \$750 per space - not including the Family Child Care Providers own child/children who are considered part of the child care ratio.
    - b. The same expense cannot be claimed from other government sources, including the Equipment Grant program.
  - iii. **Other Relevant Items:** As determined by the Regional Early Learning and Child Development Inspector or Family Child Care Agency Monitor.
- ### 2. **Three independent quotes are required** and must meet Government criteria for tendering (e.g., no conflict of interest) for the following:
- i. **Installation of Integrated Fire suppression/Interconnected Smoke Alarms (FLS 2.1):** This expense includes the cost of the fire suppression system as required by Digital Government and Service NL.
  - ii. **Professional Fees:** This includes the costs associated to obtain permits, design plans, and professional inspections where applicable.
  - iii. **Installation of Egress Door/Windows (FLS 1.1):** This expense includes the cost of the Egress window as required by Digital Government and Service NL.
  - iv. **Installation of Fencing:** To meet Department of Education and/or Digital Government and Service NL legislative/regulatory requirements.
  - v. **Other Required Renovations:** confirmed by Department of Education and Digital Government and Service NL.

### **Ineligible Expenses:**

1. The following expenses are not eligible expenses under the FHCCCI:
  - i. Purchase or payment for goods and services that are outside the scope of the project, have not been pre-approved, and/or do not directly relate to the child care service.
  - ii. Purchase of land and/or purchase or construction of a home/building.
  - iii. Assets acquired or renovations completed prior to the approval of application for FHCCCI funding for regulated Family Child Care.
  - iv. Assets claimed through other government sources.

## CHILD CARE CAPACITY INITIATIVE: APPLICATION

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<b>Policy no.:</b>	ELCD-2020-FHCCCI-C1
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<b>Policy Cross References:</b>	Child Care Legislation Policies; Operating Grant Program
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### POLICY AND PROCEDURES:

#### Application Process

1. The Applicant must submit a **Family Home Child Care Capacity Initiative (FHCCCI) Application Form** to the Regional Early Learning and Child Development Office or licensed family child care agency where applicable.

#### Start up

1. The application package must include the following documentation:
  - i. Certificate of Incorporation (where applicable);
  - ii. Written confirmation from the Regional Early Learning and Child Development office or the licensed family child care Agency on the status, start date for opening, and projected number of spaces for the Family Child Care;
  - iii. A detailed list of materials, equipment, and other relevant items as verified and/or determined by the Regional Early Learning and Child Development Inspector or Family Child Care Agency Monitor; and
  - iv. A detailed budget and work plan for the project, including a projected time for completion.

## Renovation

- i. Certificate of Incorporation (where applicable);
- ii. Documentation of an initial inspection from a government inspector(s) detailing the renovations required to meet any applicable Governments standards or policies (where applicable);
- iii. Written rationale for selecting a specific company including any disclosure of conflict of interest;
- iv. A detailed budget and work plan including projected time for completion;
- v. Written approval from Digital Government and Service NL of the proposed renovation project (final inspection approval);
- vi. A detailed materials and equipment list and list of renovations required; and
- vii. An approval letter from the homeowner (where renovations are planned in a leased/rented home) to complete proposed renovations on the premises.

## Start Up and Renovation

1. The application package must include the following documentation:
  - i. Certificate of Incorporation (where applicable);
  - ii. Written confirmation from the Regional Early Learning and Child Development office or the licensed family child care Agency on the status, start date for opening, and projected number of spaces for the Family Child Care;
  - iii. A detailed list of materials, equipment, and other relevant items as verified and/or determined by the Regional Early Learning and Child Development Inspector or Family Child Care Agency Monitor;
  - iv. Documentation of an initial inspection from a government inspector(s) detailing the renovations required to meet any applicable Governments standards or policies (where applicable);
  - v. Written rationale for selecting a specific company including any disclosure of conflict of interest;
  - vi. A detailed budget and work plan including projected time for completion;
  - vii. Written approval from Digital Government and Service NL of the proposed

- renovation project (final inspection approval);
- viii. A detailed materials and equipment list and/or list of renovations required; and
  - ix. An approval letter from the homeowner (where renovations are planned in a leased/rented home) to complete proposed renovations on the premises.

**Important Notes:**

1. Where the applicant has already received funding from the Family Child Care Capacity Initiative then they must submit a copy of their current License or agency approval certificate.
2. An application is not a guarantee of funding. Where the application is incomplete or required documentation missing, the review process may be delayed or the application found ineligible. Incomplete applications will be returned.

## CHILD CARE CAPACITY INITIATIVE: ASSESSMENT

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<b>Policy no.:</b>	ELCD-2020-FHCCCI-D1
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### POLICY AND PROCEDURES:

#### Assessment Process

1. Complete application packages are to be submitted to the Regional Early Learning and Child Development Office of the Department of Education. Contact information for the Regional Offices are available through the following link <https://www.gov.nl.ca/education/department/contact/>
2. Submitted applications will be reviewed to determine whether:
  - i. all required information has been received;
  - ii. the Applicant meets the eligibility criteria for FHCCCI funding;
  - iii. the funding requested meets the criteria as outlined in section 2; and
  - iv. the applicant has received prior start-up or renovation funding.
3. The Applicant will be contacted where further information or documentation is required. Incomplete applications will be returned.
4. When the Regional Early Learning and Child Development Inspector or Agency Monitor is satisfied that all information is complete and the application meets the criteria for funding the **Recommendation for Family Child Care Capacity Funding Form (page 4 of the Application)** is submitted to a Regional Manager for review and decision.

## **Recommendation and Decision**

1. The Regional Manager makes a decision to approve or deny the application for funding and informs the Regional Early Learning and Child Development Inspector or Agency Monitor of the decision.

## **Notification to Applicant**

1. The applicant will be notified in writing within 10 business days of receipt of a complete application package by the Regional Early Learning and Child Development Office of the Department of Education on the status of their application.
2. Where FHCCCI funding is approved a Service Agreement outlining the expectations, responsibilities and funding agreement will be developed and provided to the Applicant.
3. Where the Applicant is satisfied with the Service Agreement, they must sign and return by e-mail to the Regional Early Learning and Child Development Office of the Department of Education. The applicant should keep a copy of the Service Agreement for their own records.
4. Payments will not be issued until all documents are received.
5. Where an application for funding is not approved, a Letter of Decline will be issued within 10 business days.

## **Amendments**

1. Approved amounts cannot be re-allocated to a different category without the approval of the Regional Early Learning and Child Development Inspector or Agency Monitor.
2. No material change may be made to the scope of work without the prior written consent of the Department.
3. Where the applicant requests a material change which would potentially result in a change in funding requirements or services, the applicant must notify the Regional Early Learning and Child Development Inspector or Agency Monitor in writing of the request for the material change to the existing capacity project.
4. The Regional Early Learning and Child Development Inspector or Home Monitor will draft a request for an amendment for review and decision by the Regional Manager and notify the applicant of the decision.

## CHILD CARE CAPACITY INITIATIVE: CONDITIONS OF FUNDING, DISBURSEMENT AND REPORTING

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<b>Policy no.:</b>	ELCD-2020-FHCCCI-E1
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### POLICY AND PROCEDURES

#### Conditions of Funding

1. Prior to the disbursement of funds the Applicant will provide:
  - i. Provide confirmation of firm costs of all elements of the project as per the reporting requirements in section 10;
  - ii. Provide a signed Service Agreement to remain in operation as per the Return in Service; and
  - iii. Participate in the Operating Grant Program.
2. Where a Family Child Care Provider is unable to meet the return of service requirement, a repayment process will be arranged and pro-rated based on the number of operational days, up to the maximum amount issued.
3. Where funding has been provided, and an Applicant chooses to no longer be considered under the FHCCCI or the Family Child Care Service closes, the applicant/licensee shall, at the request of the Department, transfer to the Department, or another entity named by the Department, all assets related to the set-up, administration and operation of the project purchased with funding provided by the Department.

#### Disbursement

1. Where the Applicant submits the Supplier Set Up and Maintenance Form, and is



registered for HST, the Department will add the applicant as a supplier for payment.

2. Where an application is approved and the applicant is added as vendor, the Department will disburse a payment to the maximum of 90 per cent of the total approved funding identified in the Service Agreement.
3. The final 10 percent of funding as identified in the Service Agreement will be released when:
  - i. All renovations/materials and equipment have been completed and obtained; and
  - ii. Original receipts and any other relevant documentation have been submitted; and
  - iii. A final report has been submitted.
4. The Applicant can request in writing to be paid at 100 per cent of the total departmental contribution if they opt to complete the start-up expenses and/or renovation, and pay in full for the whole of the project, before any FHCCCI funding is disbursed.

### **Reporting Requirements**

1. The Applicant is required to submit documentation of expenditures under the Service Agreement including all required invoices and receipts.

### **Reference Documents**

- **Family Child Care Capacity Application Form**
- **Family Child Care Capacity Application Checklist**