

# Information for Child Care Facilities – Issuing the Retroactive Parent Fee Reimbursement (July to October)



## Receiving the Retroactive Parent Fee Reimbursement

You will receive an enrolment report by email from your Early Learning and Child Care (ELCC) Consultant. This report will show the names of parents and children, fee reimbursement amounts for July, August, September and October 2021 and the total amount each parent is eligible to receive.

At or around the time you receive the enrolment report, you will also receive a one-time payment for July to October combining parent fee reimbursement amounts for eligible parents. Refer to the enrolment report to determine the parent fee reimbursement amount for each parent.

Please note that a second retroactive parent fee reimbursement for November, December and January will be made in March 2022. Further details about this second retroactive parent fee reimbursement will be provided in the coming weeks.

## Administration Fee

The one-time payment for July to October 2021 also includes a one per cent administration fee for your child care facility to retain. This funding may be used for additional costs associated with accounting or bookkeeping, or to compensate your facility for the time invested in collecting enrolment information, preparing letters, and administering the reimbursement to parents.

The email from your ELCC Consultant with your enrolment report will identify how much of the payment is intended for administration costs.

## Distribution of the Retroactive Parent Fee Reimbursement and Keeping Records

Facilities are required to provide parent verification that the funds were distributed to parents.

Please follow the steps below to provide parent verification and to keep accurate records of payment:

1. Complete the parent letter template for each parent eligible for a fee reimbursement.
2. Save the completed parent letters to your computer.
3. Ensure the parent letter is signed by both the facility (e.g. board chairperson or centre director, home provider) and the parent. The parent fee reimbursement can be issued to the parent at the time the parent signs (e.g. cheque, e-transfer), if applicable.
  - The letter can be signed in one of the following ways:
    - Print two copies of the letter to **sign manually**. Ensure the facility signs both copies of the letter. Provide both copies of the letter to the parent to sign. One copy is for the parent to keep for their records. The other copy is for the facility's

records, to be kept on the child's file. In the case of a sibling group, ensure a copy is made for each child's file; **or,**

- Gather **electronic signatures**. To do this:
  - Right click in the signature box.
  - A popup will appear requesting that you to either "Sign Document" or "Continue".
  - Select your digital signature on the next popup that appears and then click the "Continue" button.
  - In the next popup that appears, a preview of the digital signature will be shown. Click the "Sign" button at the bottom of the popup to accept the digital signature. Note that you do not need to enter the date separately on the letter since the date is included in the signature line.
  - Save the letter. If the letter is not immediately saved, the digital signature will not be placed on the letter.
  - Email the letter to the parent and ask that they sign the letter, save it, and email back to the facility by following the steps above.
- Print a copy for each child's file once it is received back from the parent with an electronic signature.

4. Keep a copy of the parent letter on each child's file. These files may be audited by your ELCC Consultant to verify the payment arrangements between the facility and the parent.

### **Distribution of the Retroactive Parent Fee Reimbursement to Parents No Longer Using Your Child Care Facility**

In some cases, a parent who is no longer using your child care facility is eligible to receive a retroactive parent fee reimbursement. It is recommended that you contact the parent and request that they come to your facility in-person to sign the parent letters manually and receive their retroactive fee payment. If you are unable to reach a parent eligible for a fee reimbursement, ensure to make note of your attempt to reach the parent on the facility copy of the letter and keep accurate records of the amount you were not able to reimburse. Unreimbursed retroactive parent fees will be collected or adjusted as an overpayment against future amounts.

However, if the parent fee reimbursement is being used in full to pay parent fee arrears, fill out relevant sections of the parent letter, sign, and mail or e-mail to the parent at the most recent address available on file. If the parent does not return a copy of the signed letter, make note of this on the facility's copy of the parent letter.

### **Reissuing Child Care Receipts for the 2021 Tax Year**

Consult your accountant, bookkeeper or Canada Revenue Agency about what is required of you to reissue child care receipts for the 2021 tax year.