

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Service Contracts</p>
<p style="text-align: center;">TRANSFER PAYMENT PROCESS</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-1.1</p>

Policy

As Service Manager for Child Care in the District, the Rainy River District Social Services Administration Board (RRDSSAB) maintains *Service Contracts*, including a transfer payment process, with various Child Care Programs.

Procedure

1. The following constitutes the transfer payment process used by the RRDSSAB:
 - a) **Submission/Request:** Each year, Child Care Service Providers must submit a request for funding to the RRDSSAB. The RRDSSAB Finance Department forwards a *Budget Submission Package* to the Child Care Service Providers by October 31st for completion by December 31st.
 - b) **Negotiation:** The Children's Services Manager reviews each request and initiates discussions with the Child Care Program.
 - c) **Contracting:** Upon reaching agreement, the RRDSSAB enters into a *Service Contract* with the Child Care Program for the delivery of Child Care services. Both *Service and Financial Targets* are specified in the *Service Contract*. Child Care Programs are expected to meet the targets, otherwise the RRDSSAB has the right to recover unearned subsidy. Recovery is determined and finalized during the year-end reconciliation process.
 - d) **Payment:** The *Budget Schedule* of the *Service Contract* identifies the RRDSSAB's annual subsidy to the Child Care Programs. The term of the *Service Contract* is from January 1st to December 31st.
 - e) **Year-to-Date Reporting:** The *Year-to-Date Reports* allow the

RRDSSAB to monitor the Child Care Program's in-year performance against the agreed-upon service and financial targets. See Policy *CC-2.0 Year-to-Date Reporting*.

- f) **Year-End Reconciliation:** Based upon the amount of wage subsidy received, all Child Care Programs submit an audited or unaudited financial statement within four months, following the end of each budget year. See *Policy CC-2.6 Audit*.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #118/01 on November 15, 2001
Reviewed/Revised by Administrative Approval: 08 April, 2004

Administrative Approval: 30 Dec, 2010 *Signature of D. Dittaro, CAO: Donna Dittaro*
Approximate date of next review: February, 2015

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	<i>Child Care</i>	<i>CC-1.0 Service Contracts</i>
	<i>Child Care</i>	<i>CC-2.0 Year-to-Date Reporting</i>
	<i>Child Care</i>	<i>CC-2.6 Audit</i>