

EYCCS Service Provider Municipal Rate Increase Request Instructions

Human Services

10 Peel Centre Dr.
Suite B
PO Box 2136, STN B
Brampton, ON
L6T 0E3
EarlyYearsSystem
Division@peelregion.ca
tel: 905-791-1585

peelregion.ca

New Service Provider Municipal Rate Increase Request Process

Effective September 1, 2021, Early Years and Child Care Services (EYCCS) implemented a new Service Provider Municipal Rate Increase Request Process for rate increases that will take effect in 2022.

Two Rate Increase Windows

Going forward, Municipal rate increases will take effect on either January 1st or September 1st. Providers must select which increase date they will use as their new annual increase date.

- Note:** If a Provider decides to change their rate increase period, they would be required to wait 18 months for their next increase to take effect.
- E.g., A Service Provider that receives an increase for January 1, 2022, would be required to wait until September 2023, for their next rate increase, if they wished to move their rate increase period from January to September.

Two Rate Increase Options

Providers will be required to select one of two rate increase options:

- EYCC Rate of Inflation
 - minimal information is required to be provided
- More than EYCC Rate of Inflation
 - more information is required to be provided to verify exceptional circumstances or costs

Required Documents

The table below outlines the documents that must be submitted with rate increase requests based on the type of increase selected:

Type of Increase Requested	Required Documents
EYCC Rate of Inflation	<ul style="list-style-type: none"> - Current Market Rate Fee Schedule* - Market Rate Fee Schedule* that will be in effect at the time of the Municipal increase
More than EYCC Rate of Inflation	<ul style="list-style-type: none"> - Current Market Rate Fee Schedule* - Market Rate Fee Schedule* that will be in effect at the time of the Municipal increase - List of requested new Municipal rates (Please see the Early Years and Child Care Service Provider Handbook for information on calculating daily rates) - Detailed budget for the current fiscal year. Include projected revenue from all sources (including ROP) and all projected expenses - Supporting documentation to verify any extraordinary expenses

* Market Rate Fee Schedules must be on letterhead with effective date

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Submission Deadlines

Municipal Rate Increase Requests must be submitted a minimum of 60 days in advance of the date the increase will take effect.

- January 1st increases – must be submitted by November 1st
- September 1st increases – must be submitted by July 1st

Note: Rate increase requests received after the due date will be moved to the next increase period. For example, if a request for a January 1st rate increase is received after November 1st, it will be considered for a September 1st rate increase.

Submitting Municipal Rate Increase Requests

1. Open the Municipal Rate Increase Request form in [Adobe Acrobat Reader DC](#).
2. Read the form in full.
3. Complete all required questions on the form.
4. Save a copy of the completed form.
5. Attach a copy of the completed form and required documents to an email.
6. Send the email with attachments to EarlyYearsSystemDivision@peelregion.ca a minimum of 60 days before the increase will take effect.

Note: The Region has discretion to not process requests that are incomplete or where required documentation was not provided with the request.

Reminders

- Service Providers are eligible for one rate increase once per 12-month period
- Approved Municipal daily rates cannot exceed:
 - a Service Provider's market rates (rates charged to full fee families)
 - the maximum daily amount the Region will pay for fee subsidy
 - any target rates imposed by other funding sources and/or any other Regional policies
- Rate increases requests intended to cover multi-year periods will not be approved

EYCCS Service Provider Municipal Rate Increase Request Form

Instructions

Please review the questions below **in full** and ensure that all required questions in the form are completed prior to submitting request to the Region of Peel.

Email a copy of the completed form with required documents attached to EarlyYearsSystemDivision@peelregion.ca a minimum of 60 days before the increase will take effect.

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Section 1 – Service Provider Information

Agency Name:

Contact Name:

Contact Email Address:

Contact Phone Number:

Do you offer discounts?

Yes

No

If yes, please provide discount policy details, including:

- discount amount (%);
- type of discount (e.g., staff, multiple siblings enrolled, etc.); and
- child(ren) to which discount is applied (e.g., oldest, youngest, child with lowest fees, etc.)

Section 2 – Municipal Rate Increase Details

1. Please indicate the date you are requesting the Municipal (subsidy) rate increase to take effect. **Note:** Once an increase date has been selected, it cannot be changed for 18 months.

January 1st

September 1st

EYCCS Service Provider Municipal Rate Increase Request Form

2. What type of increase request are you submitting?

EYCC Rate of Inflation

More than EYCC Rate of Inflation – **Provide rationale for increase amount requested below. Please ensure to include all factors considered, such as extraordinary expenses.**

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Amount of Request Varies by Child Care Site

Complete table below if requested increase amount varies by site

Name of Site	Type of Increase Request

* If additional rows are required, please attach a separate document.

3. Are you requesting that programs or care codes, not currently included in your Fee Subsidy Agreement Schedule A1, be added to the new Schedule A1?

Yes – If yes, please indicate which programs or care codes you would like to add with the requested rate below. For example, Toddler Full-Time, \$1,200/month or Preschool Part-time, \$50/day.

No

4. Are you requesting that programs or care codes, currently included in your Fee Subsidy Agreement Schedule A1, be removed from the new Schedule A1?

Yes – If yes, please indicate which programs or care codes you would like to remove below. For example, 4011 – School Age Before & After School.

No

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Section 3 – Authorization

Authorized Signing Officer:

I have reviewed the Municipal Rate Increase Request Form and authorize the information provided on the form.

Signature:

Name:

Title:

Date:

Co-Authorized Signing Officer (If Applicable)

I have reviewed the Municipal Rate Increase Request Form and authorize the information provided on the form.

Signature:

Name:

Title:

Date:

Notice with Respect to the Collection of Information

The information collected on this form is being collected pursuant to the *Child Care and Early Years Act, 2014* and will be used by the Region of Peel to fulfill prescribed responsibilities and obligations pertaining to Municipal Rate Increases as Consolidated Municipal Service Managers of Child and Family Centres. Any questions regarding this collection may be directed to the Supervisor, Early Years and Child Care Services Division, Region of Peel, 10 Peel Centre Drive, Suite B, P.O. Box 2136 STN B, Brampton, ON L6T 0E3, by mail or telephone at 905-791-1585.

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