

	<b>DIRECTIVE CONCERNING THE ALLOWANCE FOR INTEGRATION OF A DISABLED CHILD</b>
---	---

<b>To</b> Childcare providers and Home Childcare Coordinating Offices	<b>Subject</b> Allowance for Integration of a Disabled Child
--	---

<p><b>PURPOSE</b></p> <p>The purpose of this Directive is to define the terms of management of the Allowance for Integration of a Disabled Child. It also provides clarifications to the conditions of eligibility and the allowance standards set out in the budget rules and in the occupancy rules.</p> <p><b>FRAMEWORK</b></p> <p>The reference documents are as follows:</p> <ul style="list-style-type: none"> <li>• Règles budgétaires des centres de la petite enfance (CPE) [Budget rules for childcare centres (CPEs)]</li> <li>• Règles budgétaires des garderies subventionnées [Budget rules for subsidized daycare centres]</li> <li>• Règles budgétaires des bureaux coordonnateurs de la garde en milieu familial (BC) et des personnes responsables d'un service de garde en milieu familial (RSG) [Budget rules for Home Childcare Coordinating Offices (CO) and Home Childcare Providers (HCP)]</li> <li>• Règles de l'occupation des CPE et des garderies subventionnées [Occupancy rules for CPEs and subsidized daycare centres]</li> <li>• Règles de l'occupation des BC et des RSG [Occupancy rules for COs and HCPs]</li> <li>• Instruction n° 9 relative à l'octroi et au paiement des subventions aux RSG [Instruction No. 9 respecting the granting and payment of subsidies to HCPs]</li> </ul> <p><b>SCOPE</b></p> <p>This Directive applies to CPEs, daycare centres and HCPs eligible for the Allowance for Integration of a Disabled Child. It also applies to COs in which at least one HCP is eligible for this allowance.</p> <p><b>CONTENT</b></p> <p><b>1. Description of the allowance</b></p> <p>The purpose of the Allowance for Integration of a Disabled Child is to facilitate the integration of a disabled child into a childcare facility. For the purposes of this allowance, a disabled child is defined as a child with an impairment causing a significant and persistent disability, who is likely to face barriers in his/her integration process into a childcare facility. The disability must be attested by a professional recognized by the ministère de la Famille (the Ministère) or</p>
--

must be recognized by Retraite Québec. The list of professionals recognized by the Ministère is attached.

The allowance is granted to the eligible childcare provider. It is composed of two parts: Part A, which helps to fund management of the record, the equipment and the physical layout, and Part B, which helps to fund the implementation of the integration plan.

## **2. Eligibility**

### **2.1 Conditions of eligibility**

A childcare provider whose services are subsidized is eligible for the allowance. These childcare providers are CPEs, subsidized daycare centres and HCPs to whom the CO has allocated subsidized spaces.

In addition, the childcare provider must meet all the conditions set out below.

#### **a) Documents required**

The parental record must contain<sup>1</sup> :

- a certificate from Retraite Québec or a report by a professional attesting the child's disability;
- the recommendations of at least one professional regarding the special measures to apply, particularly with respect to material and human resources. These recommendations may be formulated by the professional who attested the child's disability or by other professionals found on the attached list.
- the child's initial integration plan at the childcare provider and its updates. The integration plan must be reviewed at least once a year.

The childcare provider is eligible for the allowance effective from the date when all the required documents are found in the parental record. In home childcare, this date may not be more than 7 days<sup>2</sup> from the date of receipt of the documents at the CO.

Moreover, to remain eligible for the allowance, the childcare provider must implement the integration plan of the child concerned. In addition, the revisions of this plan must show that integration measures are still required.

#### **b) Maximum authorized**

##### ***CPE and daycare centre***

Except for acquired rights, the childcare centre (CPE) or the daycare centre is eligible for the allowance for a maximum number of days of occupancy equivalent to 15% of the facility's annualized subsidized spaces.

---

1. In home childcare, the HCP must send a copy of the documents to the CO.

2. In this Directive, all the deadlines are expressed in calendar days.

## **Home childcare**

A HCP is eligible for the allowance for a maximum number of days of occupancy equivalent to one subsidized space. If more than one disabled child from the same family are received by the HCP, the maximum number of days of occupancy is increased accordingly.

### **2.2 Eligibility for the different parts**

Eligibility for the different parts of the allowance depends on the type of clientele:

<b>Clientele</b>		<b>Part A</b>	<b>Part B</b>
59 months or less	PBC child <sup>3</sup>	Eligible	Eligible
	NON PBC child <sup>4</sup>	Ineligible	Ineligible
Kindergarten	PBCS child <sup>5</sup>	Ineligible	Eligible
	NON PBCS child <sup>6</sup> eligible or ineligible for the transitional measure <sup>7</sup>	Ineligible	Eligible
Primary	PBCS child	Ineligible	Eligible only for days on the school calendar Remark: outside the school calendar, the child is NON PBCS.
	NON PBCS child	Ineligible	Ineligible

### **3. Part A – Record management and material resources**

#### **3.1 Types of expenses covered**

Part A covers expenses related to management of the child's record and those associated with material resources.

The expenses related to management of the child's record are the result of the following activities: analysis of the record, organization of resources, meetings, preparation of the assessment.

3. Child age 59 months or less whose parent is eligible for payment of the basic contribution

4. Child age 59 months or less whose parent is ineligible for payment of the basic contribution

5. School-age child whose parent is eligible for payment of the basic contribution

6. School-age child whose parent is ineligible for payment of the basic contribution

7. The description of this measure and the conditions of eligibility attached to it are found in the budget rules and in the occupancy rules.

Expenses for material resources pertain to equipment and specialized material, adaptation of regular equipment and physical layout of the premises.

The childcare provider must specify the needs for material resources in the integration plan in accordance with the recommendations of the various professionals. Their recommendations must be detailed enough to allow the childcare provider to acquire material resources that will precisely meet the child's needs.

### **3.2 Disbursement**

Part A corresponds to a non-recurring lump sum. It is included in the operating subsidy of the CPE, the daycare centre or the CO for the fiscal year during which the child is recorded in the occupancy tables as a disabled child for the first time. It is disbursed by the Ministère according to the provisions set out in the budget rules.

The sum allocated to the HCP by the CO corresponds to the expense incurred for the acquisition of the material resources recorded in the integration plan, up to the portion of the lump sum reserved for this purpose. The disbursement is paid according to the terms described in Instruction No. 9<sup>8</sup>.

### **3.3 Change of childcare provider**

#### ***CPE and daycare centre***

The CPE or the daycare centre that receives a disabled child who was previously received by another childcare provider is eligible for Part A, even if the sum has already been awarded to the previous childcare provider. However, when a disabled child changes facilities in the same CPE, then the CPE is not eligible again for Part A.

#### ***Home childcare***

The HCP who receives a disabled child who was previously received by another childcare provider is eligible for Part A, even if the sum has already been awarded to the previous childcare provider. However, the Ministère does not disburse Part A again to the CO when a child changes HCPs recognized by the same CO. In this case, with the goal of favouring sound management of public funds, the Ministère recommends to the CO to ask the HCP who acquired special material resources for the child to transfer them to the other HCP.

## **4. Part B – Implementation of the integration plan**

### **4.1 Types of expenses covered**

Part B helps to fund the implementation of the integration plan, for example:

- reduction of the number of children per educator or per HCP;
- addition of staff or an assistant;
- training and replacement of staff who receive this training;
- etc.

---

8. The FAQ of Instruction No. 9 also provides clarifications concerning the disbursement of Part A.

The childcare provider must specify the needs for human resources in the integration plan in accordance with the recommendations of the various professionals consulted.

#### **4.2 Disbursement**

Part B corresponds to an amount per day of occupancy. However, for a PBCS child (school-age child whose parent is eligible for payment of the basic contribution), it corresponds to an amount per school day and per pedagogical day. It is included in the operating subsidy of the CPE, the daycare centre and the CO and is disbursed by the Ministère according to the provisions set out in the budget rules. The disbursement to the HCP by the CO is paid according to the terms described in Instruction No. 9.

#### **5. Use of the funds**

A childcare provider who receives a disabled child is responsible for favouring the child's integration and using the funds granted for this purpose.

If the expenses are lower than the funds granted, the surplus amounts may be used:

- to fund expenses related to Part B when the surplus funds concern Part A<sup>9</sup>;
- to fund expenses related to Part A when the surplus funds concern Part B;
- to meet the needs of other disabled children;
- for other purposes favouring the overall development of all the children.

#### **6. Transitional provisions**

Transitional provisions apply to the childcare provider concerning the allowance granted for a child before this Directive came into force.

##### **6.1 Recommendations of at least one professional**

When a parental record does not contain any professional recommendation, for example, because the parent provided only the certificate from Retraite Québec, the childcare provider must ask the parent to provide the recommendations of at least one professional within 6 months of the effective date of the Directive.

##### **6.2 Integration plan**

If the signing date of the integration plan or the last annual evaluation<sup>10</sup> is more than one year before the effective date of the Directive, the review must be done within 60 days of the effective date of the Directive.

---

9. For home childcare, the funds granted under Part A must be used exclusively toward expenses covered by Part A.

10. Before this Directive took effect, the Ministère asked childcare providers to perform an annual evaluation of the disabled child. If such an evaluation was performed, is this evaluation that will be reviewed.

### **6.3 Need for material and human resources**

If the needs for material and human resources have not been specified in the integration plan in accordance with the recommendations of the various professionals, they must be specified when this plan is reviewed.

#### **EFFECTIVE DATE**

This Directive is effective from April 1<sup>st</sup>, 2017.

<b>Issuer:</b> Carole Vézina, Associate Deputy Minister	<b>Date:</b> 1st publication: March 27, 2017 Update: August 10, 2017
--	--

## APPENDIX

### Professionals recognized by the ministère de la Famille

- ✓ Physicians
- ✓ Occupational therapists
- ✓ Physiotherapists
- ✓ Optometrists
- ✓ Audiologists
- ✓ Speech therapists
- ✓ Psychologists
- ✓ Psychoeducators