

Frequently asked questions

Directive concerning the Allowance for Integration of a Disabled Child

A. Eligibility

1. Can the professional and childcare provider use a different form than the ones on the website of the Ministère de la Famille (the Ministère)—i.e. *Professional's Report* and *Integration Plan*?

Yes, but the Ministère strongly recommends using those on its website, as they contain all the information needed to ensure compliance with the budget rules, the occupancy rules and the *Directive concerning the Allowance for Integration of a Disabled Child* (the Directive). If the professional and the childcare provider opt for a different form, they must ensure that it complies with these rules.

2. If a professional wishes to make recommendations to facilitate the integration of a disabled child whose disability has already been certified by another professional, does he/she need to use a special form?

The professional may use the *Professional's Report* form on the Ministère's website, filling out parts D and E only. Note that the professional must be recognized by the Ministère. A list of recognized professionals is appended to the Directive.

3. The Directive stipulates that the integration plan should be reviewed at least once a year. What is the reference date for annual updates?

The reference date corresponds to the date of signing of the initial integration plan or to the date of its most recent update.

Question specific to home childcare

4. The Directive stipulates that the childcare provider is eligible for the allowance effective from the date when all the required documents are found in the parental record. For home childcare, the allowance eligibility date may not be more than 7 days from the date of receipt of the documents at Home Childcare Coordinating Office (CO). Can you provide an example for this rule, which applies to home childcare specifically?

Suppose the *Professional's Report* was signed on June 6, 2016, and the *Integration Plan*, on June 8, 2016. In this case, the date on which all necessary documents are found in the parental record at the home childcare provider (HCP) would be June 8, 2016. If the CO receives the documents on:

- June 10, 2016, the date of eligibility for the allowance would be June 8, 2016;
- June 17, 2016, the date of eligibility for the allowance would be June 10, 2016, because the eligibility date may not be more than 7 days from the date of receipt of the documents at the CO.

5. If a childcare provider only has subsidized places, can it accept a NON PBCS¹ disabled child?

Yes, a NON PBCS disabled child can hold a subsidized place. Moreover, if this child is eligible for the transitional measure, he or she must hold a subsidized place.

B. Part A – Record management and material resources

1. According to the Directive, the childcare provider must specify the needs for material resources in the integration plan in accordance with the recommendations of the various professionals listed in the appendix. Does this mean that the childcare provider may not acquire resources other than those recommended by the professionals?

First, keep in mind that the allowance aims to facilitate the child's integration into a childcare facility. Also keep in mind that the recommendations from various professionals allow the childcare provider to acquire material resources that will specifically meet the child's needs. Therefore, if material resources other than those recommended by the various professionals are included in the integration plan, the childcare provider and the parent must indicate in an appendix why these resources should be acquired and how they will meet the child's needs.

2. Do all material resources recommended by the various professionals need be acquired?

It is possible that the childcare provider will not acquire all of the resources recommended by the various professionals. In this case, the childcare provider and the parents must indicate in an appendix why the recommended resources do not all appear in the integration plan.

Questions specific to home childcare

3. Who is responsible for buying the material resources set out in the integration plan?

The HCP is responsible for this. The HCP should first confirm the eligibility of the resources he or she plans to purchase with the CO to avoid incurring non-refundable costs.

4. When a child switches from one HCP to another recognized by the same CO, why can't the CO require that the material resources acquired for the child be transferred from one HCP to another?

The material resources are acquired by the HCP using their subsidy. They therefore belong to the HCP. Furthermore, the CO must declare the amount of the subsidy paid for Part A on the HCP's tax slips. In an effort to promote the sound management of public funds, the Ministère recommends that the CO ask the HCP who has acquired the specific material resources for the child to transfer them to the other HCP.

5. Why can't a HCP use the surplus funds from Part A to finance other expenses, as stipulated for CPEs and daycare centres in section 5 of the Directive?

The allowance paid to the HCP for Part A corresponds to the cost of acquiring the material resources appearing in the child's integration plan. The difference between the amount granted to the CO as a provision and the expenses incurred by the HCP is a surplus amount that is not part of the HCP's subsidy. The CO must keep these funds in reserve and use them exclusively to finance expenses associated with Part A. For instance, the funds can be used when a disabled child changes HCP recognized in its territory as, in this case, the Ministère will not provide the CO with a second allowance for Part A.

1. A NON PBCS child is school-age child whose parent is ineligible for payment of the basic contribution.

C. Part B – Implementation of the integration plan

1. Is the childcare provider required to follow the professional's recommendations in terms of human resources?

The professional's recommendations aim to facilitate the child's integration into a childcare facility, which is also the purpose of the allowance. As such, in order to benefit from the allowance, the childcare provider must follow these recommendations.

However, it is possible for a professional's recommendation to be inapplicable due to his/her lack of familiarity with the layout of the premises and of the standards and scales of the allowance the Ministère has granted to the childcare provider. In this case, the childcare provider and the parents must indicate in an appendix to the integration plan why the recommendation is not retained. If the justification is deemed relevant, the childcare provider shall remain eligible for the allowance.

2. What happens if the childcare provider does not have any vacant spaces, allowing for the professional's recommendation to place the child in a smaller group to be applied?

The childcare provider may be unable to implement this recommendation immediately. In this case, in the integration plan, the childcare provider must undertake to restrict the group as soon a space becomes available. Until then, the childcare provider will need to apply other measures to compensate, such as adding staff or an assistant.

3. Can the allowance be used to pay for treatment or rehabilitation services?

The funds granted may be used for ad hoc interventions with the child by a professional in order to implement the integration plan, without leading to adaptation and rehabilitation services that are regular and continuous over time.

Questions specific to home childcare

4. Can the HCP ask for support from the CO for the development of the integration plan?

Yes. The CO can, on request, provide educational and technical support in developing and following the integration plan. Note that the integration plan must always be signed by the HCP and the parent.

D. Miscellaneous

1. Does the Ministère offer any other forms of financial support for childcare providers integrating disabled children?

Yes, the Ministère offers two additional measures: the transitional measure and the exceptional assistance measure for the integration in childcare services of disabled children with major needs.

The purpose of the transitional measure is to allow the parents of a disabled child who is 5 years of age as of September 30 of the reference year and who is exempted from attending kindergarten on recommendation of a professional recognized by the Ministère, to be eligible for the payment of the basic contribution for a period of 12 months as of September 1 of the reference year. The standards and scales for this measure can be found in the budget rules.

The exceptional assistance measure aims to facilitate or maintain the integration of disabled children 59 months of age or younger with major needs into educational childcare facilities. This measure consists in providing a childcare provider, following the establishment of the child's needs, with financial support to cover a portion of the additional costs resulting from the extra hours of presence needed from the person responsible for caring for and assisting the child in the facility's educational activities and other common activities. All information pertaining to this measure is available on the Ministère's website.