

DIVISION: EARLY YEARS AND CHILD CARE SERVICES

TITLE: DEADLINES COMPLIANCE POLICY

Purpose It is important that Service Providers submit information in a timely manner and meet the deadlines and guidelines required by the Region of Peel (the Region). These actions by Service Providers are critical to the Region’s role as service system manager for managing its budget to ensure accountability of public funds. The Region will collaborate with Service Providers to ensure they continue to comply with the Agreement and Regional guidelines.

The Deadlines Compliance Policy outlines corrective actions that the Region will take when a Service Provider misses a deadline to submit required documents, or does not meet obligations according to their Agreement, the Service Provider Handbook, and/or Regional guidelines.

Policy The Region will apply the following timelines and corrective actions when a Service Provider has missed a deadline.

Timeline	Corrective Actions
1. Immediately following the missed deadline	<p>The Region will inform the Service Provider of their non-compliance and provide 14 days to comply. This will include notice of holds that will follow if the Service Provider does not comply.</p> <p>Proof of insurance: The Region considers the expiry of insurance to be a serious matter. Penalties will apply to Service Providers who do not submit proof of insurance (the Region of Peel’s Certificate of Insurance form) before or on the expiry date.</p> <p>If the Region of Peel’s Certificate of Insurance form is delayed, proof of insurance (copy of policy) is required before or on the expiry date. If this is not received, the service agreement may be terminated. The Certificate of Insurance form is required; no other proof of insurance will be accepted.</p>

<p>2. Following the 14-day grace period</p>	<p>The Region will provide an extra 5 days to comply. If compliance is not met, the Region will place an immediate hold on current funding and any future funding initiatives. A Service Provider will be informed that the Region may carry out additional compliance measures if they do not provide the requested information.</p>
<p>3. 19 – 30 days from due date</p>	<p>If compliance is not met, the Region will take the following actions:</p> <ul style="list-style-type: none"> • Placing a hold on related funding, except fee subsidy and CWELCC funding; and/or, • Suspending eligibility for the next round of Special Purpose or any upcoming funding. <p>Note: Suspending eligibility is different from placing a hold. Suspending eligibility means the Service Provider would not qualify to receive that funding, and placing a hold means that funding may be released later when the Region considers it suitable.</p>
<p>4. Between 31-90 days</p>	<p>The Region will inform the Service Provider that more penalties are being applied. Any or all the following progressive penalties may be applied:</p> <ul style="list-style-type: none"> • Reducing current and future funding allocation, including administration funding or any new funding initiatives; • Holding rate increases – retroactive increases will not apply; • Delaying rate increases to the next scheduled rate increase period; • Holding placement of children who receive fee subsidy; and/or, • Proposing terminating or not renewing an Agreement.

5. More than 91 days	When documents are outstanding for more than 90 days, the Region will assume that the Service Provider has either misused funds or cannot provide the required documents. Therefore, the Region will recover any related funds, consider the Service Provider ineligible for future funding, and recommend terminating the funding agreement(s).

Multiple Missed Deadlines

When assessing eligibility for funding, the Region may decide allocations based on the Service Provider's deadline compliance record. A poor record of compliance with deadlines may impact the Service Provider's funding allocations or result in terminating the agreement.

Expectations of the Service Provider

The Region of Peel is committed to helping Service Providers meet their contractual requirements. Service Providers must comply with this policy, and understand the obligations in funding agreements, all applicable funding guidelines, and the Region's Service Provider Handbook.

The Region has discretion to grant exceptions for exceptional circumstances.

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