



Childcare BC Maintenance Fund: Maintain, Repair or Relocate Your Facility

The Childcare BC Maintenance Fund helps licensed child care facilities in emergency circumstances, defined as sudden and unexpected conditions that directly impact children's health and safety or may result in immediate facility closure.

The fund is available to assist with the costs of addressing necessary repairs or replacing eligible items. The fund may also help with expenses from relocation costs, if the relocation is required for compliance under the *Community Care and Assisted Living Act*.

Key Changes for 2020/21

Changes to the program are documented throughout the [funding_guidelines](#), and include the following enhancements:

- The requirement for each request is to be substantiated with evidence of an emergency circumstance for an application to be considered for funding;
- An updated list of eligible expenses for emergency repair or replacement and required relocations; and
- An increased funding maximum (up to \$50,000) for non-profit child care providers seeking funding for required relocations due to emergency circumstances.

Emergency Repair and/or Replacement

Eligible licensed child care providers can apply for funding to help address the necessary repairs or to replace items due to emergency circumstances that directly impact children's health and safety and/or may result in immediate facility closure. Repairs and replacements may be requested in the same application.

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Eligibility

For emergency repair or replacement, eligible applicants include:

- Non-profit licensed child care providers, including local governments, school boards, health authorities, public institutions, Indigenous Governments, non-profit societies, and



Indigenous non-profit societies; and

- Private licensed child care providers, including limited companies, incorporated companies sole proprietors, and partnerships.

A comprehensive list of eligibility requirements can be found in Section 2 of the [funding guidelines](#).

Funding Maximums

For emergency repair or replacement, eligible applicants may receive, per fiscal year:

- Up to \$10,000 per facility for non-profit licensed Group Child Care, Multi-Age Child Care, and Preschool providers;
- Up to \$5,000 per facility for private licensed Group Child Care, Multi-Age Child Care, and Preschool providers that are not operating from a property that may be used as a home or dwelling; and
- Up to \$2,000 per facility for licensed personal residence providers, regardless of licence type.

Eligible Expenses

Eligible expenses for emergency repair and/or replacement are listed in Appendix B of the [2020/21 Childcare BC Maintenance Fund Guidelines](#).

Examples of eligible expenses include:

- Washroom fixtures, toilets, and sinks;
- Furnace/HVAC system, hot water tank, damaged roof, building foundation, sump pump, and asbestos removal or encapsulation;
- Wheelchair ramps, lifts, automated doors, and modified bathroom equipment;
- Fire alarms, exit signs, fire doors, and radon detectors;
- Repair or removal of damaged outdoor play equipment; and
- Strollers, room dividers, cribs, cots, highchairs, and baby gates.

Ineligible expenses are listed in Appendix C of the [2020/21 Childcare BC Maintenance Fund guidelines](#).

Examples of ineligible items include:

- Any costs or expenses incurred prior to funding approval
- Small and major appliances
- Indoor play structures
- Office equipment



- Cleaning supplies
- Security alarm systems
- Consumable art and office supplies
- Vehicles
- Insurance deductibles

Note: While an insurance deductible may not be a planned expense, the operator is responsible for ensuring their insurance plan meets their needs, including a manageable deductible. This program is not intended to replace an insurance policy.

Required Relocation

Licensed group child care providers, including licensed preschool and multi-age providers, can apply for funding to help cover the cost of required relocation due to emergency circumstances. To be eligible, a provider must not operate from a property that can be used as a home or dwelling.

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Eligibility

For required relocations, these providers can apply:

- Non-profit licensed group child care, multi-age child care, and preschool providers that are not operating from a property that may be used as a home or dwelling; and
- Private Licensed group child care, multi-age child care, and preschool providers that are not operating from a property that may be used as a home or dwelling.

Relocation support is **not** available to licensed personal residence providers, regardless of licence type and circumstance, as the move may include home owner expenses that are not related to the child care facility.

Funding Maximums

For the required relocation of a licensed facility, eligible applicants may receive, per fiscal year:

- Up to \$50,000 per child care facility for non-profit licensed group child care, multi-age child care, and preschool providers; and
- Up to \$25,000 per child care facility for private licensed group child care, multi-age child care, and preschool providers.

Eligible Expenses



Eligible expenses for required relocations are listed in Appendix B of the [2020/21 Childcare BC Maintenance Fund Guidelines](#).

Examples of eligible expenses include:

- Moving boxes and packing peanuts;
- Rental vehicle costs;
- Room dividers, fencing, and resilient ground covering; and
- Wheelchair ramps and modified bathroom equipment.

Ineligible expenses are listed in Appendix C of the [2020/21 Childcare BC Maintenance Fund Guidelines](#).

[Apply Now](#)

Frequently Asked Questions

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How do I prove this is an emergency circumstance?

Each request must be substantiated with evidence of an emergency circumstance in order for an application to be considered for funding. This evidence may include (but is not limited to):

- Eviction Notice
- Unplanned or unforeseen lease termination letter
- Licensed Child Care Facility Inspection Report and/or Incident Report completed at the time of the emergency, requiring the repair or replacement of items, or relocation of the child care facility
- Insurance company report
- Report by a bylaw officer
- Fire-safety inspection report
- Report from a home or building inspector that verifies the nature of the emergency

Can I use photographs as proof of the emergency circumstance?



No. Documentation that provides evidence of an emergency circumstance must be a formal document, supplied by a third party, that confirms and objectively describes the emergency circumstance. For example:

- An Incident Report completed at the time of the emergency
- An insurance company report
- A report by a bylaw officer

Photographs may be submitted as supporting evidence of the emergency circumstance but will not be accepted on their own as proof of the emergency circumstance.

Should I contact my Health Authority office and ask them to provide a letter to support my request?

No. In circumstances where an Inspection Report or Incident Report is unattainable, applicants are required to seek out other forms of acceptable documentation to provide evidence of the emergency circumstance, such as an insurance company report, report by a bylaw officer, fire-safety inspection report, or a report from a building inspector that verifies the nature of the emergency.

If applicants are unable to obtain documentation to provide evidence of the emergency circumstance from a third party, applicants may apply with a detailed rationale that summarizes why formal documentation could not be attained and describes the need for the expenses requested.

Please Note: This is not a guarantee that the request will be approved, however the program will review the rationale provided and determine whether the application can be considered complete without formal evidence of the emergency circumstance.

Why did my request for an eligible expense get denied, despite it being listed as an eligible expense in Appendix B of the Funding Guidelines?

Requests are reviewed on a case-by-case basis. Eligibility of requests are evaluated on a number of factors, including the rationale provided, evidence of the emergency circumstance, the reasonability of the request, and whether the cost is considered to be outside routine and regular service. Eligible expenses must be directly related to the repair and/or replacement of eligible items in an emergency circumstance that are required to maintain health and safety of the children being cared for and/or required to prevent the facility from immediate closure. The eligibility of an expense is not solely reliant on its inclusion on the Eligible Expense list, included in Appendix B of the Funding Guidelines. If you have questions, the Child Care Capital and Community Services Branch staff can provide more details on why your request for funding was denied. The program...



can be reached at [1-888-338-6622](tel:1-888-338-6622) (option 5).

Why must applicants opt in to the Child Care Fee Reduction Initiative (CCFRI)?

Applicants for the Childcare BC Maintenance Fund are required to participate in the Child Care Operating Funding program and enroll in CCFRI to ensure recipients of the funding are participating in Government's commitment to affordable child care.

Do I need to apply to the Childcare BC Maintenance Fund before proposing a fee increase in my CCFRI application?

Under the CCFRI policy, providers are required to exhaust all other sources of Ministry funding before proposing an exceptional fee increase. As such, providers must apply to the Childcare BC Maintenance Fund for any relevant eligible expenses, if applicable, before being approved for an exceptional fee increase under the CCFRI.

What are the steps to apply for CCFRI and/or Maintenance Fund, and when will I learn of the outcomes?

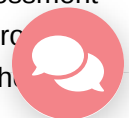
Apply for CCFRI: Submit a Program Confirmation Form for the CCFRI for the 2020/21 contract term. You must do so to be eligible for funding under the Childcare BC Maintenance Fund.

- If your CCFRI application includes a proposed exceptional fee increase to cover an expense eligible under the Maintenance Fund, you must apply to the Maintenance Fund to show you have exhausted all other sources of Ministry funding before increasing fees by a non-standard amount.

Apply for Maintenance Fund: Submit an application for the Childcare BC Maintenance Fund.

Processing and outcome: The Ministry will process your application(s) and contact you with any questions and/or about the outcome of your application(s). For example:

- If approved for Maintenance Funding, the Child Care Operating Funding program will contact you about any adjustments needed to your CCFRI Program Confirmation Form to reflect how the approved Maintenance Funding may eliminate or reduce your proposed exceptional fee increase(s). The Ministry would then continue assessing your facility's CCFRI application, providing an outcome as soon as possible.
- The Ministry may grant you temporary CCFRI approval while it completes the assessment of your CCFRI Program Confirmation Form. If your facility received temporary approval for CCFRI for 2019/20, that approval will continue as long as your fees remain at the levels previously approved by the Ministry.



- If it is determined your facility is not approved for CCFRI but has received Maintenance Funding, the Ministry will work with you to determine next steps.

Does the funding have to be paid back to the Ministry of Children and Family Development?

No, but the program requires recipients to submit a [Financial Reconciliation Report](#) with supporting documentation once the repair, replacement, or relocation is complete. Failure to submit this could result in a request to repay the funding.

If I did not spend all the funding I received, can I negotiate these unspent funds and purchase additional items?

No. The program requires recipients to purchase only the items requested and approved on the application, as indicated in the approval email from the ministry. If funds remain or are unspent, a request to repay funding will be made.

How long do I have to complete the work/relocation and/or purchase the items I was approved for?

Repair and/or replacement projects must be [financially reconciled](#) within 60 business days from the date on the funding approval email. Financial reconciliation of relocation projects must occur within six months of the date of the relocation, as indicated in your application.

Can I purchase items or get work done and get reimbursed by the program later?

No. The funding guidelines state that the Childcare BC Maintenance Fund expenditure must be approved before any items are purchased or work is completed. The only exception to this would be in the case of an emergency, such as fire or flood. In these circumstances, the program needs to be alerted of the emergency at the time it occurs in order to consider reimbursement of expenses once the application is submitted after the emergency. The program can be reached by phone at [1-888-338-6622](tel:1-888-338-6622) (option 5), or by email at MCF.CCCF@gov.bc.ca.

Can we, the School District, apply for relocation funding for a child care provider that leases facility space on school grounds?

No, the licensee who is the entity that is relocating needs to apply to the Childcare BC



Maintenance Fund and indicate the reason for the relocation.

Program Documents

- [Funding Guidelines](#)
- [Application Form](#)

Child Care Operating Funding

Learn more about [Child Care Operating Funding](#), including how to apply and opt in to the [Child Care Fee Reduction Initiative](#).

Contact Information

Please contact the Child Care Capital and Community Services Branch for more information.

Office:

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