

**DIRECTIVE CONCERNING THE ALLOWANCE FOR
INTEGRATION OF A DISABLED CHILD**

To Childcare providers and Home Childcare Coordinating Offices	Subject Allowance for Integration of a Disabled Child
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PURPOSE

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 on the conditions of eligibility and the allowance standards set out in the budget rules and in the occupancy rules.

FRAMEWORK

- Budget rules for childcare centres (CPEs), subsidized daycare centres, Home Childcare Coordinating Offices (CO) and Home Childcare Providers (HCP)
- Occupancy rules for CPEs, subsidized daycare centres, COs and HCPs
- Accountability rules for the annual financial report of CPEs, subsidized daycare centres and COs
- Instruction No. 9 respecting the granting and payment of subsidies to HCPs

SCOPE

This Directive applies to CPEs, daycare centres and HCPs eligible for the Allowance. It also applies to COs where at least one HCP is eligible for this allowance.

CONTENT

1. Description of the allowance

This allowance is additional funding given to a subsidized educational childcare service (SGEE) to facilitate the integration into a childcare facility of a child with an impairment causing a significant and persistent disability who is likely to face barriers in his/her integration process. The disability must be attested by a professional recognized by the ministère de la Famille (the Ministère) or must be recognized by Retraite Québec. The list of professionals recognized by the Ministère is as follows: physicians, occupational therapists, physiotherapists, optometrists, audiologists, speech therapists, psychologists and psychoeducators.

The allowance is composed of two amounts: a lump sum and an amount per day of occupancy.

2. 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 contain¹:

- a certificate attesting the child's impairment, either the report prepared and signed by a professional recognized by the Ministère (list provided in section 1), also signed by the person with parental authority, or proof of eligibility for the supplement for a disabled child (SEH) from Retraite Québec;
- the child's initial integration plan at the childcare provider and its updates signed by the childcare provider and the person with parental authority². The integration plan must be reviewed at least once a year and show that adaptive measures are still required to favour the child's integration and social participation;
- the assessment of the implementation of the integration plan, prepared before each of the plan's updates or when the child leaves the childcare provider and signed by the provider and the person with parental authority³. The actions carried out and the results obtained must be specified for each of the actions appearing in the integration plan in order to show its implementation.

For this purpose, the childcare provider must use the following documents prescribed by the Ministère:

- The allowance for integration into the childcare facility – professional report, unless proof of eligibility for the SEH is provided
- The allowance for integration into a childcare facility – integration plan and assessment

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 prior to the date of receipt of the documents at the CO.

If one of the above items is not in the parental record or is non-compliant or if the childcare provider cannot show that the actions recorded in the assessment have in fact been carried out⁴, the childcare provider becomes ineligible for the allowance. The Ministère may then suspend disbursement of the allowance or recover it from the childcare provider.

b) Maximum authorized

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 20% of the facility's annualized subsidized spaces.

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

² For verification purposes, the date when the integration plan is signed by the two parties is considered insofar as this document must be prepared in collaboration with the person with parental authority.

³ For verification purposes, the date considered is the date of signing of the assessment by the childcare provider. This date cannot be more than one month prior to the date of signing by the person with parental authority. However, the signature of the person with parental authority is not required when the child leaves the childcare facility.

⁴ The Ministère may require proof when applicable (e.g. invoices, payroll record).

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

3. Disbursement and expenses covered

The allowance, consisting of a lump sum and an amount per day of occupancy, is included in the operating subsidy of the CPE, the daycare centre or the CO and is disbursed by the Ministère according to the provisions set out in the budget rules. The lump sum is non-recurring and is disbursed for the fiscal year during which the child is recorded in the occupancy tables as a child eligible for the allowance for the first time.

The allowance is intended to help the childcare provider to cover the costs involving the following:

- i. management of the child's record (analysis of the record, preparation and implementation of the integration plan, organization of resources, required meetings, preparation of the assessment)
- ii. implementation of the integration plan:
 - ii.a. the required material resources (technical assistance, equipment and specialized material, adaptation of regular equipment, physical layout of the premises)
 - ii.b. the other measures to be implemented (e.g. training and replacement of staff who receive this training, addition of staff to help and provide assistance to the child within the group, recourse to professional services to support staff members, collaboration with partners and replacement of staff who participate in meetings, reduction of the number of children per educator or per HCP)

The allowance is not intended to fund the services of a professional or a specialized firm for the identification, evaluation or providing of regular and ongoing individual rehabilitation services.

For CPEs and subsidized daycare centres, the budget rules provide that the lump sum and the amount per day of occupancy may be used in accordance with categories *i* and *ii* above.

For COs and HCPs, the budget rules provide the proportions of the lump sum related specifically to categories *i* and *ii.a* above and the amount per day of occupancy is entirely reserved for categories *ii.a* and *i.b* above.

The CO allocates to the HCP the amount per day of occupancy and, up to the part of the lump sum reserved for this effect, the equivalent of the expense incurred for the equipment or physical layout required for the child. The disbursement is made in accordance with the terms described in Instruction no. 9⁵.

⁵ The FAQ of Instruction no. 9 also provides clarifications concerning the disbursement of the lump sum.

a) Change of childcare provider

The CPE, daycare centre or HCP that receives a child who was previously received by another childcare provider is eligible for the allowance lump sum, even if the sum has already been awarded to the previous childcare provider.

However:

- when a child changes facilities in the same CPE, then the CPE is not eligible again for the lump sum.
- the Ministère does not disburse the lump sum again to the CO when a child changes HCPs recognized by the same CO. In this case, with the goal of favouring sound administration of public funds, the Ministère recommends to the CO that it ask the HCP who acquired special material resources for the child to transfer them to the other HCP.

4. Use of the funds

The childcare provider is responsible for using the allowance for the purposes for which it has been granted.

If the expenses are lower than the funds granted, the surplus amounts may be used by the CPE or the daycare centre:

- to support the integration of other children eligible for the allowance
- to support the integration of other children concerning whom the persons with parental authority have begun a process with one of the professionals recognized by the Ministère (list provided in section 1)
- to support the integration of other children with special support needs⁶
- to later support the integration of other children with special support needs

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

- by the CO concerning the lump sum:
 - to fund material resources provided for in a child's integration plan (technical assistance, equipment and specialized material, adaptation of regular equipment, physical layout of the premises) that would exceed the proportion of the lump sum provided for this purpose in the budget rules
 - to support subsidized HCP in its territory in the integration of children with special support needs
- by the HCP concerning the amount per day of occupancy:
 - to support the integration of other children eligible for the allowance
 - to support the integration of other children concerning whom the persons with parental authority have begun a process with one of the professionals recognized by the Ministère (list provided in section 1)
 - to support the integration of other children with special support needs
 - to later support the integration of other children with special support needs

⁶ Children whose response to childcare integration and social participation needs requires adapted educational interventions or additional resources. These needs may be occasional or ongoing and may result from individual characteristics, environment-related disadvantages or the interaction between the two.

EFFECTIVE DATE

This Directive is effective from April 1, 2023, except for the following parts of section 2 a), which are effective from January 1, 2024:

- The changes concerning the preparation, implementation and signing of the integration plan
- The changes concerning the preparation and signing of the integration plan implementation assessment
- The prescribed documents. The integration plans and the professional's reports prepared before this date and allowing for meeting the requirements of this Directive do not need to be translated in the new prescribed formats.

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Patrick Thierry Grenier, Associate Deputy Minister

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