

CENTRAL EAST REGION

465 Davis Drive
3rd Floor
Newmarket, ON L3Y 8T2
Tel.: (905)868-8900
Tel.: (877)669-6658
Fax.: (905)895-4330
TTY.: (905)715-7759

LA RÉGION DU CENTRE EST

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3e étage
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Tél.: (905)868-8900
Tél.: (877)669-6658
Télééc.: (905)895-4330
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February 3, 2009

Ms. Linda Reed
Chief Administrative Officer
The Corporation of the City of Peterborough
178 Charlotte Street, P.O. Box 4138
Peterborough, ON K9J 8S1

Dear Ms. Reed:

RE: Social Assistance Restructuring (SAR) Protocols for 2008/2009 Reinvestment Reporting

I am pleased to provide you with the Social Assistance Restructuring (SAR) reinvestment reporting protocols and templates. The SAR Protocols were developed in consultation with the Ministry of Finance - Ontario Internal Audit Branch, Municipal/First Nations Services Managers Network, and the Social Assistance Advisory Committee.

Monitoring the implementation of the Social Assistance Restructuring (SAR) reinvestment strategies for 2008/2009 is an important component of effective management. To ensure appropriate use of Municipal SAR reinvestment funds, the Ministry of Community and Social Services (MCSS) will monitor the quarterly and year-end reports. Highlights of the SAR Protocol include:

- SAR reporting process reflects the existing NCB reporting process hence enabling Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) to use existing business processes;
- outlines the expectations, roles and responsibilities for the SAR 2008/2009 year-end reporting and quarterly monitoring;
- provides direction on the efficient business processes for the collection of SAR Municipal reinvestment spending patterns, appropriate use of funds and monitoring actual expenditures;
- reinforces the need for completion of the "Agency/Program Description" section of the quarterly and year-end report templates;
- acknowledges that CMSMs/DSSABs can use up to 10% of their SAR savings to offset administration costs related to SAR projects;
- includes a transition period for reporting NCB and SAR savings/reinvestments;
- addresses the expectation that CMSMs/DSSABs continue to invest in social programs which will be eligible for Ministry of Finance's Ontario Municipal Partnership Fund (OMPF); and

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- Indicates that CMSMs/DSSABs are expected to reinvest at least 90% of their SAR savings by the end of 2009. In the event there is a risk of under utilizing the reinvestment savings and/or not achieving full and appropriate reinvestment, the regional offices will work with CMSMs/DSSABs to ensure that a corrective action plan is in place.

The attached SAR Protocol package includes:

- CMSM/DSSAB Protocol (English and French);and
- Reporting templates for 2008/2009 year end and 2008/2009 in-year monitoring (English and French).

Recognizing that a large amount of work goes into the planning processes around the municipal reinvestment strategies, I am confident that your best efforts will ensure that SAR municipal savings are reinvested in social programs.

If you have any questions, I encourage you to contact your program supervisor, Sherry Burns regarding your reinvestment strategies for 2008/2009 and the reporting requirements. We will continue to work to ensure municipal reporting requirements related to SAR reinvestments are streamlined and straight-forward. In addition it is important that your reports be completed in full including the "Agency/Program Description" section of the reporting templates.

Thank you for working together with the ministry and your communities to achieve the very best outcomes for the children of Ontario.

Sincerely,

Original signed by

Susan Waring
A/Community Program Manager
Municipal and First Nations Services
Violence Against Women

Attachments

- c. Ms. Linda Mitchelson, Social Services Division Head
Mr. Ken Doherty, Director of Community Services
Ms. Nancy Fischer, Manager, Ontario Works
Sherry Burns, Program Supervisor