

April 13, 2018

Dear Education Directors/Managers:

Federal Budget 2016 committed an additional \$115.5 million nationally for the federal High Cost Special Education Program (HCSEP) on a yearly basis for 5 years. For 2018-19 the Indigenous Services Canada (ISC) Ontario region will distribute an additional \$24 million on top of the usual allocation of \$25.8 million. All HCSEP recipients will receive a letter from ISC in May 2018, which provides specific HCSEP funding amounts for this fiscal year. Please note the letter will be sent to Chief and Council for First Nation communities, therefore it may be necessary to request a copy from your Community Council Office or Finance Department.

As of January 2017, ISC announced the change to the contribution funding approach for the HCSEP from “Set” to “Fixed”. The Fixed Contribution funding approach enables recipients to retain any unexpended funding balances provided that program requirements set out in the funding agreement have been met and the recipient agrees to use the unspent funding for purposes consistent with the program objectives or any other purpose agreed to by the department in the following fiscal year. In other words, you are now able to roll-over funding from year to year. Recipients retaining roll-over funding from 2017-18 will still be eligible to apply for Needs-Based Process funding. The Needs-Based application for 2018-19 requires you to identify the amount of rollover funding to ensure you are taking this into account.

At the All Ontario Chiefs Conference (AOCC) in June 2017 the Chiefs in Assembly confirmed via Resolution 38-17 the following allocation methodology going forward:

- Funding off of the top of the Ontario region HCSEP additional allocation to support four Special Education Support Technicians (not to exceed 2%);
- 75% of the remaining additional funding to be allocated through the existing funding formula; and
- 25% of the remaining additional funding to be allocated to recipients through the Needs-Based Process developed by the Ontario First Nation Special Education Working Group (OFNSEWG).

Using the above methodology ISC advised there is \$6 million to be distributed this fiscal through the Needs-Based Process. \$4 million will be distributed through the first call due June 1<sup>st</sup>, and \$2 million plus any funding not required by some communities (identified surplus) will be distributed in the second call (October 2018). A rationale adopted by the OFNSEWG was that getting the funding out earlier for use in the 2018/19 school year would have a larger impact.

The attached HCSEP Needs-Based Application Form is to identify your community’s financial needs, over and above the funding formula allocation as indicated in your May 2018 ISC letter as well as any rollover funding.

Please feel free to contact ISC Sr. Education Officer, Shelley Knott-Fife at [Shelley.Knott-Fife@canada.ca](mailto:Shelley.Knott-Fife@canada.ca) or (705) 768-3547 if you are unable to locate the letter sent to your community or organization in May 2018.

Requests for additional funding must be for expenses deemed eligible as per National Guidelines for HCSEP. A guide for determining eligible direct and indirect expenses is provided at the end of this letter. **Please note that additional funds through the Needs-Based process may not be provided to recipients who have not submitted a 2016-17 or 2017-18 HCSEP Report.**

Submissions for this first call of Needs-Based applications will be accepted for review by the Ontario First Nation Special Education Working Group (OFNSEWG) by **June 1<sup>st</sup> 2018**, and second call for **October 19, 2018**. Confirmation of additional funding allocations through this process will be provided by ISC approximately six weeks after the respective due date of the application.

### 3 Options to Submit – HCSEP NEEDS-BASED APPLICATION FORM 2018-19

1. Email to Evelisa Genova at [evelisa.genova@coo.org](mailto:evelisa.genova@coo.org)
2. Fax to Evelisa Genova, Education Policy Analyst, Chiefs of Ontario 416 597-8365
3. Mail to:  
OFNSEWG c/o Chiefs of Ontario – Education  
468 Queen St. E, Suite 400,  
Toronto  
M5A 1T7

Please direct any questions about this communication to Evelisa or contact one of the OFNSEWG members listed below or the Special Education Support Technician assigned to your community/organization.

#### Members of the OFNSEWG and Support Technicians

Name	Organization	Email Address
Julia Candlish	Chiefs of Ontario	julia@coo.org
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Murray Waboose	Union of Ontario Indians	murray.waboose@anishinabek.ca
Gina McGahey	Association of Iroquois and Allied	gmcahey@aiai.on.ca

Name	Organization	Email Address
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## General Guide for Determining Eligible Expenditures

### Direct Services:

Direct Services are those that are given to a specific student. Direct services must represent a minimum of 75% of the annual SEP resources. Generally, Direct Services are those services that can directly be linked to a specific student. The following is a sample of eligible expenditures for direct services:

Salaries/benefits for:

- special education teacher
- individual teacher aide/paraprofessional workers

Costs associated with:

- the acquisition of professional assessments
- completion of student assessments

- educational psychological services
- counselling/social work services
- Elder/mentoring/cultural services
- speech/language services
- occupational therapy services
- physical therapy services
- instructional/resource materials
- assistive technologies/equipment purchases

**Indirect Services:**

Up to 25% of the SEP allocation may be spent on school activities and services that will improve special education programs for students with high-cost special education needs or the potential to have high-cost special education needs. Indirect Services DO NOT have to be linked to a specific student.

The following is a list of eligible expenditures for indirect services:

Costs associated with:

- providing information services
- contracting and providing professional support services
- contracting and providing professional assessment services
- professional development for professional accreditations
- other professional (capacity) development (e.g., workshops, conferences)
- administrative support (not to exceed 10% of the amount requested before administration costs)
- accommodations (e.g., lodging/room and board)
- accommodating student learning needs and may include changes in the method of instruction, the curriculum, and the environment
- transportation to a maximum of \$5,000 per student

**Ineligible Expenses**

- Services required for students whose needs are mild to moderate.
- Enhanced programs and services for gifted students or enriched, are not eligible for HCSEP funding.
- Capital costs cannot be charged to HCSEP budget allocation.
- Expenditures already covered through other programs.

Sincerely,

Julia Candlish – on behalf of the OFNSEWG