



# **MFSP Funding Users' Guide**

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# **The Military Family Services Program (MFSP) eBusiness Centre**

## **Introduction**

The MFSP eBusiness Centre exists to facilitate the exchange of information and resources between the Director Military Family Services (DMFS) and Canadian/Military Family Resource Centres (C/MFRC) by providing a central access point for business transactions using a web-based interface. This initiative was developed with the cooperation of the Canadian Forces Personnel Support Agency (CFPSA) Corporate Web Services, and with the financial assistance of National Defence On Line.

## **System Requirements**

The MFSP eBusiness Centre can be accessed through any Internet-enabled computer. It has been optimized for use with Microsoft Internet Explorer version 6.0 or higher. Other browsers may be used, however, users may experience reduced functionality.

## **Site Navigation**

The eBusiness Centre is located on the CFPSA server and accessed via a link on the CFPSA web site. Users must maintain a connection to the Internet while working in the eBusiness Centre. By working directly from the server, the task of tracking multiple versions of documents by various users is eliminated. The latest changes made by a user remain on the server.

Starting with the login screen, users enter their name and password and select whether to proceed in English or French. Users can then navigate through the menus until the desired page is reached. Users may return to either the main page for the current document or the eBusiness Centre main menu at any time by clicking the link in the top left corner of the window.

Currently, the eBusiness Centre contains only the three documents used for the MFSP Funding cycle. Other applications, such as the Second Language Training On-line Ordering, may be added in the future.



## Security

The MFSP eBusiness Centre is located on a secure server and uses 128-bit Secure Sockets Layer (SSL) encryption technology to send and receive data, thus ensuring the security and integrity of the information provided.

C/MFRCs will only be able to access information pertaining to their own Centre. A Centre may have two user levels. Master users will be able to access all aspects of the Centre's application, while Secondary users will have more limited access. (Secondary users will not be able to access the Personnel Cost worksheet.)

Each user will need to obtain a user name and password to access the application. These passwords will be computer generated and user controlled; only the user knows his/her own password.

## Obtaining a Password

Only those users deemed by C/MFRCs to have a legitimate requirement will be granted access. Each user must request his/her own password to access the system. To request a password, click on the "request access to the MFSP eBusiness Centre" link. Users will be asked to enter their information and submit it to the DMFS Administrator, who will then contact the C/MFRC to verify the information provided and the legitimacy of the request. Unless otherwise directed, the Administrator will contact the Executive Director/ Director/Canadian Community Program Coordinator for this verification. If the request is approved, a password will be sent to the user, otherwise they will be notified that the request has been denied.

The process of user verification could take up to 10 working days. Users who do not access the system at least every 90 days may have their account suspended and may need to obtain a new password.

## Help

This MFSP Funding Users' Guide is intended to be used concurrently with the MFSP Funding documents: MFSP Funding Application, MFSP Service Delivery Agreement and MFSP Quarterly Expenditure Report. Users may access this guide at any time by clicking on the "Help" link in the upper right corner of the application. The file will appear as an Adobe Acrobat file, with a linked index. Click on the heading in the index that you want to go to and it will appear in the window on the right. Help can also be found by hovering over or clicking on the blue question marks on the screen.

Information regarding funding policy may be found in *MFSP: Parameters for Practice*.



## MFSP Funding

The MFSP Funding section of the eBusiness Centre is comprised of three key documents: the MFSP Funding Application, the MFSP Service Delivery Agreement and the MFSP Quarterly Expenditure Report.

Data provided by C/MFRCs for the 2005-06 MFSP Funding Application has been entered manually by DMFS. This data will automatically populate the 2006-07 MFSP Funding Application in order to facilitate the process of completing the application. **Centres should verify and edit this data to create their 2006-07 MFSP Funding Application.**

The three documents are designed to be completed in sequence. The MFSP Funding Application may be submitted any time before 00:00ET 1 November 2005. After this time the document will be locked and users will no longer be able to edit the MFSP Funding Application. Users will be able to edit the MFSP Service Delivery Agreement only after the MFSP Funding Application has been submitted. The MFSP Service Delivery Agreement must be submitted by 00:00ET 6 March 2006. Similarly, the MFSP Quarterly Expenditure Report cannot be edited until after the MFSP Service Delivery Agreement has been submitted.

As described in *MFSP: Parameters for Practice*, C/MFRCs are encouraged to work with their assigned DMFS Field Operations Manager as they develop their funding documents to ensure that the information provided is clear and complete and that the proposed activities and budgets are considered appropriate and realistic.

### Navigating the MFSP Funding Documents

The main menu page for each of the three documents contains a navigation box listing the fiscal year and three functions: View/Print, Edit and Submit.

Clicking on the “View/Print” link brings up a version of the document suitable for printing. The hard copy submissions may be obtained in this way. Individual pages may also be viewed and



printed directly without having to return to this menu.

Clicking on the “Edit” link allows the user to edit the information for that document. Additionally, clicking the “Edit” link for subsequent fiscal years takes the information from the previous application and populates the selected application.



Clicking on the “Submit” link will lock the form and prevent any further edits to the document. This link should only be used to submit the final version of the document to DMFS. It will also open the next document for editing. For example, by submitting the 2006-2007 MFSP Funding Application, the MFSP Service Delivery Agreement will be opened for editing. Submitting the 2006-2007 MFSP Service Delivery Agreement will open the MFSP Quarterly Expenditure Report.



### **Save and Add New Line**

Every page contains at least one “Save” or “Save and Add New Line” button. Users should click this button to save any changes made to the data on that page prior to moving on. The “Save and Add New Line” button will also add a blank line at the bottom of a table. If there is already a blank line, it will not add a new one but only save the entered data. Moving from one step to another will not save any changes made.





## **The MFSP Funding Application**

### **MFSP Funding Application Development**

The development of the MFSP Funding Application begins with planning by the C/MFRC to determine organizational and service priorities. Detailed plans are then developed to meet organizational objectives and to deliver services. These plans translate into the request for funds on the MFSP Funding Application. These plans do not need to be submitted to DMFS unless requested.

### **Steps in the MFSP Funding Application**

The MFSP Funding Application is comprised of eleven sections:

- Step 1 – Organizational Profile
- Step 2 – Eligibility and Authorization for Submission
- Step 3 – MFRC Board of Directors / CMFRC Advisory Committee Membership List
- Step 4 – Community Needs Assessment Plan
- Step 5 – Service Evaluation Plan  
Personnel Cost Worksheet
- Step 6 – Management and Administration
- Step 7 – Personal Development and Community Integration Service Category
- Step 8 – Child and Youth Development and Parenting Support Service Category
- Step 9 – Family Separation and Reunion Service Category
- Step 10 – Prevention, Support and Intervention Service Category

### **Step 1 – Organizational Profile**

In Step 1, C/MFRCs provide general information so that DMFS has an understanding of the business nature of the Centre as well as specific community information.



## Contact Information

This information will be used by DMFS to communicate with C/MFRCs for official business purposes including the electronic exchange of documents and files. CMFRCs should use their Canadian mailing address.



## Business Information

This information may be used by DMFS to verify the not-for-profit and/or charitable status of the MFRC. Out of country centres should enter “N/A” or “Not Registered” as appropriate.



## Demographics

This section of the MFSP Funding Application asks you to identify the size of your target population, distinguishing between the number of Regular Force and eligible Reserve Force families. *MFSP: Parameters for Practice*, 2004, Annex I, details the eligibility requirements for services to Reservists.



Understanding who is eligible to receive MFSP services is a key factor in successful service delivery. *MFSP: Parameters for Practice* identifies the target population for the MFSP as:

- Married or common-law, full-time serving CF members and their spouses. (The term “spouse” should be broadly interpreted; CF policy recognizes both common-law and same-sex partners.)
- Children and youth (up to the age of 18) of full-time serving CF members.
- Full-time serving CF members who are single parents with children (up to the age of 18).
- Class A Reservist families, before, during and after deployment.



Restrictions, limitations and exceptions to specific services of the MFSP, where they exist, are detailed in the relevant administrative policy. (*MFSP: Parameters for Practice*, 2004, p. 26)

By including this demographic information, you provide context for the costs detailed in your application. The number of CF families that the C/MFRC is responsible for providing services to is one contextual factor that assists DMFS in understanding the resources that are required to deliver the MFSP to your community.

## Step 2 – Eligibility and Authorization

Step 2 reviews many of the eligibility requirements and includes the official authorization for submission of the MFSP Funding Application. By signing and submitting the applicable letter, C/MFRCs attest to their eligibility for funding as defined in *MFSP: Parameters for Practice*, 2004, p. 53.

There are two areas in which information must be entered: the contact person in paragraph 6, and the name of the local commander in the signature block.

## Step 3 – Board of Directors/ Advisory Committee Membership List

Step 3 provides the opportunity to demonstrate eligibility for funding by listing members of the MFRC Board of Directors/ CMFRC Advisory Committee. (*MFSP: Parameters for Practice*, 2004, p. 14.)

## Step 4 – Community Needs Assessment Plan and Step 5 – Service Evaluation Plan

Steps 4 and 5 ask the C/MFRC to outline plans in the coming year to assess the need for C/MFRC services and to evaluate services. (*MFSP: Parameters for Practice*, 2004, p. 21-22)

In completing this form, C/MFRCs should note that:

- A formal needs assessment is not required for each MFSP service component every year nor does each service need to be evaluated annually.
- A needs assessment or an evaluation may focus on several Service Components provided by the C/MFRC or may concentrate on a specific service category.
- C/MFRCs are encouraged to use a variety of methodologies to assess community needs and evaluate services.
- The plans should clearly indicate if the C/MFRC intends to use a methodology, such as a community-wide survey that is targeted to *most*, or *all* CF families. If this is the case, discuss your plan with the local Commanding Officer (CO) when he/she signs the MFSP Funding Application, as formal permission will be required from the CO. (*Good Practice and Resource Guide on Community Needs Assessments*, Appendix D, p65.)

## Steps 6 to 10 – Introduction

Step 6 focuses on Management and Administration and Steps 7 – 10 focus on each of the four Service Categories in turn. Each of these Steps has two sections:

1. General, and
2. Budget.





The 'General' section in each Step provides C/MFRCs the opportunity to provide narrative substantiation for the proposed activities and outline factors that may influence costs.



The 'Budget' section describes the proposed activities and notes the associated costs.



DMFS recognizes that in-kind (i.e. non-monetary) contributions are important to the operation of a C/MFRC. However, you are asked *not* to include the value of these contributions in this MFSP Funding Application.



## Steps 6 to 10 – Personnel Costs

Each of the five worksheets in Steps 6 through 10 (one for Management and Administration, and one for each of the four Service Categories) asks for actual personnel costs and total Full Time Equivalency (FTE) for personnel working in each of these five areas, for both mandated and site-specific services. The Personnel Cost worksheet has been provided to facilitate the calculations involved in determining and allocating personnel costs and Full Time Equivalency within the worksheets. (Note: Full-time Equivalent (FTE) does not refer to the actual number of people but to the equivalent number of full-time positions, for example, 2 half-time clerks equal 1 FTE. 2 quarter time and 1 full-time staff equal 1.5 FTE.)



## Service Delivery Costs

Historically, DMFS funding was intended for the Operation and Maintenance of the organization and the coordination of "universal" services. The funding policy of the day allowed C/MFRCs to reallocate any residual funds to either enhance site-specific services (with the exception of day care), and/or to offset the program and service delivery costs associated with the provision of universal services.

By virtue of its design, the MFSP Funding Application, as well as *MFSP: Parameters for Practice*, marked a shift in how DMFS funded C/MFRCs. DMFS now recognizes that in addition to the costs for managing and coordinating the Program, the costs for actually delivering the services to families are also legitimate. Therefore, any costs for service delivery personnel as well as costs associated with activities should be properly detailed in the MFSP Funding Application. The personnel cost worksheet allows Centres to distinguish between coordination and service delivery personnel costs and both these expenses will be considered for DMFS funding.

## Personnel Cost Worksheet

This worksheet should be completed prior to Steps 6 through 10.

The worksheet will calculate all the FTE and personnel costs required for the MFSP Funding Application and automatically transfer the data to Steps 6 through 10.

To complete the worksheet:

1. List all proposed positions by title, including those for *coordination* of services and Management and Administration, as well as *delivery* of services and activities. If an employee holds more than one position, list the position once indicating the combined staff title. For example, Volunteer/ Employment Support Coordinator.
2. List the actual salary forecast for each position or combined position for the fiscal year. Include wages and employer costs (excluding Employee Benefit Insurance).
3. Calculate the FTE for each position as a whole. That is, indicate whether it is a full-time position, half time, etc. This may be based on either hours or days. For example, if a workweek is 37.5 hours and an employee works 25 hours per week, their FTE would be 25/37.5 or 0.67 FTE. If a workweek is 5 days and an employee works 2 days per week, their FTE would be 2/5 or 0.4 FTE.
4. For each position, or combined position, allocate the percentage of time spent for Management & Administration of the Centre and/or the four service categories. For mandated services, distinguish between the time spent coordinating versus the time spent delivering services. Note that this distinction is not required for personnel costs for site-specific services. The percentage of time allocated should be estimated to the nearest 5%, and must equal 100%.

For example, an Executive Director who spends 60% of his/her time in Management and Administration of the Centre, 15% coordinating Prevention, Support and Intervention services and 25% delivering these services could be listed in the Personnel Cost worksheet as follows:



### PERSONNEL COST WORKSHEET

Employee Position	Actual Forecast Salary	FTE	Personnel Cost	Centre Management and Administration	Personal Development and Community Integration	Child and Youth Development and Parenting Support	Family Separation and Reunion	Prevention, Support and Intervention
Executive Director	50000.00	1.0		60 %	0 %	0 %	0 %	15 %
			Mandated Coordination		0 %	0 %	0 %	25 %
			Mandated Service Delivery					
			Site Specific	0 %	0 %	0 %	0 %	0 %



## Steps 6 to 10 – General

Each Step has a text box in which to detail **volunteer involvement** information. In Step 6, include details of the activities and involvement of your Board of Directors/ Advisory Committee. Also, provide information about the involvement of other volunteers that directly support Management and Administration. In Steps 7 to 10, provide details of adult and youth volunteer involvement in each Service Category.

Steps 7-10 also include text boxes for information on **Community Needs Assessment findings, Service Evaluation findings** and **partnerships**.

When completing the narratives in the text boxes:

- Be succinct; there is a limit on the amount of space for text in each text box. Point form notes are acceptable.
- Narratives on Community Needs Assessment and Service Evaluation can include both qualitative findings and quantitative data, but should indicate the source and date of the findings/data.
- Include supporting information where it makes the most sense. For example, if the decision to include an activity is based on a Community Needs Assessment, provide details in that text box. Similarly, if services are offered because there are no partnership opportunities available, provide details in the text box for partnerships.

### Non Provision of Service

If the C/MFRC decides not to offer a service component, supporting evidence must be provided in the applicable section for that service category. For example, if this decision is based on your Community Needs Assessment, include the explanation in that narrative. If the decision is due to a partnership, include it in the narrative on partnerships.

### Official Languages

Include supporting information for costs associated with providing services in both official languages in the applicable section. For example, if the Community Needs Assessment indicates that a wider range of services in both official languages should be offered, this should be reflected in the narrative on Community Needs Assessment.

## Step 6 – Budget

Management and Administration, for the purposes of this section, refers to the operations within a Centre that are not directly attributed to specific Service Categories. Separate boxes have been included to detail activities

and costs associated with Volunteer Involvement and Board or Advisory Committee functions.

## Steps 7 to 10 – Budget

Steps 7 through 10 contain the detailed budget worksheets for each Service Category. Personnel costs and FTE data will transfer automatically from the Personnel Cost Worksheets. However, you must manually enter a revenue source for site-specific personnel costs.

There are also separate tables for each Service Component to list proposed activities, the projected costs and the projected source of funds for these activities.

When completing the tables:

- In the “Objectives” column, indicate the link between proposed activities and the service objective(s) by noting the reference number (1, 3, etc.) of the objective(s) that will be met through the activity.
- List activities in order of priority with the highest priority items at the top of the list.
- Include service activities where they make sense to you. For example, a youth employment initiative could be listed under the Child and Youth Development & Parenting Support category, or alternatively under the Personal Development & Community Integration category. Either is acceptable. It may help to determine which objectives the service activity is intending to achieve in order to list the activity in the most relevant table.
- In describing activities, use a generic description instead of the name you use locally. For example, use Casual Childcare rather than “TLC Haven.” Also include an indication of the duration and frequency of the activity whenever possible. For example, use “weekly 1.5 hr parent and tot group x 8 weeks.”
- Group activities where it makes sense to do so. For example, you may choose to list “seasonal community celebrations, 4 events per year” rather than listing each event individually. However, ensure you provide a sufficient level of detail. For example, listing “Youth Centre” as an activity, without providing further details would not give a clear picture of what service(s) is being offered.
- Include activities that are not services to CF families per se, but are still important to list in order to demonstrate that the C/MFRC is achieving the service objectives of a particular service component. For example, objective 7 of the Family Separation and Reunion category says, “Services are developed in coordination and partnership with all stakeholders; e.g., MFRC, rear parties, local Commanding Officer, etc.” “Attending a weekly Base deployment briefing” may be one way of achieving this objective. Even





though it does not provide a tangible service to families, nor does it incur an activity cost, it would be worthwhile to include this activity in this section of the MFSP Funding Application.

#### Column Headings in the Budget Tables

- Projected Cost refers to the whole cost of the activity or item listed
- DMFS Public refers to the amount of funds being requested from DMFS for the activity or item listed. The amount will calculate automatically depending on what is entered in the Other Revenue Source columns.
- Local Public refers to public funds to be obtained from your local Base/Wing
- Non-public refers to Non-Public Funds to be obtained from your local Base/Wing
- User Fees refers to the amount of funds to be raised through user fees for the activity or item listed
- Fundraising refers to the amount of funds to be raised for the specified activity or item through fundraising and/or donations
- Other refers to all other funds to be applied to the specified activity or item and may include government grants, etc.

### Mandated and Site Specific Activities

In order to provide a complete picture of how MFSP goals are being met, all MFSP activities, both mandated and site-specific, must be listed. Separate tables are provided in each Service Component to list mandated and site-specific activities.

C/MFRCs should list all activities that further MFSP goals and service component objectives, even if there are no direct costs associated with them.

### Non-DMFS Sources of Funds

It is recognized that the inclusion of other sources of funding within this Application indicates projections only and does not constitute an agreement or commitment for the provision of such funding on the part of the local Commanding Officer or other funder.

### Emergency Child Care and Emergency Respite Child Care Service

Include costs associated with the coordination *and with the delivery of* the Emergency Child Care and Emergency Respite Child Care Service Components *by Centre employees* in the Personnel Cost worksheet.

Include the cost of hiring an agency to *coordinate* the service delivery as a

Contract cost in the table for Personnel Costs in Step 8. All other costs associated with direct service delivery should be included as activities in the appropriate Service Component table. Distinguish between payments to child care providers (*non employees*) and other costs (i.e. retainer fees for service delivery, transportation, training for child care providers) by listing them as separate activities.

## Second Language Services

As outlined in *Parameters for Practice* (pp. 31-32), Second Language Services may include class-led Second Language Training (SLT) courses as well as other types of activities, such as peer mentoring or social events that support Second Language Service objectives.

Second Language Training instructors should be listed on the Personnel Cost worksheet only if they are *employees of the Centre*. The cost for instructors, who are contracted to provide instruction, should be included in the activity cost for Class-led SLT within this component and not as a personnel cost or contract cost for the Service Category. (The table for personnel costs is for the coordination of the Service Category.) For example, the activity could be described as: Class-led SLT, 4 French courses per year. The cost for this activity would include the instructor cost and any additional administrative costs, but not Casual Childcare. Include the cost for Casual Childcare provided for SLT as a separate activity within this component. The Casual Childcare should be listed subsequently and could be described as: “Casual Childcare for French SLT”.

## MFSP Funding Application Submission

The MFSP Funding Application must be approved for submission to DMFS by the C/MFRC organizational authority; for MFRCs this is the Board of Directors (Chairperson or his/her designate); for CMFRCs, it is the delegated military authority.

C/MFRCs must submit a hard copy of the MFSP Funding Application with original signatures, to DMFS. It must be postmarked no later than the first business day of November.

## MFSP Funding Application Review

The MFSP Funding Application must contain all relevant detail for DMFS to make funding decisions. Additional documentation will not be accepted for consideration in the review process.

The applications will be subject to a rigorous review process. The Director Military Family Services is the approval authority for all C/MFRC funding decisions and will confirm the funding commitment to C/MFRCs by 30 January.





## **The MFSP Service Delivery Agreement**

### **Funding Notification**

At the end of January, DMFS will provide notification to each C/MFRC of the anticipated DMFS corporate funding to be provided to the Centre for the upcoming fiscal year. The level of approved funding will be broken down into eight sections as follows:

- Management and Administration
- Personal Development and Community Integration
  - o Second Language Services (service delivery costs)
- Child and Youth Development and Parenting Support
  - o Emergency Child Care (service delivery costs)
  - o Emergency Respite Child Care (service delivery costs)
- Family Separation and Reunion
- Prevention, Support and Intervention

Within each of these eight funding envelopes, C/MFRCs will determine how approved funds will be allocated, subject to any restrictions or limitations identified in the Funding Notification.

### **MFSP Service Delivery Agreement Development**

In the event that the amount of funding approved by DMFS differs from that requested in the MFSP Funding Application, Centres might decide to change various aspects of their staffing and/or service delivery plans. C/MFRCs will use the MFSP Service Delivery Agreement to show what mandated services will be offered for the funds provided by DMFS. On the same form, C/MFRCs will allocate by fiscal quarter the DMFS-provided funds to be expended for these services. The quarterly payments from DMFS to Centres will reflect these amounts.

The MFSP Service Delivery Agreement will form the basis for monitoring the delivery of the MFSP by the C/MFRC. By stating up front what will be delivered for the funds provided, C/

MFRCs establish a benchmark by which to make comparisons at different points during the year through various evaluations, including internal monitoring by the C/MFRC, DMFS site visits and program audits.

## Steps in the MFSP Service Delivery Agreement

The MFSP Service Delivery Agreement is comprised of five sections: Agreement Section A, Agreement Section B, and so on to Agreement Section E. These sections follow the layout of the MFSP Funding Application in that there is one for Management and Administration and one for each of the four Service Categories

Data will transfer automatically from the MFSP Funding Application to the MFSP Service Delivery Agreement. Change the amount of funds in the “Annual Projection” column to reflect the allocated amount (as per the DMFS Funding Notification) and change/delete activities as required to reflect the amount of funds approved by DMFS. Then enter the amount to be allocated to each quarter. The “Total Projection” column will add these quarterly amounts as they are entered.

Because quarterly payments from DMFS to Centres will correspond to projected amounts outlined by the C/MFRC, it is imperative that they are accurate and reflective of the projected expenditures of the Centre. Inaccurate forecasting may leave a Centre with critical cash flow problems.

### Agreement Section A

Enter the total amount of DMFS public funds approved for the fiscal year.

Allocate the approved funds for Management and Administration by line item. Only those additional line items previously identified in your MFSP Funding Application will be included on the MFSP Service Delivery Agreement.

Information for the signature page will have transferred automatically from the MFSP Funding Application.

### Agreement Sections B to E

For each service component, allocate DMFS-provided funds by fiscal quarter, subject to any restrictions and limitations noted in the Funding Notification. Note that Service Component budgets should not be broken down by activity. Also, do not include funds obtained from sources other than DMFS.

The activity list should also be modified to include only those activities that will be provided with the allocated funds. These activities may be identical





to those listed in the MFSP Funding Application, or they may be revised.

Centres should list all activities that demonstrate that the MFRC is achieving the mandated service objectives of a particular service component, regardless of whether there is a cost associated with the activity. Please note, however, that site-specific activities should not be included in these lists.

## Second Language Services – Agreement Section B

The funding notification from DMFS to C/MFRCs will allocate a specific amount for delivery of Second Language Services. (Funds for coordination will be included in the funding notification under the global amount for the Personal Development and Community Integration service category.)

As outlined in *Parameters for Practice* (pp. 31-32), Second Language Services may include class-led second language courses as well as other types of activities, such as peer mentoring or social events that support Second Language Service objectives.

As DMFS needs to track the amount of funds being spent on delivery of Second Language Training, the MFSP Service Delivery Agreement template allows C/MFRCs to distinguish between class-led SLT and formal tutoring and other second language services, and to budget these amounts separately.

Note that the template does not ask Centres to break down all the costs of providing SLT, unlike the pro-forma used in the past. In the MFSP Service Delivery Agreement template, Centres should simply list the projected global amount of DMFS-provided funds to be used for all SLT courses. This figure should include instructors’ fees, learning materials and resources, consumable items, and advertising and promotional items. The cost for casual child care for SLT should be listed separately.

(Note that Centres will not be permitted to re-allocate DMFS-provided funds for Second Language Services.)

## Other SLS Services

If the MFRC provides second language services other than SLT, these activities and DMFS-provided funds, if any, should be listed in the table entitled “Other Second Language Services.”

## Agreement Section C – Emergency Child Care and Emergency Respite Child Care

When projecting the quarterly budget for these two Service Components separate the direct costs of child care from other service delivery costs.

### Submission of the MFSP Service Delivery Agreement

The MFSP Service Delivery Agreement must be approved for submission to DMFS by the C/MFRC organizational authority; for MFRCs this is the Board of Directors (Chairperson or his/her designate); for CMFRCs, it is the delegated military authority.

A hard copy with original signatures must be mailed to DMFS headquarters and must be postmarked no later than 4 March 2006. Failure to submit this document by the deadline will result in a delay in the first quarterly payment to the Centre.

The MFSP Service Delivery Agreement is submitted only once each fiscal year. Variations in service delivery and expenditures will be captured by quarterly financial reports and other measures, including communication with DMFS Field Operations Managers.

### Reviewing the MFSP Service Delivery Agreement

The MFSP Service Delivery Agreement will be verified by DMFS to ensure that it reflects the amount of funds approved by DMFS as well as any restrictions or limitations detailed in the funding notification. It will also be reviewed to ensure that the goals and objectives of the Service Components can be achieved by the activities listed.





## The MFSP Quarterly Expenditure Report

The MFSP Quarterly Expenditure Report provides greater financial accountability for the expenditure of public funds and enables DMFS to assess the real cost of providing the MFSP. Line items are fixed and, with the exception of any added Management and Administration line items, will be common to all Centres. This will facilitate the management of funds across the MFSP. Each Centre will report on actual expenses in comparison to their quarterly projections, which will allow close monitoring of any surpluses or deficits from one quarter to another.

### Completing the MFSP Quarterly Expenditure Report

The MFSP Quarterly Expenditure Report is comprised of a single worksheet.

The first column contains the line items to be reported. Any additional line items entered in the MFSP Service Delivery Agreement will transfer automatically to this worksheet.

The next three columns represent data for the first quarter. The projections are transferred directly from the MFSP Service Delivery Agreement worksheets.

Enter the actual expenditure for each line item in the “\$Actual” column. The variation between the projected amount and the actual expenditure will calculate automatically. Use the same procedure to report on subsequent quarters so that the annual expenditure of funds can be tracked.

### Submission of the MFSP Quarterly Expenditure Report

The MFSP Quarterly Expenditure Report must be approved for submission to DMFS by the designated authority for the C/MFRC and submitted to DMFS by the last business day of July, October, January and April.

A hard copy with original signatures must be mailed to DMFS headquarters and must be postmarked not later than the last business day of the month of submission. Failure to submit this document by the deadline may result in a delay in the next DMFS funding allocation to the Centre.

DMFS Field Operations Managers will review the reports, monitoring the variations between the projected and actual expenditures to obtain an understanding of the cash flow of the organization and to ensure that public resources are being allocated and expended for the maximum benefit of CF families.



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