

# FIRST NATIONS CHILD AND FAMILY SERVICES ANNUAL FINAL REPORT

**DCI Number/Fiscal Year:**

1208367 (2019-2020)

**Purpose:**

This DCI contains two sections: Section 1 and Section 2.

- Section 1 is a final report that describes how activities undertaken have helped to achieve the objectives set for the previous fiscal year.
- Section 2 is the financial summary of the previous fiscal year.

Refer to the recipient funding agreement for any additional requirements.

**Reporting Period:**

Annually

**Due Date:**

Contact your Indigenous Services Canada (ISC) Regional Office for details.

**Field Definitions:**

Field	Definition
<b>Identification</b>	
Recipient Name	The name of the First Nation, Tribal Council, First Nation authority, board, committee or other entity approved by Chief and Council, Incorporated shelter, First Nation Child and Family Services agency or society, or Aboriginal community and organization funded under this authority
Recipient Number	The number assigned by Indigenous Services Canada for the recipient who has received funding under this authority
Mailing Address (Number/Street/Apartment/P.O. Box) City Province/Territory Postal Code Telephone Number Facsimile Number Email Address	The Recipient's address information including mailing address, city (or town), province or territory, and postal code; telephone number, facsimile number and email address (if applicable)
<b>Contact</b>	
Given Name Family Name Title Telephone Number Email Address	The given name, family name, position title, telephone number and email address (if applicable) of the person who can be contacted for further information about the report

Field	Definition
<b>Reporting Period</b>	
Reporting Period: From (YYYYMMDD) Reporting Period: To (YYYYMMDD)	This report is to be filled out once a year for Indigenous Services Canada (ISC) funded recipients. Dates are in the format of 'Year Month Day'.
<b>Section 1: Final Report</b>	
Every recipient approved for funding under the Prevention Based Approach for the provision of Child and Family Services to First Nations children and families ordinarily resident on reserve shall provide the following information in relation to the previous fiscal year approved business plan.	
Executive Summary	A summary of all the sections of the report including key financial numbers, and the significant achievements and challenges
Recipient Profile Update	The updated agency profile is to include: <ul style="list-style-type: none"> <li>a) updated organizational chart</li> <li>b) updates in the Governance structure</li> <li>c) changes in the number of full-time staff equivalents, and qualifications of the staff</li> <li>d) caseload overview, including a summary of caseloads from the past year</li> </ul>
Child and Family Prevention Plan Summary Report	The summary report should include: <ul style="list-style-type: none"> <li>a) objectives as listed in the work plan</li> <li>b) outcomes in relation to each objective</li> </ul>
Achievements and Challenges	A narrative description of the achievements and challenges related to the protection and prevention objectives and the activities outlined in the CFS work plan, including an update on the objectives set out in the business plan
<b>Section 2: Financial Summary</b>	
Note that the revenues and expenses are for the provision of services only to First Nations children and families ordinarily resident on reserve. The following are definitions of key line items.	
Revenues: - 2019-20 Budget Current Year - 2020-21 Budget Forecast	Indigenous Services Canada <ul style="list-style-type: none"> <li>• Administration/Operations</li> <li>• Maintenance/Protection</li> <li>• Prevention/Least Disruptive Measures</li> </ul> Other Sources <ul style="list-style-type: none"> <li>• Provincial Government</li> <li>• Children's Special Allowance</li> <li>• Child's Disability Benefit/Child Care</li> <li>• Other</li> </ul> Total Revenues (calculated automatically)
Expenses: - 2019-20 Budget Current Year - 2020-21 Budget Forecast	Program Delivery Services <ul style="list-style-type: none"> <li>• Intake, Assessment and Investigation: Direct delivery costs including <ul style="list-style-type: none"> <li>- wages and related benefits</li> <li>- meeting expenses</li> <li>- travel (staff and clients)</li> </ul> </li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>- professional registration fees</li> <li>- professional development and workshops</li> <li>• Child Protection Services: Direct maintenance costs for children ordinarily resident on reserve taken into care out of the parental home including: <ul style="list-style-type: none"> <li>- per diem and special needs costs for children in care in foster care, group homes, institutional care, and kinship care</li> <li>- non-medical services to children with behavioral problems and specialized needs</li> <li>- other provincially-approved purchases and services not covered by other funding sources (i.e., Children’s Special Allowance)</li> <li>- transportation</li> <li>- therapy assessment</li> <li>- supervised visits</li> <li>- in-home supports (related to the return of a child to the parental home)</li> <li>- legal fees to represent the child at custody hearings where there is no other source of funds (excludes legal representation for the agency or representation of the child in criminal proceedings)</li> </ul> </li> <li>• Prevention/Least Disruptive Measures</li> <li>• Supports for Permanency Services: wages and related benefits, and post adoption subsidies and supports</li> </ul> <p>Total Program Delivery Costs (calculated automatically)</p> <p>Operations</p> <ul style="list-style-type: none"> <li>• Core Management: <ul style="list-style-type: none"> <li>- Management wages and related benefits</li> <li>- meeting expenses</li> <li>- training</li> <li>- professional fees (audit and consulting)</li> <li>- legal</li> <li>- professional liability insurance</li> <li>- travel (management)</li> <li>- telephone</li> <li>- supplies including office</li> <li>- vehicle operations and insurance</li> <li>- lease (equipment, vehicles)</li> <li>- management development</li> <li>- bank charges</li> <li>- foster parent training/support</li> </ul> </li> <li>• Financial Administration: <ul style="list-style-type: none"> <li>- Financial administration wages and related</li> </ul> </li> </ul>

Field	Definition
	<p style="text-align: right;">benefits or purchased financial services</p> <ul style="list-style-type: none"> <li>• Infrastructure Costs: <ul style="list-style-type: none"> <li>- rent</li> <li>- office insurance</li> <li>- computers</li> </ul> </li> <li>• Board Governance: <ul style="list-style-type: none"> <li>- board honorarium</li> <li>- board travel</li> <li>- board training</li> <li>- conferences</li> <li>- board insurance</li> <li>- legal services</li> <li>- committees</li> <li>- hospitality and hosting</li> </ul> </li> </ul> <p>Total Operations (calculated automatically)  Total Expenses (calculated automatically)  Net Operating Results (calculated automatically)</p>

**Supporting Documents** (if applicable)

This table allows you to identify the supporting document(s) being submitted and the method of submission.

Title	Enter the name of the supporting document.
Submission Method	<p>From the drop-down list, select the method by which additional documents will be submitted. The options include:</p> <ul style="list-style-type: none"> <li>- Attachment</li> <li>- Email</li> <li>- Facsimile</li> <li>- Mail</li> <li>- By Hand/Courier</li> </ul> <p>If you select 'Attachment' as the submission method, an 'Attach File' button will appear. Selecting this button allows you to select a file that will be attached to the form. After attaching the file you can click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the "Attach File" button changes to "Remove File". To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.</p>

**Declaration**

Given Name Family Name Title Date (YYYYMMDD)	The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format of 'Year Month Day'
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