

First Nations Child and Family Services

FNCFS Reporting Toolkit



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Purpose

This toolkit is meant to inform and provide guidance and tools to First Nations, First Nation Child and Family Services (FNCFS) Agencies, and FNCFS Services Providers on FNCFS Program Reporting.

The purpose of the First Nations Child and Family Services (FNCFS) reporting toolkit is to provide additional supports and guidance to complete FNCFS program reporting. This document does not replace the instructions within the Data Collection Instruments (DCI), and Proposals Applications and Workplans (PAW), but is meant to enhance the materials provided.

This document is set up to address each FNCFS Program Report, as well as planning, ensure funding accountability, support system learning and improvement, and track reform outcomes

Please note that this toolkit only covers program reporting that is maintained and developed by the FNCFS Program. It does not encompass all reporting which also may be included in First Nations, FNCFS Agencies, or a First Nation Service Provider's funding arrangements with Indigenous Services Canada (ISC). Nor does it cover all reporting to the FNCFS Ontario Data Secretariate under the Ontario Final Agreement. Funding recipients should refer to their funding arrangement to see a complete list of their reporting requirements.

Note that there is also Regional variation in how FNCFS reporting is completed, and not all Regions are the same operationally. For example, there are no FNCFS Agencies in the Yukon, so pieces of the Reporting Toolkit will not apply specifically to the Yukon.

Introduction

The FNCFS Program oversees, administers and provides contribution funding for the ongoing provision of culturally appropriate prevention, including early intervention, and legislated protection services including least disruptive measures, to respond to children at risk of harm or maltreatment, and to support family preservation and well-being, including cultural and linguistic connections for First Nations children, youth and families ordinarily resident on reserve or in Yukon.

Reporting under the FNCFS Program supports both funding accountability and ongoing learning about how services are delivered and how the system is changing over time. Information collected through plans and reports helps ISC understand service needs, monitor program implementation, and identify areas where flexibility, improvement, or additional support may be required. Reporting is not intended solely as a compliance exercise, but as a tool to support effective, responsive services for First Nations children, youth, and families.

Canada recognizes that First Nations are best positioned to define the needs and priorities of their children and families. This toolkit is intended to support reporting in a way that is clear, consistent, and respectful of First Nations' leadership, self-determination, and approaches to service delivery.

Context

Reporting on the use of contribution funding to Indigenous people and to Canadians remains an essential element of the management control framework for transfer payments. ISC is required to demonstrate to Parliament, through the Minister, that all funds, including those

transferred to Indigenous and other recipients are spent in accordance with the terms and conditions of the funding agreements, and in line with the [Policy on Transfer Payments](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=13525) (<https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=13525>).

To meet these requirements, ISC collects and reviews both financial and non-financial information from funding recipients. This information verifies that funds were spent as intended, assessment program performance and outcomes, and provides ongoing program management and funding decisions.

At the same time, ISC recognizes that reporting requirements can be complex and time-consuming. The FNCFS Program is actively working to reduce reporting burden, streamline data collection, and improve alignment across reporting tools, while maintaining fiscal responsibility and meaningful performance measurement.

As part of this effort, the Department regularly reviews and updates Data Collection Instruments (DCIs) and planning tools to ensure they are focused on essential information. DCIs are used to collect data related to activities and deliverables that recipients have identified in their plans, proposals, applications and workplans (PAWs).

This toolkit supports that approach by helping recipients understand how planning and reporting connect, how reported information is used, and how to meet reporting requirements as efficiently and clearly as possible.

DCIs are tools the Department uses to collect data required for program reporting. The DCIs should be used to report on deliverables which funding recipients have outlined in their plans (PAWs).

Proposals, applications and work plans (PAWs) are standardized forms used by ISC to collect information from external, potential funding recipients on the results they intend to achieve with funding from ISC. In the FNCFS Context they are planning tools.

The Reporting Guide

The ISC Reporting Guide is an online resource provided by ISC which details the financial and program reporting requirements for all ISC funded recipients. It assists recipients in complying with funding agreement terms, ensures accountability to stakeholders, and provides transparency on how funds are used. The guide includes links to reporting forms, or DCIs and also includes information on financial reporting requirements. It is updated each year to include the most current reporting for the associated fiscal year.

All FNCFS Program DCIs are located within the Reporting Guide.

The Guide can be accessed here:

[The Reporting Guide](https://www.sac-isc.gc.ca/eng/1573764124180/1573764143080) or at <https://www.sac-isc.gc.ca/eng/1573764124180/1573764143080>

The full complement of FNCFS Reports are listed in the chart below for Fiscal Years:

FNCFS Program Reports – 2025/2026		
Report Name	Context	DCI/PAW Number
Child and Family Services Maintenance Report	Note that not every region reports maintenance costs in the same way, please contact your regional office.	455917
Prevention DCI	Please contact your Regional office if you require the Prevention DCI for reporting for 2024/2025 and earlier.	CANCELLED DO NOT USE FOR FY 25-26 The Prevention information is collected through the New Reformed DCI – FNCFS Activity Report below.
FNCFS Activity Report	Prevention, Post Majority Support	New 2025/2026 DCI 1278249
First Nations Child and Family Services Annual Final Report	Report done yearly	1208367
Planning Tools		
Multi-Year Plan (First Nations)	This Proposals, Applications, workplans (PAW) are optional (with the exception of Ontario) and considered a best practice.	New 2025/2026 PAW 1296953
Child and Community Well-Being Plan (Agency)	This PAW is optional (with the exception of Ontario) and considered a best practice. Co-development with their affiliated First Nations is NOT mandatory outside Ontario but encouraged.	New 2025/2026 PAW 1296545

Note that with the exception of the planning tools, all other FNCFS reporting is dependant upon what funding is received. Appendix A lists the FNCFS reports by funding stream.

FNCFS Program Reports – 2026-2027		
Report Name	Context	DCI/PAW Number
Child and Family Services Maintenance Report	Note that not every region reports maintenance costs in the same way, please contact your regional office.	455917
FNCFS Activity Report	Prevention, Post Majority Support, First Nation Representative Services	DCI 1278249
First Nations Child and Family Services Annual Final Report	Report done yearly	1208367
Planning Tools		
Multi-Year Plan (First Nations)	This Proposals, Applications, workplans (PAW) are optional (with the exception of Ontario) and considered a best practice.	PAW 1296953
Child and Community Well-Being Plan (Agency)	This PAW is optional (with the exception of Ontario) and considered a best practice. Co-development with their affiliated First Nations is NOT mandatory but encouraged.	PAW 1296545



Planning Tools

Planning for First Nations, FNCFS Agencies and First Nation Service Providers is an important part of FNCFS service delivery and is a cornerstone of the reformed FNCFS program. Planning for future programs, events, emergencies, helps recipients think about what is important to their community, and what types of services and programs would be beneficial to their own unique circumstances.

Planning also assists recipients in completing other reporting requirements throughout the year, as well as the annual report. Incorporating reporting elements into plans at the beginning planning stage will make annual reporting smoother by knowing what your deliverables were at the start of the year.



Other benefits to planning include (but are not limited to):

A. Increased Service Delivery and Efficiency:

Clear Objectives and Prioritization:

- Plans help define goals and break them down into smaller, manageable tasks, allowing individuals and teams to focus on what's most important and help avoid potential disruptions.

Time Management:

- By scheduling tasks and setting deadlines, plans help individuals and teams use their time effectively.

Risk Management:

- Plans help identify potential risks and potential service disruptions, allowing for proactive solutions and minimizing wasted time, resources, and budget.

B. Improved Collaboration and Communication:

Shared Understanding:

- Plans acts as a central document, ensuring that all team members, including First Nations, Agencies and First Nation Service Providers understand the service delivery scope, goals, and their individual roles and responsibilities.

Enhanced Communication:

- By clearly outlining tasks and deadlines, plans facilitate improved communication and reduce potential misunderstandings between staff and stakeholders.

Accountability:

- With clear roles and responsibilities, First Nations, Agencies, and First Nation Service Providers are more accountable for their work and progress, leading to a more efficient and cohesive team.

Service Continuity:

- In case of unexpected emergencies, or change in service delivery models, planning helps to ensure there are no service disruptions to children and families being served.

C. Other Benefits:

Goal Achievement:

- Plans provide a roadmap for achieving goals, breaking them down into actionable steps and tracking progress along the way.

Effective Decision Making:

- With a clear understanding of programs, services and timelines, teams are able to make more informed decisions regarding the programs and services being delivered in the community.

Avoid Service Duplication:

- Knowing that you have a plan in place which is co-developed and informed can reduce potential service duplication and increase strong service delivery.

Flexibility and Adaptability:

- Plans can be adjusted and updated yearly to accommodate changing circumstances or unforeseen challenges, ensuring that activities and programs stay on track, with minimal service disruption.

Ease of Annual Reporting:

- By having a plan at the start of the year, this will make completing the annual report for First Nations, Agencies, and First Nation Service Providers easier.

The FNCFS Program has created planning tools (PAWs) to assist with planning. Note that these templates are provided as an example format, and recipients are not required to use the format, but rather the information that is asked for within the tool should be included. For example, there may be some First Nations, Agencies, or First Nation Service Providers who create an annual report, and/or other planning document. This document format could be used, however what is being asked for within the PAW **must** be provided.

Note that for Ontario, plans are a requirement. Please refer to the OFA Implementation guide as well as the section on Ontario Specific Planning.

Some regions (such as BC) have been completing a planning model for a number of years and have their own ISC approved processes on planning.

Planning for Additional Purposes

As mentioned, planning is an integral cornerstone of the reformed FNCFS program. Planning not only serves to guide FNCFS Service Providers and First Nations but also assists in guiding

the program for future development. Planning is also mentioned within the FNCFS Transitional Terms and Conditions as part of the Application and Assessment Criteria.

Planning can be used within the FNCFS Program for a variety of reasons such as:

- Regular FNCFS Service Delivery Planning
- New Agency/Transition Planning
- Planning in Place of (or enhancement of) the CHRT Claims Process, including small agency

Regular FNCFS Service Delivery Planning

Please see the next sections: First Nations Multi Year Plan and/or the First Nations Child and Community Wellbeing Plan.

New Agency Creation or Transition

Planning is also mentioned within the Terms and Conditions of the program in Section 7 – Application and Assessment Criteria. In instances where there is a new agency being created, or an existing agency is transitioning to another agency, assistance in the development of a plan for these circumstances will be supported by your Regional Office. Please contact your regional ISC representative for more information.

Planning in Support of the Claims Process: CHRT 4

The Canadian Human Rights Tribunal ordered Canada through 2018 CHRT 4 to cover actual costs related to building repairs, legal fees, prevention, intake and investigation, child service purchases, and small agency expenses. For the purpose of funding the First Nations Child and Family Services (FNCFS) Program, a delegated agency is considered a “small agency” if it serves an on-reserve population of fewer than 1,000 individuals under the age of 18. Since 2018, the FNCFS Program has been funding small agencies on actual costs to deliver and provide FNCFS services. This includes costs related to protection (including Least Disruptive Measures), maintenance and care, and operational costs.

While ISC remains committed to adhering to the CHRT Orders, it is recognized that FNCFS Service providers are requesting the flexibility in having consistent funding without the administrative burden of having claims on actuals submissions. The expected result is to have an additional avenue for FNCFS Service Providers to access funding, while leveraging existing mechanisms in place, such as the Proposals, Application, Workplans (PAWs), which the FNCFS Program already has in place.

Smaller populations come with unique strengths and constraints, so the planning process needs to be both strategic and relational. These points capture the core considerations that help such agencies deliver high-quality, sustainable services.

It is important to note that planning in order to supplement or alleviate any claims process is still premised on the funding of *actual eligible* expenditures through the FNCFS Program. This means that ISC does reserve the right to make funding adjustments throughout the year, based on reporting requirements.

It is important to note that planning in order to supplement or alleviate the claims process is still premised on the funding of actual eligible expenditures through the FNCFS Program. This

means that ISC does reserve the right to make funding adjustments throughout the year, based on reporting requirements.

For example:

FNCFS agency X submits a detailed plan for the upcoming fiscal year, that encompasses child protection, least disruptive measures, and post majority supports. Within the plan, the agency projects that they would require \$1,000,000 in child maintenance. This projection is based on the prior years maintenance expenditures of \$987,500, and accounts for a possible foster care rate increase.

Through the submission of maintenance reports throughout the year, it is determined that as of November, Agency X has only expended \$325,000 in maintenance expenditures. This means that the monthly average of maintenance expenditures is \$46,428. With the remaining 5 months left in the fiscal year, it is unlikely that the agency would expend the remaining \$675,000, so their maintenance funding allocation may be reduced to ensure there would not be a large surplus at the end of the year.

Within the above scenario, the same logic would apply if the Agency X had seen maintenance expenditures increase and are projecting a shortfall. Based on reporting submitted to date, the Agency could still request through the claims process, a top up in maintenance dollars.

Please note that ISC may request additional information, apply conditions, or require claims on actuals where forecast reliability cannot be reasonably assured.

In these cases, plans should be more detailed in nature, while still containing all the information requested within the Child and Community Wellbeing Plan. Additional details should be provided in order to be assessed within the criteria:

- All forecasted costs are eligible under the First Nations Child and Family Services Program Terms and Conditions;
- Forecasts are based on reasonable assumptions and available evidence, including prior-year actuals where applicable; and
- Child-specific, episodic, or high costs have been excluded or conservatively estimated.

Within these types of plans, ISC may reconcile forecasted and actual expenditures and recover, offset, or adjust funding where material variances are identified.

First Nations Child and Family Services Multi-Year Plan

PAW# 1296953

Purpose: The multi-year plan is intended for First Nations and/or authorized First Nation Service Providers to deliver through FNCFS funding: Prevention Services, Post-Majority Support Services, First Nation Representative Services, and Funding Strategies (i.e., household supports, information technology, results, and emergencies). The plan is also intended to outline planned service delivery, activities, and associated budget considerations.

Context

Planning tools are used for First Nations and/or authorized First Nation Service Providers to detail how they will use ISC funding to achieve specific outcomes and objectives as identified within their plans.


Plans are used to:

- **Define objectives:** Describe what the Prevention Services, Post-Majority Support Services, and/or First Nation Representative Services project or program is intended to achieve.
- **Outline activities:** Indicate the tasks or actions that will be carried out as part of Prevention Services, Post-Majority Support Services, and/or First Nation Representative Services.
- **Set timelines:** Specify when each activity will start and when it will be completed.
- **Assign responsibilities:** Clearly outline who is responsible for each part of the plan. Indicate whether the First Nation or an authorized First Nation Service Provider is accountable.
- **Track progress:** Describe how success will be measured and reported on.
- **Financial Planning:** If the First Nation or authorized First Nation Service Provider has unspent funds, explain how these will be carried forward into the next fiscal year and specify the activities or initiatives the unspent funds is intended to support.

Plans help support performance measurement and reporting as well as facilitate collaboration for between First Nations and First Nation Service Providers to ensure priorities and goals around child and family well-being are being met.

Instructions

The formal instructions for the report can be found within the PDF report by clicking on the instructions tab in the top center of the form. *See Red Arrow below.



Indigenous Services
Canada

Services aux Autochtones
Canada

PROTECTED A (when completed)
PAW 1296953 (2025-2026)
Page 1 of 3

Export data

Instructions

←

Clear data

FIRST NATIONS CHILD AND FAMILY SERVICES MULTI-YEAR PLAN

Privacy statement

This statement outlines the purposes for the collection and use of personal information. The collection, use and disclosure of personal information by the First Nations Child and Family Services (FNCFS) Program is authorized under [Department of Indigenous Services Act](https://laws.justice.gc.ca/eng/acts/I-7.88/page-1.html) (https://laws.justice.gc.ca/eng/acts/I-7.88/page-1.html), the annual [Appropriation Acts](https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/appropriation-acts.html) (https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/appropriation-acts.html) granting authority to the Government to spend funds on programs and is in accordance with the [Privacy Act](http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) (http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html). We will collect program information for administrating the program. This includes personal information, which is a portion of the contact information of the person completing the form. All other information collected (organization name, program results, etc.) will be used for reporting aggregated program results. The collection of personal contact information is required for identifying a point of contact. The information will be retained in the Grants and Contributions Information Management System (GCIMS) as per GCIMS requirements. It will only be used to administer the program. The information collection is described in PIB ISC PPU 210, available online at [Info Source](https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555) (https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555). Individuals have the right to the protection of, access to and request the correction of their personal information under the *Privacy Act*. Contact your [Regional Office](https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402) (https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402) to notify us about incorrect information or contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 for general enquiries. If you require clarification concerning the privacy statement, please contact the Departmental Access to Information and Privacy Office at 1-819-997-8277 or by email at upvp-ppu@sac-isc.gc.ca. For more information on privacy issues, your right to file a complaint and the *Privacy Act* in general, you can consult the Privacy Commissioner at 1-800-282-1376.

Note: Every First Nation or authorized recipient approved for FNCFS funding to deliver Prevention Services, Post-Majority Support Services, First Nation Representative Services, and Funding Strategies (i.e., household supports, information technology, and results) shall complete this plan.

Once you click the **Instructions** tab at the top of the form, another tab will open up, allowing you to read the instructions for each section of the form.

*See Screen Shot Below

FIRST NATIONS CHILD AND FAMILY SERVICES MULTI-YEAR PLAN

PAW number/Fiscal year:
1296953 (2025-2026)

Purpose:
This PAW contains the following sections:
 - a work plan for the planned performance of the upcoming fiscal years;
 - a forecasted budget.
 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.

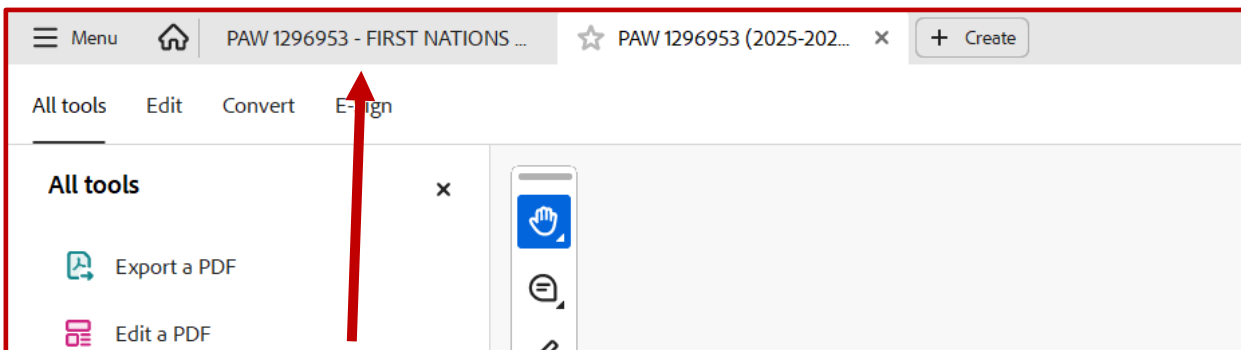
Field definitions:

Field	Definition
1. Recipient information	
First Nation name	The name of the First Nation or authorized recipient requesting funding under this authority.
First Nation/Band number	Provide the First Nation/Band number if available.
Served by (FNCFS agency or province/territory name)	The name of the First Nation Child Family Services agency or authorized organization that delivers and manages Child Protection Services to your community (e.g., First Nation band).
Contact	
- Given name	The name and contact information of the person, responsible for having completed this report and
- Family name	

The top part of the Instructions indicates the PAW number, purpose, reporting period for which the report covers, and due date.

If you have opened the Instructions Tab, and need to go back to the form, you can go back to the Fillable form by selecting the Tab next to the PAW Instructions at the top of your page.

*See Red Arrow Below.



Once you are back at the fillable form, you can begin filling out the applicable sections.

FIRST NATIONS CHILD AND FAMILY SERVICES MULTI-YEAR PLAN

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Note: Every First Nation or authorized recipient approved for FNCFS funding to deliver Prevention Services, Post-Majority Support Services, First Nation Representative Services, and Funding Strategies (i.e., household supports, information technology, and results) shall complete this plan.

1. Recipient information

First Nation name	First Nation/Band number	Served by (FNCFS agency or province/territory name)	
Contact (person who can be contacted for further information about the report)			
Given name	Family name	Title/Position	
Mailing address (Number/Street/Apartment/P.O. box)			
City/Town	Province/Territory	Postal code	
Telephone number	Extension number	Email address	
Plan completion date (YYYYMMDD)	Update for (if required)		

Section 1. Recipient Information

This section is for the contact person who is completing the report.

Note that plans should be resubmitted whenever updates occur. These updates can include such things as:

- Changes to service areas
- Change in office locations
- Change in service delivery
- Changes in roles and responsibilities

Section 2. Overview

This section is meant to provide a summary of the planned initiatives and activities that a First Nation or authorized Service Provider will be undertaking for ISC funded Prevention, First Nation Representative Services, and Post- Majority Support Services. The following elements are to be included:

- The key child and family well-being priorities
- Service priorities for the planning period
- Strategic priorities for the planning period

2. Overview

Provide an overview to complement the information on specific initiatives and activities detailed in the following sections, **3. Prevention, 4. First Nation Representative Services, and 5. Post-Majority Support Services.**

The overview must include:

- key child and family well-being priorities
- service priorities for the planning period
- strategic priorities for the planning period

Key Child and Wellbeing Priorities

Scope: These focus on the children and families that are being served, and are comprehensive in nature, to ensure that children and families can thrive. They may also involve cross-sector collaboration with other community service providers.

Focus: These can focus on all aspects of wellbeing for children and families, including mental and emotional wellbeing, family and community support, holistic supports.

Examples: Early intervention services, such as prevention and family support services, for at-risk families. This could take the form of parenting programs.

Key Questions to Consider:

- What are the circumstances affecting the wellbeing of children, youth, young adults and families?
- What services and programs could be in place to help address these circumstances?

This could also be supported via the First Nation, or authorized provider's past needs assessment, or environmental scan of the community.

Service Priorities

Scope: These are more specific and focus on the day-to-day operations of delivering programs and services to children and families.

Focus: Service priorities aim to enhance service delivery experience, improve service quality, and optimize operational efficiency.

Examples: Reduced wait times for children and families, improving response times to their inquiries, ensuring consistent service quality across all channels, and building a client-centric culture.

Strategic Priorities

Scope: These are broad, high-level goals that define what the First Nation or First Nation Service Provider wants to achieve in the long term. They guide the overall direction and can drive the allocation of resources –time, budget and staffing.

Focus: Strategic priorities address the fundamental aspects of the First Nation or First Nation Service Provider, such as service delivery growth and/or expansion, staffing.

Examples: Developing and expanding new programs and services, improving and enhancing service delivery.

Key Differences of Service and Strategic Priorities



Level of Focus: Strategic priorities are high-level and long-term, while service priorities are operational and focus on the immediate delivery of services.



Impact: Strategic priorities drive the overall direction of the First Nation or First Nation Service Provider, while service priorities impact client satisfaction and operational efficiency.



Relationship: Service priorities are often aligned with and contribute to achieving strategic priorities. For example, improving client satisfaction (a service priority) can contribute to the strategic goal of increasing client services. Therefore, strategic priorities define what the First Nation or First Nation Service Provider wants to achieve, while service priorities define how those goals will be achieved through effective and high quality service delivery.

Sections 3, 4, 5:

This section is for the First Nation to list their planned initiatives and to link how these initiatives align with or complement the initiatives and activities of the affiliated FNCFS Agency.

The example provided below is for the Prevention Section:

Prevention				
Community Goal: Develop Programming to Meet Community Needs. Community needs were identified through an environmental scan with membership.				
Objectives:	Activities/Initiative	Lead responsibility	Timeframe	Deliverable/Accountability
First Nation to Implement and deliver a Young Parent Program	8 week life skills program focusing on nutrition	Prevention Worker A	May-Aug 2028	Ensuring young parents have skills needed to support and encourage the growth of healthy children
	Budgeting course	Prevention worker B	September 2028	
	Life Skills Directing on Child Development	Through X program		

		within First Nation		
<p>Link to FNCFS Agency Initiatives: As both the FNCFS agency and First Nation are serving the same clientele, we will partner with the FNCFS agency with our young parenting program. The FNCFS agency will not implement and deliver the program, however, will provide the childcare while parents are attending the program. Further discussion to take place on this ongoing collaboration of delivery of the Young Parent Program.</p>				
Implement Supports for youth transitioning out of care	Building for the Future: Connecting with Grade 10-12 students to plan for post-secondary students supports		September 2027	Ensuring we have an accurate list for post-secondary students, identifying early who may require additional supports such as tutoring, mentorship.
	Chef's Plate: 10 week cooking course, which will include meal planning, budgeting, shopping		Jan-Mar 2027	Ensuring youth have life skills supports
<p>Link to FNCFS Agency Initiatives: Partnering with the FNCFS Agency where possible in our programming for youth transitioning out of care, keeping lines of communication open between the First Nation and FNCFS Agency.</p>				

3. Prevention	
Initiatives and activities	
Link to FNCFS agency initiatives (if applicable)	
4. First Nation Representative Services	
Initiatives and activities	
Link to FNCFS agency initiatives (if applicable)	
Timeframe:	Initiative/Activity completion date (YYYYMMDD)
5. Post-Majority Support Services	
Initiatives and activities	
Link to FNCFS agency initiatives (if applicable)	
Timeframe:	Initiative/Activity completion date (YYYYMMDD)

Section 6. Financial Forecast

The financial forecast assists in outlining the planned expenditures across each of the funding streams of the FNCFS programs.

6. Financial forecast				
Funding component	Planned expenditures (\$)			
	2025-2026	2026-2027	2027-2028	2028-2029
Prevention				
First Nation Representative Services				
Post-Majority Support Services				
Household supports				
Information technology				
Results				
Total planned expenditures (\$)				

Section 7. Unexpended Funding

The unexpended funding falls in line with the letter provided by the Deputy Minister's (DM) to recipients in November 2024, as well as the Information Bulletin shared by the FNCFS Program

to recipients February 25, 2025. For a copy of the Information Bulletin, or DM's message, please contact your regional ISC representative.

The DM letter indicated that ISC was moving to the gradual reinstatement of pre-pandemic funding agreement management practices, which included pre-pandemic reporting requirements, timelines, and procedures. This also included the January 2023 reinstatement of the potential halting of non-essential funding to contribution agreement holders with overdue reports.

As part of the tracking of unexpended funds within the program, the unexpended funding portion is included in the planning process starting in fiscal year 2025.

7. Unexpended funding plan (if applicable)				
Total amount of unexpended FNCFS Program funds to March 31, 2025 (\$)				
Reformed FNCFS funding component	Unexpended funding (\$)	Description of planned activities	Fiscal year (when activities will be conducted)	
[-] 1				
[+] Add a funding component				

For each line of the reformed FNCFS funding components, First Nations will indicate the amount of unexpended from the previous fiscal year and the plan to utilize the funding in the upcoming years.

For First Nations that have not received all of the FNCFS Funding components, there is the drop-down option to the list, which allows you to identify the funding that was received.

Section 8. Supporting Documentation:

Supporting documentation could include:

- Posters and pictures of events (upcoming or past)
- Strategic plan
- Emergency plan (as it relates to FNCFS)

Examples of supporting documentation could include: need assessment, community priorities, job descriptions, payroll documents, copy of comparable provincial wages and benefits, organization chart, salary grids, quotes, or any other documents as requested.

8. Supporting documents (if applicable)	
This table allows you to identify the supporting documents being submitted and the method of submission.	
Title	Submission method
[-]	
[+] Add a document	

First Nations Child and Family Services (FNCFS) Child and Community Wellbeing Plan

PAW# 1296545

Purpose: This child and community wellbeing plan is for FNCFS Agencies or First Nation Service Providers approved for FNCFS funding to deliver and manage Child Protection Services to First Nation children and families ordinarily resident on reserve. The plan is also intended to outline planned service delivery, activities, and associated budget considerations.

Context

Planning tools are used by FNCFS Agencies and/or authorized First Nation Service Providers to detail how they will use ISC funding to achieve specific outcomes and address community priorities through a co-developed child and community wellbeing plan with their affiliated First Nations.

Plans are used to:

- **Define objectives:** Describe what ISC funded FNCFS projects and/or programs are intended to achieve.
- **Outline activities:** Indicate the tasks or actions that will be carried out as part of service delivery, including planned activities and associated expenditures for baseline, emergency and prevention funding.
- **Set timelines:** Specify when each activity will start and when it will be completed, ensuring alignment with the plan's effective period and annual updates, if applicable.
- **Assign responsibilities:** Clearly outline who is responsible for each part of the plan, including the respective roles of the authorized First Nation Service Provider and affiliated First Nation(s).
- **Track progress:** Describe how success will be measured and reported on.
- **Financial Planning:** If the FNCFS Agency or authorized First Nation Service Provider has unspent funds, explain how these will be carried forward into the next fiscal year and specify the activities or initiatives the unspent funds is intended to support.

Plans help support performance measurement and reporting as well as facilitate collaboration between the FNCFS Agency and First Nations and/or First Nation Service Providers to ensure priorities and goals regarding child and family well-being are being met.

For Child and Community Wellbeing (CCWB) Plans within Ontario, plans are required to be co-developed with First Nations, including the relevant declaration signage. Please see pages 57-59 of this document for more information regarding Ontario specific planning.

Instructions

The formal instructions for the report can be found within the PDF report by clicking on the instructions tab in the top center of the form. *See Red Arrow below.

Indigenous Services Canada / Services aux Autochtones Canada

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FIRST NATIONS CHILD AND FAMILY SERVICES (FNCFS) CHILD AND COMMUNITY WELLBEING PLAN

Privacy statement

This statement outlines the purposes for the collection and use of personal information. The collection, use and disclosure of personal information by the First Nations Child and Family Services (FNCFS) Program is authorized under [Department of Indigenous Services Act](https://laws.justice.gc.ca/eng/acts/I-7.88/page-1.html) (https://laws.justice.gc.ca/eng/acts/I-7.88/page-1.html), the annual [Appropriation Acts](https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/appropriation-acts.html) (https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/appropriation-acts.html) granting authority to the Government to spend funds on programs and is in accordance with the [Privacy Act](http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) (http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html). We will collect program information for administrating the program. This includes personal information, which is a portion of the contact information of the person completing the form. All other information collected (organization name, program results, etc.) will be used for reporting aggregated program results. The collection of personal contact information is required for identifying a point of contact. The information will be retained in the Grants and Contributions Information Management System (GCIMS) as per GCIMS requirements. It will only be used to administer the program. The information collection is described in PIB ISC PPU 210, available online at [Info Source](https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555) (https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555). Individuals have the right to the protection of, access to and request the correction of their personal information under the *Privacy Act*. Contact your [Regional Office](https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402) (https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402) to notify us about incorrect information or contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 for general enquiries. If you require clarification concerning the privacy statement, please contact the Departmental Access to Information and Privacy Office at 1-819-997-8277 or by email at upvp-ppu@sac-isc.gc.ca. For more information on privacy issues, your right to file a complaint and the *Privacy Act* in general, you can consult the Privacy Commissioner at 1-800-282-1376.

Note: Every recipient approved for FNCFS funding to deliver and manage Child Protection Services to First Nation children and families ordinarily resident on reserve shall complete this plan.

Once you click the **Instructions** tab at the top of the form, another tab will open up, allowing you to read the instructions for each section of the form, as well as the definition for each field.
*See Screen Shot Below.

FIRST NATIONS CHILD AND FAMILY SERVICES (FNCFS) CHILD AND COMMUNITY WELLBEING PLAN

PAW number/Fiscal year:
1296545 (2025-2026)

Purpose:
This PAW contains the following sections:

- a work plan for the planned performance of the upcoming fiscal years;
- a forecasted budget.

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.

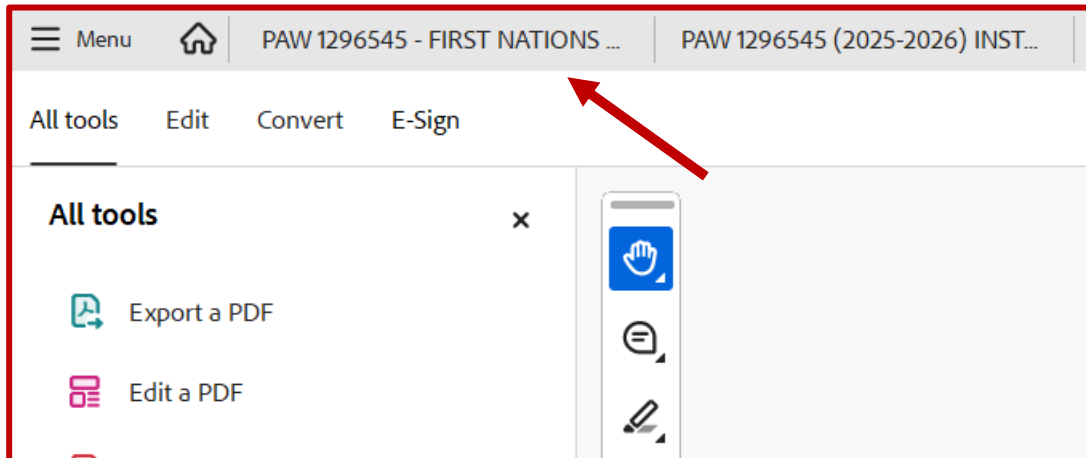
Field definitions:

Field	Definition
1. Reporting period	
Planning period	The planning period for this Child and Community Wellbeing Plan is from 2025-2026 to 2028-2029. Please ensure that all activities and information align with this timeframe.

The top part of the Instructions indicates the PAW number, purpose, reporting period for which the report covers, and due date.

If you have opened the Instructions Tab, and need to go back to the form, you can go back to the Fillable form by selecting the Tab next to the PAW Instructions at the top of your page.

*See Red Arrow Below.



Once you are back at the fillable form, you can begin filling out the applicable sections.



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FIRST NATIONS CHILD AND FAMILY SERVICES (FNCFS) CHILD AND COMMUNITY WELLBEING PLAN

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Note: Every recipient approved for FNCFS funding to deliver and manage Child Protection Services to First Nation children and families ordinarily resident on reserve shall complete this plan.

1. Reporting period

Planning period: 2025-2026 to 2028-2029 Update for (choose fiscal year):

2. Organization information

FNCFS agency name		FNCFS agreement number	
Mailing address (Number/Street/Apartment/P.O. box)			
City/Town		Province/Territory	Postal code
		<input type="text"/>	<input type="text"/>
Telephone number	Facsimile number	Email address	

3. Recipient information

Given name		Family name		Title/Position	
Telephone number		Email address			

4. First Nations served

1	Community name	<input type="button" value="[-] Remove community"/>

Environmental scan for the community served

Provide environmental scan which is based on data that would include information, insights, perspectives, etc. from the First Nation community served.

Topics must include the following:

- circumstances affecting the well-being of children, youth, young adults and families, as well as the delivery of services;
- key child and family well-being priorities;
- child and family service priorities.

Section 1. Reporting Period

The reporting period is annually, and there is also a section to identify if the plan is and update for the appropriate fiscal year. The drop-down filed will enable to the user to select the fiscal year in which the update applies.

Note that plans should be resubmitted whenever updates occur. These updates can include such things as:

- Changes to service areas
- Change in office locations
- Major change in service delivery

Section 2. Organization Information

This section is for the organization information, the FNCFS Agency, or the authorized FNCFS Service Provider.

Section 3. Recipient Information:


This section is for the contact person who is completing the report. This would be the person who is completing the report, and who would be able to answer any questions regarding the report.

Section 4. First Nations Served

This section is intended to identify the First Nations who are affiliated or receiving services from the FNCFS Agency or authorized FNCFS Service Provider. Note that if you are entering the information directly in the PAW template, you can add each First Nation using the add button.

*See Red Arrow Below.

4. First Nations served	
1	Community name Example 1
[-] Remove community	
Environmental scan for the community served	
Provide environmental scan which is based on data that would include information, insights, perspectives, etc. from the First Nation community served.	
Topics must include the following:	
<ul style="list-style-type: none"> • circumstances affecting the well-being of children, youth, young adults and families, as well as the delivery of services; • key child and family well-being priorities; • child and family service priorities. 	
Example Notes, example notes	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">[+] Add a community</div>	



For Each First Nation served, an environmental scan needs to be completed. Information to inform the environmental scan may come from publicly available data from sources such as ISC, Statistics Canada, Employment and Social Development Canada, provincial government departments, agency records or authorized recipient records, and other reliable sources, such as Elder teachings.

Enough detail should be included in the environmental scan to provide a comprehensive overview of the following elements:

- Circumstances affecting the well-being of children, youth, young adults and families, as well as the delivery of services (as per the agency or authorized recipient's needs assessment activities)

Key Questions to Consider:

- What challenges does the community face?

- What programs and services will be delivered to help address the challenges?
- Key child and family well-being priorities
 - Key child and family wellbeing priorities can focus on ensuring children grow up healthy, safe, and supported within strong families and communities. They can emphasize prevention, early intervention, and holistic services.
- Child and family service priorities (prevention and protection)
 - Key Questions to Consider
 - What are the child and family service priorities for the community that the Agency will focus on in relation to service delivery in the planning period identified?

Section 5. Collaboration with First Nations

Collaboration is key in ensuring seamless service delivery and forward planning for the First Nations being served. By having strong lines of communication and working together in partnership, potential communication challenges and the duplication of services are alleviated.

With the exception of Ontario, where planning is mandatory, all Regions are strongly encouraged to collaborate with their affiliated First Nations in the development and completion of their plans.

5. Collaboration with First Nations

Describe how the agency collaborated with the First Nations to co-develop the plan, and how the agency will work with the First Nations as the plan is implemented.

Topics must include:

- information sharing mechanisms and protocols, to assist First Nations in the delivery of services under the reformed FNCFS program;
- identify any supporting and/or complementary roles to affiliated First Nations in the delivery of services under the reformed FNCFS program;
- approach to the delivery of Prevention that defines and reflects the agency's and First Nations' respective roles, ensuring that services address needs in a holistic manner;
- how the agency will recognize and respect First Nations' delivery of First Nation Representative Services and Post-Majority Support Services;
- how the agency will notify the First Nation, in a manner that meets the standards set out in provincial/territorial and federal law, of a child's involvement with the agency;
- process for reporting to First Nations (at least annually) on delivery of the agency's planned activities and achievement of performance targets;
- timeline and process for working with First Nations to update the plan as required, including process for seeking approval of updates by each affiliated First Nation community;
- process for the agency to work with First Nations to identify potential risks, develop risk management strategies, and modify plans accordingly;
- approval requirements and protocols for co-developed plan.

Section 6. Agency Plan Summary

This section is intended to be a broad overview and to complement the specific activities detailed in the activity plan. It provides an opportunity for an FNCFS agency or authorized FNCFS Service Provider to present important information about their background, vision, mandate, and mission.

6. Agency plan summary

Provide the agency plan summary with the broad overview that is intended to complement the specific activities detailed in the activity plan below.

Topics must include:

- vision, priority, key operational and service initiatives;
- service needs on which the agency will focus during the planning period;
- governance structure, full-time staff qualifications, salary grid;
- linkages and alignment with First Nations' service initiatives;
- potential risks identified;
- strategies to manage financial, operational, governance or other risks;
- budget considerations and usage.

Section 7. Activity Plan

This section is for the Agency or authorized FNCFS Service Provider to provide details on the activities they are intending to undertake in the planning period, as well as to present the desired outcomes and indicators.

An Example of this is provided below:

Activity: Family Workshops				
Description: There will be 2 workshops running during the calendar year. Women's Support Group: This will run the first Tuesday of the month, and focus on topics such as traditional parenting, life skills, regalia making. It is meant to encompass life skills as well as traditional crafts and mentorship with Community Elders. Men's Support Group: This will run the second Wednesday of every month, and focus on topics such as traditional parenting, life skills, regalia making. It is meant to encompass life skills as well as traditional crafts and mentorship with Community Elders.				
Goal: Develop programming that addresses identified community needs. An environmental scan with community members revealed a need for initiatives focused on promoting healthy relationships within the family unit.				
Activity	Timeframe	Desired Outcome	* Targets	Indicators
Women's Support Group	January – December	Healthier familial relationships	20% or eligible population in attendance	Of the participating population, 60% indicate they have skills to better promote healthy relationships
Men's Support Group	January – December	Healthier familial relationships	20% or eligible population in attendance	Of the participating population, 60% indicate they have skills to better promote healthy relationships

* Note that if this the first time that the Agency is developing a plan, they may want to develop a baseline for the first year and may not have targets identified. If this is the case, that should be clearly identified within the description.

Section 8. Financial Forecast

The financial forecast assists in outlining the planned expenditures across each of the funding streams of the FNCFS programs.

8. Financial forecast				
Funding component	Planned expenditures (\$)			
	2025-2026	2026-2027	2027-2028	2028-2029
Maintenance and operations				
Prevention (applicable if the FNCFS agency is receiving prevention funding)				
Post-Majority Support Services (applicable if Post-Majority Support Services funding is provided to the FNCFS agency by its affiliated First Nations)				
Total planned expenditures (\$)				

Agencies, or authorized service providers may wish to further breakdown the above listed chart and separate maintenance and care funding and operational funding.

Section 9. Unexpended Funding Plan

The unexpended funding falls in line with the letter provided by the Deputy Minister’s (DM) to recipients in November 2024, as well as the Information Bulletin shared by the FNCFS Program to recipients February 25, 2025. For a copy of the Information Bulletin, or DM’s message, please contact your regional ISC representative.

The DM letter indicated that ISC was moving to the gradual reinstatement of pre-pandemic funding agreement management practices, which included pre-pandemic reporting requirements, timelines, and procedures. This also included the January 2023 reinstatement of the potential halting of non-essential funding to contribution agreement holders with overdue reports.

As part of the tracking of unexpended funds within the program, the unexpended funding portion is included in the planning process is starting in fiscal year 2025.

9. Unexpended funding plan (if applicable)				
Total amount of unexpended FNCFS Program funds to March 31, 2025 (\$)				
Reformed FNCFS funding component	Unexpended funding (\$)	Description of planned activities	Fiscal year (when activities will be conducted)	
<input type="checkbox"/> 1				
<input type="button" value="+ Add a funding component"/>				

For each line of the reformed FNCFS funding components, FNCFS Agencies or FNCFS authorized Service Providers will indicate the amount of unexpended from the previous fiscal year and the plan to utilize the funding in the upcoming years.

Section 10. Supporting Documents (if Applicable)

Supporting documentation give the Agency or FNCFS authorized Service Provider the opportunity to showcase event, services, and programs they have hosted.

10. Supporting documents (if applicable)

This table allows you to identify the supporting documents being submitted and the method of submission.

Title	Submission method
<input type="button" value="[-]"/>	<input type="button" value="[-]"/>
<input type="button" value="[+] Add a document"/>	

Supporting documentation could include:

- Letters of support from the First Nation Communities Served (outside Ontario)
- Posters and pictures of events
- Pictures of events
- Needs assessments
- Payroll documents, salary grids, copy of comparable provincial wages and benefits
- Quotes

Section 11. Declarations

The declaration section is for the agency to attest to the information being provided, and that the plan has been co-developed with the affiliated First Nations that the Agency or authorized Service Provider delivers services to.

Note that for Ontario, please refer to the Ontario Specific Workplan section for further details regarding co-development and “reasonable efforts”.


11. Declaration


FNCFS agency declaration

On behalf of (name of FNCFS agency:) , I declare that this Child and Community Wellbeing Plan has been informed by and co-developed with (list the participating First Nations):

Given name	Family name
<input type="text"/>	<input type="text"/>
Title/Position	Date (YYYYMMDD)
<input type="text"/>	<input type="text"/>

I, , affirm that the above stated facts, to the best of my knowledge, are true and correct.



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First Nation declaration

I declare that (First Nation name:) has informed and co-developed this Child and Community Wellbeing Plan with (name of FNCFS agency:).

Given name	Family name
<input type="text"/>	<input type="text"/>
Title/Position	Date (YYYYMMDD)
<input type="text"/>	<input type="text"/>

I, , affirm that the above stated facts, to the best of my knowledge, are true and correct.

For Agencies and authorized Service Providers who are completing the plans, (outside of Ontario) it is understood that there may be multiple affiliated First Nations and it may not be feasible to collect declarations from all. In these cases, letters of support from the affiliated First Nations would be considered sufficient. Please refer to Appendix D for an example.

Maintenance Reporting

DCI#455917

Purpose: The Maintenance report, or Maintenance DCI is intended to capture the eligible services and costs directly related to individuals receiving Post-Majority Support Services, Least Disruptive Measures, and those who are placed in out-of-home care. It also serves to collect program data, capture results to inform program indicators and results.

Context

Part of the FNCFS program is to fund maintenance and care for First Nations children and youth ordinarily resident on reserve or in Yukon. Child maintenance and care include the services associated to placing First Nations children into alternate care. Eligible activities and services are delivered in accordance with applicable legislation and standards and funded accordingly.

Maintenance and care also includes:

- funding at actual cost for Post-Majority Support Services to youth in care approaching the age of majority and young adults who have transitioned out of care at the age of majority up to their 26th birthday or to the age as defined in provincial or Yukon legislation, whichever is greater, across all provinces and in Yukon.
- Least Disruptive Measures, which are: measures that flow from a child maltreatment assessment or investigation and are critical to safety planning for children and families involved with child and family services. These include:
 - Targeted actions or services that meet the threshold of risk for involvement with an FNCFS agency. These actions or services seek to prevent separating children or youth from their families or support reunification of families, while ensuring supports are in place that mitigate the risk of child maltreatment or harm
 - Supports to children, youth and families who have been identified by an FNCFS agency as being at risk, and is undergoing an assessment of child maltreatment or harm

The tracking of eligible maintenance expenditures is captured through reporting, which can include a maintenance Data Collection Instrument (DCI), which is housed within an internal program application or data system.

Maintenance expenditures are based on provincial child welfare legislation. As legislation is different in each province, how maintenance reporting is approached varies across the country. Not all Regions use the maintenance DCI, some regions (such as The Yukon), use an excel spreadsheet, which is then uploaded into the IMS/DMS system, and some regions (such as BC) utilize their own regional system and then upload into the IMS/DMS system.

Please contact your Regional ISC representative regarding maintenance reporting for your applicable region.

The FNCFS Program Application: Data Management System

The FNCFS program manages and is responsible for a FNCFS Program Application called the FNCFS Data Management System/ Information Management System. The FNCFS application

contains two subsystems with different user interfaces: FNCFS Data Management System (DMS) and FNCFS Information Management System (IMS).

FNCFS DMS is an external-facing web application that is used by external recipients to report on the Maintenance Data Collection Instrument (DCI). By entering information directly into DMS, there is no longer a need to complete the DCI form, or Excel spreadsheet. Users would have the ability to easily create maintenance reports online, and enter and manage Maintenance, Least Disruptive Measures, or Post-Majority Support Services expenditures. They would also have access to their own information which they have submitted and have the ability to see prior maintenance reporting and generate operational reports.

It is intended that in the future, all recipients who are in receipt of maintenance funding will be required in the future to utilize the FNCFS DMS. Training and support will be provided to users throughout the process to ensure a smooth transition.

FNCFS IMS is an internal web application used by Regional and National ISC users within the Department to submit and review DCIs on behalf of external recipients, and to perform administrative functions such as reporting on outcomes and indicators for the FNCFS program.

For more information regarding IMS/DMS, as well as copies of training materials, please contact your Regional ISC representative.

FNCFS Activity Report

DCI# 1278249

Purpose: This report is for First Nations, and FNCFS Agencies to report on program performance indicators and funding received through the FNCFS program: Prevention, Protection, and Post-Majority Support Services.

Context

For Fiscal Year 2025/2026: The FNCFS Activity Report is for the following funded streams: Prevention, Child Protection Services, and Post-Majority Support Services. The report is meant to capture information regarding program performance indicators, and activities associated with the funding.

For Fiscal Year 2026/2027: The FNCFS Activity Report is for the following funded streams: Prevention, Child Protection Services, First Nation Representative Services and Post-Majority Support Services. The report is meant to capture information regarding program performance indicators, and activities associated with the funding.

Instructions

The formal instructions for the report can be found within the PDF report by clicking on the instructions tab in the top center of the form. *See Red Arrow below.

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FIRST NATIONS CHILD AND FAMILY SERVICES ACTIVITY REPORT

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*See Screen Shot Below

The top part of the Instructions indicates the DCI number, purpose, reporting period for which the report covers, due date and caveat regarding the definitions within the form.

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*See Red Arrow Below.



Once you are back at the fillable form, you can begin filling out the applicable sections. Please note that in order to expand the applicable sections, you must first input the Recipient type under **#.1. Recipient Type**. You must select this in order to have the capability to select the options under section #3. You will note that without selecting a Recipient Type, Section 3 selection boxes are white.

*See Red Arrows below.



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FIRST NATIONS CHILD AND FAMILY SERVICES ACTIVITY REPORT

Privacy statement

This statement outlines the purposes for the collection and use of personal information. The collection, use and disclosure of personal information by the First Nations Child and Family Services (FNCFS) Program is authorized under [Department of Indigenous Services Act](https://laws.justice.gc.ca/eng/acts/I-7.88/page-1.html) (https://laws.justice.gc.ca/eng/acts/I-7.88/page-1.html), the annual [Appropriation Acts](https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/appropriation-acts.html) (https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/appropriation-acts.html) granting authority to the Government to spend funds on programs and is in accordance with the [Privacy Act](http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) (http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html). Information collected will be exclusively for the purpose of administrating the FNCFS Program. This includes personal information such as contact information of the individual completing the forms. The collection, use and disclosure of your personal information is required for identifying a point of contact and will only be used to communicate with the identified point of contact. All other information collected (organization name, program results, etc.) will be used for reporting aggregated program results. Personal information will be retained pursuant to the *Privacy Act* and its regulations. The collection of information is described in PIB ISC PPU 210 – First Nations Child and Family Services, available online at [Info Source](https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555) (https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555). Individuals have the right to the protection of, access to and request the correction of their personal information under the *Privacy Act*. Contact your [Regional Office](https://www.sac-isc.gc.ca/eng/1100100016936/153742668402) (https://www.sac-isc.gc.ca/eng/1100100016936/153742668402) to notify us about incorrect information or contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 for general enquiries. If you require clarification concerning the privacy statement, please contact the Departmental Access to Information and Privacy Office at 1-819-997-8277 or by email at upvp-ppu@sac-isc.gc.ca. For more information on privacy issues, your right to file a complaint and the *Privacy Act* in general, you can consult the Privacy Commissioner at 1-800-282-1376.

1. Recipient type

- First Nation Agency (or other service provider)

2. Recipient information

Recipient/Organization name	Recipient/Organization number (for Ontario only)	Province/Territory
First Nation/Band name	First Nation/Band number (recommended)	Postal code (only if no First Nation/Band number is assigned)

Reporting period: 2025/04/01 – 2026/03/31

Contact (person who can be contacted for further information about the report)

Given name	Family name	Title/Position
Telephone number (work)	Extension number	Email address (work)

3. Program Services

Select all applicable program services:

- Prevention Services
- Child Protection Services
- Post-Majority Support Services

Once #1. Recipient Type is selected, the boxes under #3. Program Services will turn blue, meaning you are able to select the applicable program services you are reporting for.

*See Red Arrows Below

Indigenous Services Canada

Services aux Autochtones Canada

PROTECTED A (when completed)

DCI 1278249 (2025-2026)

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1. Recipient type

First Nation Agency (or other service provider)

2. Recipient information

Recipient/Organization name	Recipient/Organization number (for Ontario only)	Province/Territory
First Nation/Band name	First Nation/Band number (recommended)	Postal code (only if no First Nation/Band number is assigned)

Reporting period: 2025/04/01 – 2026/03/31

Contact (person who can be contacted for further information about the report)



Given name	Family name	Title/Position
Telephone number (work)	Extension number	Email address (work)

3. Program services

Select applicable program services:

- Prevention Services
- Child Protection Services
- Post-Majority Support Services

Please ensure that you are selecting only those program services for which you have received funding. For the example below, all are selected, so the form will expand showing all 3 program services for fiscal year 2025/2026.

3. Program services	
Select all applicable program services:	
<input checked="" type="checkbox"/>	Prevention Services
<input checked="" type="checkbox"/>	Child Protection Services
<input checked="" type="checkbox"/>	Post-Majority Support Services
4. Service information	
Prevention Services	
Performance	Answer (Number, Yes/No)
Number of First Nation children who have access to a culturally adapted prevention service provider	
Does this First Nation directly provide Prevention Services for its communities?	<input type="radio"/> Yes <input type="radio"/> No
Number of First Nation children who were referred by an FNCFS agency (or other eligible service provider) to a prevention service which, in order to access, required more than two and a half (2.5) hours of travel by road or required travel by air or ferry	
Number of culturally appropriate prevention activities provided to First Nation families	
	
 Indigenous Services Canada Services aux Autochtones Canada	
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Child Protection Services	
Performance	Answer (Number)
Number of reported cases of child maltreatment	
Number of children in out-of-home care who were placed where at least one caregiver is a First Nation individual	
Number of First Nation children and youth on reserve in care who have achieved permanency	
Reunification	
Adoption	
Guardianship/Legal custody	
Other means	
Number of First Nation children and youth on reserve in care who have aged out	
Total permanency plus aged out	
Post-Majority Support Services	
Performance	Answer (Number, Amount)
Number of First Nation individuals served by Post-Majority Support Services	
Total expenditures by the First Nation on Post-Majority Support Services (\$)	

**** For Fiscal Year 2026/2027, there is the addition of First Nation Representative Services (FNRS), which is noted in the screenshot below:**

3. Program services

Select all applicable program services:

Prevention Services

Child Protection Services

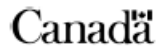
First Nation Representative Services


Post-Majority Support Services

4. Service information

Prevention Services

Performance	Answer (Number)
Number of First Nation children who have access to a culturally adapted Prevention service provider	
Number of First Nations that directly provide Prevention Services for their communities	





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Performance	Answer (Number)
Number of First Nation children whom your organization referred to a Prevention service which, in order to access, required more than two hours and thirty minutes (2.5) of travel by road or required travel by air or ferry	
Number of culturally appropriate Prevention activities provided to First Nation families	

Child Protection Services

Performance	Answer (Number)
Number of reported cases of child maltreatment	
Number of children in out-of-home care who were placed where at least one caregiver is a First Nation individual	
Number of First Nation children and youth on reserve in care who have achieved permanency	
Reunification	
Adoption	
Guardianship/Legal custody	
Other means	
Number of First Nation children and youth on reserve in care who have aged out	
Total permanency plus aged out	

First Nation Representative Services

Performance	Answer (Number)
Number of First Nations where First Nation Representative Services were offered to families during the fiscal year	

Post-Majority Support Services

Performance	Answer (Number, Amount)
Number of First Nation individuals served by Post-Majority Support Services	
Total expenditures on Post-Majority Support Services (\$)	

5. Comments

Section #5. **Comments** will allow for any other written information you would like to share. Sections #6. **Supporting Documents** will allow you to upload any supporting documents that you would like to share such as annual reports, and/or posters of events.

5. Comments	
Provide additional information that you would like to share with us.	
6. Supporting documents (if applicable)	
This table allows you to identify the supporting documents being submitted and the method of submission.	
Title	Submission method
<input]<="" td="" type="button" value="[-"/> <td><input type="text"/></td>	<input type="text"/>
<input]<="" td="" type="button" value="[-"/> <td><input type="text"/></td>	<input type="text"/>
<input type="button" value="[+] Add a document"/>	
7. Declaration	
The information provided is accurate to the best of my knowledge.	
Given name	Family name
<input type="text"/>	<input type="text"/>
Title	Date (YYYYMMDD)
<input type="text"/>	<input type="text"/>

If you are adding supporting documentation, you will first need to type in the title, and then select the submission method from the drop-down menu. If you choose to attach a document within the form, select Attachment from the dropdown. *See Screenshot below

6. Supporting documents (if applicable)	
This table allows you to identify the supporting documents being submitted and the method of submission.	
Title	Submission method
<input]<="" td="" type="button" value="[-"/> <td><input type="text" value="Annual Report"/></td>	<input type="text" value="Annual Report"/>
<input]<="" td="" type="button" value="[-"/> <td><input type="text"/></td>	<input type="text"/>
<input type="button" value="[+] Add a document"/>	
7. Declaration	
The information provided is accurate to the best of my knowledge.	
Given name	Family name
<input type="text"/>	<input type="text"/>
Title	Date (YYYYMMDD)
<input type="text"/>	<input type="text"/>

Attachment

Email

Facsimile

Mail

By hand/courier

Once you have selected attachment, a grey button will appear under the title of your document, Attach File. If you click the button, you can add the document from your desktop, documents, or wherever you have saved the document.

6. Supporting documents (if applicable)

This table allows you to identify the supporting documents being submitted and the method of submission.

Title	Submission method
<input type="checkbox"/> Annual Report	Attachment <input type="button" value="v"/>
<input type="button" value="Attach file"/>	
<input type="checkbox"/>	<input type="button" value="v"/>
<input type="button" value="[+] Add a document"/>	

7. Declaration

The information provided is accurate to the best of my knowledge.

Given name	Family name
Title	Date (YYYYMMDD)

If you have any additional questions, or need further assistance in completing your report, please do not hesitate to contact your Regional Program Advisor.

First Nations Child and Family Services Annual Final Report

DCI# 1208367


Purpose: The Annual Final Report is for FNCFS Agencies and FNCFS Service Providers approved for operations funding under the Child Protection Guardianship and Support Category and/or Supporting Initiatives for the provision of Child and Family Services to First Nations children and families ordinarily resident on reserve, or in the Yukon. The final report describes how activities undertaken have helped to achieve the objectives set for the previous fiscal year.

Context

The Annual Final Report is intended to highlight performance in the previous fiscal year, and provide an opportunity to share what was done, why it was done, and how effectively it was achieved. The report can engage employees, prospective employees, community members and stakeholders as well as promote transparency.

Instructions

The formal instructions for the report can be found within the PDF report by clicking on the instructions tab in the top center of the form. *See Red Arrow below.



Indigenous Services
Canada

Services aux Autochtones
Canada

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DCI 1208367 (2025-2026)
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Instructions

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FIRST NATIONS CHILD AND FAMILY SERVICES ANNUAL FINAL REPORT

Privacy statement
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Identification

Recipient name		Recipient number
Mailing address (Number/Street/Apartment/P.O. box)		
City/Town	Province/Territory	Postal code
Telephone number	Facsimile number	Email address

Once you click the **Instructions** tab at the top of the form, another tab will open up, allowing you to read the instructions for each section of the form.

*See Screen Shot Below

FIRST NATIONS CHILD AND FAMILY SERVICES ANNUAL FINAL REPORT

DCI number/Fiscal year:
1208367 (2025-2026)

Purpose:

This DCI contains two sections:

- a final report that describes how activities undertaken by the recipient have helped to achieve the objectives set for the previous fiscal year
- a 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.

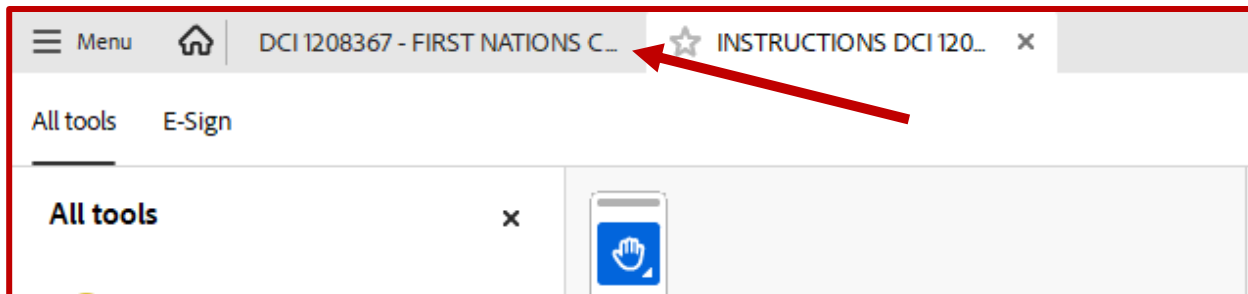
Field definitions:

Field	Definition
Identification	
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 Indigenous community and organization funded under this authority.

The top part of the Instructions indicates the DCI number, purpose, reporting period for which the report covers, and due date.

If you have opened the Instructions Tab, and need to go back to the form, you can go back to the Fillable form by selecting the Tab next to the DCI Instructions at the top of your page.

*See Red Arrow Below.



Once you are back at the fillable form, you can begin filling out the applicable sections.



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Identification

Recipient name		Recipient number
<input type="text"/>		
Mailing address (Number/Street/Apartment/P.O. box)		
<input type="text"/>		
City/Town	Province/Territory	Postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone number	Facsimile number	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact

Given name	Family name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone number	Email address	
<input type="text"/>	<input type="text"/>	

Reporting period

From (YYYYMMDD):	To (YYYYMMDD):
<input type="text"/>	<input type="text"/>

A. Final report

Every recipient approved for operations funding under the Child Protection Guardianship and Support Category and/or Supporting Initiatives for the provision of Child and Family Services to First Nations children and families ordinarily resident on reserve, or in the Yukon shall provide the following information in relation to the previous fiscal year. Refer to the Instructions for details on each section.

Identification

This section is for the funding recipient that is submitting the final report.

Contact

This section is for who is filling out the report and is best placed to answer any questions regarding the report.

Section A. Final Report

The Final report includes 4 key areas as noted below.

A. Final report

Every recipient approved for operations funding under the Child Protection Guardianship and Support Category and/or Supporting Initiatives for the provision of Child and Family Services to First Nations children and families ordinarily resident on reserve, or in the Yukon shall provide the following information in relation to the previous fiscal year. Refer to the Instructions for details on each section.

1. Executive summary

2. Recipient profile update

3. Child and Community Wellbeing Plan or First Nations Multi-Year Plan summary report (if provided)

4. Achievements and challenges

1. Executive Summary

This section should include a summary of all the sections of the report including key financial numbers, and the significant achievements and challenges experienced by the recipient. It should be a short 1-2 page summary of your report.

Questions to Consider:

- For the activities completed this year, what were the top 2 achievements? Think about success of the program and/or activity that the recipient has delivered.
- What were the top challenges regarding the programs and/or activities?

It is important to remember that achievements and challenges are not meant to be penalizing, but rather complimentary.

2. Recipient Profile Update

This section provides the opportunity to provide recipient profile updates. This section needs to include the following:

- organizational chart
- governance structure
- the number of full-time staff equivalents, and qualifications of the staff
- caseload overview, including a summary of caseloads from the past year. This allows for the recipient to track trends and also forecasts over a period of time.

3. Child and Community Wellbeing Plan or First Nation Multi Year Plan Summary Report

This section is meant to provide an opportunity for the recipient to provide details regarding their outcomes and objectives listed in their plans.

If there was no plan submitted at the start of the year (outside Ontario), this question can be skipped.

If a Child and Community Wellbeing plan or First Nations Multi-Year Plan was completed, the summary report should include:

- objectives as listed in the plan
- outcomes in relation to each objective

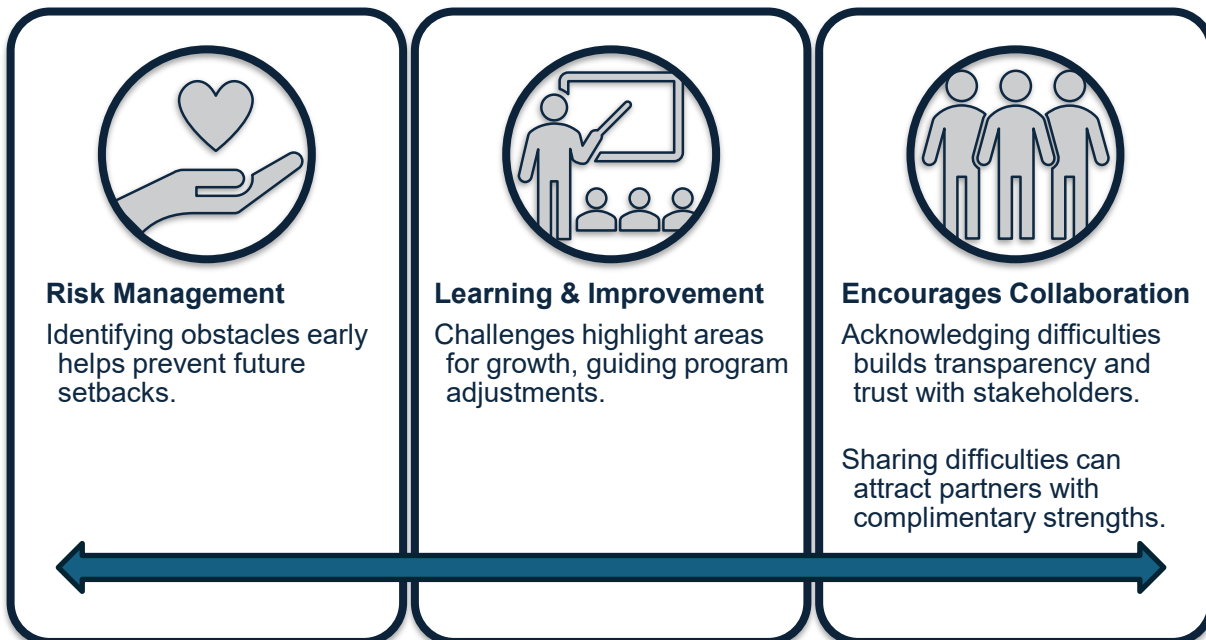
4. Achievements and Challenges

This section should give a complete overview of the achievements and challenges experienced over the fiscal year. As mentioned, it is not intended to highlight shortcomings, but rather to assist with future planning.

Benefits of Highlighting Achievements:



Benefits of Highlighting Challenges:



The Value of Highlighting Achievements and Challenges in Annual Reports

- **Balanced Narrative:** Achievements show progress, while challenges show honesty and resilience.
- **Continuous Improvement:** Reports become tools for reflection and adaptation, not just record-keeping.
- **Stakeholder Engagement:** Readers see both the successes and the “on the ground” complexities, realities, and fosters a deeper connection and understanding.
- **Evidence-Based Decision Making:** Data on achievements and challenges informs future strategies and planning.

Example

Imagine a child wellbeing program, such as a life skills:

- **Achievement:** 85% of children in the program improved literacy skills, and comprehension by reading a variety of instructional materials such as cookbooks, and instruction manuals for assembling furniture.
- **Challenge:** Families face barriers accessing services due to transportation and childcare.
- **Benefit:** The report celebrates literacy achievements while also identifying the need for transportation solutions, and childcare.
- **Future Planning Options:** For the entity this could include offering transportation, and childcare options in future programming.

5. Question:

Some entities produce annual reports to their communities and the public. These annual reports are usually shared in conjunction with annual general meetings, or at year end.

If the recipient produces an annual report, please attach a copy in the supporting documentation section of the DCI.

		Page 2 of 3
5. Did you produce and publicly share an annual report of the progress on your Multi-Year Plan or Child Community Wellbeing Plan? (Note: If 'yes', provide a copy of the annual report and identity in the Supporting documents section.)		<input type="radio"/> Yes <input type="radio"/> No
B. Financial Summary		

B. Financial Summary

The financial summary includes a current year budget, and a budget forecast for the following year. Reported revenues should be in line with the funding arrangement and focus on the delivery of child and family services.

If you are completing the annual report using the DCI, note that the totals will calculate automatically.

B. Financial summary

Please provide the following:

- Current year budget revenues that are in accordance with the funding agreement;
- A budget forecast that outlines revenues and expenditures for the delivery of child and family services for the current year and projections for the following year.

Revenues	2025-26 Budget current year	2026-27 Budget forecast
Indigenous Services Canada		
Administration/Operations		
Maintenance/Protection/Least disruptive measures		
Prevention		
Funding strategies (i.e., Results, IT, Emergency, Household Supports)		
Other sources		
Provincial government		
Children's special allowance		
Child's disability benefit/Child care		
Other		
Total revenues		
Expenses	2025-26 Budget current year	2026-27 Budget forecast
Program delivery services		
Intake, assessment and investigation		
Child protection services/Least disruptive measures		
Prevention		
Funding strategies (i.e., Results, IT, Emergency, Household Supports)		
Supports for permanency services		
Total program delivery costs		
Operations		
Core management		
Financial administration		
Infrastructure costs		
Board governance		
Total operations		
Total expenses		
Net operating results		

Supporting Documentation:

Supporting documents (if applicable) - This table allows you to identify the supporting documents being submitted and the method of submission.

Title	Submission method
[-]	
[+] Add a document	

Supporting documentation could include (but is not limited to):

- A copy of the annual report provided to the community
- Posters of events
- Pictures of events
- Community plans

- Completed needs assessments
- Community priorities
- Job descriptions
- Payroll documents,
- Copy of comparable provincial wages and benefits
- Organizational charts

*or any other documents as requested.

Declaration:

This section is for whoever is authorized by the recipient to submit the report on their behalf.

Declaration		
The information provided is accurate to the best of my knowledge.		
Given name	Family name	
Title		Date (YYYYMMDD)

What is Reporting Used For?

Reporting by recipients of ISC funding is essential to ensure Canadians get transparent, clear and useful information on what recipients achieved and the resources they used. ISC must demonstrate to the Canadian public, through the Minister, Parliament and the Auditor General of Canada that all funds, including those transferred to entities through funding arrangements are spent on the purposes intended.

Reporting supports the collection and analysis of evidence on the outcomes of programs to make decisions about their significance and performance. Performance measurement of funding streams are required as per Treasury Board's *Policy on Results*.

The *Policy on Results*:

- sets out the requirements for departmental accountability for performance information and evaluation,
- highlights the importance of results in management and expenditure decision making, and;
- public reporting

As there are portions of funding within the FNCFS program which are based on actual eligible expenditures, reporting also assists in substantiating costs and funding decisions.

For the reformed FNCFS program in Ontario, reporting will also feed into the 2 Program Assessments as outlined within the OFA. The Program Assessments may include such things as the Reformed FNCFS Funding Approach and any related aspects, including funding levels, funding structures, funding allocations, policies, procedures, Terms and Conditions, reporting requirements, funding agreements, and practices.

Tracking Reporting

Ensuring that FNCFS program reporting is up to date and current remains a priority for the program. As program reporting is used for a variety of performance and results, as well as funding levels, it is important that tracking required reporting is part of overall funding agreement management practices.

Reviewing Reporting

Each ISC Region will have their own process for reviewing reporting. These include such things as:

- Where and how the reports are received
- How incoming reporting is tracked, and by whom
- Who and how the report is being reviewed

Reviewing and Receiving Planning Materials

Regional offices and/or programs do not formally approve plans, except in the cases of plan submission in place of claim submission. Plans are approved by the First Nation and/or authorized Service Provider. When plans are received in the regional office, the region will review the plan to validate:

- Plan completeness: that all sections of the plan are complete according to the checklists (Appendix B and C)

- For Child and Community Wellbeing Plans (CCWB) within Ontario: That First Nations have signed off on the plan and have approved of the plan, or that reasonable efforts have been applied (See Ontario Specific Workplans)
- Reviewing the planned activities and expenditures outlined within the plan to ensure they fall within the eligibility criteria under the Terms and Conditions of the Program (unless it is identified within the plan that the costs are covered by another source). This includes the section regarding reasonableness.

Regional offices will ensure that plans are formally acknowledged as per the service standards outlined in the Transfer Payment Service Standards.

Planning tools are considered PAWs. In receiving PAWS, regional offices and/or programs are to send an acknowledgement to the submitter within 10 calendar days upon receipt of a PAW. These standardized forms for PAWS are published on the [ISC website https://www.sac-isc.gc.ca/eng/1571829044381/1571829074923](https://www.sac-isc.gc.ca/eng/1571829044381/1571829074923) .

Reviewing Plans in Support of Claims

When submitting detailed plans at the beginning of the year in place of submitting multiple claims throughout the year, the end goal is to be less administratively burdensome for the recipient. In order to approve the plan, it must be reviewed with that in mind, as well as ensuring all the information is contained to make an informed decision regarding approval for funding.

With the normal planning process, ISC would not formally approve plans, those are approved internally by the FNCFS Service Provider, and/or the affiliated First Nation. In these cases, ISC would confirm receipt of the plan.

With planning in relation to the alleviation of multiple claim submissions throughout the year, a fulsome review by ISC must take place in order to determine that what is being funded is aligned with the FNCFS Program transitional terms and conditions as well as funding authorities for the program. In these cases, plans will be formally assessed by ISC, and budgets must receive formal approval.

Annex D contains a checklist that will assist in ensuring that all pieces required in the plan are submitted.

Review Considerations

This section establishes the criteria and decision-making standards used to determine whether a cost incurred on behalf of a child in care is reasonable, necessary, and aligned with the child's best interests. The intent is to ensure consistent, equitable, and transparent financial decisions that support the safety, well-being, and healthy development of children and youth.

The following considerations will be taken into account when reviewing costs:

- The actual cost determined by the FNCFS Service Provider to be in the best interest of the child
- The cost is generally recognized as normal and necessary for the conduct of the activity

- The restraints and requirements related to such factors as generally accepted accounting principles, arm's length bargaining, federal, provincial and local laws and regulations
- To ensure substantive equality and the provision of culturally appropriate services, the needs of each individual child and his or her family must be considered and evaluated, in light of their distinct needs and circumstances including their cultural, historical and geographical needs and circumstances. This includes consideration of needs resulting from historical disadvantages and the lack of services on-reserve and/or surrounding services
- The costs related to children and families ordinarily resident on reserve or in Yukon, and who are registered under the Indian Act or who are entitled to be registered
- All forecasted costs included are eligible under the First Nations Child and Family Services Program Terms and Conditions
- Forecasted costs are based on reasonable assumptions and available evidence, including prior-year actuals where applicable
- Child-specific, episodic, or high costs have been excluded or conservatively estimated

ISC may reconcile forecasted and actual expenditures and recover, offset, or adjust funding where variances are identified.

The following questions could be used in the review of the plan submitted:

- What services will be provided, and how will they be provided?
- Has an overall outcome been identified, as it relates to service delivery, including protections, LDM, and Post-Majority Support Services?
- Are the services being delivered by a delegated or a First Nations authorized provider?
- If the requestor is a recipient already with ISC, what is their capacity, General Assessment score, reporting history?
- Is there a duplication of services? If so, please identify the services where duplication is occurring, and/or program, if there was discussion with the applicant, outcome, and what was done to alleviate the duplication.
- Are there other community, federal, provincial/territorial, or municipal programs that are better suited to address the needs while not placing the child(ren), family, or youth at a disadvantage?
- Are the costs related to children and families ordinarily resident on reserve and for children registered under the Indian Act or who are entitled to be registered?
- Are the forecasted costs included eligible under the First Nations Child and Family Services Program Terms and Conditions?
- Are the child protection services being delivered by a delegated or a First Nations authorized provider?
- Does the identified amount align with the overall program principles and outcomes?
- Is the request reasonable?
- What policies and/or documents were used to come to that conclusion?

General Considerations

The link to service delivery should be clearly articulated within the plan. In cases where a link can be drawn but it is not clearly articulated supports will be provided to increase the capacity

of the requestor to meet the needs of the department, where it benefits the requestor, and the progress of the request.

Reasonableness of Plans and Costs

Section 6 of the Transitional Terms and Conditions, Eligible Expenditures states that, *Protective child and family services must be delivered in accordance with applicable legislation and standards and are funded accordingly. Eligible expenditures are considered the costs necessary to operate, deliver and support the provision of child and family services and activities in the best interests of the child and in accordance with substantive equality outlined in section 5.*

In considering requests and costs, the following questions should be considered:

- How does the request fit and align with the best interest of the child/youth/family, as identified by the requestor?
- How is the request necessary to operate?

It is important to note that ISC does not determine the best interest of the child/youth/family, but rather this should be identified by the requestor.

Section 10 of the Transitional Terms and Conditions state that, *The reasonableness of a particular cost will be established by determining whether the expense is consistent with the CHRT legal orders and was reasonable to ensure substantive equality and the provision of culturally appropriate services, given the distinct needs and circumstances of the individual child or family, and community including their cultural, historical and geographical needs and circumstances.*

All costs which are projected to be incurred must be reasonable, necessary, and directly related to meeting the child or families identified needs. Decisions must reflect what could be provided in a similar circumstance, cultural background, while ensuring responsible stewardship of public resources.

In considering plans and costs, the following questions should be considered:

- How are the costs and service delivery consistent with the CHRT orders?
- How has the recipient substantiated the identified cost?
- How is the plan reasonable to ensure substantive equality and the provision of culturally appropriate services?
- Have the distinct needs and circumstances of the child, youth and/or family been considered?

Guiding Principles

- **Child-Centered Decision-Making:** Costs must prioritize the child's safety, well-being, identity, and developmental needs.
- **Equity and Fairness:** Children in care should have access to opportunities and supports comparable to those available to their peers.

- **Cultural Responsiveness:** Costs should support the child's cultural, spiritual, and community connections.
- **Transparency and Accountability:** Decisions must be well-documented, justified, and consistent with policy and funding requirements.

Criteria for Determining Reasonability

A cost is considered reasonable when it:

- Addresses a need identified in the child's case plan, cultural plan, or treatment plan
- Supports the child's physical, emotional, educational, cultural, or social development
- Would typically be provided by a reasonable caregiver in similar circumstances
- Would typically be provided by Provincial or territorial standards

The cost should reflect:

- Current local rates, including provincial legislative rates
- Comparable pricing from multiple vendors when applicable
- Consideration of cost-effective alternatives that do not compromise quality or safety

Costs should ensure:

- The child receives safe, appropriate, and reliable goods or services
- Providers meet relevant standards, qualifications, or licensing requirements as required by provincial or territorial standards and/or requirements

Costs should:

- Be consistent with expenditures made for other children in similar circumstances i.e.) Provincial comparability
- Avoid both deprivation and excessive or luxury spending

Higher-than-average costs may still be reasonable when they are influenced by:

- Rural or remote location
- Urgent or time-sensitive needs
- Limited service availability
- Specialized or therapeutic requirements
- Cultural or accessibility needs

Documentation must be sufficient to demonstrate that the cost is necessary, reasonable, and in the child, youth or family's best interests.

The agency will periodically review spending patterns and budget forecasts to ensure:

- Compliance with policy and funding requirements
- Identification of training or support needs for staff

Service Standards

There are service standards in place for ISC for reviewing reporting. This is to ensure consistency, as well as ensuring timely and efficient feedback. The service standards are indicated in the chart below.

DCI Number	DCI/PAW Name	Frequency	ISC Service Standard
DCI 455917	Maintenance DCI	Monthly, Quarterly, & Annually	Complete reception: 3 business days Complete Initial review: 15 calendar days Complete detailed review: 45 calendar days
DCI 1278249	FNCFS Activity Report DCI	Annually July 29 th	Complete reception: 3 business days Complete Initial review: 15 calendar days Complete detailed review: 60 calendar days
DCI 1208367	FNCFS Annual Final Report	Annually July 29 th	Complete reception: 3 business days Complete Initial review: 15 calendar days Complete detailed review: 60 calendar days
DCI 4548549	Activities & Expenditures Report (to be used for First Nation Representative Funding)	Annually July 29 th	Complete reception: 3 business days Complete Initial review: 15 calendar days Complete detailed review: 60 calendar days
PAW 1296953	Multi-Year Plan (First Nations)	Optional Annually (Except Ontario)	Department to send acknowledgement of receipt of a proposal within 10 working days of receipt of proposal
PAW 1296545	Child and Community Well-Being Plan (Agency)	Annually Optional (Except Ontario)	Department to send acknowledgement of receipt of a proposal within 10 working days of receipt of proposal

Ontario Specific

Note that the following section (pages 57-59) is specific to Ontario region only.

Paragraph 108 from the Ontario Final Agreement:

“Accountability of FNCFS Agencies to the First Nations they serve is one of the principles of this Final Agreement. To uphold this principle, and through its funding agreements with FNCFS Agencies under the Reformed FNCFS Program, ISC shall require FNCFS Agencies to co-develop a single child and community well-being plan with its affiliated First Nation(s).”

Ontario Specific Workplans

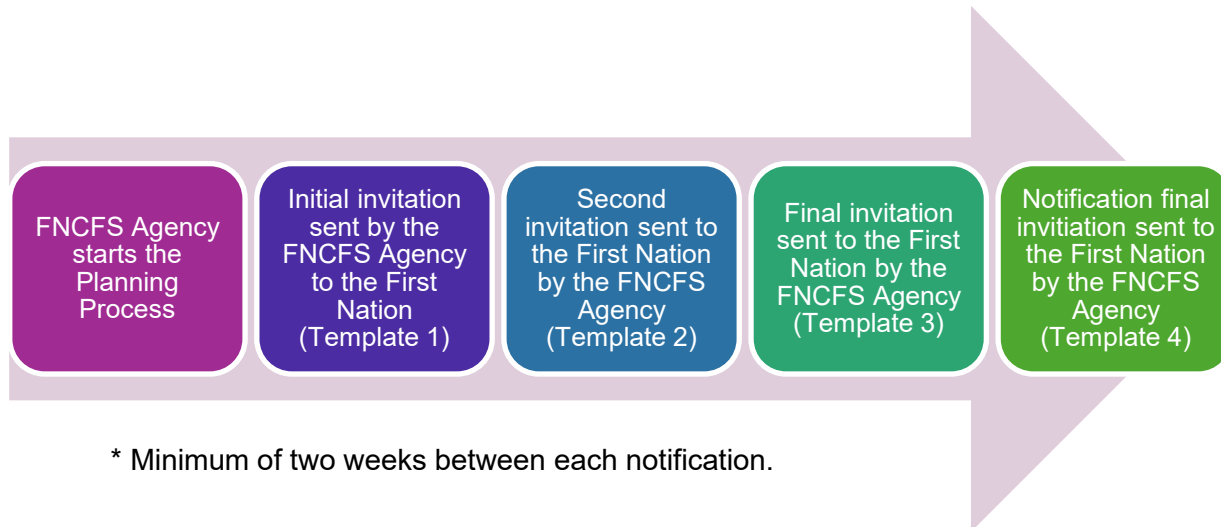
To assist in ensuring that FNCFS Agencies are able to submit their child and community well-being plans no later than six months following the OFA’s Effective Date, ISC will act as follows:

- Where an FNCFS Agency has contacted a First Nation twice to participate in co-development of its child and community well-being plan and the First Nation has not responded, ISC will deem that the FNCFS Agency has made reasonable efforts to consult with the First Nation on the plan. ISC will accept the FNCFS Agency’s plan that includes a brief description of its reasonable efforts to seek the First Nation’s participation in the co-development process.
- Where a First Nation declines to participate in co-development of an FNCFS Agency’s plan, ISC will accept the FNCFS Agency’s plan marked to note that the First Nation in question declined to participate in co-development. The FNCFS Agency will provide to ISC a brief description of its reasonable efforts to encourage the First Nation’s participation.
- Where one or more First Nation participates in co-development of an FNCFS Agency’s plan but refuses to sign the plan, ISC will accept the plan if a majority of the FNCFS’s Agency’s affiliated First Nations have signed the plan. The FNCFS Agency will provide ISC a brief description of its reasonable efforts to seek the support of the First Nations that withheld signature.
- Where half or more of an FNCFS Agency’s affiliated First Nations refuse to sign the FNCFS Agency’s plan, ISC will not accept the plan.

Reasonable Efforts

The following process outlines the approach for “reasonable efforts” for FNCFS Agencies requesting First Nation participation in the co-development of the **Child and Community Wellbeing Plan**. All correspondence sent to the First Nation should be documented and submitted to ISC with the final plan.

Once the FNCFS Agency starts their planning process, they will notify the First Nation and invite them for the co-development process. This can be done via email, fax, or formal letter. The FNCFS Agency will document how they have communicated with the First Nation. Template 1 can be used as an example.



If no response is received within two weeks of the initial invitation, send at least two additional follow-ups, which should be spaced out two weeks apart. This means the follow-up period will last a minimum of six weeks. Template 2 can be used as an example for the second request. If you receive no response, attempts should be made by other means (phone, fax, contacting other individuals within the organization) within the timelines indicated above to obtain the requested information.

If no response has been received two (2) weeks after the second communication, a third and final reminder/invitation will be sent to the First Nation. Should there still be no response from the First Nation communicating their intention to participate, the FNCFS agency will advise that they are developing and submitting the Child and Community Wellbeing Plan to ISC as part of their overall Reporting Requirements. Template 3 can be used as an example for the final invitation.

If requests to First Nations for participation in co-developing the Child and Community Wellbeing Plan reach the final deadline without a response, outreach efforts will stop. At this point, the FNCFS Agency will be considered to have made “reasonable efforts” to obtain participation. Template 4 can be used for the notification to the First Nation from the FNCFS that their plan will be sent to ISC.

Appendix F Contains templates 1 through 4 for reasonable efforts.

Capital Requests Within Planning

To ensure a smooth transition, it is recommended that First Nations and FNCFS Agencies begin working on First Nation multi-year plans and the Child and Community Well-Being Plans as early as possible. This will help with the identification of capital needs that can then be added to their Infrastructure Investment Plans (FNIIPs or AIIPs). This will ensure timely funding decisions for recipients when the OFA is implemented. Additional guidance and tools to support the preparation will be shared in near future.

When the OFA takes effect, ISC will apply the new OFA capital planning process outlining how proposals are submitted, reviewed and funded.

Under the OFA Capital process, each First Nation will include its FNCFS capital needs and ranks its priority capital needs annually in its First Nation Infrastructure Investment Plan (“FNIIP”), a long-standing planning tool. FNCFS Agency submissions will be included annually in an equivalent Agency Infrastructure Investment Plan (“AIIP”), annexed to their Child and Community Well-Being Plan (CCWBP).

ISC will evaluate all eligible FNCFS capital requests identified in the FNIIPs and AIIPs using a Priority Ranking Framework (PRF) – a tool co-developed by ISC, COO and NAN that helps ensure OFA FNCFS capital funding is directed to the highest priorities using a consistent process.

Eligible projects that can be funded within the yearly funding envelope will proceed to the next step: the application phase. Once selected for funding, projects will be supported throughout the entire capital project life cycle.

Projects not selected for funding in a given fiscal year will remain in the FNIIP or AIIP, unless revised the subsequent year during the FNIIP and AIIP updates.

Where a capital request is submitted **before** the Effective Date of the OFA, ISC will continue to apply the 2021 Canadian Human Rights Tribunal (CHRT) 41 approval process to determine if the request is approved. The 2021 CHRT 41 approval process will apply to that request until ISC makes a final determination, even if this determination is made after the Effective Date.

After the Effective Date, ISC will apply the PRF to FNIIPs and AIIPs received to determine eligibility and priority. Requests that received funding for design under CHRT 41 will not be ranked against the PRF for the construction phase. ISC will approve such requests if they meet the eligibility criteria under the Terms and Conditions of the Reformed FNCFS Program and are supported by sufficient documentation, as outlined in applicable program guidance like the OFA Capital Guide that will be shared once completed. The PRF will apply only to determine the fiscal year in which the request will be funded.

APPENDIX A: Reporting by Funding Stream

Funding Stream	Data Collection Instrument (DCI)
Maintenance/Care	Child and Family Services Maintenance Report (DCI#455917) & First Nations Child and Family Services Activity Report (DCI #1278249)
Operations (i.e Protection)	FNCFS Annual Final Report (DCI # 1208367)
Prevention	First Nations Child and Family Services Activity Report (DCI # 1278249)
Post Majority Support Services	First Nations Child and Family Services Activity Report (DCI # 1278249)
First Nation Representative Services 2025/2026	Activities and Expenditure Report (DCI # 45485749)
First Nation Representative Services 2026/2027	First Nations Child and Family Services Activity Report (DCI # 1278249)
Capital (FNCFS & FNRS)	Capital Projects Report (DCI # 460671)
Capital (FNCFS & FNRS)	Activities and Expenditure Report (DCI # 45485749)
Others	Activities and Expenditure Report (DCI # 45485749)
Funding Strategies (Operations/CFS Poverty/CFS Emergency)	FNCFS Annual Final Report (DCI # 1208367)
Housing	Community Infrastructure and Housing Annual Report (DCI # 41701)

Please note that some funding streams may have their own reporting requirements. For example, education-related funding might require a dedicated education report. Entities should review the relevant program guidelines to ensure they meet all reporting obligations for each funding source.

APPENDIX B: First Nations Child and Family Services (FNCFS) Multi-Year Plan Checklist

Purpose: This checklist can be used by both regional offices, and First Nations and/or authorized Service Providers who are providing a Multi-Year Plan. Regional offices can use the checklist when reviewing plans, and First Nations and/or authorized Service Providers can use the checklist as an “at a glance” record of all sections of the plan that should be included.

First Nation or Authorized Service Provider Name:

Date Reviewed:

Reviewed by:

These are the minimal requirements to be provided as outlined in the PAW. If you wish to provide further information to support your plan, please do so.

Minimal Requirements	Requirements Met	Comments
1. Recipient Information		
Complete		
2. Overview The Plan Includes the Following: no more than a page or two		
<ul style="list-style-type: none"> should summarize all the other sections of plan, but must include Key child and family wellbeing priorities, service priorities, and strategic priorities for the planning period. 		
3. Prevention The Plan Includes the Following:		
<ul style="list-style-type: none"> Initiatives & activities 		
<ul style="list-style-type: none"> Link to FNCFS agency initiatives (if applicable) 		
4. First Nation Representative Services The Plan Includes the Following:		
<ul style="list-style-type: none"> Initiatives & activities 		
<ul style="list-style-type: none"> Link to FNCFS agency initiatives (if applicable) 		
<ul style="list-style-type: none"> Timeframe: Initiative/activity completion date: 		
5. Post-Majority Support Services The Plan Includes the Following:		
<ul style="list-style-type: none"> Initiatives & activities 		

Minimal Requirements	Requirements Met	Comments
<ul style="list-style-type: none"> Link to FNCFS agency initiatives (if applicable) 		
<ul style="list-style-type: none"> Timeframe: Initiative/activity completion date: 		
6. Finances/Budget (as per provided template)		
The Plan Includes the Following:		
<ul style="list-style-type: none"> Prevention 		
<ul style="list-style-type: none"> First Nation Representative Services 		
<ul style="list-style-type: none"> Post-Majority Support Services 		
<ul style="list-style-type: none"> Household Supports 		
<ul style="list-style-type: none"> Information Technology 		
<ul style="list-style-type: none"> Results 		
<ul style="list-style-type: none"> Total Planned Expenditures 		
7. Unexpended Funding Plan (if applicable)		
The Plan Includes the Following:		
<ul style="list-style-type: none"> Total Unexpended for previous year 		
<ul style="list-style-type: none"> Description of planned activities and estimated cost and timeline for unexpended funds to be used. 		
8. Supporting Documentation (If applicable)		
<ul style="list-style-type: none"> Attach any supporting relevant documentation 		
9. First Nation Declaration		
The Plan Includes the Following:		
<ul style="list-style-type: none"> First Nation declaration Included 		

Additional Comments:

APPENDIX C: First Nations Child and Family Services (FNCFS) Child and Community Wellbeing Plan Checklist

Purpose: This checklist can be used by both regional offices, and FNCFS Agencies and/or authorized Service Providers who are providing a Multi-Year Plan. Regional offices can use the checklist when reviewing plans, and FNCFS Agencies and/or authorized Service Providers can use the checklist as an “at a glance” record of all sections of the plan that should be included.

Agency or Authorized FNCFS Service Provider:

Date Reviewed:

Reviewed by:

These are the minimal requirements as outlined in the PAW. If you wish to provide further information to support your plan, please do so.

Minimal Requirements	Requirements Met	Comments
1. Reporting Period Identified		
Reporting Period Identified		
2. Organization Information		
Organizational Information complete		
3. Recipient Information		
Recipient information complete		
4. First Nations Served		
The Plan Includes the Following:		
<ul style="list-style-type: none"> Environmental Scan for the community served 		
<ul style="list-style-type: none"> Circumstances affecting the well-being of children, youth, young adults and families, as well as the delivery of services 		
<ul style="list-style-type: none"> Key child and family well-being priorities 		
<ul style="list-style-type: none"> Child and family service priorities. 		
5. Collaboration with First Nations		
The Plan Includes the Following:		
<ul style="list-style-type: none"> information sharing mechanisms and protocols 		
<ul style="list-style-type: none"> identify any supporting and/or complementary roles to affiliated First Nations 		

Minimal Requirements	Requirements Met	Comments
<ul style="list-style-type: none"> • approach to Prevention that defines and reflects the agency's and First Nations' respective roles, ensuring that services address needs in a holistic manner 		
<ul style="list-style-type: none"> • how the agency will recognize and respect First Nations' delivery of First Nation Representative Services and Post-Majority Support Services 		
<ul style="list-style-type: none"> • how the agency will notify the First Nation, in a manner that meets the standards set out in provincial/territorial and federal law, of a child's involvement with the agency 		
<ul style="list-style-type: none"> • process for reporting to First Nations (at least annually) on delivery of the agency's planned activities and achievement of performance targets 		
<ul style="list-style-type: none"> • timeline and process for working with First Nations to update the plan as required, including 		
<ul style="list-style-type: none"> • process for seeking approval of updates by each affiliated First Nation community 		
<ul style="list-style-type: none"> • process for the agency to work with First Nations to identify potential risks, develop risk management strategies, and modify plans accordingly 		
<ul style="list-style-type: none"> • approval requirements and protocols for co-developed plan. 		
<p>6. Agency Plan Summary The Plan Includes the Following:</p>		
<ul style="list-style-type: none"> • vision, priority, key operational and service initiatives 		
<ul style="list-style-type: none"> • service needs on which the agency will focus during the planning period 		
<ul style="list-style-type: none"> • governance structure, full-time staff qualifications, salary grid 		
<ul style="list-style-type: none"> • linkages and alignment with First Nations' service initiatives 		
<ul style="list-style-type: none"> • potential risks identified 		

Minimal Requirements	Requirements Met	Comments
<ul style="list-style-type: none"> strategies to manage financial, operational, governance or other risks 		
<ul style="list-style-type: none"> budget considerations and usage 		
7. Activity Plan		
The Plan Includes the Following:		
<ul style="list-style-type: none"> Description for each activity, with associated budget, outcome and indicators (if applicable) 		
8. Financial Forecast (as per the template Provided)		
The Plan Includes the Following:		
<ul style="list-style-type: none"> Maintenance and Operations 		
<ul style="list-style-type: none"> Prevention (applicable if the authorized FNCFS Service provider is receiving) 		
<ul style="list-style-type: none"> Post-Majority Support Services (applicable if the authorized FNCFS Service provider is receiving) 		
<ul style="list-style-type: none"> Total Planned Expenditures 		
9. Unexpended Funding Plan		
The Plan Includes the Following:		
<ul style="list-style-type: none"> Total Unexpended for previous year 		
<ul style="list-style-type: none"> Description of planned activities and estimated cost and timeline for unexpended funds to be used. 		
10. Supporting Documents (If applicable)		
11. Declarations		
The Plan Includes the Following:		
<ul style="list-style-type: none"> Agency or Service Provider Declaration 		
<ul style="list-style-type: none"> First Nation Declaration(s) and or Letter of Support 		
<ul style="list-style-type: none"> Note for Ontario, declarations or indication of “reasonable efforts” should be identified. 		

Additional Comments:

APPENDIX D: Checklist For Planning in Support of CHRT 4 Claims

Agency or Authorized FNCFS Service Provider:

Date Reviewed:

Reviewed by:

<p>The checklist is for this regions and Service Providers who have established work planning arrangements in place of CHRT 4: Claims on actual expenditures. In addition to the regular Child and Community Wellbeing Plan, this additional information should also be included in order assess forecasted costs.</p> <p>This section only applies to the adjudication of forecasted costs for Child Protection (including children-in-care maintenance and Least Disruptive Measures) and Post-Majority Support Services.</p>		
Requirement	Requirements Met	Child Protection (Including Maintenance & Post-Majority Support Services), Least Disruptive Measures
Operational plan which includes service delivery	<input type="checkbox"/>	Maintenance
	<input type="checkbox"/>	Least Disruptive Measures
	<input type="checkbox"/>	Post Majority Support Services
Governance structure, full-time staff qualifications, salary grid;	<input type="checkbox"/>	Staffing Model including Staff Title, Role, and Qualifications
		Staffing costs included in this section reflect positions required to deliver child protection programs and services, child in care (maintenance) programs and services, Least Disruptive Measures and/or Post-Majority Support Services and are assessed for eligibility and reasonableness using the same analytical approach applied to salary and benefit costs claimed on actuals. Salary costs should include stable, proportional costs with reasonable and justified administrative ratios.
	<input type="checkbox"/>	Current Caseload overview, including projections for the following year. Projections should include all case projections for which maintenance and care costs apply: protection files, post majority support services, and least disruptive measures.
Detailed Budget In addition to the budget breakdown identified within the PAW, the following also needs to be identified.	<input type="checkbox"/>	Maintenance
		Children in Care – Maintenance Cost Forecast Forecasted maintenance amounts reflect average expected costs based on historical volumes and standard rates. Variances arising from changes in the number of children in care or placement needs will be addressed through maintenance reporting.
	<input type="checkbox"/>	Least Disruptive Measures
	<input type="checkbox"/>	Post Majority Support Services
	<input type="checkbox"/>	Program Delivery Costs (Protection)
		Protection: Program Delivery Costs (excluding Maintenance)

	<p>Program delivery costs are reported separately from operating and maintenance costs due to their volume-driven and service-specific nature. They are assessed using the same analytical approach applied to claims on actuals. Program delivery costs should reflect the forecasted number of children expected to receive the programs and the direct costs associated.</p>	
	<input type="checkbox"/>	Operations
	<p>Forecasted Operating Costs This section includes core operating costs that support program delivery. Operating costs should be stable and reasonable, and administrative expenses should be in proportion to the costs of program delivery.</p>	

Additional Comments:

APPENDIX E: First Nations Child and Family Services (FNCFS) Child and Community Wellbeing Plan Letter of Support Example (Not for Ontario)

(On First Nation Letterhead)

To whom it may concern,

This letter is to acknowledge that [Name of Agency or authorized Service Provider] has collaborated with our First Nation in the development of the Child and Community Wellbeing plan. We are in full support of the submission of the plan to Indigenous Services Canada.

If you have any questions, please do not hesitate to reach out to [Insert Contact Name].

Thank you,

[Signature Block]

APPENDIX F: Reasonable Efforts Templates 1-4 (Ontario Only)

Template 1: Initial invitation for the co-development of the Child and Community Wellbeing Plan (CCWB)

[Date sent]

[Insert First Nation Name]

As you may be aware, the Final Agreement on Long-Term Reform of the First Nations Child and Family Service Program in Ontario outlined a number of principles, one of them being the accountability of FNCFS Service Providers and the Government of Ontario to the First Nation governments they serve. The co-development of the Child and Community Wellbeing Plan helps ensure accountability and transparency.

We invite you to participate in the co-development of the plan. The details are as follows:
[insert details (i.e., meeting date and information, meeting logistics, etc.)]

Please respond to the invitation within the next 2 weeks so that we may start the planning for the the Child and Community Wellbeing Plan. If you have questions concerning the above, please do not hesitate to reach out to: [insert contact information]

Thank you, and we look forward to co-developing our plan with you.

[Insert Signature Block]

Template 2: Second Invitation for the co-development of the Child and Community Wellbeing Plan (CCWB)

[Date sent]

[Insert First Nation Name]

This correspondence is being sent as follow-up to our initial invitation that requested the co-development of the Child and Community Wellbeing Plan, sent on [insert date]. We are very much looking forward to collaborating on the development of the plan, and value your insight.

Please let us know at your earliest convenience if you are able to attend our planning session.

If you have questions concerning the above, please do not hesitate to reach out to: [insert contact information]

Thank you,
[Insert signature block]

Template 3: Final Invitation for the co-development of the Child and Community Wellbeing Plan (CCWB)

[Date sent]

[Insert First Nation Name]

This correspondence is the final reminder to the previous communications that have been sent out on [insert date of initial] and [insert date of 2nd] indicating the requirement to co-develop the Community Wellbeing Plan for [insert First Nation(s) Name].

Please advise prior to [insert final date two weeks ahead] your intention of participating in the co-development of the plan.

If no response is received by the date noted above, we will need to move forward with the planning and development of the Child and Community Wellbeing Plan, as it is a reporting requirement within our funding agreement with Indigenous Services Canada. We very much look forward to collaborating with you on the development of this plan.

If you have questions concerning the above, please do not hesitate to reach out to: [insert contact information]

Thank you,
[Insert signature block]

Template 4: Notification of Plan Development

[Date sent]

[First Nation]

This notification is to advise the development of the Child and Community Wellbeing Plan will need to continue without your collaboration. As mentioned, the plan is a reporting requirement with the funding agreement held by [insert Agency Name] with Indigenous Services. Previous notices were sent out on [insert date of initial], [insert date of 2nd] and [insert date of final invitation].

We would very much like to continue our collaborative efforts in the co-development of the Child and Community Wellbeing plan with your First Nation and will keep you informed of any and all future planning sessions. We will also provide you with the completed copy of this plan.

If you have questions concerning the above, please do not hesitate to reach out to: [insert contact information]

Thank you,
[Insert signature block]

APPENDIX G: Additional Resources

ISC has developed a number of resources and information bulletins that would be helpful to FNCFS Program funding recipients as it relates to program eligibility, planning, and reporting. For a full comprehensive listing, please contact your regional FNCFS Program contact for more information.