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Procedural Manual for  
Métis Settlements  
Using the Family and  
Community Support  
Services (FCSS)  
On-line System

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# The FCSS Program Handbook

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The latest copy of the FCSS Program Handbook is available at the Alberta Children and Youth Services website, [www.child.alberta.ca/home/821.cfm](http://www.child.alberta.ca/home/821.cfm).

## 1 Options for Submitting FCSS Documents

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### 1.1 Introduction

Previously, Métis Settlements had only one way to submit FCSS Funding Agreements to Alberta Children and Youth Services. That choice was manual – through paper documents delivered by Canada Post or courier. With the Annual FCSS Program Report, there were two choices – manual or e-mailing an Excel spreadsheet version of the report to Alberta Children and Youth Services.

In 2009, the Ministry introduced a new FCSS On-line System to enable Métis Settlements to submit documents electronically. There are a number of benefits for Métis Settlements choosing to use the System including:

- **Permanent File of Your Submissions** – Ability to check the status of your submitted documents through processes at Alberta Children and Youth Services. You may print them at any time and review documents from prior years.
- **Receive Electronic Notices** – Receive an immediate e-mail from the System notifying you once the Minister or Minister Designate of Alberta Children and Youth Services has approved the submitted document. The System will also notify you of any errors or omissions.
- **High Reliability** – No concerns about having documents lost in the mail; you can see the status of your documents at any time and know when they are submitted.
- **Less Cost** – Signing on to the System is free; no need to spend money for postage or couriers.

### 1.2 Electronic Submission of FCSS Documents

Métis Settlements using the new FCSS On-line System will follow procedures documented in Section 2, starting on page 4.

## 1.3 Manual Submission of FCSS Documents

Métis Settlements electing to remain with manual processes will follow procedures included in Section 3, starting on page 33. (*Note: This section will be documented in a future release.*)

# 2 Electronic Processing for Métis Settlements

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## 2.1 Getting Started

### 2.1.1 Overview of the Métis Settlements' Processing of Documents using the FCSS On-line System

Electronic processing of FCSS documents at a Métis Settlement, i.e., FCSS Funding Agreements and Annual FCSS Program Reports, include the following steps:

1. Selecting the FCSS document to process.
2. Reviewing the specific FCSS document.
3. Editing the specific FCSS document.
4. Printing the specific FCSS document.
5. Submitting the specific FCSS document.

Each of these steps is described in detail within this section of the draft FCSS Program Handbook update.

### 2.1.2 Roles and Responsibilities

There are three roles identified in the FCSS On-line System for Métis Settlement staff. They include the Chief Administrative Officer (CAO) or Administrator role, the FCSS Director role and the Report Editor role.

**CAO Role** – Performs the approval function. This person is also able to submit the FCSS Funding Agreement and the Annual FCSS Program Report to Alberta Children and Youth Services.

**FCSS Director Role** – Performs the reviewer function.

**Report Editor Role** – Performs the data entry function.

### 2.1.3 Requesting, Approving and Receiving Access to the FCSS On-line System

The following steps are expected to occur within a timeframe of less than one week:

1. **Requesting Access** – To obtain access to the FCSS On-line System, the Administrator sends an e-mail request to [FCSS.Admin@gov.ab.ca](mailto:FCSS.Admin@gov.ab.ca) indicating:
  - a. the full name of each person requiring access;
  - b. the role(s) each person is expected to perform, i.e., the CAO role, the FCSS Director role and/or the Report Editor role (see Section 2.1.2); typically, the Administrator performs the approval function, the FCSS Director performs the reviewer function and the Report Editor performs the data entry function. *Note: The Reviewer and Approver functions should be performed by different individuals.*
  - c. their telephone numbers; and,
  - d. their e-mail addresses.
2. **Approving Access for the FCSS Director and Report Editor Roles** – The Administrator must identify staff requiring access to the FCSS On-line System. By submitting an e-mail requesting access for these staff, the Administrator assumes responsibility for approving their access to the System. This is to comply with a Government of Alberta policy requiring that an individual approving access to a system know the person requiring access.
3. **Approving Access for the CAO Role** – Alberta Children and Youth Services staff will assume responsibility for approving access to the FCSS On-line System for the Administrator as they are able to obtain information to confirm that the identified individual is in fact the Administrator of a particular Métis Settlement.
4. **Verifying Identity** – Two people cannot share the same id. Alberta Children and Youth Services may therefore contact a Métis Settlement by phone or e-mail to verify an identity and request additional information should another individual with the same name already have access to the FCSS On-line System.
5. **Receiving Access to the System** – Alberta Children and Youth Services will send a reply to the Administrator via e-mail providing applicable user id information and the FCSS On-line System website address. Passwords will be communicated separately. Please forward an e-mail to Alberta Children and Youth Services staff to confirm when user ids and passwords have been received.
6. **Testing the User Id** – Once user ids and passwords have been received, test them to ensure they are working by following the steps under Section 2.1.4. If you are unable to sign on to the System, e-mail Alberta Children and Youth Services at [FCSS.Admin@gov.ab.ca](mailto:FCSS.Admin@gov.ab.ca).

## 2.1.4 Signing on to the FCSS On-line System

The FCSS On-line System is available to all Métis Settlements through a web browser interface to the Internet. The following steps are required to access the System:

1. Enter <https://www.acs.gov.ab.ca/fcss/fcss.nsf> into the Internet Explorer screen and press enter. If the web address was correctly entered and the internet connection is working, the following screen will appear. Enter your user id and password on this screen and press enter. If you want the System to automatically provide the password the next time you sign on, check the “Remember my password” box.



2. If multiple staff use the same computer to sign into the FCSS On-line System, after one user completes their work, the browser must be closed and re-opened before another user can sign on.
3. The FCSS On-line System then displays the Home Page as depicted on the following page. The menu on the left side of the screen contains three items.
  - Clicking on “Welcome” always brings you back to the Home Page.
  - Clicking on either of the other menu items takes you to the named report document to process, e.g., clicking on “Annual Reports” will take you to a list of past and current Annual Reports for your Métis Settlement.
  - Note that your name, Métis Settlement name and role are displayed at the top right hand corner of the screen. When you are logged onto the FCSS On-line System to complete the reports, approve the reports or submit the reports, the System tracks that you performed the tasks.



Welcome

Annual Reports

Funding Agreements

## Welcome to FCSS On-line Reporting System


This is the **FCSS On-line Reporting System**, where local FCSS programs can fill out and submit their Annual FCSS Program Reports, Funding Notification forms, Funding Agreement and, for municipalities, Funding Agreement Amendment forms. Erhart's test text

If you have any questions about using this application, please contact Debbie or Veronica, the FCSS Administrators, at Alberta Children's Services or email them at [Debbie.Trachimowich@gov.ab.ca](mailto:Debbie.Trachimowich@gov.ab.ca)

If you have any questions about **how to fill out your Annual FCSS Program Report form**, please reference the FCSS Financial Guide at: <http://www.child.gov.ab.ca/whatwedo/fcss/pdf/FCSS%20Financial%20Report%20Guide%20Aug%201%202006%20Final.pdf>

Last modified on Feb 15, 2008 By Richard Cao

### 2.1.5 Leaving the FCSS On-line System

Once you have completed your work, close the Internet browser window by clicking the  in the top right hand corner of the screen. This can be done on any screen in the FCSS On-line System. There is no log off function.

## 2.2 FCSS Funding Agreements – Electronic Processing - Métis Settlements

Once the budget has been tabled in the Legislature (typically April of each year), new FCSS Funding Agreements are established for Métis Settlements in the FCSS On-line System. Alberta Children and Youth Services will notify Métis Settlement staff registered in the role of Administrator (CAO) via e-mail that the FCSS Funding Agreement is available for review and confirmation or modification.

### 2.2.1 Processing an FCSS Funding Agreement

The following steps are to be followed to process an FCSS Funding Agreement:

1. The Administrator signs on to the FCSS On-line System as described in Section 2.1.4.

- On the FCSS Home Page, select “Funding Agreements” from the menu items on the left side of the screen.

FCSS On-line Reporting System

Logged in as: User11 Test METIS SETTLEMENT  
With role: Director

Welcome to FCSS On-line Reporting System

This is the **FCSS On-line Reporting System**, where local FCSS programs can fill out and submit their Annual FCSS Program Reports, Funding Notification forms, Funding Agreement and, for municipalities, Funding Agreement Amendment forms. Erhart's test text

If you have any questions about using this application, please contact Debbie or Veronica, the FCSS Administrators, at Alberta Children's Services or email them at [Debbie.Trachimowich@gov.ab.ca](mailto:Debbie.Trachimowich@gov.ab.ca)

If you have any questions about **how to fill out your Annual FCSS Program Report form**, please reference the FCSS Financial Guide at: <http://www.child.gov.ab.ca/whatwedo/fcss/pdf/FCSS%20Financial%20Report%20Guide%20Aug%201%202006%20Final.pdf>

Last modified on Feb 15, 2008 By Richard Cao

- This will take you to a list of Funding Agreements that have been processed in previous years as well as a new Funding Agreement for the upcoming year. In this example, there is one Funding Agreement with a status of “New” for the upcoming year of 2005/06. Click on the year to select the Funding Agreement to be processed.

FCSS On-line Reporting System

Logged in as: User11 Test METIS SETTLEMENT  
With role: Director

Funding Agreements METIS SETTLEMENT

Year	Status
2005/06	NEW

- The FCSS On-line System will then display the FCSS Funding Agreement. The Administrator will review the Funding Agreement to ensure amounts are correct. A sample agreement follows on the next two pages.

## Family and Community Support Services Funding Agreement

APRIL 1, 2005 - MARCH 31, 2006

**BETWEEN:**

**HER MAJESTY THE QUEEN in RIGHT OF ALBERTA**  
as represented by the Minister of Children's Services  
("the Minister")

AND

METIS SETTLEMENT, whose address is  
General Delivery  
Alberta  
("the Métis Settlement")

The Minister and Métis Settlement agree as follows:

1. Subject to appropriation by the Legislature of Alberta, the Minister shall pay the Métis Settlement the committed provincial contribution of \$23,083 to establish, administer, and operate the program referred to in paragraph 2 of the Agreement.
2. The Métis Settlement shall:
  - (a) provide for the establishment, administration, and operation of a Family and Community Support Services Program ("the Program") in accordance with the Family and Community Support Services Act and Regulation;
  - (b) use the total amount of \$28,854 including a required Métis Settlement contribution of at least \$5,771 to deliver the Program;
  - (c) repay any provincial funds unused when this Agreement ends;
  - (d) prepare and submit Program and financial information required under the Act, within 120 days of the end of the Métis Settlement's fiscal year, or if the agreement with the Minister is terminated, within a period of time determined by the Minister;
  - (e) ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act; and records identified as necessary under the Act must be kept for a period of five years, in accordance with the retention schedule under which the Ministry operates
3. The Minister shall pay the Métis Settlement an advance of one-fourth of the total payable under this Agreement in April, July, and October, 2005 and January 2006.
4. If a disagreement arises between the parties regarding the expenditure of funding under the Act, the decision of the Minister to resolve the disagreement shall be final and conclusive.

5. (a) If in the opinion of the Minister, a Métis Settlement's program fails to meet the requirements of the Family and Community Support Services Regulation
- or
- (b) if the financial report of the Métis Settlement
- (i) has not been submitted to the Minister within 120 days of the end of the Métis Settlement's fiscal year,
  - (ii) does not meet the requirements of the Family and Community Support Services Regulation, or
  - (iii) shows that the Métis Settlement has wrongfully used funds provided to it under the Act,
- The Minister may withhold amounts of funding under any new agreement or require the Métis Settlement to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.
6. This Agreement commences on April 1, 2005 and ends on March 31, 2006.
7. This Agreement may be terminated:
- (a) at any time by mutual agreement of the parties;
  - (b) by either party for any reason by providing 6 months written notice to the other party.
8. If this Agreement is terminated for any reason, the Métis Settlement's obligations under clauses 2(c), (d), and (e) and clauses 5(a) and (b) continue.

The Métis Settlement has signed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

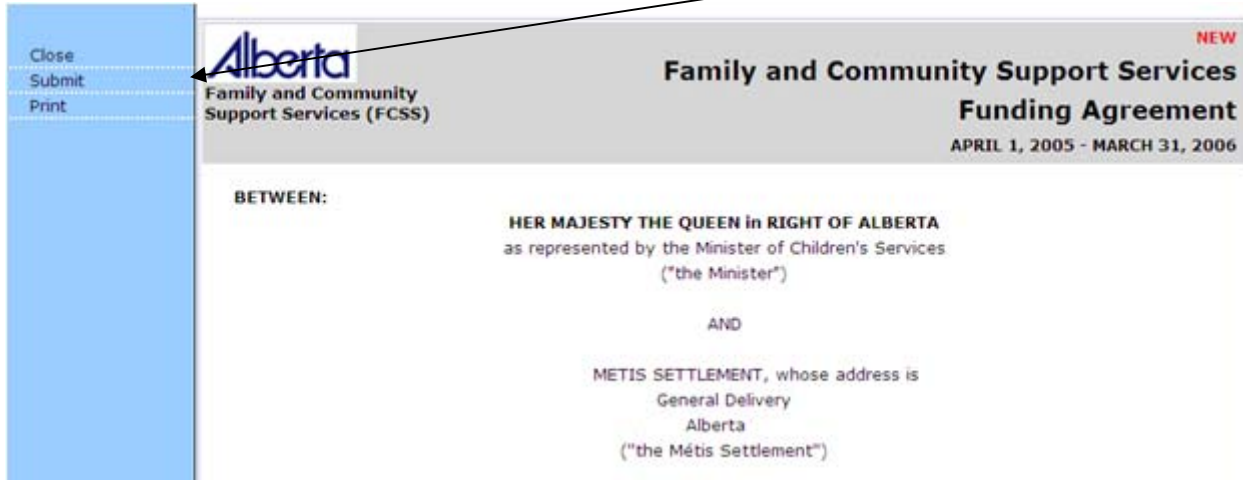
The Minister has signed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signatures (Affix municipal corporate seal if applicable):

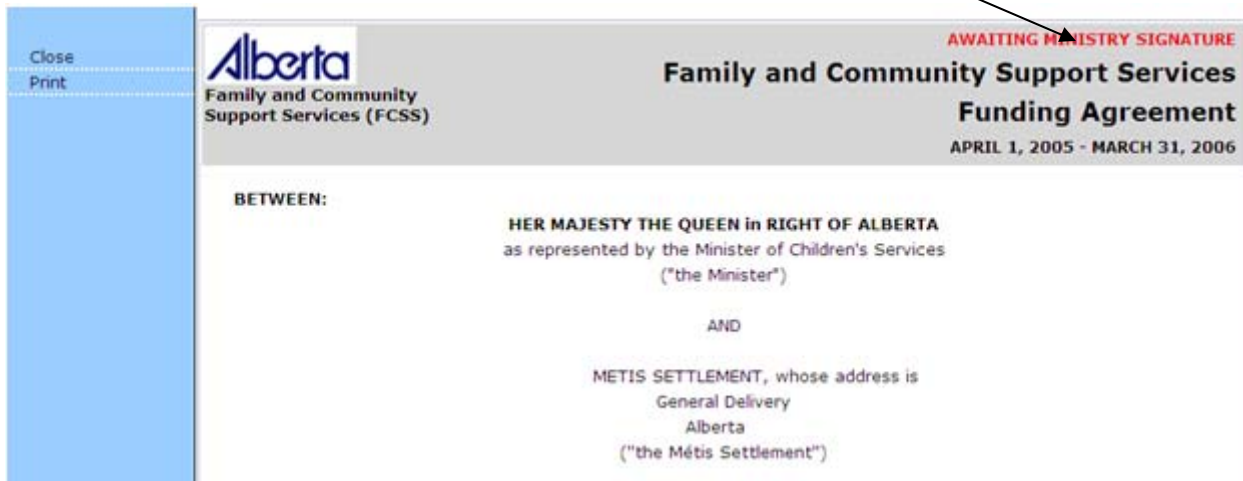
\_\_\_\_\_  
Métis Settlement's duly authorized signing officer(s)

\_\_\_\_\_  
Minister of Children's Services

5. The Administrator will review the FCSS Funding Agreement to ensure information is accurate. To accept the FCSS Funding Agreement as stated, the Administrator selects "Submit" from the menu on the left side of the screen to forward it to Alberta Children and Youth Services.



6. The status on the Agreement then changes to "Awaiting Ministry Signature."



7. The Agreement is then signed by the Minister Designate and an e-mail is forwarded to the document originator indicating the Funding Agreement is now complete. The status on the Agreement is set to “Completed.” Electronic signatures of the Métis Settlement Administrator and the Minister Designate will appear at the bottom of the Agreement.

Close  
Print

**Alberta**  
Family and Community  
Support Services (FCSS)

**Family and Community Support Services  
Funding Agreement**  
APRIL 1, 2005 - MARCH 31, 2006

**COMPLETED**

**BETWEEN:**

**HER MAJESTY THE QUEEN in RIGHT OF ALBERTA**  
as represented by the Minister of Children's Services  
("the Minister")

AND

METIS SETTLEMENT, whose address is  
General Delivery  
Alberta  
("the Métis Settlement")

User20 Test on behalf of James Smith

User20 Test

Municipality's duly authorized signing officer(s)  
(Mayor, Reeve as the case may be)

Minister of Children's Services

8. Métis Settlements will receive monthly e-mail reminders from Alberta Children and Youth Services to review and submit FCSS Funding Agreements. It is important to submit this document as soon as possible to expedite program funding from Alberta Children and Youth Services.
9. Revisions to a “Completed” Agreement cannot be accommodated by the FCSS On-line System. If a revised agreement is required, Alberta Children and Youth Services will send a manually corrected Agreement via e-mail or mail a paper copy. The Administrator must sign and return it to Alberta Children and Youth Services for the Minister Designator’s signature. A completed copy will be returned to the Métis Settlement via mail. The electronic version of the original FCSS Funding Agreement will remain on the System with incorrect data.

### 2.2.2 Checking the Status of an FCSS Funding Agreement

If you wish to monitor the progress of an FCSS Funding Agreement through the review stages at Alberta Children and Youth Services, you may sign on to the FCSS On-line System to check the status of the document; however, this is not a necessary step. Alberta Children and Youth Services will send an e-mail notification to the CAO when the FCSS Funding Agreement has been approved.

Following are examples of statuses and what they mean when you sign on to the FCSS On-line System to view the Funding Agreement:

- **New Status** – The document is being reviewed by the Métis Settlement and has not yet been submitted to Alberta Children and Youth Services.
- **Awaiting Ministry Signature Status** – The Funding Agreement has been sent to Alberta Children and Youth Services and is waiting for ministerial sign-off.
- **Completed Status** – The Minister Designate has signed the Funding Agreement.

This ends the processing of a Métis Settlement's FCSS Funding Agreement.

## 2.3 Annual FCSS Program Report – Electronic Processing - Métis Settlements

In February of each year, new Annual FCSS Program Report documents are established for existing Métis Settlements in the FCSS On-line System. Alberta Children and Youth Services will notify Métis Settlement staff registered in the role of Report Editor via e-mail that the Annual FCSS Program Report document is available for completion.

Following are useful references for completing the Annual Report:

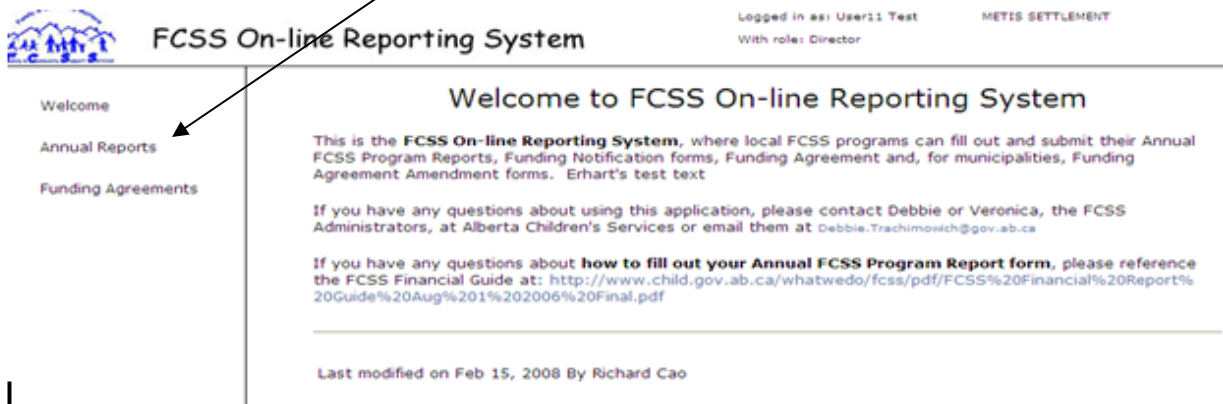
- pages 4-9 to 4-14 of the FCSS Program Handbook
- the FCSS Financial Report Guide

(Note: Electronic copies of these resources are available at the Alberta Children and Youth Services website, [www.child.alberta.ca/home/821.cfm](http://www.child.alberta.ca/home/821.cfm).)

### 2.3.1 Entering Information on the Annual FCSS Program Report

The following steps are to be followed to electronically process an Annual FCSS Program Report:

1. Sign on to the FCSS On-line System as described in Section 2.1.4.
2. On the FCSS Home Page, select Annual Reports from the menu items on the left side of the screen.



- This will take you to a list of Annual Reports that have been processed in previous years as well as a new Annual Report for the upcoming year. In this example, there are two Annual Reports, both with a status of “draft” for the year of 2006/07 and for 2007/08. In reality, the older Annual Report will be in “approved” status and the newest one will be in “draft” status. To select the Annual Report for processing, click on the appropriate year (in this example 2006/07).

Welcome

Annual Reports

Funding Agreements

**Annual Reports**      **METIS SETTLEMENT**

Year	Status
2006/07	DRAFT
2007/08	DRAFT

- The Annual Report will be displayed as follows. Note the status is “Draft” and that the report comes prepopulated with the previous year’s information. Select “Edit” from the menu items on the left side of the screen to begin completing the document.

Close  
Edit  
Print

**Alberta**  
Family and Community Support Services (FCSS)

**2006/07 ANNUAL FCSS PROGRAM REPORT**      **DRAFT**  
Date: March 05, 2008

*The Summary information you are providing on this form is collected under the authority of the Family and Community Support Services Act and Regulation. This information will be used to determine your Métis Settlement's FCSS grant surplus/deficit amount, to identify projects/services receiving FCSS funding, and for other provincial program reporting purposes. If you have any questions about the collection of this information, you may contact the Community Partnerships Director.*

Name of FCSS Program:


**SECTION 1 - Statement of Revenues and Expenditures**

**Revenues**

Funding provided under the Act (FCSS Funding Agreement – No. 1)	\$23,502.00(A)
Deferred provincial dollars from 2005/06 (Reconciliation Report)	\$0.00(A1)
Funding provided under the Act received from other Métis Settlements/municipalities (amounts received from other FCSS Program as reported on (B) of Grant Transfers Form – provide details)	\$0.00(B)
<b>Total Funding Provided Under the Act (A + A1 + B = C)</b>	<b>\$23,502.00(C)</b>
Métis Settlement contribution (Minimum ¼ of the amount on Line (C), Section 1) (including the 20% municipal share from other FCSS Programs reported on D1 of Grant Transfers Form)	\$5,875.50(D)
Additional Funding received from other Métis Settlements/municipalities* (amounts received from other FCSS Program in excess of their 20% funding reported on D2 of Grant Transfers Form)	\$0.00(D2)
Other revenues	\$0.00(E)
<b>Total Revenues ( C + D + D2 + E = F)</b>	<b>\$29,377.50(F)</b>

5. The Annual Report is now available for updating. Starting with Section 1, most data is prepopulated or precalculated. Only the following fields need to be entered:
  - a. Line (D) – Métis Settlement contribution
  - b. Line (E) – Other revenues
  - c. Line (H) – Funds provided to external service providers
  - d. Line (I) – Less surpluses retained/returned by external service providers

*Note: Please answer “No” to the question “Did you receive a grant increase in April?”*

Cancel Save	DRAFT
	<b>2006/07 ANNUAL FCSS PROGRAM REPORT</b> Date: March 05, 2008
<p><i>The Summary information you are providing on this form is collected under the authority of the Family and Community Support Services Act and Regulation. This information will be used to determine your Métis Settlement's FCSS grant surplus/deficit amount, to identify projects/services receiving FCSS funding, and for other provincial program reporting purposes. If you have any questions about the collection of this information, you may contact the Community Partnerships Director.</i></p>	
<b>Name of FCSS Program:</b>	
<b>SECTION 1 - Statement of Revenues and Expenditures</b>	
<b>Revenues</b>	
Funding provided under the Act (FCSS Funding Agreement - No. 1)	\$23,502.00(A)
Deferred provincial dollars from 2005/06 (Reconciliation Report)	\$0.00(A1)
Funding provided under the Act received from other Métis Settlements/municipalities <i>(amounts received from other FCSS Program as reported on (B) of Grant Transfers Form - provide details)</i>	\$0.00(B)
<b>Total Funding Provided Under the Act (A + A1 + B = C)</b>	<b>\$23,502.00(C)</b>
Métis Settlement contribution (Minimum ¼ of the amount on Line (C), Section 1) <i>(including the 20% municipal share from other FCSS Programs reported on D1 of Grant Transfers Form)</i>	\$5,875.50 (D)
Additional Funding received from other Métis Settlements/municipalities* <i>(amounts received from other FCSS Program in excess of their 20% funding reported on D2 of Grant Transfers Form)</i>	\$0.00(D2)
Other revenues	\$0.00 (E)
<b>Total Revenues ( C + D + D2 + E = F)</b>	<b>\$29,377.50(F)</b>
<b>Expenditures</b>	
Internal, directly funded services provided by the Métis Settlement under the program including administration <i>(this amount is automatically calculated from the internal expenditures included in Section 2 Project/Services)</i>	\$32,693.93(G)
Funds provided to service providers who are external to the Métis Settlement	\$0.00 (H)

Cancel Save	Less surpluses retained/returned by service providers who are external to the Métis Settlement	\$0.00 (I)
	<b>Net Total Funding to Service Providers who are external to the Métis Settlement (H - I = J)</b> <i>(this amount is automatically calculated from the external expenditures included in Section 2 Project/Services)</i>	\$0.00(J)
	<b>Total Expenditures (G + J = K)</b>	\$32,693.93(K)
	<b>Surplus (Deficit) (F - K = L)</b> <i>(Deficit if negative dollar amount)</i>	\$-3,316.43(L)
	Did you receive a grant increase in April? <input type="radio"/> Yes <input type="radio"/> No	

### 6. Grant Transfers

A Grant Transfer is a transfer of the provincial and municipal or Métis Settlement FCSS funding amounts from one municipality or Métis Settlement to another. Municipalities/Métis Settlements must report all FCSS grant transfers received.

- a. Grant transfers are entered on the Grant Transfers Form which is the last part of Section 1 of the Annual Report. To navigate to this section, click on the blue hotlink labelled Grant Transfer Form beside the fields labeled (B), (D) or (D2).
- b. The example below shows one Program called *Any Municipality* with a total transfer amount of \$5,000 of which \$4,000 was provincial funds received and \$1,000 was contributed by the Métis Settlement.
- c. To remove, select the Program by clicking on *Any Municipality* (this will highlight the Program) and click “Delete Row.”

GRANT TRANSFERS FORM				
FCSS Grant Received from Other FCSS Programs				
<i>Identify the name of the FCSS Program forwarding the FCSS grant and the amount of funding provided.</i>				
Name of FCSS Program	Total Transfer (100%)	80% Provincial Funding (Prov. Funds under the Act)	20% Municipal Share	Additional Funding*
Any Municipality	\$5,000.00	\$4,000.00	\$1,000.00	\$0.00
<b>Total</b>	<b>\$5,000.00</b>	<b>\$4,000.00(B)</b>	<b>\$1,000.00(D1)</b>	<b>\$0.00(D2)</b>

\* Additional funding is funding received from other FCSS Programs in excess of that Program's 20% required contribution.

- d. To add a new Program to the Grant Transfer section, click on “Add Row” and the following screen appears for completion. To enter the “Name of FCSS Program,” click the drop down menu.

**FCSS Grant Received from Other FCSS Program**

**Name of FCSS Program:** - Select a FCSS Program -

**Total Transfer(100%):**

**80% Provincial Funding:** \$0.00

**20% Municipal Share:** \$0.00

**Additional Funding:**

**Add** **Cancel**

- e. The System displays a list of FCSS Programs in alphabetical sequence. Scroll down the list to select the required Program and press enter.

- Select a FCSS Program -

- Airdrie
- Alberta Beach
- Alix
- Amisk
- Andrew
- Athabasca
- Banff
- Barons-Eureka-Warner
- Barrhead
- Bashaw
- Bassano
- Beaumont
- Beaverlodge
- Beiseker
- Bentley
- Berwyn
- Big Lakes
- Big Valley
- Bighorn
- Birch Hills
- Black Diamond
- Blackfalds
- Bon Accord
- Bonnyville (MD)
- Bonnyville and District
- Botha
- Bow Island
- Brazeau
- Breton

- f. Enter the “Total Transfer (100%)” amount received from that Program. The System will then calculate the 80% provincial funding amount and the matching 20% Métis Settlement share. If there is any additional funding being added, enter the amount under “Additional Funding” as per the example below, otherwise enter zero (0).

**FCSS Grant Received from Other FCSS Program**

**Name of FCSS Program:**

**Total Transfer(100%):**

**80% Provincial Funding:** \$8,000.00

**20% Municipal Share:** \$2,000.00

**Additional Funding:**

- g. Click “Add” to include this Program to the FCSS Grant Transfers List. To continue adding additional Programs, repeat steps e. through g.
- h. Once all Grant Transfers have been entered, this section of the Annual Report would look similar to the following, assuming three Programs provided grant transfers.

**GRANT TRANSFERS FORM**

**FCSS Grant Received from Other FCSS Programs**  
*Identify the name of the FCSS Program forwarding the FCSS grant and the amount of funding provided.*

<u>Name of FCSS Program</u>	<u>Total Transfer (100%)</u>	<u>80% Provincial Funding</u>	<u>20% Municipal Share</u>	<u>Additional Funding*</u>
(Prov. Funds under the Act)				
Any Municipality	\$5,000.00	\$4,000.00	\$1,000.00	\$0.00
Any Municipality 2	\$10,000.00	<input style="border: 1px solid gray; border-radius: 3px; padding: 2px; font-size: small;" type="text" value="0.00"/> Double click to edit.	\$2,000.00	\$2,000.00
Any Municipality 3	\$1,000.00	\$800.00	\$200.00	\$0.00
<b>Total</b>	<b>\$16,000.00</b>	<b>\$12,800.00(B)</b>	<b>\$3,200.00(D1)</b>	<b>\$2,000.00(D2)</b>

- 7. This concludes completing Section 1 of the Annual FCSS Program Report.

**8. Section 2 – Projects/Services**

- a. Carry Over Prior Year Projects/Services –At the beginning of this section, the following

**Carry Over Prior Year  
Projects/Services**

box is displayed: Clicking on this box allows you to bring forward prior year Projects/Services information including the Program Description, Level 1 Code, Level 2 Code, and if the project is internal. Often, current projects/services are similar to last year and this feature can save considerable data entry time.

- b. Following is an example of a completed Category A – Children/Youth subsection. All categories (A through G) function in a similar manner. Note that you can see all the details about a specific program except for the “ECD” (Early Childhood Development) category. ECD categories exist only for programs coded with the number one within Level 1, which is “Early Childhood Development/Support (0-6).” To view the ECD category, hover the mouse over a project name. It will then appear on the screen to the right and below where the mouse is positioned.

<b>A. Children/Youth</b>					
<u>Program Description</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Internal?</u>	<u>Comments</u>	<u>Amount</u>
Worker School Liaison	3	17	No		\$16,857.00
Cooperative Youth Program	3	67	No		\$2,225.60
Youth Group	3	67	No		\$5,000.00
Tiny Tots Program	1	37	No		\$5,000.00
Driving Program	3	54	No		\$781.19
<b>Total Children/Youth Expenditures</b>					<b>\$29,863.79(A)</b>
<input type="button" value="Add Row"/>					<input type="button" value="Delete Row"/>

- c. To correct information about a specific project (in this example “School Liaison Worker”), while in Edit mode, double click on the Program Description name and the System will allow changes to the project as illustrated on the following page.

**Projects/Services Report: A. Children/Youth**

---

**Program Description**

School Liaison Worker

---

<b>Level 1 Code</b>	<b>Level 2 Code</b>
3 - Youth Development/Support (13-17) ▼	17 - Family School Liaison Worker/Progræ ▼

---

<b>Internal?</b>	<b>Amount</b>
<input type="radio"/> Yes <input checked="" type="radio"/> No	\$16,857.00

---

**ECD Category**

- Select an ECD Category - ▼

---

**Comments**

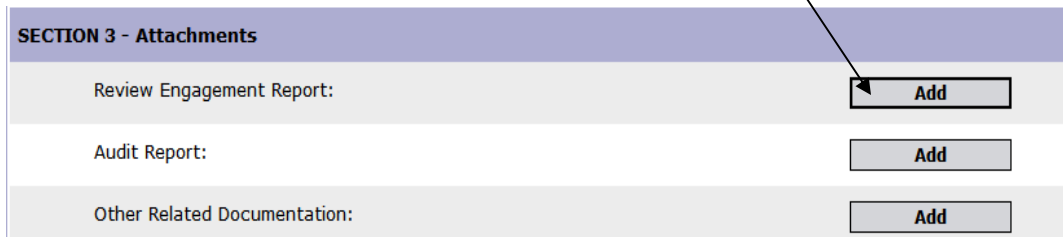
---

9. The following points explain how to make changes to project information as displayed on the screen:
  - a. Program Description – Enter any changes necessary to the description.
  - b. Level 1 Code and Level 2 Code – Each has a drop down box ▼ which should be clicked to display alternate codes.
  - c. Internal? – Click “Yes” if this is a directly funded project/service provided by the Métis Settlement or “No” if it is a grant to a community organization/agency.
  - d. Enter amount.
  - e. ECD Category – Only select an ECD Category when the chosen Level 1 Code is “1 - Early Childhood Development/Support (0-6).” View choices from the drop down box ▼ to display and select the appropriate ECD Category.
  - f. Comments – Include any information that may be of value to the report.
  - g. Click “Add” to update the Project/Service.
  - h. The System will respond with the updated information in the Annual Report.
10. To add a new Project/Service, click “Add” to enable a blank Project/Service screen to pop up at the top of the Annual Report. Ensure that none of the existing projects are highlighted, otherwise they will be displayed for editing rather than enabling you to create a new entry. Once all entries have been added, delete projects showing a zero (0) dollar value in “Amount” (see No. 11).
11. To remove the Project/Service from a category:
  - a. Highlight the selected Project/Service with a single click.
  - b. Click “Delete” to remove the Project/Service.

12. At any time through the process of entering an Annual FCSS Program Report, you can click “Save” from the menu items on the left side of the screen to save your work. *Note: All entries are automatically alphabetized when saved.*
13. Categories (B) through (G) continue to work the same way as Category (A).
  - a. If an identified project fits within a number of categories, i.e., targets Children/Youth as well as Families, record it in each applicable category with the appropriate percentage of funding that applies to each. An example could be a Family Resource Centre that uses 75% of its funding for children’s programming and the remaining 25% to families programming. It would be recorded once under Category A (with 75% of the funding identified) and once under Category B (with 25% of the funding identified).
14. Totals on Section 2
  - a. As projects/services rows are entered in each section, they are added to the sub-total for each category and then added to the overall total for Section 2. This figure must match the total in Section 1, Item (K).

### 2.3.2 Attaching a Review Engagement Report

1. If funding provided by the province for a Métis Settlement’s FCSS Program exceeds \$100,000 (reference Section 1 Item (A) of the Annual Report), then a Review Engagement Report must be attached to the Annual Report. It is recommended that the Review Engagement Report be submitted in PDF format to ensure Alberta Children and Youth Services can open and read the document. To attach a Review Engagement Report, scroll down the Annual Report to Section 3 as depicted here. Click “Add” opposite the “Review Engagement Report.”



2. A new window will pop up on top of the Annual Report as shown on the following page. Enter the following fields:
  - a. Title – Enter the title of the Review Engagement Report, e.g., 2006/07 Review Engagement Report.
  - b. Description – Provide a brief description indicating when it was completed, by whom, etc.
  - c. Browse – Click on browse to load the electronic file that contains the Review Engagement Report. In order to access this file, it must be on the same computer that the user is working on. It can either be located on the computer’s hard disk, a CD, a memory stick or other types of portable media. Once “Browse” is clicked, use Microsoft Explorer, to navigate to where the Review Engagement is stored.

- Here is an example of selecting and uploading a copy of a Review Engagement Report. Once it is in this state, use “Save & Close” to load the report to the FCSS On-line System.

### 2.3.3 Attaching an Auditor’s Report

- If funding provided by the province for the Métis Settlement’s FCSS Program is \$500,000 or more (reference Section 1, Item (A) of the Annual Report), then an Auditor’s Report must be attached to the Annual Report. It is recommended that the Auditor’s Report be submitted in PDF format to ensure Alberta Children and Youth Services can open and read the document. To attach an Auditor’s Report, scroll down the Annual Report to Section 3 as depicted here. Click “Add” opposite the “Audit Report.”

2. A new window will pop up on top of the Annual Report as depicted below. Enter the following fields:
  - a. Title – Enter the title of the Auditor’s Report, e.g., 2006/07 FCSS Auditor’s Report.
  - b. Description – Provide a brief description indicating when it was completed, by whom, etc.
  - c. Browse – Click on browse to load the electronic file that contains the Auditor’s Report. In order to access this file, it must be on the same computer that the user is working on. It can either be located on the computer’s hard disk, a CD, a memory stick or other types of portable media. Once “Browse” is clicked, use Microsoft Explorer, to navigate to where the Auditor’s Report is stored.

The screenshot shows a window titled "Audit Report". On the left side, there is a blue vertical bar containing two buttons: "Close Window" and "Save & Close". The main content area of the window has a title "Audit Report" at the top. Below the title, there are three input fields: a single-line text box labeled "Title", a multi-line text area labeled "Description" with a vertical scrollbar on the right, and a single-line text box at the bottom right with a "Browse..." button next to it.

- d. Following is an example of selecting and uploading a copy of an Auditor’s Report. Once it is in this state, use “Save & Close” to load the report to the FCSS On-line System.

The screenshot shows a web form titled "Audit Report". On the left, a blue sidebar contains two buttons: "Close Window" and "Save & Close". An arrow points from the "Save & Close" button to the "Title" field. The "Title" field contains the text "FCSS Auditor's Report - 2006". The "Description" field contains the text "This is is the Auditor's Report prepared by Smith in January 2007." Below the description is a file path field containing "C:\ FCSS Auditor's Report - 2006.pdf" and a "Browse..." button.

### 2.3.4 Attaching Other Documentation

1. If a Métis Settlement wishes to include additional documentation, it must be attached to the Annual Report. It is recommended that this information be submitted in PDF format. To attach additional documentation, scroll down the Annual Report to Section 3 as depicted here. Click “Add” opposite “Other Related Documentation.”

The screenshot shows a section titled "SECTION 3 - Attachments". It contains three rows, each with a label and an "Add" button:

Review Engagement Report:	Add
Audit Report:	Add
Other Related Documentation:	Add

An arrow points from the text "Click 'Add' opposite 'Other Related Documentation.'" to the "Add" button in the third row.

2. A new window will pop up on top of the Annual Report as depicted on the following page. This window will function exactly the same as the window that pops up for attaching a Review Engagement Report or an Audit Report.

- Here is an example of selecting and uploading a copy of additional related documentation. Once it is in this state, use “Save & Close” to load the report to the FCSS On-line System.

### 2.3.5 Viewing Attached Documentation

- Once documentation has been attached to the Annual Report, Section 3 will display a hot link to each document that has been uploaded. Normally only the FCSS Review Engagement Report or Auditor’s Report is required (if the provincial grant exceeds \$100,000). The following screen depicts documents uploaded under each category for demonstration purposes only.

- To check that the correct document is attached, click the blue hot-link to view the document, in this example, the “FCSS Review Engagement Report – For 2006.”
- The System will respond by opening an Adobe Reader window and displaying the first page of the report, as shown in the example on the following page. You must have Adobe Reader installed on your computer to be able to open the document. Note that the hot-link text corresponds to the title of the document used when the document was added to the Annual Report.

REVIEW ENGAGEMENT REPORT

To the Board of  
Municipal District  
Family and Community Support Services

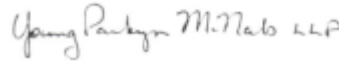
At the request of the Municipal District we have reviewed the Annual Family and Community Support Services Program Report of the Municipal District for the year ended December 31, 2007 as defined by the Family and Community Support Services Regulation. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Municipal District.

A review does not constitute an audit and consequently we do not express an audit opinion on this 2007 Annual Family and Community Support Services Program Report.

Based on our review, nothing has come to our attention that causes us to believe that this 2007 Annual Family and Community Support Services Program Report is not, in all material respects, in compliance with the Family and Community Support Services Regulation and Canadian generally accepted accounting principles.

Alberta

March 14, 2008



Chartered Accountants

**2.3.6 Authorizing the Annual Report**

1. Authorizing the Annual Report requires completing the Certificate of Compliance which is Section 4 as depicted below. Métis Settlement staff with the role of FCSS Director and the role of Administrator must complete this certificate.

**SECTION 4 - Certificate of Compliance**

**This is to certify that:**

- To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.
- The 20% municipal contribution has been derived from the operating budget of the municipality.

Director or Designate Compliance	Date	Name Of Director or Designate
----------------------------------	------	-------------------------------

Chief Administrative Officer or Designate Compliance	Date	Name Of Chief Administrative Officer or Designate
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2. The Director executes the following steps:
  - a. Sign on to the System as per instruction in Section 2.1.4., step 1.
  - b. Select “Annual Reports” from the menu on the left as per instructions in Section 2.3.1, step 2.
  - c. Select the Annual Report to be certified by choosing the appropriate year of the report as per instructions in Section 2.3.1, step 3.

- d. Select “Edit” from the menu as per instructions in Section 2.3.1, step 4.
  - e. Scroll down to Section 4 to see the Certificate of Compliance.
3. The System now displays the certificate with the capability for the FCSS Director to approve the Annual Report by clicking on the “I agree” box.

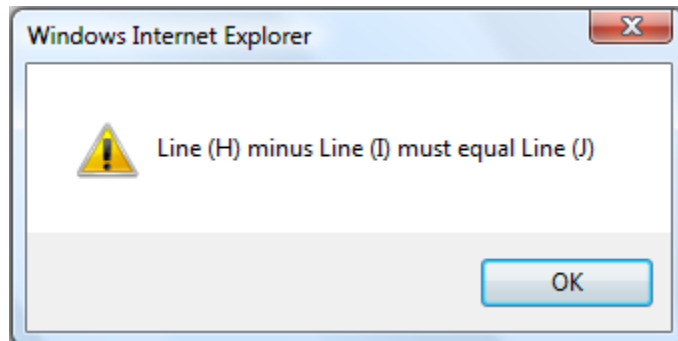
**SECTION 4 - Certificate of Compliance**

**This is to certify that:**

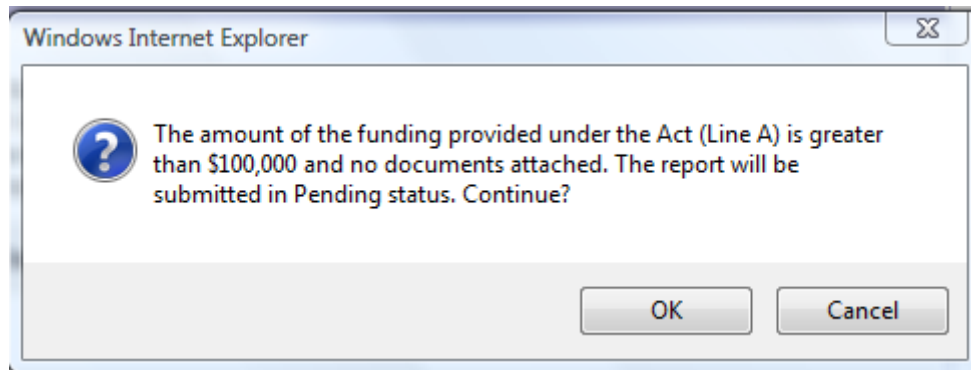
- To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.
- The 20% municipal contribution has been derived from the operating budget of the municipality.

Director or Designate Compliance	Date	Name Of Director or Designate
<input type="checkbox"/> I agree		
Chief Administrative Officer or Designate Compliance	Date	Name Of Chief Administrative Officer or Designate

4. Once the FCSS Director clicks “I agree,” the System does a final check of the document before accepting the Director’s compliance to ensure all numbers balance. This is the first time in the processing of the Annual Report that all edit rules are checked. Any errors identified will need to be corrected prior to the document being accepted by the FCSS Director.
5. Following is an example of an error that can occur:



6. This error refers to fields in Section 1 of the Annual Report. To correct, recheck the funding amounts provided to external service providers in Section 1 and the amount of surplus recorded. Re-enter correct amounts and re-check the “I agree” box.
7. Another example of an error that can occur is the Report Editor may inadvertently forget to attach a document to the Annual Report. The pop up box as depicted on the following page would appear.



8. Once the FCSS Director has completed the compliance statement, the Administrator must then complete it.
9. The Administrator executes the following steps:
  - a. Sign on to the System as per instruction in Section 2.1.4, step 1.
  - b. Select “Annual Reports” from the menu on the left as per instructions in Section 2.3.1, step 2.
  - c. Select the Annual Report to be certified by choosing the appropriate year of the report as per instructions in Section 2.3.1, step 3.
  - d. Select “Edit” from the menu as per instructions in Section 2.3.1, step 4.
  - e. Scroll down to Section 4 to see the Certificate of Compliance.

10. The System now displays the certificate with the capability for the Administrator to approve the Annual Report by clicking on the “I agree” box.

**SECTION 4 - Certificate of Compliance**

**This is to certify that:**

- To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.
- The 20% municipal contribution has been derived from the operating budget of the municipality.

Director or Designate Compliance	Date	Name Of Director or Designate
I agree	March 05, 2008	User8 Test


Chief Administrative Officer or Designate Compliance	Date	Name Of Chief Administrative Officer or Designate
<input type="checkbox"/> I agree		

## 2.3.7 Submitting the Annual Report

- Once the Director and the Administrator have completed their certifications, the Annual Report is ready for submission. To submit the document, click “Submit” on the left hand menu.

Close	<u>Program Description</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Internal?</u>	<u>Comments</u>	<u>Amount</u>
Submit	FCSS Grant Transfer to Village of	8	99	No		\$62,147.67
Print	FCSS Grant Transfer to Town of	8	99	No		\$124,295.34
	<b>Total Grant Transfers</b>					<b>\$186,443.01(F)</b>
<b>G. FCSS Management</b>						
	<u>Program Description</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Internal?</u>	<u>Comments</u>	<u>Amount</u>
	<b>Total FCSS Management Expenditures</b>					<b>\$0.00(G)</b>
<b>Total Expenditures (A + B + C + D + E + F + G = H)</b>						<b>\$186,443.01(H)</b>
<b>SECTION 3 - Attachments</b>						
	Review Engagement Report:	2006	Engagement Report for FCSS Fiscal Year			
	Audit Report:					
	Other Related Documentation:					
<b>SECTION 4 - Certificate of Compliance</b>						
<b>This is to certify that:</b>						
<ul style="list-style-type: none"> <li>To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.</li> <li>The 20% municipal contribution has been derived from the operating budget of the municipality.</li> </ul>						
	<b>Director or Designate Compliance</b>	<b>Date</b>	<b>Name Of Director or Designate</b>			
	I agree	March 05, 2008	User8 Test			
	<b>Chief Administrative Officer or Designate Compliance</b>	<b>Date</b>	<b>Name Of Chief Administrative Officer or Designate</b>			
	I agree	March 05, 2008	User9 Test			

- The System now changes the status of the Annual Report to “Submitted.”

Close	<b>SUBMITTED</b>
Print	<b>2006 ANNUAL FCSS PROGRAM REPORT</b> Date: February 15, 2008
	 <p>The Summary information you are providing on this form is collected under the authority of the Family and Community Support Services Act and Regulation. This information will be used to determine your Municipality's FCSS grant surplus/deficit amount, to identify projects/services receiving FCSS funding, and for other provincial program reporting purposes. If you have any questions about the collection of this information, you may contact the Community Partnerships Director.</p> <p><b>Name of FCSS Program:</b></p> <p><b>SECTION 1 - Statement of Revenues and Expenditures</b></p>

### 2.3.8 Receiving Notification of a Returned Annual Report

1. Once the Annual Report is submitted, it is reviewed by Alberta Children and Youth Services and any errors or omissions are noted, e.g., data not being recorded accurately or an incorrect attached document. Provincial staff will e-mail the originator (typically the Report Editor) indicating the document is being returned and the reason why.
2. The originator will notify the FCSS Director and the Administrator that the document has been returned. One way to accomplish this is by the Report Editor sending the Director and the Administrator copies of the e-mail received from Alberta Children and Youth Services.

### 2.3.9 Processing a Returned Annual Report

1. When an Annual Report is returned to a Métis Settlement, it must be updated. To add a missing document, use the same process described in Section **Error! Reference source not found.**, Section 2.3.3 or Section 2.3.4 depending upon which document needs to be attached.
2. To amend information on the Annual Report itself, select “Edit” from the menu on the left side of the Annual Report when viewing it. Follow the instructions in Section 2.3.1 to correct or add information to the report.
3. Once all corrections are made and attachments included, the Annual Report must be re-certified by the Director and the Administrator as per the instructions in Section 2.3.6.
4. When certification is complete, the document can be submitted to Alberta Children and Youth Services as per the instructions in Section 2.3.7.

### 2.3.10 Checking the Status of an Annual Report

1. If you wish to monitor the progress of an Annual Report through the review stages at Alberta Children and Youth Services, you may sign on to the FCSS On-line System and check the status of the report; however, this is not a necessary step. Alberta Children and Youth Services will send an e-mail notification to the document originator when the Annual Report has been approved.
2. Following are examples of statuses and what they mean when you sign on to the FCSS On-line System to view the Annual FCSS Program Report:
  - **Draft Status** – The Annual Report is ready for preparation or is in the process of being completed by the Métis Settlement and has not yet been submitted to Alberta Children and Youth Services.
  - **Submitted Status** – The Annual Report has been submitted to Alberta Children and Youth Services by the Métis Settlement Administrator.
  - **Returned Status** – Alberta Children and Youth Services has returned the Annual Report to the Métis Settlement because of a missing attachment or an error in the report.

- **Pending Status** – The Annual Report has been submitted to Alberta Children and Youth Services without the necessary support document attached.
- **Review for Projects/Services Status** – Alberta Children and Youth Services is reviewing the Projects/Services portion of the Annual Report.
- **Review for Reconciliation Status** – Alberta Children and Youth Services has completed reviewing the Projects/Services portion of the Annual Report and are now reconciling the Annual Report.
- **Approved Status** – Alberta Children and Youth Services has completed the reconciliation of the Annual Report and has approved the Annual Report.
- **Imported to Access Status** – A copy of the Annual Report has been transferred to a separate database (Access) at Alberta Children and Youth Services. The Annual Report remains approved by Alberta Children and Youth Services.

This ends the processing of a Métis Settlement's Annual FCSS Program Report.

### 3 Manual Processing for Métis Settlements

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Processes for Métis Settlements who elect to stay with manual submissions will be documented in a future release.