

**FIRST NATIONS CHILD AND FAMILY SERVICES PROGRAM
INFORMATION BULLETIN
FNCFS/SEFPN-2025-003-E**

Changes to Administration Fee Reimbursement Claims

March 27, 2025

This bulletin outlines updates for claiming administrative or administration fees under the First Nations Child and Family Services (FNCFS) Program actuals process for post-majority support services, capital funding, and claims for protection, including maintenance and care costs, legal fees, building repairs, and small agencies (operations), as the FNCFS Program continues to fund in accordance with the Canadian Human Rights Tribunal (CHRT) orders 2018 CHRT 4, 2021 CHRT 41 and 2022 CHRT 8.

Since 2017, ISC has been reimbursing administrative/administration fees based on a percentage varying from 10% to 15% of eligible expenditures. **Effective April 1, 2025**, First Nations and FNCFS service providers submitting claims or requests on actuals under the FNCFS Program will be **required to detail the actual eligible costs for reimbursement based on administrative needs** and the items required to support administrative functions for service delivery. Proof of actual expenditures, such as invoices or other documentation, will need to be submitted by recipients to ISC regional officers.

As of the effective date, the following will apply:

- **2018 CHRT 4** and **2022 CHRT 8** administration fee claims, including First Nations representative services in Ontario, will be assessed based on the actual eligible expenditures as outlined in claims and requests.
- **2021 CHRT 41** administration fee claims will be assessed on actual eligible expenditures for each project phase. The maximum reimbursement amount for an eligible administrative fee claim is 15% of the total capital cost of the project. As per the FNCFS [Capital Delivery Guide](#), capital administration fee claims must be related to the development of a capital funding request, project management/coordination, travel, and other project implementation and oversight activities and cannot duplicate costs requested at actuals.

The reimbursement of eligible actual costs provides the FNCFS Program with evidence-informed financial information to ensure a nationally consistent claims approach while ensuring adherence to the CHRT orders on actuals, with the [FNCFS Transitional Terms and Conditions: Contributions to provide children, youth, young adults, families and communities, with prevention and protection services](#), the Transfer Payment [Policy](#) and [Directive](#), and the [Financial Administration Act](#).

For any questions or further clarification, please contact: sefpn-fncfs@sac-isc.gc.ca.