



Canada 

# 2024 Learning Series Joint Verification Process (JVP)

**Presented by**

Indigenous Services Canada (ISC)

First Nations Education Steering Committee (FNESC)

British Columbia Ministry of Education and Child Care (ECC)

**September 2024**

# 2024 LEARNING SERIES - OVERVIEW

DAY

1

## Nominal Roll Policy

*Focuses on policy items related to the Nominal Roll process*

DAY

2

## Education Information System

*Live-demonstration on how to complete a Nominal Roll submission to ISC*

DAY

3

## Joint Verification Process

*Provide both First Nations and school districts an opportunity to learn about information that can impact the process and ensure both have a clear understanding of roles and responsibilities*

## Nominal Roll and JVP Q&A Sessions

*Space where First Nation Education Departments and school districts can have specific questions addressed in preparation of Nominal Roll submission to ISC*



# 2024 LEARNING SERIES - TOOLKIT



- Zoom Guide
- Joint Verification Process Presentation
- 2023-2024 ISC Nominal Roll Instructions
- List of Commonly Used Acronyms

# HOUSEKEEPING REMINDERS



Your audio is muted

Attendees will have an opportunity to ask questions at the end of each topic

- If you have a question, use the **‘chat’ function**
- If you want to ask a question verbally, use the **‘raise hand’ function**



Webinar will last approximately 2 hours



Have an IT-technical related question? Send us a message using the **‘chat function’**



Following the webinar, you will receive a survey inviting your feedback

# TOPICS

- 01** .....  
Overview of the Joint Verification Process (Slide 6)
- 02** .....  
Responsibilities for Joint Verification Process (Slide 8)
- 03** .....  
Tips for First Nations and school districts when completing JVP (Slides 17-18)
- 04** .....  
Navigating through JVP Issues (Slide 24)

# JOINT VERIFICATION PROCESS

- Joint Verification Process (JVP) was introduced in the 2018/19 school year as part of the BC Tripartite Education Agreement (BCTEA)
- The goal is to provide First Nations and school districts an opportunity to meet and confirm that the information on the Nominal Roll is consistent with school districts' information
- Having a joint conversation supports mutual accountability and sets the stage for future conversations around student needs

# JOINT VERIFICATION PROCESS

1

First Nations and school districts jointly review Nominal Roll enrolment of on-reserve students attending public schools to ensure that all students are accounted for accurately

2

Both parties sign the document confirming Joint Verification by key dates

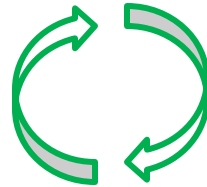
3

First Nations receive accurate allocations of federal funding based on Nominal Roll and school districts are paid accurately

# RESPONSIBILITIES FOR JOINT VERIFICATION

## First Nations

Reach out to all relevant school districts (including those that are outside of the Nation's geographic area if it has students attending schools in that district)



## School Districts

Connect with and respond to First Nations in a timely manner

Support First Nations and ensure they have the information they need to complete the Nominal Roll



First Nations and school districts with or without an LEA are required to complete a joint verification form



# BENEFITS OF VERIFYING STUDENT INFORMATION BETWEEN THE NOMINAL ROLL AND 1701 MATCHES

- Ensure a smoother payment process
  - Eliminate discrepancies or issues in invoicing/payment between First Nation and school district
  - Avoid duplicate funding and billing discrepancies
- Ensure students are enrolled in the correct school district and that students are accurately identified
  - If Joint Verification is not completed, students may be funded based on a First Nation Student Rate from a different school district (79 students in 2023-24)

# WHAT IS THE 1701 FORM?

- The school district version of the Nominal Roll which is submitted to the Ministry.
- The registry of students enrolled in public school.
- Determines FTEs for funding purposes.
- Funding Code 20 is applied to the Student's record on the 1701 if eligible to be on the Nominal Roll (confirmed through JVP).

# WHAT IS THE FIRST NATION STUDENT RATE (FNSR)?

- The FNSR is the average amount of funding per student, full-time equivalent (FTE), in each school district as measured in September.

$$\frac{\textit{All applicable funding}}{\textit{Student FTE in September}} = \textit{FNSR}$$

- Annual changes in either funding amounts or student FTE will affect the rate,
  - Examples: Classroom Enhancement Fund; Student and Family Affordability Fund and Supplement for Unique Geographic Factors (recognizes the unique geography of school districts).
- Includes factors and funding agreed to by the Ministry, FNEsc and Canada (starts in November, finalized in January)
- <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/resource-management/bctea>

# FTE DIFFERENCES

Students recorded as greater than 1.0 FTE in 2023-24:

Nominal Roll	1701
312 students	784 students

To avoid billing discrepancies, ensure that the number of FTEs match between the Nominal Roll and the 1701 for the school district(s) where First Nation students are attending public school

## EXAMPLE OF POTENTIAL BILLING DIFFERENCE

	Nominal Roll	1701
No. of FTEs	1.0 FTE	1.5 FTE
Funding	\$12,362	\$18,543

**Difference/Billing Discrepancy: \$6,181**

When Joint Verification is not completed, the school district will invoice the First Nation based on FTE values on the 1701, which means the First Nation may be invoiced for more than it is funded

 Q/A

- If you have a question, use the 'Q/A chat' function
- If you want to ask a question verbally, use the 'raise hand' function



# UPCOMING KEY DATES FOR JOINT VERIFICATION PROCESS

September 27, 2024

1701 / Nominal Roll Count Date

October 4, 2024

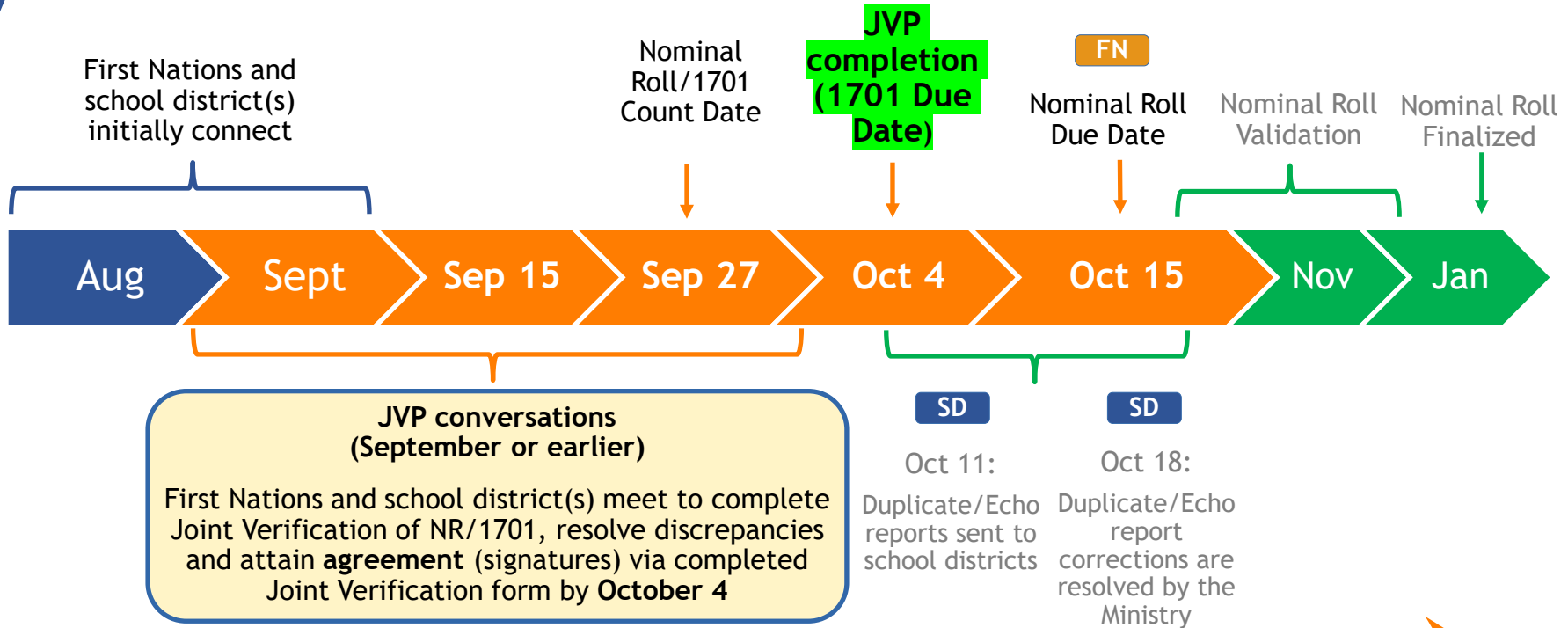
Joint Verification Due Date

School Districts submit 1701 to BC's  
Ministry of Education and Child Care

October 15, 2024

Nominal Roll Due Date with  
signed document confirming  
joint verification from the  
First Nation

# PLANNING FOR JOINT VERIFICATION





# TIPS FOR FIRST NATIONS AND SCHOOL DISTRICTS WHEN COMPLETING JVP

- Plan to meet early (September or earlier)
- Key dates:
  - Nominal Roll count date is **Sept 27**
  - 1701 due date is **Oct 4**
- Determine who is involved, schedules, and whether to meet virtually or in-person
- **Refer to the K-12 - Nominal Roll Support Tool On/Off Reserve (Appendix 5) of the 2024/25 Nominal Roll Instructions for assistance to determine student eligibility**



# TIPS FOR FIRST NATIONS AND SCHOOL DISTRICTS WHEN COMPLETING JVP

## *What to Bring to the JVP meeting?*

1. A list of enrolled students
2. Student's legal first/last name; commonly used first/last name; Date of Birth; school and district
3. Student's Full Time Equivalent (FTE) values - see 1701 instructions and 2024-2025 Nominal Roll Instructions to calculate FTEs

# COMPARING STUDENT DATA

Canada 



Nominal Roll	
Student	FTE
Mouse, Mickey	1.3750
Duck, Donald	0.5000
Poppins, Mary A.	1.2500
Coyote, Wile Y.	1.0000

1. Do student names match?
2. Do FTE values match?

(FORM 1701) DISTRICT BAND/STUDENT VERIFICATION REPORT

STUDENT PEN and NAME	HEADCOUNT	FTE
123 456 789 Mouse, Mickey		1.3750
987 654 321 Mouse, Minni		1.3750
456 123 789 Duck, Donald		1.0000
789 456 123 Duck, Daisey		1.0000
321 654 987 Bunny, Bugs		1.1250
111 222 333 Bird, Tweety		1.0000
654 789 321 Fudd, Elmer		1.0000
444 555 666 Poppins, Marry		.8750
	8	8.7500
777 888 999 Duck, Daffy		1.0000
222 444 777 Pig, Porky		1.0000
	2	2.0000
111 333 555 Gonzales, Speedy		1.0000
121 232 343 Runner, Road		1.0000
454 565 676 Coyote, Wile E.		1.0000
	3	3.0000
TOTAL FUNDED ABORIGINAL ENROLMENT		13 13.7500

# COMPARING STUDENT DATA

- During Joint Verification, ensure that enrolled student information matches between the Nominal Roll and 1701:
  - Legal and usual names
  - DOB
  - FTE values/count
  - School/district

*If values do not match, funding may be impacted*

- Once confirmed that data matches, **both parties** will sign the Joint Verification Form indicating agreement



# SAMPLE FORM - NOMINAL ROLL JOINT VERIFICATION



<b>Total # of FTEs*:</b>	
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*\*Note: Please see page 6 of the 2024-2025 Nominal Roll Instructions for information on how to calculate students' Full Time Equivalent (FTE)*

**First Nation Signature:**

Signed by:

Signed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
First Nation

**School District Signature:**

# AFTER SIGNING THE JVP FORM

## First Nations

- Include a copy of the signed JVP with your Nominal Roll
- Keep a copy of the signed JVP to record your concurrence with the 2024-2025 student data

## School districts

- Keep a copy of the signed JVP to record your concurrence with the 2024-2025 student data

 Q/A

- If you have a question, use the 'Q/A chat' function
- If you want to ask a question verbally, use the 'raise hand' function

# NAVIGATING THROUGH JVP ISSUES WITH CASE STUDIES





## Scenario 1

I have a student who...

- Is ordinarily resident on reserve at *First Nation A*
- Attends public school in Vancouver during the 10 school months
- Receives student accommodation supports to board in Vancouver

## HOW IS THE STUDENT CLAIMED?

Would it be....

A ) First Nation A claims the student on the Nominal Roll as the student is “ordinarily resident on reserve”

B ) The school district in Vancouver claims the student on the 1701 with Funding Code 20 where the student is attending school

**C ) Both A and B**

## ..... RESPONSIBILITIES OF THE FIRST NATION .....

- The First Nation where the student is ordinarily resident on reserve claims the student on the Nominal Roll regardless of where they are attending school.  
i.e. First Nation A would contact the school district in Greater Vancouver to inform them that the student is attending a school in their district

## ..... RESPONSIBILITIES OF THE DISTRICT WHERE THE STUDENT IS ATTENDING SCHOOL .....

- The school district in Greater Vancouver would claim the child on the 1701 under “Funding Code 20”
- The school district in Greater Vancouver would support the First Nation in the student’s inclusion on the Nominal Roll

## Scenario 2

I have a student who...

- Normally lives on *First Nation A*, but goes to live with a relative on *First Nation B* for a year

## WHO CLAIMS THE STUDENT AND WHAT IS THE IMPACT TO JVP?

- If *First Nation A* would like to continue claiming the student on their Nominal Roll, they would inform *First Nation B* or ISC who would communicate with *First Nation B*
- Alternatively, *First Nation B* would add the student to their Nominal Roll and *First Nation A* would remove the student from the Nominal Roll as ISC pre-populates it with the previous year's information
- Communication between both First Nations is highly encouraged and it may result in a mutually agreed upon decision-making process

## SUMMARY: BENEFITS OF JOINT VERIFICATION CONVERSATIONS



Accurate student information between federal and provincial enrollment reports ensures students are funded accurately



A joint conversation supports mutual accountability and promotes future conversations about student needs

# 2024 LEARNING SERIES - UPCOMING WEBINARS

*\*JVP Webinars will cover the same material, so it is not necessary for participants to attend multiple sessions*

## Joint Verification Process\*

**Tuesday, September 17**

**Tuesday, September 24**

**from 9:00 a.m. - 11 a.m.**

## Nominal Roll and JVP Q&A Sessions

**Wednesday, September 25**

**Wednesday, October 2**

**from 9:00 a.m. - 10 a.m.**

To register, email ISC BC Education at [BCEducation@sac-isc.gc.ca](mailto:BCEducation@sac-isc.gc.ca)

# ISC BC EDUCATION KEY CONTACTS

Nominal Roll Policy  
and Eligibility

**ISC BC Education Inbox**  
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# ISC BC AGREEMENT SERVICES

## KEY CONTACTS

- Access to EIS / Log-in
- Support with Nominal Roll Report Entry and Verification

**ISC BC Agreement Services**  
[BCFundingservices-  
cbservicesdefinancement@sac-  
isc.gc.ca](mailto:BCFundingservices-cbservicesdefinancement@sac-isc.gc.ca)

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# Thanks for joining us today!

*Please complete the feedback form*

*We would love to hear from you*