

CHILD CARE SERVICES

SUBSIDY MANUAL

February 2005



**GOVERNMENT OF
NEWFOUNDLAND AND LABRADOR**

CHILD CARE SERVICES SUBSIDY PROGRAM

POLICIES

Introduction

The Child Care Subsidy Program provides financial assistance to families and/or their children who require child care services. Approval of child care subsidy is based on the need of the family and/or child for child care services and the financial situation of the family which is determined by an income test. Families who are eligible for a child care subsidy may receive partial or full child care subsidy.

The Child Care Subsidy Program may be used to access:

- licensed child care centres
- licensed family child care homes or
- family child care homes approved by a licensed family child care agency.

Families select the child care service they wish to access and the child care subsidy is paid directly to the licensee (or provider in the case of an approved home) on behalf of the family. Where an application for the cost of transportation is made, there may be restrictions on the location of services that can be accessed.

Program Philosophy

Child care is a necessary support to communities, families and children. Quality child care supports positive outcomes for children. The Child Care Services Subsidy Program enables eligible families to access regulated child care services by eliminating or minimizing costs within available resources.

Principles:

- The Child Care Services Subsidy Program recognizes the rights and responsibilities of families in choices related to the child care requirements
- Child Care Services should be accessible and affordable to all families who require it for reasons of work, training, child development or family support.
- Funding is provided only for regulated child care services as they are legally required to maintain minimum standards and are therefore accountable for the quality of the service that they provide.

Eligibility

To qualify for a child care subsidy the family must:

- meet service eligibility requirements (require child care for reasons of work/education, child development and/or family support) **and**
- be eligible financially

All new subsidies are retroactive to the date that a complete application form is received at the regional Child Care Services office to a maximum of four weeks. All supporting documentation must be provided within four weeks of that date. If the applicant can demonstrate extenuating circumstances exist, the regional Child Care Services Director may extend this period.

Service Eligibility

To be eligible for subsidy a family must demonstrate a need for child care services for reasons of child care, child development or family support.

1. Child Care

A family may be eligible for the service if neither parent of a two-parent family nor a single parent is available or able to care for the child at particular time because the parent(s) is/are:

- employed
- attending an educational facility
- attending health intervention services or rehabilitation programs on an ongoing basis
- disabled and require(s) this support.

For documentation required to demonstrate the above see page 7.

Amount of time approved:

- Employment: Where subsidy is approved for reasons of employment, the days and hours of child care approved are determined by the number of hours per day and days per week the parent is employed allowing reasonable time for the parent to drop off and pick up the child. Parents who work at night and require child care during the day to allow them to sleep are eligible for child care subsidy.
- Attendance at Educational Facilities: Parents enrolled in university courses may be approved to receive a child care subsidy for a maximum of one day per week for each course to a maximum of five days. This includes correspondence courses. The number of hours and days of child care subsidy approved for parents attending other educational facilities will be determined by the parent's schedule to a maximum of five days per week.
- Ongoing Health and Rehabilitation Program Appointments: The dates and times of such appointments will determine the days and hours to be approved.
- Disability or Illness of Parent: The Child Care Services staff member will make a professional judgement of the amount of time to be approved. This will be based on an assessment of the documentation provided by a health care professional related to the parent's need for child care.

For information on the documentation required to support the above categories of service eligibility see pages 7 & 8.

2. Child Development

Child care subsidy can be provided where a child requires services for developmental reasons and the need for services is outlined by a professional developmental assessment, screening and/or observation. The developmental reasons may be cognitive, physical, emotional, language or social.

A professional making a referral should be a person who has academic qualifications and experience in the area of development for which it is recommended that the child attend a child care service. The referral must identify the developmental need the child has and state that in the professional opinion of the referral source, attendance at a child care service may meet that need. In consultation with the referral source, the Child Care Services staff member will make a professional judgement of the amount of time to be approved based on an assessment of the documentation provided by, or on behalf of the family related to the child's need to attend a child care service.

3. Family Support

Child care subsidy can be provided where a child requires services as a result of family need or where it is recommended by a Child Youth and Family Services social worker or other appropriate professional. The Child Care Services staff member will determine the days and hours to be subsidized in consultation with the referral source where appropriate.

Financial Eligibility

Income Test

All applications for child care subsidy are income tested. The exceptions are families who receive Income Support, who are caregivers under the Child Youth and Family Services legislation, who are in receipt of Protective Intervention Services or who are in receipt of SCWA. These families receive full subsidy.

The income test is based on the size of the family (one or two parent) and their monthly net income.

Application of the test may result in there being no parental contribution to the cost of child care required, a partial contribution or the parent not being financially eligible for any child care subsidy payment.

Where a child has special needs which incurs costs for the family, and the income test determines that the family is not financially eligible, the family may request that the means test used to determine eligibility for SCWA be applied.

Income Test Assessment

The amount of child care subsidy is based on the net monthly income of the family (see Appendix II.). The net income is the income minus involuntary deductions at source. Voluntary deductions such as bonds or insurance payments made through payroll deductions are not included as deductions for the purpose of determining eligibility for child care subsidy. Liquid assets are considered income for the purpose of calculating eligibility for child care subsidy. Liquid assets include:

- cash
- bank accounts

- treasury bills
- Guaranteed Income Certificates
- Bonds
- Marketable securities listed on stock exchanges
- Marketable commodities listed on commercial exchanges

Assets in the amount of \$2,500 are allowed prior to the calculation being completed.

Child Tax Benefit

Child Tax Benefit is not included as income.

Child Support

Where the parent is in receipt of child support, the child support is included as income for the purposes of the income test. Where the parent provides child support, the payment is considered to be a mandatory deduction.

Self-employed Applicant

The eligibility for full or partial child care subsidy of an applicant who is self-employed is determined on a monthly basis. The current month's eligibility is based on the previous month's net income. To establish an initial net monthly income, the previous year's taxable income will be assessed and divided by twelve to give the monthly income.

Student Loans

The student's income is considered to be the amount of the loan less any involuntary deductions and income from any and all other sources. Tuition, books and other related fees such as lab fees are to be considered mandatory deductions. In most cases this will result in a small or no parental contribution.

RRSPs/RESPs/RRIFs

Any existing RRSPs will not be included as liquid assets. However, any contributions made while the family is in receipt of a child care subsidy is considered a voluntary contribution and cannot be included as a deduction when determining eligibility through the Income Test.

Parental Contribution

Where a child care subsidy is approved for a part-time (either part-days or part-week), the parental contribution is prorated. The parental fee is divided by the number of days or half days in the month and multiplied by the number of days or half days the child attends in that month. The resulting amount is the amount the parent will pay for that month. If the assessed parental contribution is less than \$10 the parent will receive a full subsidy.

Where a parent qualifies for a partial subsidy, the parent is responsible for providing the parental fee

directly to the licensee/child care provider on the required date. If a parent leaves a child care service owing fees, no further child care subsidy will be approved until outstanding fees are paid unless the parent can demonstrate extenuating circumstances.

Other Elements that May be Funded

Student Vacation Periods

Where students are attending consecutive terms at an educational institution, child care subsidy may be paid for the time between terms to a maximum of one month if this is required to ensure the child is able to return to the same centre or home.

Holding Fees

Where the child will be absent from the centre resulting in the possibility the space will no longer be available for him/her upon his/her return, the Director of Child Care Services may approve full or partial payment of the child care space.

Statutory Holidays

Centres will be paid for the following statutory holidays based on paid public holidays under the Shops Closing Act:

New Years Day

Good Friday

Canada Day

Labour Day

Remembrance Day

Christmas Day

Subsidy will not be paid for a statutory holiday if:

- it is the child's first or last day at the centre
- the child is not enrolled to attend on that day
- the centre would normally be open the day before or after the statutory holiday but is closed for one or both days. For centres and homes where this does not apply and the centre or home does not operate on a weekend and the statutory holiday falls on a Saturday or Sunday, the first business day immediately prior or immediately following the weekend may be substituted.

Registration Fees

Where a licensee or provider charges a registration fee for all children upon enrolment at the centre, this may be paid upon the request of the licensee or provider to a maximum of \$25.00. **This is a one-time payment per child per centre.**

Transportation

(For information on the requirements for transportation see *Centre-based Child Care Policy Document*, *Individually Licensed Family Child Care Policy Document* or *Family Child Care Agency Policy Document*. These are the policies of the *Child Care Services Regulations* under the *Child Care Services Act*.)

Transportation costs are provided for families to access the child care service at a location which minimizes the cost. If parents choose to access a service which does not do so, they will be required to pay any additional transportation cost. In exceptional circumstances the Regional Director of Child Care Services may waive this cost. In order for this to occur the parent will provide a written rationale for his/her choice. The Child Care Services Director's decision will be based on the child's need to attend a particular centre or home. Where there is the potential for a negative effect upon the child if the child must attend the closest centre or home, the Child Care Services Director may approve the cost of transportation to a more distant child care service.

Eligibility for Transportation Subsidy

Transportation can be subsidized through the Child Care Services Subsidy program for a maximum of two trips per day.

Transportation subsidy can be paid provided it is:

- provided by the child care centre or family child care home
- organized by regional child care service
- arranged/provided by parent

If transportation to the child care service will mean that the child is in transit for long periods of time other child care options should be considered.

Guidelines for Determining Reasonable Walking Distance.

Where the child care service is within reasonable walking distance no transportation will be subsidized. The parent or other responsible adult is expected to walk with any young child. When determining if walking to and from the child care service is a reasonable expectation the following should be considered:

- safety of the route
- number and ages of all the children in the home
- weather/season
- disability of parent or child
- parent working/training schedule
- distance (to be determined by the Regional Directors of Child Care Services)

Arranging Transportation

Transportation provided by centres or homes are paid a flat rate per trip (see Appendix III). Additional children travelling in the same vehicle may be funded at a lower rate.

The Regional Child Care Services Director may put out a call for tender for transportation by taxi. Transportation provided or arranged by parents is paid at a flat rate per kilometre (see appendix III).

When Regional Child Care Services arrange taxi transportation, staff must ensure that a signed letter from the taxi company is on file stating that the transportation will be provided according to the Highway Traffic Act. Whenever possible, the same taxi driver should be provided to allow for the child to be familiar with that person.

When a child is absent, the driver has not been informed and the vehicle has gone to pick up the child, one trip per absence may be paid. The driver is expected thereafter to confirm if the child requires transportation.

When parents provide/arrange the transportation, they are responsible for ensuring that the transportation will be provided according to the Highway Traffic Act.

Application Process

The parent has full responsibility for the choice of the child care service the child will attend. Assistance should be made available through the provision of materials related to quality child care and how to access the most suitable child care service. Several criteria will guide the parent's choice. Some things to be considered are the age of the child, the model of child care most suitable for the child, the hours the centre or home is available, and the location of the centre or home. If transportation costs are an issue, the child care centre or home chosen should be in a location which will minimize these costs (see page 5).

Required Documentation

Application Form

To begin the process of applying for a child care subsidy, a parent completes the application form for child care subsidy and provides it to the regional Health and Community Services staff member responsible for processing the application. However, the application cannot be approved until all supporting documentation is also provided. The subsidy (if approved) may be backdated to the date the completed application form is received at the regional office to a maximum of four weeks.

Supporting Documentation

If the supporting documentation is available it should be attached to the application form. This will make the process faster and more efficient. All supporting documentation may not be available at the time of application. In such cases the documents should be provided as soon as they are available to allow the subsidy payments to be made at the earliest date possible.

The following documentation is required to confirm service eligibility:

- proof of child's birth date
- Child care to access employment: Pay stubs for the two pay periods prior to the application for Child Care Services subsidy or confirmation from the future employer of start date and salary.
- Child care to access an educational facility: Verification of student loans, class schedule, documentation from the educational institution to confirm course registration and

- requirements of the program such as work term, study time and research time
- Child care due to illness or disability of parent: A letter from a health professional indicating that the ongoing health challenges of the parent results in the parent being unable to meet all the needs of the child on a daily basis and requiring the support in his/her parenting role that a child care service is likely to provide.
- Child development: A letter from the professional making the referral identifying the developmental need the child has and stating that in the professional opinion of the referral source, attendance at a child care service may meet that need

Assessment of Applications

The application is assessed to verify the need for child care and the financial eligibility of the family. At that point the application is approved or not approved. If no approval is given, the Child Care Services staff member informs the parent in writing and providing reasons for the refusal. If the application is approved, the staff member informs the family and the licensee or provider in writing giving:

- the date the child care subsidy is effective
- the review date
- the termination date
- the assessed parent fee (if any)
- the days or part days per week approved
- the file number of the family.

The letter emphasizes that any change in family circumstance, family income and/or reason for requiring child care has changed, the Child Care Services Subsidy office must be informed of the change in status immediately. For a sample form see Appendix I.

Subsidies are retroactive to the date that a complete application is received at the regional Child Care Services office to a maximum of four weeks. The effective date may be prior to this if the regional Child Care Services Director believes there are extenuating circumstances. The parent must provide an explanation of these circumstances and request an earlier start date in writing.

The region is not responsible for fees owing before the date the child care subsidy becomes effective or after the termination date. Child care provided by the licensee/provider prior to receiving notification in writing from the region is a private arrangement between the family and the licensee/provider.

Payment Process

Licenses/providers claim the costs approved for all children whose parent(s) are in receipt of a child care subsidy. This is done on the appropriate form available from the Child Care Services Subsidy office on which the licensee/provider keeps the details of the children's attendance. For a sample form see Appendix I. The form must be completely and accurately filled out and signed by the licensee, operator or provider before the claim will be processed. Any incomplete or inaccurate forms will be returned with a notification of the area(s) in need of correction and a request for re-submission. Upon receipt of the corrected form, the claim will be given priority.

Claims for provision of service will not be accepted until after the service has been provided. This will normally be the first day of the following month. Any claims received before that date will be returned.

Details of the children's attendance are to be kept on a daily basis and available to Child Care Services staff at all times. Attendance records are required to be kept indefinitely. Child Care Service staff may request proof of attendance through an inspection of the licensee/provider's records. Each month the licensee/provider forwards these forms to the region for processing.

Non-attendance of Child at a Child Care Service

Subsidy is provided because there has been a demonstrated need for child care services. If the child is not attending for the time that has been approved, there is reason to believe that the needs of the family have changed. In such cases, follow up with the family is indicated to determine if there is a need to amend or cancel the approved child care subsidy. Where the family has been referred by Child Youth and Family Services, the follow up will be with the relevant Child Youth and Family Services social worker. Until any amendment is approved, the child care subsidy will continue to be paid to the licensee or provider at the approved rate.

Where a parent removes the child from the centre or home, a two-week notice shall be given to the licensee/provider and the regional Child Care Services staff. Where no such notice is given, the payments for the notice period are the responsibility of the parent. In exceptional circumstances the Regional Director of Child Care Services may provide payment. The parent must provide an explanation of these circumstances in writing.

If a licensee or provider wishes to terminate the child care arrangement a two-week notice shall be given in writing to the parent and the regional staff member. Where no such notice is given, no payment shall be made for any days after the child ceases to attend. In exceptional circumstances the Regional Director of Child Care Services may provide payment.

Fees Owing

If a parent leaves the centre or home with a parent fee owing, the licensee/provider shall inform the region immediately. If a request for child care subsidy is received requesting approval for the child to attend another centre or regulated home, the parent will be contacted and the file reviewed. Where it is deemed that a parent fee is outstanding, no child care subsidy will be paid until the arrears are dealt with. The regional Director of Child Care Services may make an exception where there are extenuating circumstances. If the parent believes there are extenuating circumstances, the parent should provide a letter explaining the circumstances and requesting approval of the subsidy to allow the child to attend a different child care service.

Review/Renewal

Changes in Family Circumstances

Parents are required to report any change in their circumstances which may affect their financial or service eligibility immediately to the Child Care Services Subsidy staff member dealing with their case. These changes include, but are not restricted to, changes in income, changes in family size or changes in the need for child care. If the family is unsure if a change will affect the approved subsidy, they should contact the Child Care Services staff member to discuss if a new application is required. Depending on the change a new application form may need to be completed and assessed.

Child Care Services subsidy staff will determine when this is necessary. The change may result in a reduction of the time approved, an increase in the time approved, a reduction in the parental fee, an increase in the parental fee, cancellation of the subsidy or no change.

Where there is a change in the number of days/part days approved or in the parent fee, the family and the licensee/provider will be informed in writing outlining the change and giving an effective start date and termination date of the revised approval. Similarly, if the family is no longer eligible for child care subsidy the parent and the licensee/provider will be informed in writing. The licensee/provider may claim the existing approved child care subsidy fee from the region until s/he is informed in writing that the family is no longer eligible for child care subsidy or there is a change in the parent fee or the child's attendance.

Review Dates

The Child Care Services staff member will determine the review dates depending on the circumstances of each individual case. However, in no case shall the review date be after the first anniversary date of the approval and there shall be an interval of no more than twelve months between reviews thereafter. The letter of approval will state the review date and the date when the Verification Statement form is to be completed and returned to the Child Care Services Subsidy office. The letter will emphasize that any further changes in the family's situation must be reported to the Child Care Services Subsidy office immediately. For a sample letter see Appendix 1.

It is the parent's responsibility to provide the statement on the date indicated. Where a decision to cancel a child care subsidy is made the family and the centre shall be advised in writing and the termination date given. This will constitute the notice period and will be a minimally two weeks.

Re-Application

If the family wishes to continue receiving child care subsidy after the termination date a new application is required. A review form may be used at the discretion of the Regional Director of Child Care Services. The new application or completed review form should be received by the Child Care Services staff member at least 30 days prior to the termination date to avoid the child care services subsidy lapsing. Applications will not be back-dated. Only in exceptional circumstances will the Regional Director back date an application.

Investigations

Changes in Family Circumstances - Child Care Services not Informed

The amount of fee, transportation and/or time approved for subsidy is considered to be valid only if

no changes have occurred in the family circumstances that may affect the amount of time or financial support that has been approved.

Where it is revealed that changes have occurred and the office has not been informed the parent should be contacted immediately and informed in writing that this is a violation of the requirements. The parent is to be requested to complete and submit a new application immediately.

Upon assessment of that application, if no change in fee subsidy, transportation or time approved is indicated, then a letter to this effect is to be sent to the parent with a strong statement regarding the need to inform the Child Care Services office immediately if any further changes in family status occur.

Where assessment of the new application reveals that there has been an over-payment of fee subsidy, transportation or time approved the regional administration office should be contacted to identify the process to be followed to collect the overpayment.

Irregularities in Claims for Provision of Service

Where the claim form has errors of book-keeping nature such as calculation errors, errors in the placement of entries or missing information, the form should be returned to the licensee, operator or provider with a request that a new form be completed.

Where there are errors of a significant nature such as claiming for children who no longer attend the centre, the situation should be discussed with the Regional Director of Child Care Services. The administration office of the region may be contacted to identify the regional policies on how to proceed if fraud is suspected.

Request for Review of Application Claim

Where an applicant is not satisfied with the decision regarding a Child Care Services Subsidy, the applicant may request the Regional Director of Child Care Services to review the application. If the applicant is still not satisfied, the Regional Director of Child Care Services will provide information on further review processes that may be in place in the region. The applicant ultimately has the right to request a judicial review of the assessment and processing of his/her claim.

Appendix I

Forms

Application For Child Care Services Subsidy

Review of Income/Need for Child Care

Letter of Approval

Change in Subsidy

Claim For Child Care Services

Monthly Attendance Record

Regional Letterhead

S

**CHILD CARE SERVICES SUBSIDY PROGRAM
APPLICATION FOR CHILD CARE SERVICES SUBSIDY**

Section I: to be completed by applicant

Name of Applicant: **A** _____ S.I.N.: _____

Address: _____

Telephone: _____ (home) **M** _____ (work)

Relationship to Child: **M** _____

Type of Employment: _____

Marital Status: married:___ common law:___ single: **P** divorced :___
separated:___

Name of Spouse/partner or Non-custodial Parent: _____

Address: Same as above : _____ **L**
or _____

Child(ren) requiring child care: **E**
Name: _____ Date of Birth: _____ Days/hours requested: _____
Name: _____ Date of Birth: _____ Days/hours requested: _____

Total number of children under 16 years residing in the home: _____

Section I (continued): to be completed by applicant

S

Net Monthly Income:

SELF

SPOUSE/PARTNER(if married/common-law)

Source(s) - Indicate Amounts

Source(s) - Indicate Amounts

Earnings: _____

Earnings: _____

U.I.C.: _____

U.I.C.: _____

Social Assistance: _____

Social Assistance: _____

C.P.P.: _____

C.P.P.: _____

Worker's Comp.: _____

Worker's Comp.: _____

Training Allowance: _____

Training Allowance: _____

Child Support: _____

Child Support: _____

Student Loan: _____

Student Loan: _____

Other: _____

Other: _____

Total amount: _____

Total amount: _____

Do you have any savings/bonds/other cashable assets in excess of \$2,500.00? _____
—

Amount (If Applicable) _____

Reason For Requiring Child Care Services

To keep employment _____ To attend a training institution _____

Illness/Disability of Parent _____ Special needs of child _____

Family Support _____ Child Development _____

Are you requesting funding for transportation? _____ Distance home-child care _____

kms

Name of provider (if licensed or approved family home) or child care centre:

I certify that the information provided by me is true and complete.

Date

S

Signature of Applicant

A

M

P

L

E

Section II: (for office use only):

Reason for request:

Verified:

- | | |
|--|-------|
| <input type="checkbox"/> Employment of Parent | _____ |
| <input type="checkbox"/> Education /Training of Parent | _____ |
| <input type="checkbox"/> Disability of Parent | _____ |
| <input type="checkbox"/> Child Development | _____ |
| <input type="checkbox"/> Family Support (Child Protection) | _____ |
| <input type="checkbox"/> Child With Special Need | _____ |
| <input type="checkbox"/> Other | _____ |

Days and hours of fee subsidy approved: _____

Amount of transportation approved: _____

Income verification:

Net monthly income (30 days): _____

Parental contribution: _____

Subsidy commencement date: _____

Subsidy review date: _____

Subsidy termination date: _____

Approved:

Signature of CCS Director or designate

Title: _____

Date: _____

S

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E

Regional Letterhead

**CHILD CARE SERVICES SUBSIDY PROGRAM
REVIEW OF INCOME/NEED FOR CHILD CARE**

Return date: _____

Please note that if the form is not returned to the Child Care Services Subsidy office by this date, the assumption will be that you no longer require child care and the subsidy will be canceled.

Name(s) of child(ren): _____

File number: _____

Name of provider (if licensed or approved home) or centre: _____

Source(s) of income: _____

Attach verification of income for previous two pay periods.

Has the reason for requiring child care services changed? _____

If "yes" explain: _____

Address unchanged: _____ or Address changed to: _____

Current phone number: _____

Number of adults residing in your home: _____

Number of children under 16 years residing in your home: _____

I certify that the information provided by me is true and complete.

Date

Signature of applicant

Regional Letterhead

**CHILD CARE SERVICES SUBSIDY PROGRAM
APPROVAL OF CHILD CARE SUBSIDY**

Name of child: _____

File number: _____

Name of provider (if licensed or approved family child care) or child care centre: _____

Dear

Your application for child care services subsidy has been approved as follows:

Start date: _____ Review date: _____ Termination date: _____

Parental contribution: _____

Days and hours of child care approved: _____

Transportation: _____

If you have any questions please contact me at

Sincerely

signature of relevant CCS staff member

IMPORTANT

The form, *Review of Income/Need for Child Care* must be returned by the review date indicated above. If you fail to do so the staff in the subsidy office will assume you no longer require the subsidy and it will be discontinued.

E

Any changes in your income, family circumstances or need for child care must be reported immediately to the Child Care Services Subsidy office.

S

A

M

P

L

—

Please be aware that:

1. the Child Care Services Subsidy Program does not pay for extra costs such as field trips.
2. if you remove your child from the child care service you must give two weeks notice to the provider/centre and the child care services subsidy office. If you do not give the two week notice, you will be responsible for the cost of child care for the notice period. However, if you believe there is good reason for removing the child prior to the two week notice period, contact the Child Care Services Subsidy office as soon as possible to discuss.
3. the provider/centre must give you a two week notice period if they wish to terminate the child care arrangement. In this situation contact the Child Care Services Subsidy office immediately to discuss.
4. if your child does not attend the child care service either for short but regularly recurring periods or for an extended period and there is not a good reason for the absences, your application will be re-assessed to determine if you still need child care.
5. if you are receiving a partial subsidy, you are responsible for paying the child care service the parental portion of the fee. If there are fees owing to the child care service when the child leaves the child care service, no further subsidy will be paid until all outstanding fees are paid. If you feel there are good reasons why you have not paid the parental fee to the child care service, contact the Child Care Services Subsidy office immediately to discuss.
6. if you wish your child to continue to access child care after the termination date of the approval you may re-apply for subsidy using the same process as for the initial application. The completed application form needs to be at the Child Care Services Subsidy office at least 30 days prior to the termination date to prevent the subsidy from lapsing.

L

E

Regional Letterhead

S

**CHILD CARE SERVICES SUBSIDY PROGRAM
CHANGE IN SUBSIDY**

Name of Child : _____

File #: _____

Name of Parent: _____

Name of Provider (if licensed or approved family home) or Centre:

Be advise that the file of the above family has been reviewed resulting in the following:

Change in parent fee to _____ **M** effective _____

Termination of subsidy payment effective: _____

Re-instatement of subsidy payment effective: _____ **P** _____

Other: _____ **P** _____

Please make the necessary changes when preparing your Subsidy Claim.

L Date: _____

Signature

_____ Title

cc. original to provider or centre licensee
Parent
File

E

Regional Letterhead

S

CHILD CARE SERVICES SUBSIDY PROGRAM
CLAIM FOR CHILD CARE SERVICES

Date: _____

Name of Payee: _____

Type of Service: (family child care or centre): _____

Name of Service: _____

Mailing Address: _____

Telephone: _____

A

To Be Completed by Claimant

For Office Use

File#	Name of Parent(s)	Name of Child	Dates		Days Abs.	Parent Fee	Amount Claimed	Not Approved	Amount Payable by Category			
			From	To					Income Support	Income Test	Children in Care	SCWA
TOTAL												

M

P

Appendix II

Income Grid

Appendix III

Child Care Fees

CHILD CARE SERVICES FEES

Daily Fees

Effective April 01, 2009

Age Group	Full Day. Up to 8.5 hours.	Part Day. Up to 4.5 hours. Includes lunch.	Hourly. After 8.5 hours.
0-24 Months	\$44.00	\$23.00	\$5.00
2 – 12 years Includes kindergarten	\$30.00	\$16.00	\$3.50

After School Care when school is in session	\$14.00
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Appendix IV

Regional Statistics

Form

Guide to completion.

Prepared by:

Telephone No.

Date:

GUIDE TO COMPLETION OF STATISTICAL FORM

This form provides the information that the province requires in order to maintain statistical information on child care services subsidies. The form should be filled in monthly and provided to the provincial Child Care Services office attention Helen Sinclair.

In each column the number of children who are attending child care is broken down by the family composition (one or two parent) and the reason the child is attending a child care service.

Monthly Placements

Beginning of the Month. The total number children in receipt of subsidy on the first of the month.

New/Re-opened. The number of children in receipt of subsidy in the current month who did not receive any subsidy the previous month.

Closed The number of children who received subsidy the previous month and not in the current month.

End of Month The total number of children for whom subsidy is paid during that month.

The number at the Beginning of the Month plus the number New/Re-opened minus the number Closed should equal the number at the End of the Month.

Male/Female

The number of male and female subsidized children should total the same number as that in the End of Month column.

End of Month Breakdown

Age Group

The sum of the number of infants (0-24 months), preschool children (25 months to school entry) and schoolage children should total the same number as that in End of Month column.

Part Time Full Time

The sum of the number of children attending part time and full time should total the same number as that in the End of Month column.

Income Test (Full/Partial Subsidy)

Record the number of approved subsidies that have been approved for partial or full subsidy.