

Child Care Subsidy Policy Manual

January 1, 2022

Record of Updates

Version	Date	Updates (sections updated)
1.0	2022-01-01	Initial Launch
1.1	2022-01-28	Switched Policy Numbers for ELCD-2021-SUB-J1 and ELCD-2021-SUB-K1 (no policy information change). Updated hyperlinks.
1.2	2022-04-21	ELCD-2021-SUB-B1 Service Needs - Revised 1(iii)(b)(v), 1(iv)(b)(v), Added 1(v)(c), Declaration of Income - Added 4(i)(a)(b). ELCD-2021-SUB-F1 Notice of Termination - Added 2(iii)(a). ELCD-2021-SUB-J1 Verification of Income - Added 6. ELCD-2021-SUB-K1 DRTS Application Process - Revised 2(ii).

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Program Overview:

The Child Care Subsidy Program of the Department of Education (EDU) is an income tested program designed to assist families in Newfoundland and Labrador with the cost of child care fees at regulated child care services. The Child Care Subsidy Program enables eligible families to access regulated child care services by eliminating or minimizing child care costs, within available resources.

The family has full responsibility for the choice of the regulated child care services the child will attend.

Upon assessment of a family's household net income, service eligibility and required child care needs, a family may be eligible for the full subsidy amount, or deemed ineligible for the Child Care Subsidy Program. If a Subsidy benefit is approved for the family, the Department will reimburse up to the approved Subsidy program rates directly to the regulated child care service provider, on behalf of the family. Any additional charges made by the child care service are the responsibility of the family, the Department will not reimburse the family or regulated child care service for any additional fees.

CHILD CARE SUBSIDY PROGRAM: APPLICATION PROCESS

Policy no.: ELCD-2021-SUB-A1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

How to Apply

1. An applicant can obtain the Child Care Subsidy Funding Application by:
 - i. Visiting the Departmental website at:
<https://www.gov.nl.ca/education/childcare/childcaresubsidy/>;
 - ii. Contacting a regional Early Learning and Child Development (ELCD) office by phone and requesting the application be sent to them in the mail or by email (Regional Child Care contact information can be found at):
<https://www.gov.nl.ca/education/childcare/childcaresubsidy/>;
2. An application for a Child Care Subsidy may be submitted:
 - i. In person;
 - ii. By mail;
 - iii. Electronically (the form may be completed online, but must be printed and signed before submitting).

Application Process

1. An applicant (Parent/Guardian) must submit the Child Care Subsidy Funding Application and all supporting documentation to their regional ELCD office for assessment. Child Care Regional Office Contact information can be found at:
<https://www.gov.nl.ca/education/childcare/childcaresubsidy/>.
2. An application for Child Care Subsidy must be submitted on the departmental [Child Care Subsidy Funding Application Form](#).

3. An application for a Child Care Subsidy will not be approved until a completed [Child Care Subsidy Funding Application](#) and all supporting documentation is provided.
 - i. If a fully completed Child Care Subsidy Funding Application is not submitted within 30 days after the initial application was submitted, the applicant's Child Care Subsidy file will be closed. A new fully completed Child Care Subsidy Funding Application will be required to be submitted for any future Subsidy.
 - ii. If supporting documentation for the completed application form is not submitted to the Department within 30 days after the initial application was submitted, the applicant's Child Care Subsidy file will be closed. A new application will be required to be submitted for any future Subsidy.
 - iii. A Child Care Subsidy benefit will not be backdated if the completed application and/or supporting documentation is received 30 days after the initial application was submitted - except where extenuating circumstances apply.
 - iv. The Provincial Director of Child Care may make exceptions to the time period referred to in this section, based upon the written recommendation of a Regional Manager.
4. Persons together as spouses/partners must make a joint application for Child Care Subsidy, and include income information of both partners.
 - i. The Child Care Subsidy Funding Application Form must be signed by both parents/spouses, except where extenuating circumstance prevent the obtaining of the second signature.
5. In shared custody arrangements, separate applications must be submitted where both parent(s)/guardian(s) are applying for Child Care Subsidy.
6. By signing the Child Care Subsidy Funding Application, the applicants(s) agrees to the Terms and Conditions outlined in the [Child Care Subsidy Funding Application](#).
7. Where Child Care Subsidy funding is approved, an **Approval of Child Care Subsidy** letter will be sent to the applicant(s), and an Authorization to Provide Goods/Services form will be sent to the regulated child care service.
 - i. The regulated child care services is paid the approved subsidy directly on behalf of the parent(s)/guardian(s) once all invoicing procedures have been met.
8. Where Child Care Subsidy funding is not approved, a **Decline of Child Care Subsidy** letter will be provided to the applicant(s) outlining why the Subsidy funding was not approved.
9. A Child Care Subsidy Funding Application is valid for one year from the date the consent to obtain/disclose information section was signed.
 - i. Depending on the circumstance surrounding the Child Care Subsidy a new application may be required prior to the expiry of the current application.
 - ii. If a new application is submitted, the most recent one will be considered valid and all others will be null and void for purposes of determining eligibility.

CHILD CARE SUBSIDY PROGRAM: DETERMINING ELIGIBILITY

Policy no.: ELCD-2021-SUB-B1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References: ELCD-2021-SUB-J1, ELCD-2021-SUB-G1

Legislative References:

POLICY AND PROCEDURES:

Eligibility Criteria

1. To qualify for Child Care Subsidy the child must attend a regulated child care service in Newfoundland and Labrador and the family must:
 - i. Submit a fully completed [Child Care Subsidy Funding Application](#)
 - ii. Meet [service needs](#) eligibility requirements
 - iii. Meet [financial assessment](#) eligibility requirements
 - iv. Meet [residency requirements](#)
2. Child Care Subsidy is determined as follows:
 - i. A fully completed application will be assessed based on the information and documentation provided by the applicant. If approved, an effective start date will be determined.
 - a. The Department will only reimburse the regulated child care services as of the effective start date, and up to the end date.
 - ii. Service needs are assessed to determine if the need for child care meets program eligibility, and if so, that the appropriate level of service of child care is approved.
 - iii. The financial assessment establishes if the applicant is financially eligible for the program.
 - iv. If the applicant meets all eligibility requirements, they will be notified that they are eligible for Subsidy.
 - a. Eligible applicants who attend Non-Operating Grant Program (OGP) services are responsible for child care fees charged by their child care service provider over and above the Child Care Subsidy rates.

- b. Eligible applicants who attend OGP services will not be charged for child care fees above the maximum rates as outlined in [ELCD-2021-SUB-G1](#).
- v. If the applicant does not meet program requirements for Child Care Subsidy, the Department will send the applicant a Decline of Child Care Subsidy letter, notifying them why their application was not successful.
- vi. Submission of all required documentation as outlined in [ELCD-2021-SUB-J1](#).

Service Needs

1. Both the applicant and spouse/partner must meet at least one of the following criteria to be eligible for Child Care Subsidy:
 - i. **Employment**
 - a. A Child Care Subsidy may be 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(s)/guardian(s) is employed. Parent(s)/guardian(s) who are scheduled to work at night and require child care during the day to allow them to rest may also be eligible for a Child Care Subsidy.
 - ii. **Education and Training**
 - a. Applicants enrolled in post-secondary courses, including online and correspondence courses, or in other educational training or programming, may be eligible to receive a Child Care Subsidy.
 - b. The applicant(s) must disclose any other supports that they are receiving for child care expenses (e.g., training supports from Department of Immigration, Population Growth and Skills). Failure to notify the regional ELCD office of additional supports for child care may result in an incorrect financial assessment.
 - c. The result of an incorrect financial assessment, means the Department would overpay for regulated child care services. The Department would proceed to recover the overpayment and the applicant(s) would be responsible for reimbursing the regulated child care service for any overpayment of child care expenses.
 - iii. **Child Development**
 - a. A Child Care Subsidy may be provided for child development reasons for a child between the ages of birth until school entry. These developmental reasons can include:
 - i. A child diagnosed with a developmental, physical, cognitive, and/or neurological condition(s);
 - ii. A child who is at risk of delay over multiple developmental domains, such as: physical, cognitive, and/or communication.
 - iii. In extenuating circumstance, the Provincial Director of Child Care may approve other developmental reason.

- b. A referral is required from a professional such as a family physician, pediatrician or clinician who has made the diagnosis, and/or has been involved in providing treatment.
 - i. The referral must provide details of the child's developmental need; including any applicable information from assessments and/or observations.
 - ii. The referral must provide details to support how child care would be of benefit to the child's exceptional needs.
 - iii. The referral can be submitted on the Child Care Subsidy Professional Referral form or in the form of a letter from the professional source - containing all the required information.
 - iv. A new referral form is required upon renewal of the Child Care Subsidy.
 - v. The referral form must be signed and dated within 3 months of application to the Child Care Subsidy Program.
 - vi. In exceptional circumstance a referral from another professional source may be considered by the Provincial Director of Child Care.

iv. Injury, Illness, Disability, or Rehabilitation

- a. A Child Care Subsidy may be provided as a result of an injury, illness, or disability of one of the following persons:
 - i. The child's parent/guardian, who as a result of the injury, illness, or disability impacts the parent(s)/guardian(s) ability to meet the daily child care needs of the child.
 - ii. A parent/guardian who provides care to a spouse or sibling of child as a result of an injury, illness, or disability, who as a result of the injury, illness, or disability impacts their ability to adequately care for both the spouse and the sibling of the child.
 - iii. Other exceptional circumstances that may impact parent(s)/guardian(s) ability to meet the daily care needs of the child, may be approved by a Regional Manager.
- b. A referral is required from a professional such as a family physician or clinician who has made the diagnosis, and/or has been involved in providing treatment.
 - i. The referral must provide details of the parent/guardian condition and how it impacts the ability to meet the daily care needs of the child(ren).
 - ii. The referral must provide details to support how child care would be of benefit to address the needs of the family.
 - iii. The referral can be submitted on the Child Care Subsidy Professional Referral form or in the form of a letter from the professional source - containing all the required information.
 - iv. A new referral form is required for renewal of the Child Care Subsidy.
 - v. The referral form must be signed and dated within 3 months of application to the Child Care Subsidy Program.

- vi. In exceptional circumstance a referral from another professional source may be considered by the Provincial Director of Child Care.
- c. A Child Care Subsidy may be provided to an applicant who is attending a rehabilitation program on an ongoing basis.
 - i. A referral is required, as noted in b(i)(ii)(iii)(iv)(v) of this section.
- v. **Referral from Children, Seniors and Social Development (CSSD)**
 - a. Families in receipt of supports from the Department of CSSD may be eligible for Child Care Subsidy, including:
 - i. Protective Intervention;
 - ii. Kinship Services;
 - iii. In Care, with the exception of Family Based Care and Level 4 placements, as they are not eligible for Child Care Subsidy.
 - b. A Child Care Subsidy Referral form (CSSD) must be submitted with the Child Care Subsidy Funding Application and upon renewal.
 - c. The referral form must be signed and dated within 3 months of application to the Child Care Subsidy Program.
- 3. Recipients of Child Care Subsidy may be eligible to continue to receive Subsidy for the following service needs:
 - i. **Job Search**
 - a. A Child Care Subsidy benefit may be approved for an extension/continuation to allow parent(s)/guardian(s) who are currently in receipt of Child Care Subsidy and have recently lost their job, or upon completion of a post-secondary education/training program, time to find employment.
 - b. Should completion of an education/training program or employment end while the applicant is in receipt of Child Care Subsidy, the Subsidy may be extended for up to eight (8) weeks to allow for job search. The eight (8) weeks begins on the last day of work, according to the record of employment/letter from employer; or the last day of education/training program.
 - c. A **Change in Circumstance** form must be submitted to request the approval.
 - i. The applicant should make every effort to submit a change in circumstance form for the eight (8) week extension in advance to allow for an approval to be put in place.
 - ii. A new **Change in Circumstance** form will be required if service needs (e.g., employment) changes during the eight (8) week job search period.
 - d. A new application will be required if the current application expires during the approved job search extension.

ii. **Caregiving Benefits**

- a. Should an applicant who is already in receipt of a Child Care Subsidy leave employment and go on Employment Insurance (EI) Caregiving Benefits, Child Care Subsidy will be extended for the length of time that the applicant is in receipt of those Benefits.
 - b. Subsidy can be extended in situations where EI Caregiving Benefits run out and the child or person receiving care is still critically ill.
 - i. The Provincial Director of Child Care may approve Child Care Subsidy in situations where there is no entitlement for the EI Caregiving Benefits.
 - c. An applicant who is already in receipt of Child Care Subsidy may be eligible for Child Care Subsidy when the family is temporarily relocated while a parent or sibling of the child is receiving medical treatments.
 - d. A **Change in Circumstance** form must be submitted to request the approval.
 - i. A new **Change in Circumstance** form will be required if service needs (e.g., return to employment) changes.
 - e. A new application will be required if the current application expires during the approved period of the caregiving benefits.
4. An applicant must complete a Change in Circumstance form to notify the Department of any changes in service needs requirements.
- a. This form must be submitted no later than 14 business days following the change in circumstance.

Financial Assessment

Income Test – General

1. The income test is based on the family monthly net income and the number of children attending regulated child care services. A family (one or two parent(s)/guardian(s)) are entitled to full Child Care Subsidy if they meet the yearly net income thresholds and number of children in the family who attend a regulated child care service, as noted below:
- A family with one child attending a regulated child care service with an assessed yearly family net income of \$41,000 or less.
 - A family with two children attending a regulated child care service with an assessed yearly family net income of \$47,000 or less.
 - A family with three children attending a regulated child care service with an assessed yearly family net income of \$53,000 or less.
 - A family with four children attending a regulated child care service with an assessed yearly family net income of \$59,000 or less.
 - A family with five children attending a regulated child care service with an assessed yearly family net income of \$65,000 or less.
 - A family with six children attending a regulated child care service with an assessed yearly family net income of \$71,000 or less.
 - A family with seven children attending a regulated child care service with an assessed yearly family net income of \$77,000 or less.

2. Families who do not meet the net income threshold and number of children attending regulated child care criteria as noted above, will not be eligible for Child Care Subsidy.
3. Eligible applicants who attend Non-OGP services are responsible for child care fees charged by their child care service provider over and above the maximum rates for Non-OGP service as outlined in [ELCD-2021-SUB-G1](#).
4. Eligible applicants who attend OGP services will not be charged for child care fees above the maximum rates for an OGP service as outlined in [ELCD-2021-SUB-G1](#).
5. Applicants for the Child Care Subsidy program are income tested, with the exception of:
 - i. Families in receipt of Income Support;
 - ii. Caregivers under the Department of Children, Seniors and Social Development;
 - iii. Families in receipt of the Special Child Welfare Allowance Program;
 - iv. Intermediate and High School Students.
6. Submit Verification of Income documentation as outlined in [ELCD-2021-SUB-J1](#).

Income Test Assessment

1. The income test for Child Care Subsidy is based on the net monthly income of the family. Net income, is income minus involuntary deductions at source. Voluntary deductions such as savings bonds, insurance benefits, social club, etc. made through payroll deductions are not included as deductions for the purpose of determining eligibility for Child Care Subsidy.

Declaration of Income

1. Applicant(s) are required to disclose all sources of income to determine eligibility for Child Care Subsidy. Types of income include, but are not limited to:
 - i. Employment Income
 - ii. Spousal support payments
 - iii. Employment Insurance Benefits
 - iv. Skills Development Benefits
 - v. Severance Pay
 - vi. Workplace NL Benefits
 - vii. Canada Pension Plan Benefits
 - viii. Old Age Security
 - ix. Pensions from Other Sources
 - x. Scholarships, grants (including grant portion of Student Loan) or bursaries
 - xi. Rental property income
 - xii. Winnings from games of chance or a lottery
 - xiii. Incentive allowances
 - xiv. Hold back income e.g. teacher hold back summer pay
 - xv. Federal relief programs

- xvi. Early Learning and Child Care Supplement
 - xvii. Income supplement
 - xviii. Commission
 - xix. Deferred salary
 - xx. Side project income
 - xxi. Gratuity
2. Types of income that are not required to be disclosed, include, but are not limited to:
- i. The NL Income Supplement
 - ii. Adoption Subsidy
 - iii. Newfoundland and Labrador Child Benefit (NLCB)
 - iv. Canada Child Benefit
 - v. Mother Baby Nutritional Supplement to the NLCB
 - vi. Income Tax Refunds
 - vii. Student loan portion received by an applicant with dependents under the Canada-Newfoundland and Labrador Student Loan Program or successor program.
 - viii. Income from rent from a relative with a disability
 - ix. Support Trusts, for applicants who require supportive services
 - x. Canada Pension Plan – Children’s Benefits; including the disabled contributor’s child benefit and the surviving child’s benefit.
 - xi. Child Support
3. For types of income not listed above, contact regional ELCD staff to determine if income is required to be disclosed.
4. For post-secondary students who do not receive a student loan, program cost such as tuition, student fees that are identified on a student account summary will be considered deductions.
- i. The following will not be considered program cost deductions:
 - a. Late fees.
 - b. Text books that are not listed on the student account summary or program cost form.

Residency Requirements

- 1. In order to be eligible for Child Care Subsidy the applicant must live in the province of Newfoundland and Labrador (NL) to be eligible for, and to receive, Child Care Subsidy.
- 2. Where an applicant leaves the province temporarily for any reason, including work, and their child remains in the province, they can continue to be eligible for the Child Care Subsidy if the following criteria are met:
 - i. The child is still attending the regulated child care service in the province, and
 - ii. All other eligibility criteria continue to be met.

CHILD CARE SUBSIDY PROGRAM: APPROVAL

Policy no.: ELCD-2021-SUB-C1

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Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

Approvals

1. Where Child Care Subsidy funding is approved, an **Approval of Child Care Subsidy** letter will be sent to the applicant(s), and an Authorization to Provide Goods/Services form will be sent to the child care service. The regulated child care services is paid the subsidy on behalf of the parent(s)/guardian(s).
2. The Department will not subsidize any days in which the child attended the regulated child care service before the effective start date or after the end date, as indicated in the Approval of Child Care Subsidy letter provided to the applicant.
 - i. An initial approval will not begin on Statutory holiday or the day it is observed.
 - ii. Should circumstance change, (e.g., change in child care centre) a Change in Circumstances must be submitted to the regional ELCD office.
 - a. Based on the change in circumstance review, previous approval letters may be null and void.
3. The maximum approval period for Child Care Subsidy is one year from the date the application consent to obtain/disclose information section was signed.

Effective Start and End Dates

1. Child Care Subsidy effective start and end date shown on the **Approval of Child Care Subsidy** letter is the start date on which the child is eligible for subsidy and the last day the child is approved for Child Care Subsidy.

2. Where the parent(s)/guardian(s) decides to enroll their child(ren) prior to approval of Child Care Subsidy, it will be their responsibility to pay for the full child care fees should they not qualify for Child Care Subsidy.
3. Where the parent(s)/guardian(s) decides to continue to keep their child(ren) enrolled after the end date of their Child Care Subsidy, it will be their responsibility to pay for the full child care fees charged by the child care service should they not qualify for further subsidy.
4. Should Child Care Subsidy be approved, the approval date may be backdated to the date the application form is received at the regional ELCD office, to a maximum of 30 days.
 - i. It will be the responsibility of the parent(s)/guardian(s) to pay for the full child care fees should the child(ren) be attending a child care services prior to the effective start date.

Level of Service

1. The level of service is the maximum number of days/hours per week of child care that will be paid for by the Child Care Subsidy program.
2. Child Care Subsidy program staff determine the level of service to recommend for approval based on the following:
 - i. Full-time child care may be available for eligible applicants:
 - a. up to the licensed daily hours of operation of a child care service.
 - b. up to a maximum of five days per week.
 - ii. Part-time child care may be available for eligible applicants:
 - a. up to a maximum of 4.5 hours per day, five days per week, or;
 - i. school-age benefits (before and after-school and afterschool care) is in effect when school in session.
 - b. full days, less than five day per week.
 - iii. All approvals for school age children attending school will be eligible for coverage for school closure days. School closure days include days outlined by school districts (e.g., holidays, Professional Development Days, Kinderstart Days, Administration Days), and unforeseen closures (e.g., adverse weather, power outages, infrastructure failures).
 - a. A child care services in not entitled to a school closure benefit, if the child does not attend the child care service during a school closure.
 - iv. Child Care Subsidy will not be paid for attendance that exceeds the approved level of service.
 - a. It will be the responsibility of the parent(s)/guardian(s) to pay for the child care fees exceeding their approved level of service.

Change in Circumstances

1. The amount and time approved for Child Care 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.
2. An applicant shall report to regional ELCD staff any circumstances which may affect the applicant's eligibility for Child Care Subsidy within 14 days, including but not limited to:
 - i. Change in income;
 - ii. Change in marital or cohabitation status;
 - iii. Change in employment (e.g., hours of work, employment period);
 - iv. Change in enrollment in training/post-secondary programs;
 - v. Change in the number of children attending a regulated child care service;
 - vii. Change in living arrangements;
 - iv. Change in the reason for the application for a Child Care Subsidy;
 - v. Change in expenses incurred in earning income;
 - vi. Change of address or contact information;
 - viii. Change in child care service.
3. An applicant must complete a **Change in Circumstance** form and submit it to the regional ELCD office as soon as there is a change in circumstance.
 - i. This form must be submitted no later than 14 business days following the change in circumstance.
4. Submit documentation as requested by the regional ELCD staff to verify the change in circumstance.
5. Where there is a change in the Child Care Subsidy approval as a result of the applicant's change in circumstances, the applicant will be notified in writing outlining the outcome of the assessment - all other previous approval letters will be null and void.
6. Failure to notify the regional ELCD office of changes in circumstances may result in an overpayment that must be repaid by the parent/guardian directly to the child care service and/or Child Care Subsidy being cancelled.
 - i. The Department may issue a credit note to recover overpayments that result in failure to notify a change in circumstance to the child care service.

CHILD CARE SUBSIDY PROGRAM: REVIEW AND APPEALS PROCESS

Policy no.: ELCD-2021-SUB-D1

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Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

Request for Review/Appeal

1. In cases where an applicant is not satisfied with the decision made by a Regional Manager regarding their Child Care Subsidy eligibility, they may request to have their application for subsidy reviewed.
2. An applicant may request in writing to the Provincial Director of Child Care that a regional decision be reviewed.
 - i. The applicant must submit the written request within 30 days of the date noted on the **Decline of Child Care Subsidy** or **Notice of Child Care Subsidy Termination** letter.
3. A review shall be performed within 15 business days of receipt of letter and the outcome of the review shall be communicated in writing to the applicant or recipient upon the completion of the review.
4. Should the applicant or recipient not be satisfied with the outcome of a review, then they can make an appeal, in writing, to the Assistant Deputy Minister of EDU.
 - i. The Assistant Deputy Minister will accept a written request for an appeal from dissatisfied applicants or their representatives, up to 60 days from the date of receipt of the outcome of a review.
 - ii. A review of the appeal shall be performed within 15 business days of receipt of letter and the outcome of the appeal shall be communicated in writing to the applicant or recipient upon the completion of the review.

CHILD CARE SUBSIDY PROGRAM: RENEWALS AND REVIEWS

Policy no.: ELCD-2021-SUB-E1

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Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

Renewals

1. A new application is required 30 days before the expiry date of the current Child Care Subsidy Funding Application, to allow for adequate time for processing.
 - i. The application is valid for one year from the date the consent to obtain/disclose information section was signed.
 - ii. Applicants with an approval period of less than 12 months will not be required to submit a new application, unless otherwise requested by regional ELCD staff.
 - a. All supporting documentation as outlined in the **Notice of Child Care Subsidy Renewal** letter will need to be updated and submitted 30 days before the Child Care Subsidy end date.
 - b. Failure to submit these documents may result in the interruption, or termination of benefits.
2. Child Care Subsidy will not be paid for child care attendance before the effective start date or after the end date.

Reviews

1. A review date will be determined depending upon the length of the Child Care Subsidy approval.
2. Regional ELCD staff will provide parent/guardian with a **Notice of Child Care Subsidy Review** letter.
 - i. Applicants will be responsible for completing and submitting review documents by the date outlined in the letter.

- a. Failure to submit these documents by the specified date may result in the interruption, or termination of benefits.

CHILD CARE SUBSIDY PROGRAM: ATTENDANCE

Policy no.: ELCD-2021-SUB-F1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

Attendance – General

1. Child Care Subsidy is provided because there has been a demonstrated need for child care.
2. If the child is absent from the child care service due to illness or any other reason, the parent/guardian must notify the child care service (NOT the regional office) on the first day of absence.
3. The parent(s)/guardian(s) are responsible for notifying the regional ELCD office when a child for whom Child Care Subsidy has been approved is absent for 3 consecutive days when the child was scheduled to be in attendance.
4. Child Care Subsidy Monthly Attendance Records will be reviewed for a child's attendance at the child care service. If the Department identifies that there is a pattern of non-attendance, without adequate explanation, it may result in a review of the approved Child Care Subsidy and possible termination of benefits.

Sick Days

1. A child in receipt of Child Care Subsidy may be absent from a regulated child care service due to sickness for a period of up to five (5) days per month, up to a maximum of forty (40) days in a calendar year without loss of subsidy coverage.
 - i. If a child is absent due to sickness for three (3) or more consecutive business days during a month, a signed note from the parent/guardian (outlining the reason for absence) or a note from a medical professional is required to be submitted to the child care service provider.

- a. If documentation for reason of absence due to sickness is not provided or deemed acceptable by Department of EDU, the parent/guardian will be responsible for payment of the full cost of days absent.
 - ii. Sick day allotment is per child; not per custody arrangement.
2. The Provincial Director of Child Care may approve payment in excess of five (5) sick days per month or forty (40) days in a calendar year, provided:
 - i. That the regional ELCD office is notified;
 - ii. A note from a medical professional is provided to the Department; and
 - a. If a medical note is not provided or deemed acceptable for days used for sickness in excess of five (5) days in a month or in excess of forty (40) days in a calendar year, the parent/guardian will be responsible for payment of the full cost of days absent to the regulated child care service.
 - iii. That the child care service is unable to hold the space without payment while the child is off on extended sick leave.
3. Approvals for extended sick leave time will be reviewed after three months and may be extended at the discretion of the Provincial Director of Child Care.

Absent Days

1. A child in receipt of Child Care Subsidy may be absent from a regulated child care service, for reasons other than sickness, up to a maximum of two (2) days per month without a loss of subsidy coverage. The parent/guardian will be responsible for payment of the full cost of days absent in excess of two (2) days.
 - i. Absent day allotment is per child; not per custody arrangement.
2. In exceptional circumstances, additional absence days may be approved by the Provincial Director of Child Care.
 - i. Documentation to support the reason for absence must be submitted to the Department for review.

Vacation Days

1. A child in receipt of Child Care Subsidy may be absent for a maximum of 10 business days for vacation in a calendar year without a loss of subsidy coverage.
2. In shared custody arrangements, a child may be absent for a maximum of 10 business days per parent without a loss of subsidy coverage.
 - i. Payment to the child care service provider for any vacation days over and above the maximum vacation days will be the responsibility of the parent/guardian
 - ii. A copy of the court ordered shared custody agreement or other legal documentation outlining the terms of the agreement is required to be on file.
 - a. In the absence of legal documentation, regional ELCD staff may request in writing a signed letter that outlines the shared custody arrangement.

Paid Closure Days

1. A regulated child care service will receive Child Care Subsidy payment for the following Statutory Holidays, as listed under the Shops Closing Act:
 - i. In all areas of the province,
 - a. Easter Sunday (fixed);
 - b. Labour Day;
 - c. Thanksgiving Day;
 - d. Remembrance Day (November 11);
 - e. Christmas Day;
 - f. Boxing Day;
 - g. New Year's Day;
 - h. Good Friday;
 - i. Victoria Day, and
 - j. Memorial/Canada Day (July 1)
 - ii. In the City of St. John's, the day determined as Regatta Day.
 - iii. In the Town of Harbour Grace, the day determined as Regatta Day.
 - iv. In any other municipality, the day fixed by the Council as a civic holiday.
2. Subsidy will not be paid for a statutory holiday if:
 - i. It precedes or follows the child's first or last day at the child care service;
 - ii. The child is not enrolled to attend on that day;
 - iii. It does not meet all other policies under this Paid Closure Day section.
3. Where the statutory holiday falls on a Saturday or Sunday (except Easter Sunday), the first business day directly following the weekend may be substituted.
4. A child care service may be eligible to claim for a statutory holiday at full day rate for a child in receipt of an afterschool or before and afterschool benefit, under the following circumstances:
 - i. There is an approved school closure benefit in place.
 - ii. The child was enrolled to attend the day of the statutory holiday.
 - iii. The child attended the child care service for the full day prior and full day after the statutory holiday.
5. A regulated child care service will receive Child Care Subsidy payment for the following service closure days, as part of the payment of an approved Subsidy benefit:
 - i. Professional Development Days: Child Care Subsidy will be paid for up to two Professional Development Days used by a child care service per calendar year.
 - a. In order for Child Care Subsidy to be paid for Professional Development (PD) days, they must be preapproved by a Regional Manager.
 - b. Professional Development event must be acceptable to the Registrar of Child Care Services Certification for PD purposes.
 - c. Approval of PD days from the Regional Manager must be submitted with the external invoice for the service period the P.D days occurred.

- ii. Family Child Care Provider Vacation: The sole provider in a Family Child Care service who closes for vacation or for other personal reasons will be paid for up to a maximum of 10 business days in a calendar year.
 - iii. Unforeseen Closures: Child Care Subsidy will be paid for child care service closures due to, but not limited to, closures for the safety of the children (e.g.; storm days, leaks, floods).
 - a. Child care service providers must notify the regional ELCD office if the service is anticipated to be closed for more than two consecutive business days.
 - b. Where a child care service closes for any reason under this section, documentation of the closure must be attached to the Child Care Subsidy External Invoice. A determination will be made by regional ELCD office if the closure day(s) identified will be paid Child Care Subsidy.
 - c. When the Department mandates closure of a regulated child care service; that service will receive notification whether there will be any coverage under the Child Care Subsidy program.
6. Voluntary closures of a child care service are not covered under the Child Care Subsidy program whether or not parent(s)/guardian(s) are charged fees for the closure.
- i. A service will not be reimbursed for any unforeseen circumstance that may arise during a voluntary closure e.g., storm day.

Education and Training Semester Break Coverage

- 1. A semester break coverage may be approved and paid for a child who has been approved for, or is in receipt, of a Child Care Subsidy, under the following circumstances:
 - i. A semester break coverage fee is for a maximum of 30 days (in a calendar year) that is required to ensure the child is able to return to the same child care service. This is based on continuous enrollment in the school calendar semester.
 - a. Coverage ends upon completion of an education/training program.
 - ii. The 30 day coverage will be approved during the initial approval.
 - iii. The applicant will be required to provide an enrollment verification letter at the start of each semester.
- 2. If a child care service closes for all or part of the summer months, Christmas break, Easter break, or any other time of the year, Education and Training Semester Break Coverage will not be paid for children who are already registered and would otherwise be in attendance.
- 3. Education and Training Semester Break Coverage will not be paid for any time that precedes the child's first day of attendance at the child care service.
 - a. If a child switches services during the period, the coverage fee will not be paid to the new service, if it precedes the child's first day of attendance.

Notice of Termination

1. If a parent/guardian removes a child from a child care service permanently, the parent/guardian must follow the child care service's policy on providing notice to that service, and must also notify the regional office by giving a minimum two week notice. The parent/guardian will be responsible for payment to the child care service for the period for which notice was not provided.
 - i. Child care service providers must immediately notify regional ELCD office when such notice of termination is made by the parent/guardian. No payment shall be made for any days after the child ceases to attend.
2. If ELCD terminates the Child Care Subsidy, a two-week notice shall be given in writing to the parent(s)/guardian(s) and the child care service provider.
 - i. A **Notice of Child Care Subsidy Termination** letter will be provided to the parent(s)/guardian(s).
 - ii. A **Termination of Child Care Subsidy** letter will be provided to the child care service.
 - iii. In circumstances whereby it has been identified that a client is in receipt of Child Care Subsidy benefits for which they are not entitled, benefits may be terminated from the date the parent(s)/guardian(s) was not entitled to Subsidy benefits or immediately, without notice of termination.
 - a. Parent(s)/Guardian(s) will be responsible for payment to the child care service after the date of termination.
3. If a child care service provider terminates the child care arrangement, a two-week notice shall be given in writing to the parent/guardian and regional ELCD office. Where such notice is not provided, no payment shall be made for any days after the child ceases to attend.
 - i. Child Care Subsidy will not be paid for any days after the Child Care Subsidy end date as noted on the **Notice of Child Care Subsidy Termination** letter.
4. In exceptional circumstances the Provincial Director of Child Care may approve payment in absence of notification of termination.

CHILD CARE SUBSIDY PROGRAM: RATES

Policy no.: ELCD-2021-SUB-G1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References: ELCD-2021-SUB-C1; ELCD-2021-SUB-F1

Legislative References:

POLICY AND PROCEDURES:

Maximum Rates

1. A Child Care Subsidy may be approved up to the maximum published Child Care Subsidy rates and shall not be approved for more than 12 months.
 - i. Up to maximum of \$15 a day for all those regulated child care services participating in OGP, as identified in Table 2 below.
 - ii. Up to the maximum daily rates for all those regulated child care services not participating in OGP, as identified in Table 1 below.
2. If a child care service's daily rates are below the daily maximum Child Care Subsidy rates, the daily rate for the child care service will be paid to the service.
3. A child care service cannot charge Child Care Subsidy more than once per day for any child care space; including but not limited to:
 - i. Charging Child Care Subsidy for a space that is occupied by another child when a child in receipt of Subsidy is absent from the child care service.
4. The Child Care Subsidy Program is not responsible for the payment of any fees charged by a child care provider that:
 - i. Exceed the approved published Child Care Subsidy rates or \$15 per day at services participating in OGP program.
 - ii. Exceed the approved level of service.
 - a. Child Care Subsidy cannot be paid for time that is not approved.
 - b. Child Care Subsidy will not pay for the child to attend longer than the number of hours approved.
 - c. A Regional Manager can make exceptions to the level of service outlined in [ELCD-2021-SUB-C1](#).

- iii. Are outside the approval period.
- iv. Are for early drop off or late pick up fees outside of the child care service licensed hours of operation.
- v. A child is not entitled to as per attendance outlined in [ELCD-2021-SUB-F1](#).
- vi. Are for fees that extend beyond the end of the two week notice period.
 - a. The parent(s)/guardian(s) will be responsible to pay any outstanding fees if they have not followed the child care service's policy on providing notice.
 - b. Child Care Subsidy will not be paid for any days after the Child Care Subsidy end date as noted on the **Notice of Child Care Subsidy Termination** letter.
- vii. Are for any fees or monies owing to a child care service by a parent/guardian
- viii. Have been paid by another party (e.g., parent, guardian, other government department).

5. Types of fees that will not be covered by the Child Care Subsidy Program, include but not limited to; field trips, registration fees, arts and craft supplies, extra-curricular activities.

Maximum Daily Child Care Subsidy Rates – Non OGP TABLE 1

Age Range of Child	Age Range of Homeroom	Full Day	Part Day
Birth up to two years old	Infant	\$44.00	\$23.00
One year and six months old up to three years old	Toddler	\$33.00	\$17.50
Two years and nine months old and not attending school	Preschool	\$30.00	\$16.00
One year up to three years old	Infant / Toddler	\$44.00 (Births to under 24 months)	\$23.00 (Births to under 24 months)
		\$33.00 (24 to under 36 months)	\$17.50 (24 to under 36 months)
Two years up to five years and nine months and not attending school	Toddler / Preschool	\$33.00 (24 to under 36 months)	\$17.50 (24 to under 36 months)
		\$30.00 (3 years and older)	\$16.00 (3 years and older)
Four years and nine months old up to 13 years old	Younger and Older School Age	\$30.00 (when school is not in session during summer break)	\$16.00 (when school is not in session during summer break)
Birth up to 13 years old	FH Mixed Age Range (infant to older school age)	\$44.00 (Births to under 24 months)	\$23.00 (Births to under 24 months)
		\$33.00 (24 to under 36 months)	\$17.50 (24 to under 36 months)
		\$30.00 (3 years and older)	\$16.00 (3 years and older)

When school is in session the following maximum daily rates will apply to all school aged children, with the exception of children who are entitled to but not attending school.

After-School (when school is in session)	\$14.00
Before and After-School (when school is in session)	\$16.00

Maximum OGP Daily Child Care Subsidy Rates - TABLE 2

Age Group	Full Day	Part Time
Infant	\$15	\$10
Toddler	\$15	\$10
Preschool	\$15	\$10
School Age	\$15	\$10
Afterschool (when school is in session)	\$8.00	
Before & After School (when school is in session)	\$10.00	

CHILD CARE SUBSIDY PROGRAM: PAYMENT PROCESS

Policy no.: ELCD-2021-SUB-H1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References: ELCD-2017-L2; ELCD-2021-SUB-I1

Legislative References: CCR: s. 45

POLICY AND PROCEDURES:

Child Care Subsidy Payments

1. The Licensee or designate completes the Child Care Subsidy External Invoice and the Child Care Subsidy Monthly Attendance Record and submits them to the Department of EDU for payment. The Department verifies the monthly child care claim and issues payment to the child care service.
 - i. All supporting documentation (e.g. doctor's notes, parent notes) must be submitted with the claim for Child Care Subsidy.
 - ii. Child Care Subsidy will not be paid if the required supporting documentation is not submitted with the Child Care Subsidy External Invoice or for days the child is not entitled to Child Care Subsidy.
2. The Licensee or designate is to submit the Child Care Subsidy External Invoice and supporting documentation within 30 days of the end of the month the service was provided.
 - i. Failure to submit a fully completed invoice and all required documentation within 30 days, may result in a delay in payment.
 - ii. Child Care Subsidy benefits will be reimbursed at the published rates that were in effect during the approval period.
 - iii. Contested invoices must be submitted within 90 days.
 - iv. Invoices cannot be submitted prior to the last business day in the month.
3. Any claims which are submitted prior to the approved service being completed or are incomplete or inaccurate will not be processed and will be returned to the child care service for correction.

Recording Attendance

1. The Department of Education, as per the *Child Care Legislation*, requires licensed child care services to maintain a daily register that records the attendance for all children. Details of the time of arrival and departure of each child must be recorded each day, as outlined in ELCD-2017- L2 of the Child Care Policy and Standards Manual.
 - i. As outlined in [ELCD-2021-SUB-I1](#), random audits of a child care service's claim for Child Care Subsidy will be completed by the Department.
2. The Licensee or designate must transfer the attendance information from the daily register for children in receipt of Subsidy to the Child Care Subsidy Monthly Attendance Record.
3. The Child Care Subsidy Monthly Attendance Record must be submitted along with the Child Care Subsidy External Invoice in order for payment to occur.
4. The Child Care Subsidy Monthly Attendance Records will be reviewed by the Department for a child's attendance at the child care service.

CHILD CARE SUBSIDY PROGRAM: FINANCIAL MEASURES

Policy no.: ELCD-2021-SUB-I1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

False Pretenses

1. A person shall not, on behalf of themselves or on behalf of another person, knowingly obtain or receive a Child Care Subsidy that the person or the other person is not entitled to obtain or receive.
2. A person shall not provide a false or misleading statement in an application or provide any false or misleading information to the Department.
3. A person shall not knowingly aid or abet another person in applying for, obtaining or receiving a Child Care Subsidy for which the person is not eligible.
4. A person who has committed fraud in respect of Child Care Subsidy is guilty of an offence and shall repay the Child Care Subsidy that was fraudulently obtained.
5. Where a person has obtained a Child Care Subsidy under false pretenses, a referral must be made by the Regional Manager to the Provincial Director of Child Care, for follow up by the Departmental Controller.
6. Applicants have a responsibility to ensure their eligibility for Child Care Subsidy has been established and the information provided by the applicant is true and accurate. Any change in circumstance must be submitted to the Department to determine if eligibility is still being met.
7. Applicants cannot claim expenses on income tax for which they or another person (eligible child's parent, common-law partner – father/mother of eligible child) received, or is entitled to receive, a reimbursement of the child care expenses.

- i. This includes any child care expenses that are paid or approved to be paid on behalf of the applicant to the child care service by the Child Care Subsidy program.

Audits

1. A random selection of Child Care Subsidy files will be audited by the Department each fiscal year. In the course of the file audit, the Department may request personal information that may be necessary to conduct the file audit.
2. A random selection of child care service's claim for Child Care Subsidy will be audited by the Department each fiscal year. The audit review may include, but is not limited to:
 - i. Contacting families;
 - ii. Cross referencing payment of fees with other government departments; and
 - iii. Requesting that the ELCD Inspector for a child care service collect information from the daily register and/or make copies of the Register for verification purpose.

Overpayments

1. An overpayment is defined as a Child Care Subsidy which was provided to a child care service on behalf of a recipient, where it is determined that the beneficiary/recipient was not entitled.
2. The Department will determine who is responsible for making the repayment; the recipient or the child care service provider.
3. The Department will determine the amount of the overpayment and will work with the recipient and/or child care service provider to develop an appropriate repayment schedule.
4. New applications, including renewals, will not be processed until the outstanding balance is paid or an agreement made to reduce the amount of Subsidy by a set rate until the overpayment is paid in full.
5. If the applicant refuses to pay the overpayment, their Subsidy will be suspended. Additional steps will be taken to recover the overpayment.
6. If the child care service provider refuses to pay the overpayment, all payments through the Subsidy program will be suspended. If the provider still refuses to pay the overpayment, it will be sent to the Government Accounting Division of the Treasury Board Secretariat.
7. Where an overpayment has been created as a result of an error or omission by Departmental staff, the overpayment is still valid and must be recovered.

Underpayments

1. Underpayment means a Child Care Subsidy which was paid for a lower amount than that to which the recipient was eligible.
2. Where it is determined that, based on evidence satisfactory to the Department, a child care service has received an underpayment the amount of the underpayment shall be paid to the provider or recipient.
 - i. Payment will only be made to the original child care service provider.
3. Where a former recipient who is owed money from an underpayment also owes a debt to the Crown, the money owing to the Crown may be recovered from the money owing to the former recipient and the remainder, if any, shall be paid to the former recipient.

CHILD CARE SUBSIDY PROGRAM: DOCUMENTATION

Policy no.: ELCD-2021-SUB-J1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

Required Documentation – General

1. In order to receive or continue with Child Care Subsidy, the applicant will be required to submit applicable documentation as requested by regional ELCD staff. This may include but not limited to the documentation listed in this policy.
2. The applicant is responsible for the costs of obtaining documents.

Verification of Birth (Required)

1. Provide a copy of child's birth certificate, baptismal record, passport or other legal documentation that shows the child's legal name and date of birth.

Verification of Residency (Required)

1. Documentation that show place of residency e.g. driver's license, utility bill, pay stubs.

Verification of income (if applicable)

1. Self-Employed, Commission-based employment.
 - i. Provide Notice of Assessment from Revenue Canada and T2125 (from the most current tax year).
2. Currently Employed.
 - i. Provide a copy of all pay stubs for the last 30 days or an employer letter on company letterhead.

- a. Letter from the employer must show the applicant's name, net pay (including all deductions), and the covering period of the payment.
3. About to start Employment.
 - i. Written confirmation of employment on the company letterhead stating: employment start and end dates; name, address and contact number of employer; employment status (permanent, temporary, full or part time, contractual, casual, etc.), rate of pay, deductions, hours per day and days per week required to work.
 - a. Letter must be signed by the employer.
4. For other sources of income (e.g., Employment Insurance, Workplace Compensation, Canada Pension), provide a copy of all pay stubs for the last 30 days.
5. Those applicants who are not income tested, as outlined in [ELCD-2021-SUB-B1](#), must provide confirmation of involvement with the program.
6. For post-secondary students, as outlined in [ELCD-2021-SUB-B1](#), submit program cost form or student account summary.

Verification of Training Allowances and Student Loans (if applicable)

1. Stub or letter of breakdown stating net amount
2. Skills Development agreement
3. Student Loan Notice of assessment.

Verification of Education and Training (if applicable)

1. Enrollment verification letter from the university, college, training institute, or provider outlining:
 - i. Full-time or part-time studies;
 - ii. Start and end dates of course and program;
 - iii. The name, address, and contact number for the institution;
 - iv. Confirmation of enrollment dated the first day of the semester and identifying the length of the semester.
2. Provide copy of school calendar (if applicable).
3. A class schedule (to be sent within the first week after the start of scheduled classes);
 - i. For students not enrolled in courses but teaching or conducting research (e.g., PhD program) an enrollment verification letter from the post-secondary institution outlining if the student is enrolled in full-time or part-time studies.

Referral Forms (if applicable)

1. Reasons of Child Development.

- i. A Child Care Subsidy Professional Referral (as outlined in [ELCD-2021-SUB-B1](#)) is required from a professional such as a family physician, pediatrician or clinician who has made the diagnosis, and/or has been involved in providing treatment.
2. Reasons of Injury, Illness, Disability or Rehabilitation.
 - i. A referral is required from a professional (as outlined in [ELCD-2021-SUB-B1](#)) such as a family physician or clinician who has made the diagnosis, and/or has been involved in providing treatment.
3. CSSD Referral Form.
 - i. A Child Care Subsidy (CSSD) Referral Form (as outlined in [ELCD-2021-SUB-B1](#)) is required and must be recommended for approval by Social Worker and approved by Clinical Program Supervisor.

Verification of Job Search (if applicable)

1. For reason of termination in employment, provide proof of last day of work:
 - i. Record of employment; or
 - ii. A signed and dated letter from the employer on their letterhead indicating the last day of employment, and;
 - iii. Any other documentation required by regional ELCD staff to appropriately assess the change in circumstance.
2. For reason of completion of education/training, provide proof of last day of program:
 - i. A signed and dated letter from the education/training institute on their letterhead indicating the date the program ends.

Verification of Caregiving Benefits (if applicable)

1. Proof of Employment Insurance Benefits for Caregiving Benefits: Family caregiver benefit for children, for adults or compassionate Care Benefits.
2. Any other documentation required by regional ELCD staff to appropriately assess the change in circumstance.
 - i. In circumstance where there are no entitlement to EI Caregiving Benefits, a letter of referral from a family physician (other clinician) or social worker will be required before considering approval by the Provincial Director of Child Care.

Verification of Joint/shared Custody Arrangements (if applicable)

1. A copy of the court ordered shared custody agreement or other legal documentation outlining the terms of the agreement.
 - i. In the absence of legal documentation, regional ELCD staff may request in writing a signed letter that outlines the shared custody arrangement.

Verification of Spousal Support (if applicable)

1. Copy of legal documentation that indicates amount of spousal support being received or paid.
 - i. In the absence of legal documentation, regional ELCD staff may request in writing a signed letter that outlines the amount of spousal support.

Verification of Disability Related Transportation Supplement (DRTS)

1. Written confirmation (as outlined in [ELCD-2021-SUB-K1](#)) of the physical disability from a physician with direct knowledge of the disability.
2. A consent for release of information.
 - i. Consent is valid for one year from the date it was signed.

CHILD CARE SUBSIDY PROGRAM: DISABILITY RELATED TRANSPORTATION SUPPLEMENT (DRTS)

Policy no.: ELCD-2021-SUB-K1

Effective Date: January 1, 2022

Date Revised:

Policy Cross References:

Legislative References:

POLICY AND PROCEDURES:

Disability Related Transportation Supplement (DRTS) – Criteria

1. This supplement will ensure that children or parents/guardians with a physical disability (permanent or temporary) and who have no means of transportation due to the disability may receive a transportation supplement to and from the closest child care service to their home (in extenuating circumstances an approved alternate child care service).
2. This policy will apply to families that are approved for Child Care Subsidy and qualify for the Disability Related Transportation Supplement (DRTS) based on the following criteria:
 - i. The DRTS will be considered when a child's or parents physical disability prevents them from walking to the closest child care service and the family has no access to a vehicle.
 - ii. In shared custody situations, where DRTS has been approved due to parent's physical disability, transportation will only be covered for the days the child is with the parent who has the approved DRTS.
 - iii. There is a maximum supplement per one-way trip of \$10, with a maximum of two one-way trips per day.
 - iv. Only one supplement will be approved for all children travelling to and from the same address.
 - v. Transportation arrangements and costs are the sole responsibility of the parent/guardian. The Department will not reimburse transportation to the vendor.
 - vi. Payment of the supplement to offset costs incurred will be made directly to the parent/guardian based on monthly submitted invoices.
 - vii. Copy of the Departmental DRTS invoice will be provided by regional ELCD staff.

3. DRTS will not be responsible for payment of fees for transportation that have been paid by another party (e.g., parent, guardian, other government departments).

Disability Related Transportation (DRTS) – Application Process

1. The parent/guardian who has an approved Child Care Subsidy must submit a fully completed application and supporting documentation to the ELCD office for assessment.
 - i. Applications for the DRTS will be assessed by regional ELCD staff and recommended to the Provincial Director of Child Care for approval.
2. Applications must be supported by written confirmation of the physical disability from a physician with direct knowledge of the disability. Written confirmation must be:
 - i. On appropriate letterhead, signed and dated by the physician.
 - ii. Be signed and dated within 3 months of the application to DRTS.
3. Provide a consent for release of information.
 - i. Consent is valid for one year from the date it was signed.
4. Applications involving a request for transportation to an alternate child care service than the closest child care service shall include documentation outlining why an alternate child care service is being requested (e.g., accessibility). All alternate child care service requests require approval of the Regional Manager prior to recommending approval for DRTS to the Provincial Director of Child Care.
5. Parent(s)/guardian(s) will be notified by the Department in writing of the status of their application for the DRTS.

Disability Related Transportation (DRTS) - Invoice Process

1. Parent(s)/Guardian(s) must submit to the Department a completed Child Care Subsidy DRTS External Invoice and copy of receipts or invoice for transportation paid within 30 days of the end of the month the services was provided.
 - i. If private transportation is provided, submit a signed letter from the person providing the transportation including the following information:
 - a. Name of person providing transportation;
 - b. Number of days transportation was provided; and
 - c. Amount paid for transportation and the covering period.
2. Child Care Subsidy Monthly Attendance Record may be reviewed to confirm a child's attendance at the child care service.