

## Child Care Services – Agreement for Child Care Subsidy

**Applicant 1:** \_\_\_\_\_ **Applicant 2:** \_\_\_\_\_  
**Child(ren):** \_\_\_\_\_

- I am applying as a single parent/guardian (the other parent of my child(ren) does not reside with me)  
 We are applying as a two parent family

### **To be eligible for Child Care Subsidy through Halton Region, I agree to the following:**

**1. I must:**

- live in Halton Region (Oakville, Burlington, Milton, Halton Hills) **and**
- be approved based on my financial information, **and**
- be approved because:
  - I work, go to school or am looking for a job, **or**
  - I have a Child Care Referral approved by Child Care Services, **or**
  - I have a Social Medical Referral approved by Child Care Services

**2. I will bring my most recent tax assessment to each subsidy appointment to see if I qualify for subsidy and what part of the cost of child care I will pay.**

The tax information I need to bring is:

- **current Notice of Assessment (NOA) or**
- **current Canada Child Benefit (CCB) Notice**

If my taxes are audited by Canada Revenue Agency I will send in my reassessment immediately.

**3. I understand that I must file my income tax each year by the Canada Revenue Agency deadline date of **April 30<sup>th</sup>**. If I do not file my income tax on time, a financial appointment for Child Care Subsidy cannot be completed and my Child Care Subsidy will end.**

**4. My hours of child care will be based on:**

- A Letter of Employment **and** two current pay stubs **or**
- Approved Self Employment documents **or**
- A school confirmation letter and school schedule **or**
- An approved Child Care Referral or Social Medical Referral

**Failure to provide required documents at subsidy appointments will result in your appointment being cancelled and your Child Care Subsidy may end.**

**5. Reviews: I will attend subsidy appointments as required (dates subject to change).**

My next review will be in \_\_\_\_\_ (telephone) and then in \_\_\_\_\_ (face to face)  
or sooner if my situation changes.

**6. Change in Situation:** I will contact my Child Care Representative immediately with any changes in my personal situation and provide any required documentation.

Examples of change include:

- I move
- I am expecting a baby
- I am getting married
- I become separated
- Someone moves in or out of my home
- I begin or stop receiving OW, ODSP, EI or OSAP
- I stop attending school or my school schedule changes
- I stop attending work or my work hours/days/place changes
- I take an extended leave for any reason
- I am admitted to the hospital or other institution

7. **Custody:** Child Care Subsidy is based on the days my child(ren) is/are in my care. If there is any change in the days my child(ren) is/are with me or a change in my custody agreement, I will call my Child Care Representative immediately. Custody changes may affect the days of subsidized care my child(ren) can use. I understand that custody documentation may be required.
8. **Transfer of Child Care:** Before my child care placement(s) can change, I must give the Child Care Provider at least 10 business days' notice in writing before my child(ren) leave(s) the program and ensure all fees are paid in full. I will also contact my Child Care Representative. \*Please note Halton Region can only approve child care subsidy at one Child Care Provider at a time. You are responsible for the full fee for any additional registrations if two weeks written termination notice is not provided.
9. **Parental / Maternity Leave:** If I am going on parental leave, my Child Care Subsidy will end on my last day of work / school or when my baby is born. I will tell the Child Care Provider ahead of time and will also contact my Child Care Representative.
10. **Leave of Absence or Sick/Medical Leave (Break-in-Service):** My child(ren) will not be eligible for subsidy if I take a leave of absence. I must contact my Child Care Representative if I will be away, or not at work /school for longer than 3 weeks. I will notify the Child Care Provider about my leave and I am responsible for any costs to hold my space(s).
11. **Parental Contribution:** If I have a daily parental contribution, I will pay this fee directly to my Child Care Provider. Child Care Services will pay the rest of the child care costs directly to the provider on my behalf. I must still pay my contribution/fee for days my child(ren) is/are absent. I am not responsible for extra fees charged by the Child Care Provider (e.g. deposit, registration, field trips, etc.) with the exception of charges outside of the regular program costs (e.g. late pick-up fees, NSF fees, etc.).
12. **Absent Days:** My child(ren) can be away from child care up to 36 days each calendar year. If my child(ren) is absent for more than 36 days in a year I will have to pay the full cost of these extra absent days.  
**Absent** days include any days that my child(ren) does not attend the child care provider, i.e. vacation or sick days. Only in special circumstances will exceptions be made, e.g. hospitalization. Child Care Services will review special circumstances and a doctor's letter or related documentation may be required. Absentee days exclude the statutory holidays.

Start Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Pro-Rated Absent Days	36	33	30	27	24	21	18	15	12	9	6	3

**13. Child Care Subsidy will end if:**

- I no longer have an approved reason why I need child care;
- I am no longer eligible based on my financial situation;
- I no longer live in Halton Region; **or**
- I do not follow all parts of this signed *Agreement for Child Care Subsidy*.

**14. Fraud:**

- I understand Halton Region approves Child Care Subsidy based on provincial rules set out in the *Child Care and Early Years Act, 2014; Ontario Child Care Service Management & Funding Guideline* and Halton Region Policies
- I understand that it is a criminal offence to deliberately give false information when applying for or receiving Child Care Subsidy
- I agree to give all required personal and financial information requested by Halton Region
- I agree to give accurate information and to report changes immediately
- I understand that if I do not give accurate information or if I hold back information, I may not be eligible for Child Care Subsidy, and subsidy may end immediately
- I understand and agree that I will pay back any money Child Care Services paid on my behalf if I gave untrue, inaccurate, or misleading information or did not report changes that affected my eligibility for Child Care Subsidy. The money owing would be a debt to Halton Region, and would be collected back through regular payments. If this debt is not repaid, further action will occur, and may include referral to a collections agency and/or legal action.

**15. Consent to Disclose and Verify Information:** I give Halton Region permission to obtain any information to verify my eligibility for Child Care Subsidy (for example, school or job activity, living arrangements, income tax information); this includes exchange of information with the Federal Government, Provincial Governments, Municipal Governments and any Ministry, agency or department of the above, including Revenue Canada and the Ministry of Education. I understand that this information will be reviewed regularly. Any information received will be kept confidential.

**16. Authorization for Release of Information:** I give Halton Region, Child Care Services and any Child Care Provider that provides service to my family permission to release or obtain information to each other for professional purposes. I understand that such information may be exchanged through phone, fax, email or regular mail depending on the organization's business practices. I understand that the security of electronic communications cannot be guaranteed. Questions or concerns about these forms of communication can be directed to my Child Care Representative.

Personal information on this form is collected pursuant to section 71 of the *Child Care and Early Years Act, 2014*, S.O. 2014, c. 11, Sched. 1 and Regulations made under that Act, and will be used to administer Halton Region's Child Care Services Program. Questions about the collection of your personal information should be directed to your Child Care Representative or the Manager of Child Care Services, 690 Dorval Drive, 5<sup>th</sup> floor, Oakville, ON, L6K 3X9, 905-825-6000 or toll free at 1-866-442-5866.

cc: Child Care Provider  
File – Children's Services