

Agreement for Child Care Fee Subsidy

Applicant 1: _____ Applicant 2: _____
Child(ren): _____

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

1. Eligibility: I must:

- live in Halton Region (Oakville, Burlington, Milton, Halton Hills) **and**
- be approved based on my most recent family net income **and**
- be approved because I have a reason for care:
 - I work or go to school (my hours of child care will match my work/school schedule)
 - I have a Child Care Referral approved by Child Care Services, **or**
I have a Medical and/or Exceptional Circumstance Referral approved by Child Care Services

2. Financial Documentation: I agree to file my income tax by the Canada Revenue Agency deadline date of **April 30th** and to provide a copy of:

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

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

3. Reviews: Documentation will be required annually at scheduled reviews and as needed. Failure to provide required documents at subsidy reviews may result in your Child Care Subsidy ending.

4. Change in Situation: I will contact my Child Care Representative within two weeks of any changes in my personal situation and provide any required documentation.

Examples of change include:

- moving
- expecting a baby
- become married or separated
- someone moves in or out of my home
- begin or stop receiving OW, ODSP or EI
- reason for care changes (work or school changes)
- extended leave from work/school for any reason
- changes to childcare arrangements
- changes to custody arrangements

5. Transfer or Withdrawal of Childcare: I will give my Child Care Operator and my Child Care Representative 10 business days' notice in writing if:

- I no longer require child care or I would like to switch child care operators
- I am starting maternity/parental leave
- I am going on a Break in Service (I understand that my Child Care Operator is not obligated to hold my space)

Your file will be placed on a Break in Service if:

- You are away from work or school for longer than 4 weeks.
- My child does not require child care for longer than 4 weeks.

If you are going on a maternity/parental leave, your subsidy will end on your last day of work/school or when your baby is born/adopted. If you take a sick or medical leave or a leave of absence from work/school for longer than 4 weeks, your subsidy will end.

6. Parental Contribution:

I am responsible to pay:

- My daily parental contribution directly to my Child Care Operator for all days present or absent
- Late pick up fees or Non-Sufficient Fund (NSF) fees as determined by the Child Care Operator

I am not responsible to pay:

- Extra fees charged by the Child Care Operator including but not limited to deposits, registration, and field trips

7. Absent Days: My child(ren) can be absent from child care up to 48 days each calendar year, pro-rated by start date.

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
48	44	40	36	32	28	24	20	16	12	8	4

- If my child is absent for more than 48 days in a year I will have to pay the full cost of these additional absent days.
- Absent days include any days that my child does not attend the child care operator, i.e. vacation or sick days. A doctor’s letter or related documentation could be requested in special circumstances.

8. Child Care Subsidy will end if:

- I no longer have an approved reason for needing child care;
- I am no longer eligible based on my most recent family net income;
- I no longer live in Halton Region; **or**
- I do not follow all parts of this signed *Agreement for Child Care Subsidy*.

9. Your Child Care Representative:

- Can assist you by providing other community supports and resources
- Will respond to your calls and My Child Care Account messages within 2 business days
- Has a duty to report which means we have a legal responsibility to report where there is reasonable grounds or suspicion of physical or emotional abuse, neglect, or abandonment to a child or family member

10. Service Coordination: Service coordination is a process where a meeting takes place with the family, community agency/service, and child care representative to offer integrated support and strategies to promote healthy child development as a team.

11. Fraud and Overpayment:

- 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 illegal to 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 acknowledge that if I do not report these changes, I may not be eligible for Child Care Subsidy, and subsidy may end immediately.
- If I receive more subsidy than I am eligible for or don’t report changes to my personal or family situation an overpayment could happen. If I don’t make monthly payments towards my overpayment, I cannot continue to receive subsidy and Halton Region could potentially take legal action against me to collect the money.

12. 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.

13. Unacceptable Conduct: I understand that I am strictly prohibited from engaging in any form of unacceptable conduct towards Halton Region staff members as well as any other individual working or acting on behalf of Child Care Providers that provide service to my family. For the purpose of this Agreement for Child Care Subsidy, unacceptable conduct includes but is not limited to physical violence, threats of violence, harassment, and any other behavior that could cause harm to individuals or property.

14. 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.

If you are a single parent family, please complete the information below:

➤ I have the following agreement in place:

Court order Verbal Agreement Written Agreement No Agreement

Child's Name: _____ Other Parent's Name: _____

Child's Name: _____ Other Parent's Name: _____

Child's Name: _____ Other Parent's Name: _____

Child's Name: _____ Other Parent's Name: _____

➤ Custody/Access Arrangements:

I understand the information in this document, and I will receive a copy for my records.

Applicant

Please check this box if you are completing this form electronically. Please ensure to include your name and date below.

Date: _____ Name: _____

Spouse/Common-law Partner (if applicable)

Please check this box if you are completing this form electronically. Please ensure to include your name and date below.

Date: _____ Name: _____