

## Collection of Information

The information you provide on this form is collected under the authority of the *Government Organization Act* and is in compliance with the *Freedom of Information and Protection of Privacy Act*.

This information will be used for subsidy assessment purposes.

If you have any questions regarding the information requested on this form, contact your Child Care Subsidy office through your local Child and Family Services Authority.

## Who can apply?

You can apply for a subsidy if:

- You or your spouse/partner are Canadian Citizens or Permanent Residents of Canada and live in Alberta.
- You and your spouse/partner are currently working, attending school, looking for work or have special needs.
- Your children are pre-school or school age, and have not yet completed grade 6.
- Your child is attending a licensed day care centre, an approved family day home, a licensed out-of-school care centre, with a direct care provider.
- You or your spouse/partner stay-at-home and have your child(ren) enrolled in a licensed nursery school or approved early childhood development program.

## A guide to completing your application.

The Child Care Subsidy Program helps eligible low and middle-income parents of pre-school and school-age children with the cost of child care.

The following information provides assistance in completing the Child Care Subsidy Application for families.

As a resident of Alberta you may qualify for a subsidy depending on your income, your reason for needing child care and the size of your family, including number of dependent children. An additional subsidy may be available for parents who:

- work non-traditional hours and require extended hours of child care outside of regular hours; or,
- if you are a parent who chooses to stay at home and care for your pre-school age children, you may qualify for the Stay-at-home subsidy, if you use an early childhood program in a licensed nursery school or other approved early childhood development program.

To speak to someone about child care subsidy, feel free to call the Parent Information Line at 1 866 714 KIDS (5437), toll-free anywhere in Alberta or contact your local Child and Family Services Authority if you have any questions or require help filling out your application. To find your local Authority, visit the Child and Youth Services website at:

<http://www.child.alberta.ca/home/CFSALookup.cfm>.

You may find it helpful to have the following information or documents available while you are filling out the application.

## Both Applicant and Co-applicant

- Line 150 from your most current Notice of Assessment or three (3) months of current pay slips
- Proof of Alberta residency; may include a utility account, confirmation of enrolment or employment letter; drivers license
- Name and address of Company/Employer/School or Training Institute (including College or University)

## Children

- Birthdate and Grade (if applicable) for each child
- Name of the centre or service that each child is attending
- Name and details of relative caring for children (Kin Child Care Subsidy)

## Checklist

To assist with processing your application, please be sure to include the following:

- Copy of identification for each person which includes full name and birth date.
- For On-Reserve applicants and co-applicants, both your Registration Number and Name of Reserve are required.
- Most current Notice of Assessment from Canada Revenue Agency or copies of three months of most recent pay slips.
- If you ever received Child Care Subsidy in the past you may supply your Child Care Subsidy Application ID number.
- You must provide the name and address of the:
  - Licensed Day Care Centre
  - Approved Family Day Home Agency
  - Direct Care Provider (Kin Child Care Subsidy)
  - Licensed Out-of-school Care Centre
  - Licensed Nursery School
  - Approved Early Childhood Development Program

## Section 1 - Subsidy Information

### Types of Subsidy

→ **Child Care Subsidy**

Assist eligible families pay child care costs for both pre-school and school-age children enrolled in a licensed child care service; approved early childhood development program, out of school care program, and/or an approved family day home agency.

→ **Kin Child Care Funding Program**

Kin Child Care offers eligible low and middle-income families the opportunity to pay a relative to care for their children. This program is a flexible alternative, especially for families who live in rural locations and/or work non-traditional hours and/or shiftwork.

→ **Extended Hours Child Care Subsidy**

The extended hours subsidy allows families working or attending classes during evenings or week-ends to receive extended hour subsidy of up to an additional \$100 per month per child.

→ **Stay-at-Home Parent Subsidy**

Eligible stay-at-home parents may qualify for a subsidy of up to \$100 per month for each preschool age child who is participating in an approved early childhood development program.

## Section 2 - Family Unit Information

### Marital Status (check one box only)

Check married if:

- you are two adults in a legal union.

Check partner if:

- you are living in a common-law relationship of two adults of the opposite sex in a conjugal or marriage-like relationship, regardless of the length of time of your relationship, and may include:
  - sharing each other's lives;
  - an emotional commitment to each other; and
  - functioning as an economic and domestic unit.

**OR**

You are in another relationship as recognized under the *Adult Interdependent Relationships Act* which includes:

- two adults in a same sex relationship, who declare they are partners.
- two adults not related by blood, living in a platonic relationship, regardless of gender, who declare they are partners.
- two adults who have entered into a formal Adult Interdependent Partnership agreement as authorized under the *Adult Interdependent Relationships Act*. Those can be blood relatives.

- Note:**
1. You do not have to be residing together when declaring yourself to be married or with a partner. (Your partner could be working out of town.)
  2. If you are living with a person and you have a child of the relationship by birth or by adoption, you must declare your marital status as either married or partner.

### Reason for Care

→ **Stay-at-Home Parent**

A stay-at-home parent is in a family where at least one parent stays at home to care for preschool children, (six years and under) and does not work or go to school for more than 20 hours per week.

→ **Working**

Employed and have earnings for the hours worked.

→ **Attending School**

Must be registered and attending a high school, a post-secondary institution, taking correspondence courses, or in a training program, (life skills courses, job preparation course or upgrading courses).

→ **Special Needs**

If either you or your child have a special need, and require respite care, for developmental or therapeutic reasons based on special needs (e.g. emotional, physical, sensory, communications, and/or developmental disability).

Other special needs might include hyperactivity, family crisis, chronic or long-term illness of the child.

→ **Volunteering**

An applicant/co-applicant performing volunteer work may have a valid reason for care, if the volunteer work is part of a plan to increase employability of the applicant/co-applicant or is part of a plan for school entry. Written confirmation is needed to verify volunteer activity and time period. A Supervisory approval is required to grant subsidy for volunteer work.

→ **Looking for Work**

An applicant/co-applicant actively looking for work may be eligible for up to two months of child care subsidy.

Authorization beyond two consecutive months under extenuating circumstances, or with supporting documentation, to a maximum of a total of four months within a 12-month period, requires the review and approval of the Regional Manager.

Applicants looking for work are referred to the Alberta Works for further assistance.

Alberta Works recipients who **have a signed agreement** with Alberta Works do qualify to apply for subsidy while looking for work.

## Ordinarily Live on Reserve

Immediately prior to receiving child care subsidy, the applicant / co-applicant ordinarily resides On-reserve OR maintains or lived with a First Nation's family who has a home On-reserve. Both your Registration Number and Reserve name will be required with your application.

Funding for First Nations living on reserve or ordinarily living on reserve, and who have children attending facilities off reserve, is provided by Alberta Children and Youth Services and is later reimbursed by the Federal Government.

## Ordinarily Live on a Métis Settlement

Immediately prior to receiving child care subsidy, the applicant / co-applicant ordinarily resides on a Métis Settlement OR maintains or lived with a Métis family who has a home on a Settlement.

## Section 4 - Income

Subsidy is an income-tested program. The Notice of Assessment provided by Canada Revenue Agency is used for determining eligibility.

To apply for subsidy, you are encouraged to file an income tax return as the information shown on Line 150 on your most recent Notice of Assessment will be used to calculate the amount you will have to pay for Child Care.

If you do not have your current Notice of Assessment you will need to provide three (3) months of your most current pay slips to verify your income.

If you are a recent immigrant to Canada, you can still apply but you will need to provide your most recent pay slips until you have filed your first tax return.

## Canada Revenue Agency

By completing a General Income Tax Return (T1 Return), you and your family may be entitled to receive additional income supports, including child care tax benefits.

For further information contact Canada Revenue Agency on 1 800 959 8281 or visit their website, <http://www.cra-arc.gc.ca/contact/menu-e.html>.

Enquiries Office  
Main Floor, 9700 Jasper Ave.  
Edmonton AB T5J 4C8

Office hours:  
8:15 a.m. to 4:30 p.m.  
*Service by appointment only.*

## Section 5 - Children's Details

### Licensed Child Care Programs

Alberta's licensed child care programs must meet standards set out in the *Child Care Licensing Act* and the *Child Care Regulation*.

These standards ensure the health, safety and developmental needs of children are being met in the following licensed facilities:

- child care centres;
- nursery schools; and
- out-of-school care centres.

Alberta Children and Youth Services through Child and Family Services Authorities, across the province, is responsible for overseeing the delivery of child care programs.

This responsibility includes the licensing and monitoring of regulated child care facilities, as well as contracting with local family day home agencies to screen, approve and monitor individual family day home providers, as required by provincial standards.

Child and Family Services Authorities also offer support for children with disabilities needing child care. To learn more about the available options, please contact your local Child and Family Services Authority.

## Section 6 - Kin Child Care Details

The relative caregiver must not reside in the child's family home, but may care for the child in either the family home, or the caregiver's home.

Once a family qualifies, funding is paid directly to the parent each month. The parent is responsible to pay the relative caregiver. Parents are required to submit the Caregiver Monthly Claim - Receipt for Care form, which include the signature of the relative providing care.

A relative caregiver may care for a maximum of six children under the age of 11 years, including the caregiver's own. Of these children, no more than three may be under 3 years of age, and of these children, not more than 2 may be under 2 years of age.

The relative caregiver must sign and date the Kin Child Care Declaration.

## Section 7 - Declaration

Before you sign the declaration on this form, please read the declaration information.

It describes the responsibilities that you and your spouse/partner have in receiving Child Care Subsidy support, including providing complete and true information about your family and financial situation and reporting changes in your circumstances.

The declaration also specifies how the information you and your spouse/partner provide is used to administer the Child Care Subsidy Program. The Child Care Subsidy Program through the regional Child and Family Services Authority may conduct verification reviews or investigations relating to financial eligibility for this program, from time to time and has the right to recover benefits you receive to which you are not entitled.

If there are any sections of this declaration that you do not understand, ask your Child Care Subsidy Assessor to explain them to you before you sign the declaration.

If you have made your application electronically, please ensure that you send in to your regional Child and Family Services Authority all documentation to support your application.

Both you and your spouse/partner must sign and date the declaration.

## Change in Circumstances

If there is a change in you and your family's circumstances you must report these by contacting your local Child Care Subsidy office through your regional Child and Family Services Authority.

These changes include:

- change in name;
- change in address;
- removal or addition of a spouse/partner;
- change in the number of dependent children;
- change in income;
- change in child care arrangements; and
- other changes not included in the list above.

## Documentation

### **Documents to be provided by all new applicants:**

- A copy of identification for each person in the family unit which includes full name and birthdate.
- Proof of Alberta residency.
- A copy of the applicant/co-applicant's most current Notice of Assessment from Canada Revenue Agency or three (3) months of current pay slips.

### **Documents to be provided by stay-at-home applicants:**

- A copy of your registration at the licensed nursery school or an approved early childhood development program with the program start and end dates along with all receipts.

### **Documents to be provided if applying for "Extended Hours" subsidy:**

- If applying for extended hours, confirmation of your hours of work from your employer is needed.

### **Documents to be provided if reason for care is "Work":**

- Confirmation of Employment: Three (3) months of recent pay stubs OR for new employment, submit evidence confirming job offer and including company name, employee details and start date.
- If applying for extended hours subsidy, confirmation from your employer that your work schedule includes hours outside of the regular business work day of Monday to Friday, 6 a.m. - 6 p.m.

### **Documents to be provided if reason for care is "Student":**

- Student proof of enrolment.
- If applying for Extended Hours Subsidy, confirmation of your class schedule.

### **Documents to be provided if reason for care is "Special Needs" ( for parent or child):**

- Letter from a medical doctor, psychologist, social worker or other qualified professional who is not associated with the child care service, which details the reason for child care.

### **Documents to be provided if reason for care is "Looking for Work":**

- Income Support evidence from Alberta Works.

## What Happens Next?

1. If more information is needed:
  - you may be asked to clarify your application; and/or
  - applications with missing or incorrect information may be returned to you.
2. If your application is approved, you will receive an Approval Letter outlining:
  - when your child care subsidy will commence.
  - the amount of child care subsidy you may receive.
3. If your application is not approved, you will receive a Refusal Letter outlining:
  - the reasons why you will not receive subsidy.
  - your right to appeal, including directions on how to appeal.

**Note:** *The sooner you send in the requested documentation to support your application, the faster you will receive an answer.*

## Appeals

An applicant/co-applicant who is not satisfied with a Child and Family Services Authority decision with respect to; not qualifying for subsidy, the subsidy amount or repayments, may request an appeal.

To appeal a decision, you must have received a Notice of Assessment (NOA) from the Child Care Subsidy Program.

An appeal form can be obtained through the Child Care Subsidy Program Office, and must be submitted to the Child Care Manager responsible for the subsidy program in your regional Child and Family Services Authority within 30 days of receiving your NOA.

An initial review of the application will involve the Child Care Subsidy Supervisor to determine any clarifications or problems associated with the application.

Applicants and co-applicants are strongly encouraged to speak with the Child Care Assessor in the first instance to determine why the applicant does not qualify for subsidy.

## Conclusion

*Have you completed each section and provided all the documentation required for your Child Care Subsidy application?*

### **Checklist for all applicants:**

- ✓ Application is complete when all applicable questions are answered and all required forms are complete.
- ✓ Application is signed and dated in ink in each of the signature spaces.
- ✓ Your spouse/partner has signed and dated the application in each of the signature spaces.
- ✓ Your relative caregiver has signed and dated the Kin Child Care Subsidy Declaration (only if you are claiming for Kin Child Care Subsidy).

## Conclusion - *Continued*

Detach the application and all the documentation you are submitting from these Completion Instructions.

In person:

- take this form to your Child Care Subsidy Office located at your regional Child and Family Services Authority.

By mail:

- Mail to your Child Care Subsidy Office located at your regional Child and Family Services Authority.

Electronic Applications:

- If you have made your application through the on-line form, you will need to send in your supporting documentation to complete the process. Either deliver in person or mail to your Child Care Subsidy Office located at your regional Child and Family Services Authority.

To find your local Authority, visit the Child and Youth Services website at <http://www.child.alberta.ca/home/CFSALookup.cfm>.

### **Any questions or concerns about your application?**

To speak to someone about child care subsidy, feel free to call the Parent Information Line at 1 866 714 KIDS (5437), toll-free anywhere in Alberta or contact your local Child and Family Services Authority if you have any questions or require help filling out your application.

[www.child.gov.ab.ca/childcaresubsidy](http://www.child.gov.ab.ca/childcaresubsidy)

The personal information collected on this form is under the authority of the *Government Organization Act*. The information will be used to determine eligibility for child care subsidy.

If you have any questions about the collection, use or disclosure of this information, please contact your regional Child Care Subsidy office. Personal information is protected from unauthorized use and disclosure in accordance with the *Freedom of Information and Protection of Privacy Act*.

**COMPLETE ALL SECTIONS. PLEASE PRINT. USE INK ONLY**

Fields marked \* are mandatory.

**Section 1 - Subsidy Information** (refer to page 3 in guide)

What type of Subsidy are you applying for?

- Child Care Subsidy       Extended Hours Child Care Subsidy  
 Kin Child Care Subsidy       Stay-at-home Parent Subsidy

**Section 2 - Family Unit Information** (refer to page 3 in guide)

Have you applied for Child Care Subsidy before?  Yes  No

Previous Applicant ID

\* Date Subsidy Required  yyyy mm dd

\* Marital Status (please check one)

- Single       Separated       Widow(er)  
 Married/Partner\*\*       Divorced

\*\* (see page 3 in guide for definition)

**Section 3 - Applicant Information** (refer to page 4 and 5 in guide)

\* Applicant's Last Name  Applicant's First Name

\* Birthdate  yyyy mm dd

\* Address (include Apt #, street, P.O. Box#)

City/Town  **A B** Postal Code

Telephone Number (include area code)

\* Reason for Care

Check as many as apply, unless your Reason for Care is Stay-at-home Parent. If Stay-at-home Parent is your selection you cannot check off any other reasons.

- Working       Special Needs Child       Looking for Work  
 Attending School       Special Needs Parent       Stay-at-home Parent

**Applicant Information - Continued** (refer to page 4 and 5 in guide)

Place of Work / School (if applicable)

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\* Do you ordinarily live On-Reserve?  Yes  No

Are you currently living Off-Reserve for the above noted Reason for Care?  Yes  No

→ If you answered "Yes" to either question, please provide the following:

Registration Number

Name of Reserve

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\* Are you Métis?  Yes  No

Do you ordinarily live on a Métis Settlement?  Yes  No

**Co-applicant Information**

\* Co-applicant's Last Name

Co-applicant's First Name

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\* Birthdate

yyyy	mm	dd	

**\* Reason for Care**

Check as many as apply, unless your Reason for Care is Stay-at-home Parent. If Stay-at-home Parent is your selection you cannot check off any other reasons.

Working

Special Needs Child

Looking for Work

Attending School

Special Needs Parent

Stay-at-home Parent

Place of Work / School (if applicable)

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\* Do you ordinarily live On-Reserve?  Yes  No

Are you currently living Off-Reserve for the above noted Reason for Care?  Yes  No

→ If you answered "Yes" to either question, please provide the following:

Registration Number

Name of Reserve

--	--

\* Are you Métis?  Yes  No

Do you ordinarily live on a Métis Settlement?  Yes  No

**Section 4 - Income** (refer to page 5 in guide)

**Applicant**

**Co-applicant**

**Income**

*You will be required to submit evidence of all income.*

Line 150 from your most recent Notice of Assessment provided by CRA \$ \_\_\_\_\_

**OR**

Current Gross Monthly Income (CGMI) with supporting evidence of 3 months worth of pay slips \$ \_\_\_\_\_

**Income**

*You will be required to submit evidence of all income.*

Line 150 from your most recent Notice of Assessment provided by CRA \$ \_\_\_\_\_

**OR**

Current Gross Monthly Income (CGMI) with supporting evidence of 3 months worth of pay slips \$ \_\_\_\_\_

## Section 5 - Children's Details (refer to page 6 in guide)

\* Number of children living at home

Children under the age of 18 years old of the applicant and/or co-applicant who live in the same home and who are financially dependant on the applicant / co-applicant.

### List Children requiring Child Care Subsidy

1 \* Child's Last Name  Child's First Name

\* Birthdate  and Grade (if applicable)

\* Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency

\* Estimated hours of care needed (hrs per month)?

\* Estimated Costs (\$ per month)?

\* How many hours of care are needed outside regular business hours 6 am to 6 pm?

\* Start Date

**Please check all that apply for each of the following:**

Usual time of day that care is required:

Days (6 am to 6 pm)  Evenings / overnights (6 pm to 6 am)  Weekends

2 \* Child's Last Name  Child's First Name

\* Birthdate  and Grade (if applicable)

Same as above OR \* Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency

\* Estimated hours of care needed (hrs per month)?

\* Estimated Costs (\$ per month)?

\* How many hours of care are needed outside regular business hours 6 am to 6 pm?

\* Start Date

**Please check all that apply for each of the following:**

Usual time of day that care is required:

Days (6 am to 6 pm)  Evenings / overnights (6 pm to 6 am)  Weekends

List Children requiring Child Care Subsidy - Continued

3 \* Child's Last Name Child's First Name

\* Birthdate and Grade (if applicable)

Same as above OR \* Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency

\* Estimated hours of care needed (hrs per month)?

\* Estimated Costs (\$ per month)?

\* How many hours of care are needed outside regular business hours 6 am to 6 pm?

\* Start Date

Please check all that apply for each of the following:

Usual time of day that care is required:

Days (6 am to 6 pm) Evenings / overnights (6 pm to 6 am) Weekends

4 \* Child's Last Name Child's First Name

\* Birthdate and Grade (if applicable)

Same as above OR \* Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency

\* Estimated hours of care needed (hrs per month)?

\* Estimated Costs (\$ per month)?

\* How many hours of care are needed outside regular business hours 6 am to 6 pm?

\* Start Date

Please check all that apply for each of the following:

Usual time of day that care is required:

Days (6 am to 6 pm) Evenings / overnights (6 pm to 6 am) Weekends

**Section 6 - Kin Child Care Subsidy ONLY** (refer to page 6 in guide)  
(only complete if applying for the Kin Child Care Subsidy Program)

**Relative Caregiver's Details**

\* Caregiver's Last Name  Caregiver's First Name

\* Birthdate    \* Social Insurance Number

\* Address (include Apt #, street, P.O. Box#)

City/Town  **A B** Postal Code

Telephone Number (include area code)

\* Relationship to the child

**Section 7 - Declarations** (refer to page 6 in guide)

**Declaration of a Relative Caregiver**

- I declare that the above information is true and accurate.
- I understand that it is my personal responsibility to report income and expenses related to the provision of child care in accordance with Canada Revenue Agency (Canada Customs and Revenue Agency) guidelines. *For more information please secure a copy of the CRA (CCRA) pamphlet "Using Your Home for Day Care" (P134{E}).*

**I have read the above Declaration and I understand what it says.**

**X** \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Relative Caregiver

Pull here to detach complete Application Form

## **Applicant and Co-Applicant Declaration**

- I declare that the information I have given on this application is true and complete.
- I will advise the Alberta Children and Youth Services Child Care Subsidy Program immediately of any changes in personal, financial or family circumstances that would affect my eligibility for funding. This includes, but is not limited to, any changes in income and in child care arrangements.
- I understand that giving false or incomplete information, or not advising of changes in circumstances may result in termination or suspension of funding, requirement to repay any funding that I have received.
- I understand that the information I give may be verified by an Alberta Children and Youth Services representative at any time.
- I understand that I may be required to provide additional information in order to confirm my initial and continuing eligibility for Child Care Subsidy. I understand that Alberta Children and Youth Services may initiate an investigation relating to my eligibility for Child Care Subsidy.
- I understand that I need to retain all documents pertaining to income and reasons for care as they may be required for audit purposes.

**I have read the above Declaration and I understand what it says.**

**X** \_\_\_\_\_  
Signature of Applicant Date

**X** \_\_\_\_\_  
Signature of Co-applicant Date