

Collection of Information

The personal information collected on this form is under the authority of the *Government Organization Act* and managed in accordance with the *Freedom of Information and Protection of Privacy Act*. The information will be used to determine eligibility for child care subsidy. If you have questions about the collection, use or disclosure of this information, please contact the Alberta Supports Contact Centre at 1-877-644-9992 (toll free) or 780-644-9992 (Edmonton Area) between the hours of 8:15 am - 4:30 pm, Monday - Friday (except general holidays).

Who Can Apply?

You can apply for child care subsidy if:

- 1) You are using licensed or approved child care or you are using a relative caregiver who does not live in the child's home.
- 2) You and your co-applicant are currently working, attending school, looking for work or have special needs.

OR

- 3) You are a stay-at-home parent applying for the Stay-at-Home Parent subsidy. You may qualify for a Stay-at-Home subsidy if you are a family where one parent stays at home to care for children 0-6 years of age who attend a licensed pre-school or approved early childhood development program.

A Guide to Completing Your Application

The Child Care Subsidy Program offers a range of subsidy options to help eligible low and middle-income parents of pre-school children and children in Grades 1 to 6, with the cost of child care.

You may qualify for a subsidy depending: on your income, your reason for needing child care, and the size of your family. An additional extended hours subsidy may be available for parents who require a minimum of 4 hours per month outside of the hours of 6:00 am to 6:00 pm.

If you have questions about the Child Care Subsidy Program or if you require help filling out an application, please contact the Alberta Supports Contact Centre at 1-877-644-9992 (toll free) or 780-644-9992 (Edmonton Area) between the hours of 8:15 am - 4:30 pm, Monday - Friday (except general holidays).

Section 1 - Subsidy Information

Types of Subsidy

Child Care Subsidy

Assists eligible families with children 0-12 years of age and not yet in Grade 7 to pay child care costs for children enrolled in an approved family day home, a licensed day care program, licensed out-of-school care program or licensed group family child care program.

Kin Child Care Subsidy

Kin Child Care Subsidy assists eligible families with children 0-12 years of age and not yet in Grade 7, pay a relative to care for their children. The relative must not reside in the child's primary residence. Applicants must demonstrate a valid reason for care for a minimum of 50 hours per month for 0 to Kindergarten (pre-school age children) and 25 hours per month for children in Grades 1 to 6.

Extended Hours Child Care Subsidy

Extended Hours Subsidy assists families with a valid reason for care during evenings or week-ends to receive in conjunction with child care subsidy an additional \$100 per month per child. The licensed or approved program must be approved to offer extended hours of care. Four or more hours of extended hours care must be used in a month.

Stay-at-Home Parent Subsidy

A Stay-at-Home Subsidy is available for families where at least one parent stays at home to care for children 6 years and younger and does not work or go to school for more than 20 hours per week.

Section 2 - Family Unit Information

Check married if:

- you are two adults in a legal union.

Check cohabiting partner if:

- you are living in a common-law relationship defined as two adults in a conjugal or marriage-like relationship, regardless of the length of time of your relationship, OR, you are in a relationship recognized under Alberta's *Adult Interdependent Relationships Act*.

Section 3 - Applicant Information

Citizenship

A Canadian citizen is a person who is Canadian by birth or who has obtained citizenship from the Government of Canada. A permanent resident is not a Canadian citizen and has been granted permission to live and work in Canada without any time limit on their stay. Either the applicant, co-applicant or the child requiring care must be a Canadian citizen or permanent resident.

Reason for Care

Working

Employed and have earnings for the hours worked. This includes individuals who are self-employed.

Attending School

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

g **Stay-at-Home**

One parent stays at home to care for children 6 years of age and younger and does not work or go to school for more than 20 hours per week.

g **Special Needs of Child/Parent**

An applicant or child who has a special need and requires child care for developmental or therapeutic reasons (e.g., emotional, physical, sensory, communications, and/or developmental disability). Other special needs may include hyperactivity, family crisis or chronic or long-term illness of the child or applicant/co-applicant.

g **Looking for Work**

An applicant/co-applicant actively looking for work may be eligible for up to two months of child care subsidy. Approval beyond two consecutive months to a maximum of a total of four months within a 12-month period requires the review and approval of a supervisor.

Other Information

g **Ordinarily Live on Reserve**

Applicant's/co-applicant's who ordinarily reside on-reserve, maintain a home on reserve, or live with a First Nation's family on-reserve and are attending school, may apply for provincial child care subsidy for licensed or approved child care programs operated off-reserve. The applicant/co-applicant must provide their Registration Number and Reserve name with their application. Child Care Subsidy is not available for individuals who use approved programs located on First Nations.

Section 4 - Income

Income

Subsidy is an income-tested program. The most current Notice of Assessment provided by the Canada Revenue Agency (CRA) will be used to determine income eligibility. Once you have submitted the consent form allowing us to receive your information from the CRA, we will assess your application. If the CRA does not have your tax information because you are a new comer to Canada or/were a minor and not legally required to file a tax return, please contact the Alberta Support Contact Centre for more information about applying for subsidy.

Deductions

Tuition costs include tuition, textbook and educational supplies for either the applicant or co-applicant, paid during the school term. Do not include any grants or gifts received for tuition costs.

UCCB is the Universal Child Care Benefit paid by the federal government for each child under the age of 6 years, and is paid in installments of \$100 per month per child.

Additional child care costs include expenses for children under 12 years of age except evening child care expenses for a parent's recreational purpose or parent portion of child care fees (receipts will be required).

Canada Revenue Agency (CRA)

To get a copy of your Notice of Assessment, contact the Canada Revenue Agency at 1-800-959-8281 or visit their website at <http://www.cra-arc.gc.ca/contact/menu-e.html>.

Section 5 - Children's Details

In this section, list each child requiring child care between the ages of 0 to 12 years and not yet in Grade 7. Stay-At-Home Subsidy is only available to children between the ages of 0 to 6 years who are attending a licensed pre-school or approved early childhood development program.

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, subsidy is paid directly to the parent each month. The parent is responsible to pay the relative caregiver. Parents are required to submit a Caregiver Monthly Claim - Receipt for Care form, which includes the signature of the relative providing care and the applicant.

Section 7 - Declaration

Before you sign the declaration on this form, please read the declaration and the consent to sharing information.

It describes the responsibilities that applicants have in receiving Child Care Subsidy, including providing complete and true information about their family and financial situation and reporting changes in their circumstances.

The declaration also specifies how the information you and the co-applicant provide is used to administer the Child Care Subsidy Program.

If there are any sections of this declaration that you do not understand, please contact the Alberta Supports Contact Centre to explain them to you before you sign the declaration.

Change in Circumstances

If, after your subsidy start date, any of the following changes occur to your family's circumstance, they must be reported in the month in which they occur by completing a Change of Information (CDEV2785) form or by contacting Alberta Supports Contact Centre.

These changes include:

- applicant or co-applicant no longer reside in Alberta
- change in reason for care
- decrease in annual income that may impact your subsidy benefits
- change in family structure (e.g., change in marital status, etc.)
- change in the number of children requiring care
- change in the child care program/service
- change in address
- change in child care fees paid
- change in hours of child care used

Documents Required to Complete Your Application

New Applicants

All new applicants must submit:

- g A signed copy of the consent form that will allow us to verify your information directly from Canada Revenue Agency to determine eligibility.

Documents to be provided if reason for care is "Special Needs for Parent or Child":

- g Verification for Need for Child Care - Special Needs (CS3610) which is available at www.child.alberta.ca.

Renewal Applicants

All applicants renewing their subsidy must submit:

- g For each applicant, their signed consent form. If you have already submitted a consent form you do not need to send in an additional form.
- g A completed Special Needs Verification form CS3610 (if applicable).

What Happens Next?

If more information is needed, you may be asked to clarify missing or incorrect information. The application may be returned to you to complete.

If your application is approved, you will receive an Approval Letter that states when your child care subsidy will start and end, and the amount of child care subsidy you will receive. Subsidy is provided for up to two months while the applicant submits documents required to approve their application. Once all documents are submitted, subsidy will be provided for an additional 10 months or as required.

For Kin Child Care Subsidy applicants, upon approval of your subsidy you will be required to complete a direct deposit form for payments.

If your application is not approved, you will receive a Refusal Letter stating the reasons why subsidy was not approved and how to appeal the decision.

Subsidy is paid directly to your child care program on your behalf. You are responsible for the portion of fees not covered by Child Care Subsidy. Subsidy will start on the first day of the current month or date required, whichever is last.

Applicants are not eligible for two conditional approvals in a row and may be required to repay any subsidy paid in error on their behalf.

Payment of child care subsidy is based on authorized hours of care, which is the number of hours for which an applicant/co-applicant is eligible for subsidy. Subsidy hours will be reviewed by the Child Care Subsidy office after two consecutive months to ensure subsidy funding levels remain consistent with hours of child care required.

Request For An Administrative Review

An applicant/co-applicant can request a review of a decision regarding subsidy. The first step in the administrative review process is for the applicant/co-applicant to contact Alberta Supports Contact Centre by phone, letter or email. If an applicant/co-applicant is not satisfied with the outcome of the discussion with the Subsidy Assessor they may request a review of the decision by the Provincial Child Care Manager or Child Care Subsidy Supervisor within 30 days of receiving an Approval or Refusal letter.

Conclusion

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

Checklist for all applicants:

- All required documents are attached (See page 5 of Guide).
- Application is completed in full and signed and dated in ink.
- Submit application.

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.

By mail:

- Mail the application to: **Child Care Subsidy**
PO Box 1641
Edmonton, AB T5J 2N9
Email: hs.childcaresubsidy@gov.ab.ca

By fax:

- 780-422-5692

In person:

- Take the application form to your local Alberta Supports Contact Centre.

Any questions or concerns about your application?

Please contact the Alberta Supports Contact Centre at 1-877-644-9992 (toll free) or 780-644-9992 (Edmonton Area) between the hours of 8:15 am - 4:30 pm, Monday - Friday (except general holidays).