

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Fee Subsidy</p>
<p style="text-align: center;">BREAK IN SERVICE</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.19</p>

Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) recognizes that there may be occasions when a family receiving fee subsidy requires a break in service.

A break in service allows families to maintain their eligibility status for Child Care fee subsidy, while not actively receiving fee assistance.

Policy

A break in service is valid for a maximum of six months for the following reasons:

- a) parent becomes unemployed, or decides to leave his/her school/training program;
- b) parental leave due to birth in the family; or
- c) non-custodial parent visits.

Procedure

1. If a parent becomes unemployed, cannot find a job, or decides to leave his/her school/training program, he/she will be offered a break in service. The break in service supports eligibility for a six-month period but does not guarantee that funding or space will be available when the family returns. The parent will need to negotiate space with the Child Care Program.
2. Parental leave is granted to families who have had a birth in the family. Siblings will continue to receive fee subsidy for up to ten days following the birth.

After ten days:

- a) fee subsidy will be terminated;
- b) the family file will be placed on a "break in service" status; and
- c) when the parent returns to work or school, the children will be reinstated into their respective Child Care Programs, if space and funding are available.

Should the parent decide to return to work or school less than ten days after the birth:

- a) existing Child Care arrangements will continue; and
- b) verification from the employer or educational program will be required within ten days, to confirm the parent's status.

The parent must notify the Child Care Program ten business days before the expected date of birth. The Child Care Program Director confirms ongoing approval or the date of withdrawal from the Child Care Program.

- 3. If a parent does not return from their break in service, the fee subsidy file will be terminated.

ADOPTION & REVIEW GUIDELINES		
<i>Approved by Res. #118/01 on November 15, 2001</i>		
<i>Reviewed/Revised by Administrative Approval: 08 April, 2004</i>		
<i>Administrative Approval: 30 Dec, 2010</i>	<i>Signature of D. Dittaro, CAO: Donna Dittaro</i>	
<i>Approximate date of next review: February, 2015</i>		
REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	<i>Child Care</i>	<i>CC-6.23 Termination/File Closure</i>

