

<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;"><b>CHILD CARE</b> Fee Subsidy</p>
<p style="text-align: center;"><b>ELIGIBILITY/INCOME TEST</b></p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.2</p>

## Preamble

As part of the responsibility for managing the delivery of Child Care services, the Rainy River District Social Services Administration Board (RRDSSAB) must administer the Fee Subsidy Program.

## Policy

The RRDSSAB ensures that subsidized Child Care is provided to support the employment, training and educational needs of parents, as well as to provide services for children 0 to 12 years of age and their families with social care and special needs, as defined by *Section (1) of Ontario Regulation (O. Reg.) 262 of the Day Nurseries Act*.

Residents of the Rainy River District, including persons residing on one of the First Nations accessing Child Care at a licensed Child Care facility in a municipality, can apply for Child Care fee subsidy, if they are the child's parent, legal guardian, or have temporary care of the child (not a paid foster parent).

All applicants for fee subsidy (and where applicable, the applicant's spouse), including those currently receiving fee subsidy and being assessed under the income test, must provide the RRDSSAB with a copy of either the most recent available *Notice of Assessment* or *Canada Child Tax Benefit (CCTB) Notice*. The *Notice of Assessment* may be used for families not receiving the *Universal Child Care Benefit (UCCB)* and the *CCTB Notice* may be used for families receiving the *UCCB*, as adjusted income. All applicants and, where applicable, the applicant's spouse are required to file an Income Tax Return annually, in order to be considered for fee subsidy eligibility.

Applications for fee subsidy may be taken and eligibility reviews may be conducted at any time during the calendar year. In the latter half of the calendar year, parents must present the *Notice of Assessment* or *CCTB Notice* for the previous calendar year. In the first half of the calendar year, until

documentation is available for the previous tax year, parents may present the documentation for two years earlier; older documentation is not acceptable.

Per the *Ontario Child Care Service Management (OCCSM) Guidelines*, recent immigrants who are defined as "people who were not residents of Canada in the previous year and had no Canadian income to report for income tax purposes" are not required to have filed an income tax return and their adjusted income will be considered "zero" in the first year.

## Procedure

1. In determining eligibility, the RRDSSAB uses the definition of "adjusted income", defined in *Section 122.6* of the *Income Tax Act (Canada)*, and adheres to *Section 66.2* of *O. Reg. 262* which defines categories of persons who are eligible for fee subsidy.
2. Applicants must complete a *Child Care Fee Subsidy Intake Form* which includes demographic information such as: name of applicant(s), social insurance number(s), telephone number(s), address, family composition, and relevant documentation.
3. The Integrated Intake Worker collects documentation necessary for the verification of income, as described within *Section 66.3* of *O. Reg. 262*, and calculates the amount that parents receiving subsidy are expected to pay toward the cost of Child Care, within the formula described in *Section 66.4*.
4. In determining provisions relating to families with a parent and/or child with a disability, the Integrated Intake Worker refers to *Section 66.5* of *O. Reg. 262* and to *Section 1* for definitions of "handicapped child" and "developmental disability".
5. Persons who are eligible under the *Ontario Disability Support Act, 1997* or the *Ontario Works Act, 1997* are not required to complete the entire income test, as these persons automatically qualify for fee subsidy at the base rate for the specific Child Care Program.
6. If documentation is missing at the time of application, a letter referenced as *Outstanding Verification Request* is provided to the applicant(s), outlining all outstanding documentation which is required to be submitted within ten business days. If the documentation is not received by the deadline, a *Notice of Termination* letter and *Child Care Fee Subsidy Termination Form* explaining the reason(s) for termination and the appeal process will be sent to the applicant(s) with a termination date of ten business days from the mailing date. A *Child Care Fee Subsidy*

*Termination Form* is forwarded to the Child Care Site and a copy retained in the applicant's file. If the applicant fails to respond by the termination date, the file is closed and, if desired, the applicant will be required to re-apply as a new applicant.

7. Should an applicant contact the RRDSSAB within the ten business day deadline regarding justification for an extension, for example, awaiting documentation from the Province, the Children's Services Manager may approve a designated extension, in writing, to be forwarded to the applicant and copied to the file.

**ADOPTION & REVIEW GUIDELINES**

*Approved by Res. #118/01 on November 15, 2001  
Reviewed/Revised by Administrative Approval: 08 April, 2004*

*Administrative Approval: 30 Dec, 2010      Signature of D. Dittaro, CAO: Donna Dittaro*

*Approximate date of next review: February, 2015*

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NUMBER</b>
	<i>Child Care</i>	<i>CC-7.0 Eligible Hours for OW Child Care</i>
	<i>Child Care</i>	<i>CC-6.3 Calculation of Parental Fees</i>
	<i>Child Care</i>	<i>CC-6.4 Family Composition</i>
	<i>Child Care</i>	<i>CC-6.6 Persons with Disabilities</i>
	<i>Child Care</i>	<i>CC-6.7 Student Applicants</i>
	<i>Child Care</i>	<i>CC-6.8 Immigrant Applicants</i>
	<i>Child Care</i>	<i>CC-6.24 Internal Review &amp; Appeal Process</i>