

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>CHILD CARE Fee Subsidy</p>
<p>SIGNIFICANT CHANGES IN INCOME</p>	<p>Policy Number</p> <p>CC- 6.5</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.

The RRDSSAB recognizes that, throughout the year, families may experience an increase or decrease to their adjusted income. In most cases, parents are not expected to report in-year increases, as income changes will be taken into account at the time of the next fee subsidy review; changes to family composition are an exception.

Income in the most recent tax year may not reflect the family's current financial situation, in cases where families experience a significant decrease in income, for example, as a result of family break-up, change of employment, etc.

Policy

Recipients of fee subsidy must report changes to family composition throughout the year, for example changing from a one-parent to two-parent family as a result of marriage or co-habitation for a period not less than three years. In this case, a parent already receiving fee subsidy must report the change in circumstances to the RRDSSAB at the earliest opportunity

Should a family in receipt of fee subsidy experience a significant drop in income, (which is defined as a decrease of 20% or more compared to adjusted income for the most recent available tax year, per the *Notice of Assessment*), the family can apply for a reduced parental contribution. Per *OCCSM Guidelines Section 66.6*, the family must provide appropriate documentation so that the RRDSSAB can verify the change in income, such as pay slips, pension benefit statements or RRSP receipts. If the calculation does not prove a 20% reduction, the family's fee will remain the same.

Procedure

1. When family composition changes are reported, the most recent available *Notice of Assessment* must be provided for the new parent. The combined adjusted income for both parents will then be used to confirm eligibility for fee subsidy and the parental contribution recalculated, per *OCCSM Guidelines*.
2. When a family experiences a decrease of income, they are encouraged to contact the Children's Services Support Worker to schedule an appointment to review their financial information.
3. An *Application for Reduction in Parental Contribution* will be completed with the Children's Services Support Worker at the appointment, utilizing appropriate documentation. If a 20% decrease is determined, the family's income test will be revised and parental fees adjusted accordingly. The decrease in parental fees will become effective the first day of the month in which the reduction of parental fees occurred.

ADOPTION & REVIEW GUIDELINES

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

Approximate date of next review: February, 2015

REFERENCES:	POLICY AREA	POLICY NUMBER
	<i>Child Care</i>	<i>CC-6.2 Eligibility/Income Test</i>