

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area EARLY LEARNING & CHILD CARE Fee Subsidy</p>
<p style="text-align: center;">ONTARIO WORKS PARTICIPANTS – INFORMAL CHILD CARE</p>	<p style="text-align: center;">Policy Number CC-##</p>

Preamble

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

Child care fee subsidies are an important support for Ontario Works participants in approved employment assistance activities including LEAP participants. Per the *Ontario Child Care Service Management (OCCSM) Guidelines* funds for Ontario Works participants may be used for licensed or unlicensed (informal) child care to enable parents to participate in approved employment assistance activities as documented in their signed participation agreements.

Policy

The use of licensed child care for Ontario Works participants must be prioritized over the use of informal (unlicensed) child care.

Funding provided under the *Child Care and Early Years Act, 2014*, for informal child care may only be accessed by Ontario Works participants when a licensed child care arrangement is not available due to the following provisions:

- Limited licensed child care options (e.g. rural and/or remote location, inaccessibility, etc.);
- Licensed child care options do not meet the needs of Ontario Works clients (e.g. need for weekend, overnight, or intermittent care); and/or
- Short-term child care need.

Informal care may be provided by occasional caregivers, neighbors, etc. Paid care by relatives outside of the Ontario Works benefit unit is permitted as long as receipts are provided.

Ontario Works participants may receive assistance up to pre-established ceilings for unlicensed (informal) child care as specified under O. Reg. 134/98, Subsection 49.1 (2) of the *Ontario Works Act, 1997*. Ontario Works participants will be required to produce receipts on request for informal care purchased directly.

Procedure

1. In cases where informal child care is approved, the Caseworker is required to document the rationale for the provision of funding. All documentation is to be copied and retained on file for a period of seven years.
2. All applicants approved for informal child care arrangements are to receive resources on the differences between licensed and unlicensed child care.

ADOPTION & REVIEW GUIDELINES		
<i>Administrative Approval: December, 2015</i>		<i>Signature of D. McCormick, CAO: _____</i>
<i>Approximate date of next review: January, 2020</i>		
REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	<i>Child Care</i>	<i>CC-6.2 Eligibility/Income Test</i>
	<i>Ontario Works Directives</i>	<i>5.4: Child Care Deductions</i>