

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 8. Application for Child Care Subsidy	Replaces: November 2004
Subject: 8.2. Assessment Appointments & Approval Process	
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POLICY

Upon determination that a family is eligible for subsidy an assessment appointment with the Manitoulin-Sudbury DSB is scheduled.

Approval of subsidy may be approved retroactively to the day that the applicant first made contact with the Manitoulin-Sudbury DSB.

If an applicant misses a scheduled appointment and does not call to reschedule, the file will be closed. If an applicant reschedules an appointment two or more times, he/she may not be eligible for retroactive child care subsidy to the date of first contact.

PROCEDURE

Applicant(s) will be given (verbally or in writing) a detailed list of documents required for the official assessment appointment (See Appendix D).

Whenever possible, both applicants must attend the assessment appointment.

The appointment will be rescheduled if the applicant does not bring all of the required information.

The Manitoulin-Sudbury DSB will complete the verification interview including:

- Verify information that was not previously submitted
- Confirm the Work/School Tab
- Print and verify the income test with the client
- Explain and sign Income Test, Interdepartmental Agreement, Parental Agreement and Special Needs questionnaire
- Determine eligible hours of care, entered in OCCMS
- Complete the Case Management Tab (next review date, parental agreement (P/A) date)
- Add notes in OCCMS (including the Parental Contribution, the child's required schedule, the name of daycare, the effective date of care) and print notes to be put on Green Child Care File.

An email will be sent with notification that the grant is complete and ready for review. Once reviewed, a response to the email will be sent informing approval. A note will be added in OCCMS.

When the application is completed, a letter will be completed detailing the

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following:

- "Child's Name:
- Required care: *<Need to be specific with which days per week and hours of care required>*
- Care code and cost of care being approved:
- Provider Site:
- Amount of parent portion:
- Effective: "*<date> to <date>*"
- Confirm verification of employment/school

This letter will be forwarded to:

- Parent (original)
- Case Management File (green file)
- The appropriate day care centre by fax or email
- The notes in OCCMS will include the following information (cut & pasted from the letter)

To complete the process:

- Populate child's schedule and ensure that all OCCMS information is correct regarding placements
- Update the 'bring forward' list for the applicant's annual review
- File copies of all letters sent in the Green child Care File

Entire process should take 5 days from receipt of info from client