

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 5. Fee Subsidy	New
Subject: 5.5. Billing	
Policy No. F.5.5.	Page 1 of 1

POLICY

At the end of each month the Manitoulin-Sudbury DSB will pay each Child Care Operator for services provided according to the attendance records for eligible approved children.

PROCEDURE

The Manitoulin-Sudbury DSB will pay all or a portion of the per diem rate for subsidized child, depending on the family's available income as determined by the Income Test.

The parent will be responsible for paying their assessed parental contribution as well as any fees charged for care not approved under the subsidy. The licensed child care operator will receive a copy of all subsidy approval letters which will outline the eligible hours, parent contribution and number of absent days to be approved.

The licensed child care operator must complete and send the "Enter and Exits Form" Appendix F at the end of each month, detailing subsidized children who have been enrolled or have withdrawn during the month.

Following notification from the Manitoulin-Sudbury DSB, the licensed child care operator must submit the OCCMS web based record of attendance. All attendance records will be reviewed, and approved billings are forwarded to Finance Department for payment.