

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: F. Children's Services	Effective Date: <b>April 1, 2021</b>
Topic: 8. Application for Child Care Subsidy	Replaces: January 1, 2010
Subject: 8.1. Eligibility	
Policy No. F.8.1.	Page 1 of 2

**POLICY**

Fee subsidy is available to provide financial assistance to families who require licensed child care. Subsidized childcare is available for children ages 0-12 (up to 18 for children with special needs). Fee subsidy is available to support full and part time childcare in the licensed system as per **Child Care and Early Years Act** or approved recreation programs. Access to fee subsidy for eligible families is subject to the availability of subsidy funds within the Manitoulin-Sudbury DSB budget and space within child care programs.

The Manitoulin-Sudbury DSB gives financial help to parents/guardians if:

- The family lives in the service jurisdiction of the Manitoulin-Sudbury DSB
  - A family who is moving to the service jurisdiction of the Manitoulin-Sudbury DSB may apply but will not have an in-office appointment until they have a mailing address in the service jurisdiction of the Manitoulin-Sudbury DSB
  
- The parents/guardians have legal custody of the child
  - Parents/guardian who do not have legal custody of the child requiring care, but who are providing informal temporary care for the child, may apply for subsidy if they provide a written document, signed by the parent or legal guardian and the temporary care provider. The signed document must describe the temporary care arrangement and include the period of time for which the temporary care arrangement will be in place.
  
- Are in financial need (as determined by the income test), or are on Ontario Works (OW) or Ontario Disability Support program (ODSP)
  
- Are working, or in a school or training program, or have a child with an identified special or social need
  - Parents of children with an identified special or social need do not need to be working or in school to qualify

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<b>PROCEDURE</b>
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When a parent/guardian (applicant) calls the Manitoulin-Sudbury DSB, one of two initial contact procedures will be followed:

1. If the client calls the local office, they will be sent a child care application via fax, mail, **email** or given the Manitoulin-Sudbury DSB website to start the screening process.
2. If the client visits the local office, they will be given a new child care subsidy application package that includes a self application to determine eligibility. Depending on their time frame, they can complete the package at home

When the package is complete the applicant can forward the application in one of three ways:

1. Return it to the local office
2. Fax it themselves to the fax number on the application
3. **Email it to the email address on the application.**

Upon receipt of the **application** the Case Manager will contact the client within 24 hours to:

- Schedule an Assessment Appointment