

COUNTY OF RENFREW

CHILD CARE AND EARLY YEARS DIVISION



County of  
**Renfrew**  
Ontario . Canada

*Experience Our History, Share Our Future!*

## FEE SUBSIDY INFORMATION FOR FAMILIES



County of Renfrew  
Child Care and Early Years Division  
545 Pembroke Street West  
Pembroke, Ontario K8A 5P2  
Phone: 613-732-4100  
Toll Free: 1-866-561-7679  
Fax: 613-732-4437

Email: [childcare@countyofrenfrew.on.ca](mailto:childcare@countyofrenfrew.on.ca)

Website: <http://www.countyofrenfrew.on.ca/departments/social-services/child-care/>

Dear Parent/Guardian:

The County of Renfrew Child Care and Early Years team aims to provide a responsive, accountable, respectful and family focused service for all families. The Child Care and Early Years team work together to provide an inclusive program while focusing on the best interest of the child.

This information handbook has been developed to help our families understand our policies and our procedures and how they may affect your eligibility for fee subsidy.

Please keep this information package as a reference and contact your Eligibility Coordinator if you have any questions.

**My Eligibility Coordinator is:**

---

**Contact Information:**

**613-732-4100/866-561-7679 Ext. \_\_\_\_\_**

**\_\_\_\_\_@countyofrenfrew.on.ca**

*"Helping to Make Renfrew County the Best Place to Raise a Child"*



# TABLE OF CONTENTS

<b>Child Care Fee Subsidy</b>	<b>Page Number</b>
What is Fee Subsidy .....	2
Will I Qualify? .....	2
Child Care in the County of Renfrew .....	2
How to Apply .....	3
Waitlist .....	3
Assessment Screening .....	3
Eligible Hours of Child Care .....	4
Parent Contribution .....	4
Eligible/Ineligible Determination.....	5
 <b>Attendance</b>	 <b>Page Number</b>
Vacation/Absent and Sick Days .....	5
 <b>Maintaining Your Ongoing Eligibility</b>	 <b>Page Number</b>
Reporting Changes	
Address .....	6
Marital Status/Family Composition .....	6
Custody/Child Living Arrangements .....	6
School/Work/Self-Employment .....	6
Maternity Leave/Parental Leave .....	6
Job Search .....	6
Transfers .....	6
Review of Eligibility .....	6
Internal Review Process .....	7
Notice of Withdrawal .....	7
 <b>Other</b>	 <b>Page Number</b>
Integration Services .....	7
Helpful Websites .....	8
Questions – Who do I contact? .....	9
Contact Information .....	9

# CHILD CARE FEE SUBSIDY

## What is Fee Subsidy?

**Child Care Fee Subsidy** is offered by the County of Renfrew Child Care and Early Years Division to assist you with the cost of licensed child care for agencies with which the County of Renfrew has a contractual agreement.

Eligibility for fee subsidy is governed by the Child Care and Early Years Act, 2014, Ministry Regulations and Guidelines as well as local policies and procedures.

## Will I Qualify?

1. You must be a resident of the County of Renfrew.
2. You must be the parent or legal guardian of a child 0 -12 years of age that lives with you.
3. You must be in receipt of the Canada Child Benefit for the child for whom you are requesting fee subsidy.
4. You and your spouse (if applicable) must file an income tax return annually (unless you are in receipt of Ontario Works or Ontario Disability Support Program).
5. You and your spouse (if applicable) must be employed/in school or in an approved training program.
6. You must be in financial need. Financial need is determined by your net family income as per your Canada Revenue Notice of Assessment and/or the Canada Child Benefit.
7. You may also qualify if you or your child has recognized special or social need and written recommendation is provided by a professional in the health or social services field.

## Child Care in the County of Renfrew:

Fee subsidy for eligible families is subject to the availability of subsidy funds within the budget and space availability within a child care program. The County of Renfrew must have a contractual agreement with the child care provider with whom you may be interested for a child care placement. Options for child care include licensed child care centres, licensed home child care, approved recreation programs or school based extended day programs. Fee subsidies may be provided for children ages 0 – 12 for children enrolled in child care centres, licensed home child care or school based extended day programs. Fee subsidies may be provided for children 6 – 12 who are enrolled in recreation programs. For more information on available options, please see the *Child Care Directory* on the County of Renfrew Child Care website or contact the Intake Coordinator at 613-732-4100.

It is the applicant parent/guardian's responsibility to visit the programs to determine which program meets their specific child care needs (hours of operation etc).

## **How to Apply:**

An Application for Child Care Fee Subsidy must be completed. Applications are available by telephone at 613-732-4100 or at the County of Renfrew Child Care and Early Years Division office located at 545 Pembroke Street West Pembroke. Applications for Child Care Fee Subsidy are also available online at [http://www.countyofrenfrew.on.ca/\\_documents/childcare/FeeSubsidyApplicationForm.pdf](http://www.countyofrenfrew.on.ca/_documents/childcare/FeeSubsidyApplicationForm.pdf).

Please have information from your most recent Notice of Assessment or Canada Child Benefit available in order to complete the Application for Child Care Fee Subsidy. If you do not have these documents, please request the documents from Canada Revenue Agency by calling 1-800-959-8281 for your Notice of Assessment or 1-800-387-1193 for your Canada Child Benefit notice.

## **Waitlist:**

All families interested in fee subsidy will be placed on a centralized waitlist managed by the County of Renfrew Child Care and Early Years Division. The waitlist is based on priorities as per County of Renfrew Child Care Services Policies and Procedures.

Eligibility for fee subsidy will not be determined until your child's name is next on the waitlist, and a space and funding become available.

## **Assessment Screening:**

The Eligibility Coordinator will complete an assessment screening over the telephone to determine preliminary eligibility and continued parent interest. If preliminary eligibility is determined and continued parent interest continues, an in-person eligibility assessment interview is scheduled. The following documents will be requested for the interview:

- (a) Notice of Assessment(s) and/or Notice of Reassessment(s) (for the most current taxation year);
- (b) Canada Child Benefit notice (for the most current taxation year);
- (c) Proof of current residency within the County of Renfrew (e.g. most recent mortgage agreement/property tax statement or current rent receipt with name, address, dated and signed by landlord/owner/signing authority);
- (d) Proof of current employment, education and/or special/social needs;
- (e) Proof of current custody arrangement (if applicable) (e.g. Custody Order, Minutes of Settlement etc.);
- (f) Proof of Immigration Status (if applicable) (e.g. Citizenship Card(s), Permanent Resident Card(s) etc.);
- (g) Proof of current marital status (if applicable) (e.g. Separation Agreement, Certificate of Divorce, Death Certificate etc.);

(h) Birth Verification for all Applicants/dependent children (e.g. Birth Certificate, Baptismal Certificate, Notice of Birth Registration etc.);

(i) T1 Summary/General or Income Tax Return Information—Regular corresponding to the submitted year for the Notice of Assessment(s); and

(j) Secondary proof of address (e.g. current household bill with name and address).

Applicants may also be requested to provide additional information pertaining to their individual situation.

### **Eligible Hours of Child Care:**

Eligible hours for child care fee subsidies are hours in which no parent in a household is able to care for his/her child(ren) during the time they are completing their approved activity (work/school etc) . Consideration for eligible hours of child care fee subsidy will be determined based on hours of employment, shift work, hours of school/correspondence, self-employment, child special/social needs or parent special needs.

Consideration will also be given for travel and homework time as well as job searching for existing clients who become temporarily unemployed.

Cash earnings not declared to Canada Revenue Agency will not be considered towards eligible hours of child care. In such instances, Applicant(s) will be ineligible for fee subsidy as financial eligibility is based on income reported to Canada Revenue Agency.

For self-employed applicants: A person is considered to be self-employed if they are actively pursuing or conducting self-employment activity and claiming business expenses against income on their personal income tax return. Applicants are required to demonstrate active self-employment activities are being completed that justify the need for full or part-time child care. Applicants must demonstrate the self-employment activities will lead to a viable business. Please see your Eligibility Coordinator for more information on self-employment criteria.

### **Parent Contribution:**

The amount that you must pay towards the cost of child care is known as the parent contribution. The parent contribution is determined by the Income Test which is based on line 236 of you and your spouse's (if applicable) Notice of Assessment(s) for the most recent taxation year or the family net income from Revenue Canada's most current Canada Child Benefit.

You may be eligible for either a full or partial subsidy to cover the cost of your approved hours of child care.

A **full subsidy** pays for all of the approved child care hours.

A **partial subsidy** means that you pay some of the child care expenses and Child Care Services pays the remaining balance on your behalf. If you pay a partial subsidy you must pay a portion of the expenses directly to the child care agency. You must pay your portion for every day that the centre, program or provider is eligible to bill the County of Renfrew. This may include sick days, vacation (holidays), or absent (not going to program) days. Payments must be made on time. If you do not pay your portion of the child care expenses, then you may lose your child care fee subsidy.

As per the Child Care and Early Years Act, 2014 "upon request, any licensee or child care provider shall provide a receipt for payment for a person who pays the licensee or child care provider for child care, and the receipt shall be provided free of charge".

Applicant(s) may apply during the current year for a reduction in the amount he/she pays for the cost of child care if the parent has a reduction in their adjusted income of 20 per cent or more during the current year compared to their adjusted income in the previous year or in the year before the previous year if proof of their adjusted income is not available for the previous year. For more information, please contact your Eligibility Coordinator.

Fees not associated with the daily cost of approved hours of child care (e.g. registration fees, sunscreen fees, trip fees, etc.) or private arrangements outside of your fee subsidy approval (e.g. extended care hours, late pick-ups, early drop offs, etc.) are the responsibility of the applicant parent/guardian.

### **Eligible/Ineligible Determination:**

If you are deemed eligible and approved for fee subsidy, you and the child care provider will receive a 'Fee Subsidy Agreement' which outlines your approved eligible hours of child care and your parent contribution. The Fee Subsidy Agreement may also confirm your fee subsidy start and/or end date.

If you are deemed ineligible for fee subsidy, you will receive a Notice of Ineligibility letter outlining the reason for the ineligibility.

## **ATTENDANCE**

### **Vacation/Absent and Sick Days:**

Child Care Fee Subsidy will pay for (after the parent's contribution):

- Each day the child goes to the program, as approved by your Eligibility Coordinator
- 20 vacation/absent days per calendar year
- 24 sick days per calendar year

If you have a parent contribution, then you must continue paying your parent contribution for any days your child is on vacation, absent or sick.

You must pay the full cost of child care directly to your provider if your child takes additional vacation/absent/sick days over and above the allowable days. If you require more than 20 vacation/absent days or 24 sick days due to extenuating circumstances, this must be pre-approved by the County of Renfrew Child Care and Early Years Division by completing and submitting a Request for Additional Vacation/Absent Days form or a Request for Additional Sick Days form. These forms may be requested from your Eligibility Coordinator.

If your child is absent from a program without notice for **five consecutive days**, fee subsidy may be cancelled.

If your child is sick longer than **ten consecutive days** and has not been attending the child care centre you must contact your Eligibility Coordinator.

# MAINTAINING YOUR ONGOING ELIGIBILITY

## Reporting Changes:

You must inform County of Renfrew Child Care and Early Years Division immediately of any changes to your circumstances by contacting your Eligibility Coordinator. Changes may include:

**Address:** If you move or your living or accommodation status changes.

**Marital Status/Family Composition:** If you marry or live common law, separate or any other changes to your marital status.

**Custody/Child Living Arrangements:** If a child leaves the home or any changes to child custody or access arrangements.

**School/Work/Self-Employment:** If you start or stop employment/attending school, if your educational status changes (change in schedule etc), or if your hours of work or school decrease.

**Maternity Leave/Parental Leave:** Parent/guardian will advise their Eligibility Coordinator as soon as they begin their Maternity/Parental Leave or earlier if the date is known. Unless parent or child(ren) illness/disability or social needs are present, fee subsidy will be cancelled.

**Job Search:** If you are receiving fee subsidy and your job or school ends, you must contact your Eligibility Coordinator immediately. Your fee subsidy may continue for up to three months (per calendar year) in order that you may look for work, however your job search must be pre-approved by your Eligibility Coordinator.

**Transfers:** Contact the Intake Coordinator. The Intake Coordinator will tell you about other available child care programs. You must follow your present child care agency's policies and provide two or more week's notice to your present child care agency before you transfer your child to another program. If a fee subsidy transfer is required, the transfer must be approved by the Eligibility Coordinator prior to the transfer.

Should any of the above-noted changes occur and are not reported to the Eligibility Coordinator, you WILL be responsible to repay any fee subsidy received during the time period for which the changes were not reported and/or you did not qualify. Your fee subsidy may also be cancelled.

## Review of Eligibility:

All families will have their eligibility reviewed at least once per year. Both applicants, if applicable, must be present at the interview. You will be mailed a Notice of Child Care Subsidy Review letter outlining the date and time of the review as well as the list of information required for the review appointment.



## Internal Review Process:

A request for an internal review can be made for any decision you receive such as a decision to cancel, refuse or reduce your fee subsidy.

**Step 1:** Discuss the issue with your Eligibility Coordinator in order that the decision can be explained in detail.

**Step 2:** If you still disagree with this decision, you may submit a written request for an internal review within ten business days of receiving the decision. Your written request needs to say, "I am requesting an internal review" and state your reasons for disagreeing with the decision. Include in the letter your name, the name of your child and your signature.

If you do not ask for an internal review in writing within ten business days, the decision will be final and cannot be appealed to the Manager of Child Care and Early Years Division.

## Notice of Withdrawal:

If you no longer require subsidized child care, you must give two or more week's notice in writing by completing a Notice of Withdrawal form (available at the Child Care and Early Years office or at your child care provider) and submitting the completed form to both your Eligibility Coordinator and the child care provider. **You remain responsible for any other fees owing to the child care provider as well as the required period for a withdrawal without notice.**

The County of Renfrew Child Care and Early Years Division will continue to pay the fee subsidy portion for two weeks from the date of withdrawal.

# OTHER

## Integration Services:

The County of Renfrew Child Care and Early Years Division provides funding through Integration Services for Special Needs Resourcing which is available to children who live in the County of Renfrew and are enrolled in licensed child care agencies. Integration Services offers support to licensed child care agencies in the County of Renfrew for children who have displayed difficulties in one or more developmental areas (e.g. cognitive, physical, behavioural, social/emotional etc.). Integration Coordinators work closely with child care programs, families, as well as outside agencies to provide recommendations and resources in order to successfully integrate children with an identified need into the child care programs.

## Helpful Websites:

- Visit the County of Renfrew Child Care and Early Years Division Website at:  
<http://www.countyofrenfrew.on.ca/departments/social-services/child-care/>
- Online Fee Subsidy Estimator Tool:  
<http://www.countyofrenfrew.on.ca/departments/social-services/child-care/subsidy-estimator/>
- Fee Subsidy Applications:  
[http://www.countyofrenfrew.on.ca/\\_documents/childcare/FeeSubsidyApplicationForm.pdf](http://www.countyofrenfrew.on.ca/_documents/childcare/FeeSubsidyApplicationForm.pdf)
- Visit the Ministry of Education website for information about Licensed Child Care in Ontario:  
<http://www.edu.gov.on.ca/childcare/index.html>
- Ontario's Regulatory Registry:  
<http://www.ontariocanada.com/registry/view.do?postingId=20628&language=en>
- Visit an Ontario Early Years Program in your neighborhood or visit them online at:  
<http://www.earlyyearsrenfrew.ca/index.html>



**If you have questions please contact the following:**

- For your waitlist status → Contact the Intake Coordinator
- For your fee subsidy → Contact your Eligibility Coordinator
- For the care your child receives → Contact your Child Care Agency Supervisor

For concerns regarding a licensed child care agency's compliance with the Child Care and Early Years Act, 2014 → Contact the Ministry of Education, Child Care Quality Assurance and Licensing Branch

## **CONTACT INFORMATION**

County of Renfrew Child Care and Early Years Division  
545 Pembroke Street West  
Pembroke, ON K8A 5P2  
TELEPHONE: 613-732-4100  
TOLL FREE: 1-866-561-7679  
FAX: 613-732-4437  
Monday to Friday  
Office Hours: 8:00 a.m. to 4:00 p.m.

**Ministry of Education, Child Care Quality Assurance and Licensing Branch**  
**1-800-267-5111**