

Child Care Fee Subsidy Required Documents to Determine Eligibility

All required documents that apply to your circumstances must be provided in order to accurately determine eligibility for child care subsidy.

Proof of Identity and Status in Canada	<p>Provide one of the following for each family member born in Canada:</p> <ul style="list-style-type: none"> Canadian Birth Certificate Canadian Statement of Live Birth Canadian Passport Certificate of Indian Status (Status Card) <p>Both sides of the identification must be copied and current. Health cards and Social Insurance cards are not accepted.</p> <p>Provide one of the following for each family member born outside of Canada:</p> <ul style="list-style-type: none"> Canadian Passport Canadian Citizenship Card/Certificate Canadian Permanent Resident Identification Confirmation of Permanent Residence in Canada (IMM5292) Record of Landing (IMM1000) Protected Person Status <p>If you do not have status in Canada, please provide verification of your Permanent Resident Application. Applicants in Canada under the Canada-Ukraine Authorization for Emergency Travel (CUAET) program may provide a temporary resident permit or visitor record.</p> <p>Temporary visitors, tourists, visa and/or work permit recipients are not eligible for fee subsidy.</p>
Proof of Address	<p>One of the following to confirm you reside in Lanark County or the Town of Smiths Falls:</p> <ul style="list-style-type: none"> Mortgage document or property taxes Current lease/rental agreement Recent rent receipt or letter from landlord with their name and phone number Notice of rent increase Recent utility bill (such as Hydro or Enbridge) Recent government letter (other than your Notice of Assessment or Child Tax Benefit) <p>Note: Documents submitted must have the parent/caregiver's name and be dated within the last 90 days.</p>

Child Custody Arrangement	<p>Provide one of the following custody documents if the other parent of your child does not reside with you or you have a child who is in your temporary care:</p> <ul style="list-style-type: none"> Custody/Separation Agreement Court order Affidavit (must be commissioned) Custody Verification Form (request form from fee subsidy dept.) Temporary Care Agreement
Income Verification	<p>Provide the following for the most recent tax year</p> <ul style="list-style-type: none"> Notice of Assessment (for each parent/caregiver) <p>If you do not have the above, they can be requested by contacting Canada Revenue Agency at 1-800-959-8281 or visiting canada.ca/en/revenue-agency</p> <p>As of July, of the current year, only the Notice of Assessment for the previous tax year will be accepted. Notice of Assessments older than two years, Income tax returns/T4 and T1 summary will not be accepted.</p> <ul style="list-style-type: none"> Pre-Bankruptcy and Post-Bankruptcy Notice of Assessment from CRA for the same tax year (if applicable) <p>Newcomers to Canada who have not yet filed their first income tax assessment must provide one of the following:</p> <ul style="list-style-type: none"> Proof of landing date (Record of Landing [IMM1000]) Canadian Permanent Resident Identification
Receiving Financial Assistance	<p>Ontario Works benefits</p> <ul style="list-style-type: none"> Proof that you are a recipient of Ontario Works. <p>Ontario Disability Support Program (ODSP) benefits</p> <ul style="list-style-type: none"> Proof that you are a recipient of ODSP. <p>If you have a partner who is not receiving ODSP, proof of a different reason for child care is required.</p>
Reason For Child Care	<p>To be eligible for child care subsidy both parents must be engaged in an approved activity such as employment, schooling or retraining</p> <p>Employed:</p> <p>Provide one of the following:</p> <ul style="list-style-type: none"> Two most current consecutive pay stubs Employment letter, on company letterhead, containing contact name, phone number, start date and weekly work schedule. This letter should be signed by the human resources department or a manager or supervisor.

<p>Reason For Child Care con't</p>	<p>Returning to work from leave (maternity, parental or other) Letter from your employer confirming return to work date and work hours Employment Insurance (EI) claim summary (must include the end of date claim)</p> <p>Self-employed: Completed self-employment questionnaire Most recent Notice of Assessment T1 General may also be required if most recent Notice of Assessment reflects other income sources in addition to self-employment income. <u>and ONE of the following:</u> Master Business License (Service Ontario), or Business Name Registration (local Municipality), or Official Document stating HST number, or Certificate of Incorporation</p> <p>School or training: School registration with class schedule Ontario Student Assistance Program (OSAP) Summary Assessment which states your student status (part time or full time)</p>
<p>Parent or Child with Special Needs</p>	<p>Child Care Fee Subsidy program will provide you with a medical form to be completed by your doctor.</p> <p>Child Referral - Parents at home may apply for child care subsidy if a referral form is submitted by a Health, Medical, or Community agency identifying the need of additional services for the child to support healthy development in the areas of physical health, social competence, emotional maturity, language & cognitive development and communication skills.</p> <p>Parent Referral - Parents at home may apply for a child care subsidy if a referral form is submitted by a Health or Medical Professional identifying the need of additional services to support parents that are involved in medical treatments, interventions or surgeries.</p>

Submitting Documents

For new applications and annual reviews, you can submit your documents by fax, e-mail or in person at one of Lanark County Social Services offices.

Fax: 613-267-3620

E-mail:

- For new applications: cs@lanarkcounty.ca
- For annual reviews to your Caseworker:
Jacy McKittrick jmckittrick@lanarkcounty.ca
Connie Dowdall cdowdall@lanarkcounty.ca

In Person:

- 99 Christie Lake Rd, Perth, ON K7H 3C6
- 52 Abbott St Unit 4 Smiths Falls, ON
- 42-33 Lansdowne Ave. Carleton Place ON,