



How to Claim the Child Care Subsidy

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The Child Care Subsidy

What is it?

The Child Care Subsidy is a monthly payment made under the *Child Care Subsidy Act* that assists eligible B.C. families with the cost of child care.

The subsidy is available to parents who meet eligibility criteria to help cover the fee for eligible child care; Licensed, License Not Required, Registered License Not Required, or In Child's Home.

The Child Care Subsidy is paid directly to the child care provider (with one exception—when child care is provided in the child's home, the subsidy is paid to the parent who is then responsible for paying the child care provider).

Guidelines

A parent may qualify for a full or partial subsidy. If the parent qualifies for a partial subsidy, the government will pay a portion of the maximum subsidy rate. The parent is responsible for the remaining portion called the parent portion or contribution.

If the child care provider charges more than the subsidy, the parent is responsible for paying the difference between the subsidy amount and the fee. That means:

- A parent who qualifies for a full subsidy pays the difference between the subsidy amount and the fee.
- A parent who qualifies for a partial subsidy pays the parent portion of the subsidy and the difference between the subsidy amount and the fee.

The parent fee is the amount charged by a care provider for a typical child care space.

How it works

The Child Care Subsidy program is administered by the Ministry of Employment and Income Assistance (MEIA).

Any B.C. parent may apply for the Child Care Subsidy.

A ministry worker will accept applications and determine eligibility. The worker will also determine how many days of care per month the care provider may claim (up to a maximum of 20) based on the parent's work or school schedule or other requirements.

If the parent is eligible, the worker will calculate the subsidy amount based on the type of care required, the age of the child and family income and will prepare an Authorization for Child Care Subsidy.

The ministry worker will send one copy of the authorization to the parent and one copy to the child care provider. This authorizes the care provider (or for care in the child's home, the parent) to submit monthly claims for payment of the Child Care Subsidy.

Special Needs Supplement

What is it?

If a parent is eligible for Child Care Subsidy and has a child designated with special needs, they may be eligible for the Special Needs Supplement. The Special Needs Supplement provides up to \$150 per month towards the cost of the space fee. The total of the Child Care Subsidy and the Special Needs Supplement may not exceed the child care space fee.

How it works


The Special Needs Supplement is authorized and claimed using the same forms as Child Care Subsidy.

Filling Out the Claim Form

- When an authorization for Child Care Subsidy is received, note the 'service from' and 'service to' dates.
- These dates determine the period for which the child care provider may make a subsidy claim. If the dates on the authorization are incorrect, the parent should contact the worker immediately.
- The worker may authorize a subsidy for a maximum of 6 months at any one time. To extend the subsidy, the parent should contact the worker before the authorization expires to apply for a new authorization. Parents should reapply for their subsidy at least a month before their "service to date" to avoid interruptions in service.
- A separate claim is required for each calendar month.
- The claim form for licensed child care providers allows a listing of up to nine children. The claim form for License Not Required child care providers has room for five names.
- Registered License Not Required care providers use the claim form for License Not Required Family Child Care Providers.
- Where possible all subsidized children for a given month are to be listed on the same form.
- **Claim forms may be submitted on the first of the month for licensed child care or the 15th of the month for License Not Required, Registered License Not Required and In Child's Home child care.**
- Subsidy rate tables at the end of this booklet contain information on daily and monthly rates effective October 1, 2005.
- Child Care Subsidy for licensed preschool may be authorized for a child who is attending full-time Family or In Child's Home care. There is no reduction in subsidy paid to the current provider during the child's absence to attend the preschool.

Sample 2:

License Not Required Family Child Care Form (HR1702) *Including Registered LNR care providers*



BRITISH COLUMBIA
Ministry of
Employment and Income Assistance

**CHILD CARE SUBSIDY CLAIM
LICENSE NOT REQUIRED
FAMILY CHILD CARE**

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the *Child Care Subsidy Act*. Disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

REFERENCE NUMBER
U
PLEASE QUOTE ON ALL INQUIRIES

When filling out this form, please refer to the booklet **How to Claim the Child Care Subsidy**.

PLEASE USE BALL POINT PEN AND PRINT CLEARLY.

LAST NAME 1	FIRST NAME	SUPPLIER NUMBER 2	
MAILING ADDRESS			
CITY 3	PROVINCE	POSTAL CODE	TELEPHONE NO. 4 ()

PLEASE CHECK BOX IF THIS IS A NEW ADDRESS

I acknowledge that I am submitting this claim in advance and that I am liable to repay any overpayment arising from this claim and this is a true account of the amount owed for the care of the child(ren) named below.

MONTH OF 6	YYYY	SIGNATURE OF CAREGIVER 7	DATE YYYYMMDD 8
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THESE NUMBERS AND THE CHILD'S NAME MUST BE THE SAME AS THOSE SHOWN ON THE AUTHORIZATION FOR CHILD CARE SUBSIDY. PAYMENT MAY BE DELAYED IF THIS FORM IS NOT COMPLETED CORRECTLY.

AUTHORIZATION NUMBER 9	MEMBER NUMBER 10	CHILD'S NAME 11		TYPE OF CARE CODE 12	NUMBER OF DAYS CLAIMED 13	SUBSIDY OR SNS AMOUNT CLAIMED \$ 14	PARENT'S SIGNATURE FOR EACH CHILD 16
		LAST NAME	FIRST NAME				

SAMPLE

NOTE: The Province of British Columbia monitors child care subsidy applications and claims and may verify information/billing through random checks at any time.

TOTAL SUBSIDY/SNS CLAIMED **15**

SEND THE ORIGINAL COPY TO:
KEEP THE 2ND COPY FOR YOUR RECORDS

CHILD CARE ACCOUNTS
P.O. BOX 3530
VICTORIA, B.C. V8W 3W9
FAX NO.: 1-877-544-0699
NOTE: If you are sending your claim by fax, do NOT follow up with original in the mail.

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FOR CLAIM PAYMENT INFORMATION CONTACT:
1-888-338-6622

HR1702(04/10/18) 7530804019

Sample 3:

In Child's Home Claim Form

(HR1704)



Ministry of
Employment and Income Assistance

CHILD CARE SUBSIDY CLAIM IN CHILD'S HOME CARE

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the *Child Care Subsidy Act*. Disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

REFERENCE NUMBER

U

PLEASE QUOTE ON ALL INQUIRIES

When filling out this form, please refer to the booklet **How to Claim the Child Care Subsidy**.

Note: For In Child's Home Care (care type H) the payee must be the parent or guardian shown on the authorization.

PLEASE USE BALL POINT PEN AND PRINT CLEARLY.

PAYEE

LAST NAME	1	FIRST NAME	SUPPLIER NUMBER	2
MAILING ADDRESS				
CITY	3	PROVINCE	POSTAL CODE	TELEPHONE NO. () 4

PLEASE CHECK BOX IF THIS IS A NEW ADDRESS

I acknowledge that I am submitting this claim in advance and that I am liable to repay any overpayment arising from this claim and that this is a true account of the amount owed for the care of the child(ren) named below for the **care occurring in the child's own home**.

MONTH OF	6	YYYY	SIGNATURE OF PARENT	7	DATE YYYY/MM/DD	8
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THESE NUMBERS AND THE CHILD'S NAME MUST BE THE SAME AS THOSE SHOWN ON THE AUTHORIZATION FOR CHILD CARE SUBSIDY. PAYMENT MAY BE DELAYED IF THIS FORM IS NOT COMPLETED CORRECTLY.

AUTHORIZATION NUMBER	MEMBER NUMBER	CHILD'S NAME		TYPE OF CARE CODE	NUMBER OF DAYS CLAIMED HALF FULL	SUBSIDY OR SNS AMOUNT CLAIMED \$ ¢	CARE PROVIDER'S SIGNATURE FOR EACH CHILD
		LAST NAME	FIRST NAME				
9	10	11		12	13	14	

TOTAL SUBSIDY/SNS CLAIMED

15

NOTE: The Province of British Columbia monitors child care subsidy applications and claims and may verify information/billing through random checks at any time.

SEND THE ORIGINAL COPY TO:
KEEP THE 2ND COPY FOR YOUR RECORDS

CHILD CARE ACCOUNTS
P.O. BOX 3530
VICTORIA, B.C. V8W 3W9
FAX NO.: 1-877-544-0699

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NOTE: If you are sending your claim by fax, do NOT follow up with original in the mail.

FOR CLAIM PAYMENT INFORMATION CONTACT:

1-888-338-6622

Step-by-step instructions

- 1. Licensed child care provider:** Print the Licensee name that appears on your community care facility license here. On the next line, print the facility name of your child care facility if it is different from the licensee name that appears on your license.

License Not Required (LNR) and Registered License Not Required (RLNR) child care provider: Print your last name followed by your first name.

In Child's Home: Parent, complete this section with your last name and first name as printed on the authorization.

- 2.** Print your **supplier number** here. If you do not have a supplier number, leave this section blank. Child Care Accounts will provide you with a supplier number to use on your next claim if necessary.

- 3. Licensed child care provider:** print the mailing address that appears on your child care license here.

LNR & RLNR: print your mailing address. If the address is not the same as the address on the authorization for Child Care Subsidy, tick the new address box.

In Child's Home: Print parent's mailing address. If the address is not the same as the address on the Authorization for Child Care Subsidy, tick the "new address" box.

- 4.** Print the **telephone number** here. Make sure it is the same as the telephone number listed on the authorization.
- 5.** This box appears only on the form for licensed child care providers. Print the community care facility license number or interim permit number here. Facilities with more than one license will need to prepare a separate claim for each license.
- 6.** Print the **month and year** for which you are claiming a subsidy in this box (Nov. 2005, for example).

7. Licensed, LNR and RLNR: Sign your name here to certify that the information on this form is correct. By signing here, you are also agreeing to repay any overpayments that might arise from the claim. Because you are usually submitting the claim a month in advance, it may happen that a child does not require all the days of care claimed. In that case, you will be expected to pay back the extra.

In Child's Home: The parent signature is required here.

8. Print the **current date** here.

9. Copy the **authorization number** from each authorization here (the number appears in a box at the top of the authorization). Print all digits, including zeros. This number will change with each new authorization.

10. Print the child's **member number** from the authorization here. The member number identifies each child in a family.

11. Print the **name of each child** here, starting with the child's last name. Do not use ditto marks (""), or leave the last name blank when there are several children in the same family.

12. Print the **care code** from the authorization here. A single claim form may include several types of care codes. For more information on care codes, there are subsidy rate tables at the back of this booklet.

13. Print the **maximum number of days** that may be claimed from the authorization or the actual number of days of care provided, (whichever is less) in this space. See the note on page 14 regarding school closures, etc.

14. If claiming maximum number of days authorized print the **maximum subsidy payable** from the authorization in this space. If you are claiming less than the maximum number of days authorized, calculate the subsidy amount claimed:

- Multiply the number of full days (and/or half days) of care by the rate charged or the subsidy rate, whichever is less, and subtract the full parent portion of the subsidy from the total.

- The amount the parent must pay remains the same no matter how many days of care are claimed. The parent portion is never pro-rated. Print the total amount calculated in this space.
- If you have an authorization with the S2 care code (Special Needs Supplement), the full amount is to be entered in the 'Subsidy Amount Claimed' column and included in the **'Total Subsidy or SNS Claimed'** box. *Note:*
 - If you claim less than the maximum number of days the Special Needs Supplement is not pro-rated;
 - Subsidy plus the SNS must not exceed the cost of care.

15. Add the figures in the **Subsidy or SNS Amount Claimed** column to arrive at the **Total Subsidy/SNS Claimed**.

16. This section appears only on the forms for LNR & RLNR child care providers and In Child's Home care. **LNR & RLNR Child Care:** Parents must sign here for each child. **In Child's Home,** The care provider must sign here for each child.

17. Mail: Licensed child care providers: Mail the white copy of your claim to Child Care Accounts on the **first of the month** for which you are making a claim.

LNR & RLNR child care providers and parents claiming for care provided **In Child's Home:** Mail the white copy to Child Care Accounts on the **15th of the month**.

Keep the second copy of the claim for your records.

Fax: Claims may be faxed to Child Care Programs Customer Service: 1-877-544-0699, using the applicable date above.

Do not follow up with the original in the mail.

Retain a copy of the claim for your records.

Frequently Asked Questions

Q. How do I claim for a child who has withdrawn before the end of the month?

A. How you claim will depend on your particular circumstances.

Example 1:

Mary Jane and Lynette are sisters. They stopped coming to child care last Monday, and I just learned that their mother has found another caregiver and they will not be coming back at all.

Claim for the number of days that Mary Jane and Lynette attended.

If you are unable to fill the space and the children were withdrawn before the middle of the month you may claim for half the month.

If you were unable to fill the space and the children were withdrawn after the middle of the month you may claim for the full month. The total number of days claimed may not exceed the maximum number of days authorized per month.

Example 2:

Raoul attended my licensed group child care for one week this month. On Friday, his mother told me he would not be coming back. I was able to fill the spot from my waiting list, and a new child started the next Monday.

Since the vacancy was filled, claim only the one week that Raoul attended.

Q. What should I do if a child begins to receive care from me part way through the month?

A. Check the 'service from' date on the authorization. This is the first day you can claim subsidy.

Q. I provide out-of-school care for a 7-year-old child. Sometimes I'm required to provide a full day of care if the child is sick or away from school because of a non-instructional day. May I claim a higher amount for these days? How should I claim for care provided during school holidays?

A. A regulated child care provider may claim full days of care at the G4 (Group Care — 73 months and over) or the R4 (Registered LNR — 73 months and over) or the J4 (Licensed Family — 73 months and over) rates, using the care code on the authorization.

A License Not Required (LNR) family care provider may claim full days of care at the F3 (LNR Family — more than 36 months) rate, using the care code on the authorization.

When care is provided in the child's home for more than four hours, the parent may claim the applicable 'H' full day rate.

Non instructional/early dismissal Calculate the subsidy amount: multiply the Family or Group full daily rate times the number of full days of care provided, and add that to the amount you are claiming for days of care provided at the authorized rate. You will need to include a note with the claim, signed by the parent, explaining the reason for the full day's care.

Spring, Summer and Christmas break Claim for care provided during scheduled school breaks at the family or group daily rate. Complete the claim form using the care code on the authorization. Claim the family or group monthly rate for each full month. A letter of explanation is not required for these school closures.

Q. What do I do if I claimed less than the amount I was entitled to for a previous month?

A. Submit a retroactive claim for the balance.

Calculate the correct amount and subtract the subsidy amount already claimed. Enter this amount on the claim form and use the authorization number for the month requiring adjustment. Enclose a letter explaining the adjustment. Use a separate claim form for each month. Be sure that all required signatures are provided.

Q. I have been hired to look after a child in the child's home. Is the parent required to make Canada Pension Plan (CPP) and Employment Insurance (EI) contributions on my behalf?

A. Canada Revenue Agency (CRA) may consider the parent to be your employer. Ask the parent to call the nearest CRA office to determine if the CPP and EI contributions are required. The parent's home is considered a workplace. The parent will also need to contact the local Workers' Compensation Board office and may need to register as an employer.

The parent is responsible for filling out a Child Care Subsidy claim every month. The caregiver is required to sign the claim confirming that the care was provided. The subsidy is paid to the parent. The parent, as your employer, is responsible for paying you.

Q. I have been told that care providers cannot call the Ministry of Employment and Income Assistance worker to get information about an authorization, or to make changes to the authorization. How do I get the information I need?

A. Once the subsidy has been approved, an authorization is mailed to both the parent and the care provider. If you have lost your copy of the authorization you may contact the MEIA office to request another copy. Requests for changes to an authorization must be made by the parent.

Q. How do I become a Registered LNR care provider?

A. Please contact your local Child Care Resource and Referral Program which is listed on the Ministry website (www.mcf.gov.bc.ca/childcare/ChildCar/cc_resourc.htm) or check the yellow pages under Day Care Centres or call 1-888-338-6622.

Q. I provide full time care (LNR Family) to a child who attends preschool 3 half days per week. May I claim full Subsidy for 20 full days per month even though the child attends preschool 7.5 hours per week?

A. Yes, there is no reduction in subsidy paid to the full time care provider, during the child's absence to attend the preschool.

Subsidy Rates

Effective October 1, 2005

Four hours or less daily

unless both before and after school care provided

More than four hours daily

or both before and after school care provided

Type of Care		Per Day	Per Month	Per Day	Per Month
License Not Required Family	F1 0–18 months	\$10.95	\$219.00	\$21.90	\$438.00
	F2 19–36 months	10.10	202.00	20.20	404.00
	F3 over 36 months	8.85	177.00	17.70	354.00
Registered License Not Required Family	R1 0–18 months	\$15.00	\$300.00	\$30.00	\$600.00
	R2 19–36 months	15.00	300.00	30.00	600.00
	R3 37–72 months	13.75	275.00	27.50	550.00
	* R4 73 months and over	10.38	207.50	20.75	415.00
Licensed Group	G1 0–18 months	\$18.75	\$375.00	\$37.50	\$750.00
	G2 19–36 months	15.90	317.50	31.75	635.00
	G3 37–72 months	13.75	275.00	27.50	550.00
	* G4 73 months and over	10.38	207.50	20.75	415.00
Licensed Family	J1 0–18 months	\$15.00	\$300.00	\$30.00	\$600.00
	J2 19–36 months	15.00	300.00	30.00	600.00
	J3 37–72 months	13.75	275.00	27.50	550.00
	* J4 73 months and over	10.38	207.50	20.75	415.00
In Child's Home	H1 1 st child 0–18 mos	\$9.85	\$197.00	\$19.70	\$394.00
	H2 1 st child, over 18 mos	7.95	159.00	15.90	318.00
	H3 2 nd child, 0–18 mos	4.95	99.00	9.90	198.00
	H4 each additional child	3.68	73.50	7.35	147.00
Out of School*	L1 Kindergarten	\$13.60	\$272.00	\$17.00	\$340.00
	L2 Grade 1 and up	7.38	147.56	8.65	173.00
Licensed Preschool**	N1 Preschool	\$11.25	\$225.00		

*The applicable family rate (J3, J4, R3, R4, F3) or the applicable group rate (G3, G4) applies when more than 4 hours of care are given due to school holidays, early release, illness, or for full days of care due to school closures. Please use the rates charged by the care provider if they are lower than those above.

**Licensed preschool is a half day program only.

For More Information

For more information about the Child Care Subsidy claim form or to inquire about your payment, call Child Care Programs Customer Service: **1-888-338-6622**

Have the reference number from the top right of the claim ready when calling.

Licensed child care providers: Payment details related to the current month's claim will not be available until after the 15th of the month.

License Not Required child care providers, Registered License Not Required child care providers and In Child's Home Care: Payment details related to the current month's claim will not be available until after the end of the month.

Visit the ministry website at: www.gov.bc.ca/mcf



10/2005