

# Information Sheet for Child Care Subsidy Application

## Eligibility for Child Care Subsidy

Only Canadian Citizens or Permanent Residents of Canada are eligible to apply for the Child Care Subsidy Program.

Applicant / Co-applicant must have a valid Reason for Care. (See Section 7)

Subsidy is only available for preschool children who are not yet attending Grade 1.

The Child Care Subsidy Program is provincially funded and available only for preschool children attending a Licensed Day Care Centre, Nursery School, Out-of-school care program or Approved Family Day Home Agency. Families are eligible only when the applicant / co-applicant have a valid Reason for Care. In addition, the stay-at-home parent benefit is available to a parent who chooses to stay at home and care for their preschool age children and who qualify for assistance with the costs of child care fees to provide their preschool age children with an appropriate early childhood development opportunity in a licensed nursery school or other approved early childhood development program. (See Section 7)

The Child Care Subsidy Program is an income tested program based on family income.

Applicants / Co-applicants must access all sources of income to be eligible for child care subsidy. Failure to do so may result in refusal of subsidy.

The list below describes the applicable income required to calculate "Current Gross Monthly Income" (CGMI). You must add all applicable income together to determine the CGMI. You must submit documents to verify all sources of income.

The income from "Child / Adult Support Payments Received" is payments received for the support of a child or spouse and is to be listed and is not to be included in CGMI. This includes all children under the age of 18 years of age.

## 1. Types of Income

### Employment Income

- Salary (Gross)
- Wages (Gross)
- Bonuses
- Vacation Pay
- Honourarium
- Employment Commission
- Tips and occasional earnings
- Net research grants
- Foreign Employment Income (reported in Canadian dollars)
- Self Employment Income (reported in Canadian dollars)

### Scholarships, fellowships, bursaries, study grants, and artists' project grants

### Assured Income for the Severely Handicapped (AISH)

### Employment Insurance Benefits

### Income Support Benefits

### Workers' Compensation Benefits

### Other Pensions or Superannuation

### Canada Pension Benefits (CPP)

### Retiring Allowances (Severance Pay)

### Taxable capital gains

### Child / Adult Support Payments

### RRSP income

### Death benefits

### Old Age Security

### Taxable amount of dividends from taxable Canadian corporations

### Interest and other investment income

- Interest from Guarantee Income Certificates (GIC's), Canada Savings Bonds, Bank Account , etc.

### Net Federal Supplements

- Old Age Supplement

### Other Income

- amounts distributed from a retirement compensation arrangement
- training allowances
- payments from a trust
- payments from a registered education savings plan
- certain annuity payments
- child/adult support payments received

### Rental Income (Net)

- Income earned from renting houses, apartments, rooms, space in an office building, other real or movable property.

## 2. Types of Deductions

### Tuition Cost

Tuition Cost that you have paid for during your current school term. Tuition cost include tuition fees, textbooks, and educational supplies. These costs must have been paid by the applicant / co-applicant and not from another source.

### Child / Adult Support Payments Paid

This is all child support and/or adult support you paid. This may be an agreed amount in a court order or verbal agreement.

### Additional Child Care Costs (This does not include the parent portion of pre-school child care fees.)

A monthly additional child care expense for children 12 years of age and under. (For example, family day home costs - if you use evening and/or weekend care in addition to weekday care; costs for out-of-school programs; costs for overnight care for children; costs for lunch programs and school transportation; cost of summer camps or programs used for child care purposes). Do not include evening child care expenses for a parent's recreational purpose.

- Bring an interpreter to your regional Child Care Subsidy Office if needed.

The information and documents provided on this application form may be verified at any time, which may include a home visit, by a representative of the Ministry of Children's Services.

### 3. Verification of Information

**Please enclose the following information (*photocopies only*) with this application:**

A copy of identification for each person in the family unit which includes full name and birth date.

A copy of the applicant's / co-applicant's most current Notice of Assessment from Canada Revenue Agency.

Documents to verify child support and/or adult support income.

**If your Reason for Care is "Work" - you will also need to include these documents:**

Confirmation of Employment including company name, employee name, employment start date and anticipated monthly gross income, **OR**

One full month of recent pay stubs.

**If your Reason for Care is "Extended Hours Care" - you will also need to include these documents:**

Verification of your work schedule from your employer.

**If your Reason for Care is "Student" - you will also need to include these documents:**

Student proof of registration **AND**

Verification of student funding amounts being received.

Notice of Assessment from Student Finance.

**If your Reason for Care is "Special Needs - Parent" - you will also need to include these documents:**

Letter from a Medical Doctor, Psychologist, Social Worker or other qualified professional which includes the reason for child care, recommended child care hours per day, days per week and length of time in months.

**If your Reason for Care is "Special Needs - Child" - you will also need to include these documents:**

Letter from a Medical Doctor, Psychologist, Social Worker or other qualified professional which includes the reason for child care, recommended child care hours per day, days per week and length of time in months.

**If your Reason for Care is "Stay-at-home Parent applying for benefits" - you will also need to include these documents:**

Copy of your receipts for child care fees.

**If you are self employed or own a corporation - you will also need to include these documents for the most current taxation year:**

T2124E Statement of Business Activities (if applicable)

T2 Corporation Income Tax Return (if applicable)

T2SSCH1E (Schedule 1) net income (Loss) for Income Tax Purposes (if applicable)

T2SCH50 (Schedule 50) Statement of Partnership information (if applicable)

Confirmation of whether salaries or wages were paid out to your spouse or yourself (if applicable)

Income and Expense Statement

### 4. Appeals

Applicants / co-applicants may appeal decisions regarding eligibility and/or the amount of subsidy through the Subsidy Supervisor and the Regional Manager. Appeal forms are available at your Regional Child Care Subsidy office.

## 5. Collection of Information

Your personal information may be shared with the Alberta Works Program if you receive benefits, or apply for it in the future. The Ministry may contact Canada Revenue Agency, employers, financial institutions, and federal and provincial government departments, when directly related to and necessary for determining eligibility for child care subsidy.

The information you provide on this form is collected under the authority of the *Government Organization Act* and is in compliance with the *Freedom of Information and Protection of Privacy Act*. This information will be used for subsidy assessment purposes, and certain non-financial information may be used to support the ministry's federal cost recovery claims.

If you have any questions regarding the information requested on this form, contact your regional Child Care Subsidy office.

## 6. Definitions

<b>Single:</b>	Never married and not currently living in an Adult Interdependent Relationship (See Adult Interdependent Relationship for definition).
<b>Married:</b>	Currently united by marriage. A couple is still considered married even if one spouse is temporarily away from the home.
<b>Adult Interdependent Relationship:</b>	A person in a relationship of interdependence. For the purposes of the Child Care Subsidy Program, it defines an adult interdependent relationship as beginning the date you move in with another person.
<b>Separated:</b>	Currently not living together as an adult interdependent relationship. It is not a separation when a spouse/partner is temporarily away from the home.
<b>Divorced:</b>	The marriage between a couple is legally ended.
<b>Widow(er):</b>	A person who has lost his/her spouse/partner by death and has not remarried or does not live in an adult interdependent relationship. (See Adult Interdependent Relationship for definition).
<b>Co-applicant:</b>	Spouse/partner by marriage or an adult interdependent relationship partner (live-in boyfriend / girlfriend).
<b>Dependant:</b>	Children of the applicant and/or co-applicant who live in the same home and who are financially dependant on the applicant / co-applicant.
<b>Preschool Children:</b>	Children 0 - 7 years of age who are not yet attending Grade 1.
<b>Ordinarily Live On Reserve:</b>	Immediately prior to receiving child care subsidy, the applicant / co-applicant ordinarily resides On-reserve <b>OR</b> maintains or lived with a First Nation's family who is maintaining a home On-reserve.
<b>Ordinarily Live On A Métis Settlement:</b>	Immediately prior to receiving child care subsidy, the applicant / co-applicant ordinarily resides on a Métis Settlement <b>OR</b> maintains or lived with a Métis family who is maintaining a home on a Settlement.
<b>Extended Hours Child Care:</b>	Extended Hours Child Care is defined as child care provided to parents who are working or attending training programs and require a minimum of 4 hours of extended child care per month outside of regular 6:00am to 6:00pm operating hours.

## 7. Reason For Care

<b>Working:</b>	Employed and have earnings for the hours worked. A maximum of two months volunteer work may be considered a valid reason if it leads to paid employment or enrolment in an educational program.
<b>Attending School:</b>	Must be registered and attending high school, post secondary institution, correspondence courses or a training program.
<b>Special Needs of a Child:</b>	A child may require child care for developmental or therapeutic reasons based on special needs. For example emotional, physical, sensory, communications or developmental disability. Other special needs might include hyperactivity, family crisis, chronic or recurring long term illness.
<b>Special Needs of a Parent:</b>	An applicant / co-applicant may have a disabling condition, which prevents them from providing child care. For example emotional, physical, sensory, communications or developmental disability. Other special needs might include family crisis, chronic or recurring long term illness.  Women on maternity leave are NOT eligible for subsidy, unless there is a Special Need.
<b>Looking for Work:</b>	An applicant / co-applicant actively looking for work may be eligible for up to two months of child care subsidy. Alberta Works Program recipients do NOT qualify for subsidy while looking for work.
<b>Stay-at-home Parent:</b>	Stay-at-home parent is defined as a parent who chooses to remain home to care for their own preschool age children and who qualify for a benefit to assist with the cost of fees to enable their preschool children to participate in a licensed nursery school or other approved early childhood development program.

[www.child.gov.ab.ca/childcaresubsidy](http://www.child.gov.ab.ca/childcaresubsidy)

COMPLETE ALL SECTIONS  
PLEASE PRINT. USE INK ONLY

Fields marked \* are mandatory.

I will report any changes in the information that I have provided to Alberta Children's Services. I understand that giving false or incomplete information, or not advising of changes in my situation may result in termination of benefits, criminal charges and/or recovery of Child Care Subsidy paid to the child care service on my behalf. Please retain all documents pertaining to income and reasons for care as they may be required for audit purposes.

\* The Applicant is a Canadian Citizen or a Permanent Resident of Canada?  No  Yes

\* The Co-applicant is a Canadian Citizen or a Permanent Resident of Canada?  No  Yes

**Family Unit Information**

Have you applied for Child Care Subsidy before?  No  Yes Previous Applicant ID \*Date Subsidy Required  
yyyy mm dd

\* Marital Status (See Section 6) please check one  Single  Married  Adult Interdependent Relationship  Separated  Divorced  Widow(er)

**Applicant Information**

\* Applicant's Legal Name Last name First name \* Birthdate yyyy mm dd \* Social Insurance Number

\* Residence Address (If rural, give legal land description) Street, P.O. Box # Apt. # City/Town Province AB Postal code Home Phone Number

Mailing Address (if different than residence address) Street, P.O. Box # Apt. # City/Town Province Postal code

\* Are you self-employed?  No  Yes \* Are you the owner of a corporation?  No  Yes

**\* Reason for Care (See Section 7)**

Check as many as apply, unless your Reason for Care is Stay-at-home parent. If Stay-at-home parent is your selection you cannot check off any other reasons.

Stay-at-home Parent applying for benefits  Working  Attending School  Special Needs Parent  Special Needs Child  Looking for Work

If looking for work, are you receiving Income Support?  No  Yes If Yes, you are **not** eligible for Child Care Subsidy.

Place of Work / School (if applicable) Work / School Phone Number

\* Do you ordinarily live On-Reserve?  No  Yes (See Section 6) Are you currently living Off-Reserve for the above noted Reason for Care?  No  Yes

→ If you answered "Yes" to either question, please provide the following: Registration Number Name of Reserve

\* Do you ordinarily live on a Métis Settlement?  No  Yes (See Section 6) Are you Métis?  No  Yes

**Co-applicant Information**

\* Co-applicant's Legal Name Last name First name \* Birthdate yyyy mm dd \* Social Insurance Number

\* Are you self-employed?  No  Yes \* Are you the owner of a corporation?  No  Yes

**\* Reason for Care (See Section 7)**

Check as many as apply, unless your Reason for Care is Stay-at-home parent. If Stay-at-home parent is your selection you cannot check off any other reasons.

Stay-at-home Parent applying for benefits  Working  Attending School  Special Needs Parent  Special Needs Child  Looking for Work

If looking for work, are you receiving Income Support?  No  Yes If Yes, you are **not** eligible for Child Care Subsidy.

Place of Work / School (if applicable) Work / School Phone Number

\* Do you ordinarily live On-Reserve?  No  Yes (See Section 6) Are you currently living Off-Reserve for the above noted Reason for Care?  No  Yes

→ If you answered "Yes" to either question, please provide the following: Registration Number Name of Reserve

\* Do you ordinarily live on a Métis Settlement?  No  Yes (See Section 6) Are you Métis?  No  Yes



## Dependants

\* Number of dependants living at home

*Dependant definition - Children of the applicant and/or co-applicant who live in the same home and who are financially dependant on the applicant / co-applicant.*

### List only Preschool Children requiring Child Care Subsidy

1	* Dependant's Legal Name <i>Last name</i>		<i>First name</i>		* Birthdate (yyyy/mm/dd)	
	* Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency				* Hours required per month	* How many are extended care hours
_____						
					* Start Date (yyyy/mm/dd)	
2	Dependant's Legal Name <i>Last name</i>		<i>First name</i>		* Birthdate (yyyy/mm/dd)	
	Same as above <input type="checkbox"/>	OR	Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency			* Hours required per month
_____				* Start Date (yyyy/mm/dd)		
3	Dependant's Legal Name <i>Last name</i>		<i>First name</i>		* Birthdate (yyyy/mm/dd)	
	Same as above <input type="checkbox"/>	OR	Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency			* Hours required per month
_____				* Start Date (yyyy/mm/dd)		
4	Dependant's Legal Name <i>Last name</i>		<i>First name</i>		* Birthdate (yyyy/mm/dd)	
	Same as above <input type="checkbox"/>	OR	Name and Address of Licensed Day Care, Nursery School, Out-of-school care program or Approved Family Day Home Agency			* Hours required per month
_____				* Start Date (yyyy/mm/dd)		

### Fraud:

**Anyone, who by deceit, falsehood or other fraudulent means, defrauds the public of any property, money or other valuable security, is guilty of an offence under the Criminal Code of Canada.**

**A person may be found guilty of fraud, in Criminal Court, as a result of deliberately providing false information or deliberately withholding information.**

### Declaration:

- I declare that the information I have given on this application is true and complete.
- I will advise the Alberta Children's Services Child Care Subsidy Program immediately of any changes in personal, financial or family circumstances that would affect my eligibility for funding. This includes, but is not limited to, any changes in income and in child care arrangements.
- I understand that giving false or incomplete information, or not advising of changes in circumstances may result in termination or suspension of funding, requirement to repay any funding that I have received, and/or criminal charges.
- I understand that the information I give may be verified by an Alberta Children's Services representative at any time and may include a home visit.
- I understand that Alberta Children's Services or its designate, may contact Canada Revenue Agency, employers, financial institutions, federal and provincial government departments or other sources to verify this information, and any future information I provide, in order to confirm my initial and continuing eligibility for Child Care Subsidy, or to conduct an investigation relating to eligibility for this funding.

**I have read the above Declaration and I understand what it says.**

**X**

Signature of Applicant

Date

**X**

Signature of Co-applicant

Date