

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Fee Subsidy</p>
<p style="text-align: center;">EMPLOYMENT OF APPLICANTS</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.12</p>

Preamble

As part of the responsibility for managing the delivery of Child Care services, the Rainy River District Social Services Administration Board (RRDSSAB) must administer the Fee Subsidy Program.

Policy

In order to be and remain eligible for fee subsidy, applicants must meet various employment conditions. Upon application and during annual reviews, applicants/clients must submit a pay stub to verify continuing "formal" employment, indicating gross and net pay. Employment such as child care/"baby-sitting" or house-cleaning, etc is not considered "formal", as it does not provide a pay stub as aforementioned. Fee subsidy is not granted for "informal" employment.

The RRDSSAB recognizes that there may be times where an individual's employment status may be temporarily or permanently affected, as follows:

- a) *Permanently Unemployed Applicant:* An individual who is certified by a physician as being unable to ever engage in employment by reason of physical or mental disability.

A medical form or letter must be completed by the physician and submitted for verification.

- b) *Temporarily Unemployed Applicant:* An individual who has a temporary disability or illness, and is temporarily unable to engage in employment by reasons of physical or mental ability.

A medical form or letter must be completed by a physician and submitted for verification, and must be updated every three months and, if applicable, identify the expected date of return to work.

- c) *Loss of Job/Fired/Laid Off:* An individual who is no longer employed due to job loss/fired/lay-off.

The applicant will be given 30 days to search for employment, before Child Care fee subsidy is terminated. A copy of his/her *Record of Employment* is required to determine the start date for search of employment. The applicant must submit his/her resume and a list of jobs applied for, in order to prove efforts have been made to secure employment. An extension beyond 30 days may be granted, with the written approval of the Children's Services Manager. If the applicant is unable to secure employment, the applicant must provide two weeks (ten business days) notice to the Child Care Program that the fee subsidy is terminated.

- d) *Self-Employed:* If an applicant is self-employed, he/she must submit his/her business license and/or vendor permit, and declare the days and hours of work. A completed *Declaration of Self-Employment* form must accompany the application.
- e) *Providing Child Care Services as Employment in the Home:* If an applicant is caring for children in his/her home for the purposes of employment, the applicant is not eligible for fee subsidy for his/her own child to attend a Child Care Program. The Children's Services Manager can provide written approval, however, if the applicant's child has a special need and a referral is received from an appropriate agency.

ADOPTION & REVIEW GUIDELINES

*Approved by Res. #118/01 on November 15, 2001
 Reviewed/Revised by Administrative Approval: 08 April, 2004*

Administrative Approval: 30 Dec, 2010 Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February, 2015

REFERENCES: POLICY AREA POLICY NAME AND NUMBER