

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>CHILD CARE Fee Subsidy</p>
<p>MANAGING SUBSIDIZED SPACES</p>	<p>Policy Number</p> <p>CC-6.15</p>

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) establishes criteria to determine assignment and management of the waiting list for subsidized Child Care spaces.

Procedure

1. The applicant(s) wishing to apply for fee subsidy contacts the RRDSSAB Integrated Intake Worker (IIW), information is collected and an income test is administered to determine eligibility.
2. If fee subsidy is not available, the family will be placed on the Ontario Child Care Management System (OCCMS) waiting list until subsidy is available. When a space becomes available, the Children's Services Support Worker (CSSW) reviews the waiting list to match the applicant's request for specific days and/or hours of care with available space, such as before and after school, afternoons only, mornings only, toddler or infant care, and/or days per week.
3. Once a match between available space and Child Care applicants are identified, the applicants are prioritized according to *Policy CC-6.14 Priority Waiting List for Subsidized Spaces*.
4. The applicant(s) is contacted by the CSSW regarding the available fee subsidy and the opportunity to enroll the child(ren), if Child Care is still required.
5. The CSSW advises the respective Child Care Program of the approval and forwards a copy of the completed *Parental Agreement* outlining the approved hours and subsidy amount.
6. The CSSW reviews the waiting list on a regular basis to determine if

applicants still require Child Care or if their Child Care needs have changed. The information is then forwarded to the Children's Services Manager.

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**
Child Care

POLICY NAME AND NUMBER
CC-6.14 Priority Waiting List for Subsidized Spaces