

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p><b>CHILD CARE</b> Fee Subsidy</p>
<p><b>FEE SUBSIDY REVIEWS</b></p>	<p>Policy Number</p> <p>CC-6.16</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 maintain up-to-date information on eligibility, the RRDSSAB reviews active applicant files, at least once per year or more often, at the discretion of the RRDSSAB.

## Procedure

1. To determine ongoing eligibility, the Children's Services Support Worker (CSSW) forwards a letter, accompanied by a *Fee Subsidy Application Update* form to all parents. Parents must complete the form and contact the RRDSSAB office, within two weeks of receipt of the form, to schedule an appointment to review their fee subsidy file. Failure to contact the RRDSSAB office, within the specified time frame, will result in termination of fee subsidy, except in extenuating circumstances and at the discretion of the Children's Services Manager.

Per *Policy CC-6.2 Eligibility/Income Test*, parents must provide a copy of either the most recent available *Notice of Assessment* and, if applicable, a copy of the *Canada Child Tax Benefit (CCTB) Notice*. If the review is being conducted in the latter half of the calendar year, parents must present the *Notice of Assessment* or *CCTB Notice* for the previous calendar year. In the first half of the calendar year, until documentation is available for the previous tax year, parents may present the documentation for two years earlier; older documentation is not acceptable.

2. Demographic information is updated on the *Fee Subsidy Application Update* to determine the amount of Child Care which can be approved for subsidy. Failure to provide all pertinent information can result in an overpayment or termination of fee subsidy.
3. An income test is completed on the updated financial information and eligibility is determined for the upcoming year. The income test is signed by the parent(s) and final approval is sought from the Children's Services Manager.
4. A *Parental Agreement* is completed and signed by the CSSW and the parent(s).
5. A copy of the *Parental Agreement* and income test are provided to the parent(s) and a copy of the *Parental Agreement* is forwarded to the Child Care Program, with the original *Agreement* placed in the parent's file.

**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*

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NAME AND NUMBER</b>
	<i>Child Care</i>	<i>CC-6.2 Eligibility/Income Test</i>