

<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;">APPLICATION PROCESS</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.1</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

As Service Manager for Child Care in the Rainy River District, the RRDSSAB accepts applications for Child Care fee subsidy.

To determine eligibility for Child Care fee subsidy, the RRDSSAB administers an income test, utilizing the *Ontario Child Care Management System (OCCMS)*.

Procedure

1. Individuals applying for fee subsidy must contact the RRDSSAB office directly and speak with the Integrated Intake Worker (IIW) to gather pertinent information. Individuals may be referred verbally or in writing by a Child Care Program or other community organization, however self-referrals are accepted.
2. The applicant contacts the IIW or designate to provide pertinent demographic and financial information, and to discuss her/his child care needs.
3. Eligibility is determined, per Ontario Regulation 262, through an income test. See *Policy CC-6.2 Eligibility/Income Test*.
4. Parental fees are determined, per *Section 66.4 of O. Reg. 262*. See *Policy CC-6.3 Calculation of Parental Fees*.

5. The monthly parental fee and any other applicable fees are paid by the parent directly to the Child Care Program. The subsidized portion of the Child Care fee is paid by the RRDSSAB directly to the Child Care Program.
6. Failure to provide all mandatory financial documentation will necessitate the rescheduling of the interview.
7. Following completion of the income test, the applicant signs the *Parental Agreement*.
8. Once all forms have been signed, the applicant is provided with a copy of the signed *Parental Agreement* and copies of relevant policies governing the continuation of fee subsidy. The Children's Services Support Worker or designate reviews the policies with the applicant.
9. The Children's Services Support Worker or designate informs the Child Care Program Administrator in writing as to the results of the income test and any recommendations, including the eligible hours, and forwards a copy of the signed *Parental Agreement*.
10. The applicant is advised verbally by the Children's Services Support Worker that a formal application for fee subsidy must be completed on an annual basis, at minimum.
11. The Children's Services Support Worker or designate contacts the client in writing, when a reassessment is due.
12. All applications must be approved by the Children's Services Manager or an employee who did not complete the application with the client.
13. It is the applicant's responsibility to notify the Children's Services Support Worker or designate of any changes in the family's financial situation. See *Policy CC-6.5 Significant Changes in Income and CC-6.4 Family Composition*.
14. Completed applications become part of the client'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

REFERENCES:

POLICY AREA

POLICY NAME AND NUMBER

Child Care

CC-6.2 Eligibility/Income Test

Child Care

CC-6.3 Calculation of Parental Fees

Child Care

CC-6.4 Family Composition

Child Care

CC-6.5 Significant Changes in Income