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| <p style="text-align: center;">Rainy River District<br/>Social Services Administration Board</p> | <p style="text-align: center;">Policy Area</p> <p style="text-align: center;"><b>CHILD CARE</b><br/>Fee Subsidy</p> |
| <p style="text-align: center;"><b>TERMINATION/FILE CLOSURE</b></p>                               | <p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-6.23</p>                         |

## Policy

Should for any reason Child Care fee subsidy no longer be required by a parent(s), the parent(s) must inform the Child Care Program with a written notice, ten business days prior to termination.

The parent(s) must also inform the Rainy River District Social Services Administration Board (RRDSSAB) of the impending file closure, although in many circumstances, the Child Care Program informs the Children’s Services Support Worker of the closure details.

In some circumstances, the RRDSSAB or the Child Care Program must take action to terminate the fee subsidy file, due to non-compliance issues. A non-compliance issue may include, but not be limited to, the failure to submit proper documentation, failure to attend scheduled appointments, failure to pay parental fees, and/or failure to complete an annual review update, or any other situation, as determined by the Children’s Services Manager.

Should the parent(s) be deemed to be in non-compliance, the RRDSSAB informs the parent(s) of the termination by letter referenced as a *Notice of Decision*, identifying the termination date. The termination date will be ten business days from the date the *Notice of Decision* letter was sent to the parent(s). The parent(s) can continue to have the child(ren) attend the Child Care Program, however the parent(s) must pay full fee after the termination date.

The parent(s) have the option to appeal, per *Policy CC-6.24 Internal Review & Appeal Process*.

Regardless of the reason for termination and once the termination date has been identified, the Children’s Services Support Worker (CSSW) determines if the child(ren) are within the allocated Absenteeism Days.

Should the child(ren) exceed the Absenteeism Days, the parent(s) will be billed the number of days over their allocation. Payments may be prorated, at the

discretion of the Children's Services Manager, to enable parents to repay the overpayment for a specified period of time.

A *Child Care Fee Subsidy Termination Form* is completed and a copy is sent to the parent(s) as well as the appropriate Child Care Program, with the original maintained in the parent(s) fee subsidy 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-6.17 Absenteeism</i>    |