

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 9. Eligibility Criteria for Parents	Replaces: November 2004
Subject: 9.1. Income Test	
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POLICY

Authority: Day Nurseries Act - R.R.O. 1990, Reg. 262, 66.2-66.7

A provincial income test must be completed for each applicant and for each ongoing client at regular intervals. Based on the Provincial income test, each family will be assigned a monthly contribution for child care. The family will be responsible for paying this daily contribution to the child care centre for every approved or scheduled day.

PROCEDURE

The Manitoulin-Sudbury DSB receives the completed application, and the client's required information (as indicated on bottom of application) and determines if the client is eligible using the income test.

The Income test will be completed for every applicant using the family's adjusted income from one of the following sources:

1. An official Notice of Assessment (NOA) for each applicant and an RC-62 (Universal Child Care Benefit)(optional). Add line 236 from the NOA (or both NOAs) and subtract the amount from Box 10 on the RC-62 (if provided)
2. The Canada Child Tax and Ontario Child Benefit Notice if there has not been a change in marital status from the period of the assessment; Use the line titled: Family Net Income (UCCB has already been deducted from this amount)
3. An Income Tax Return Information form provided by Revenue Canada; Subtract line 117 (UCCB) from line 236 (or the combined line 236 from both spouses)

Notes on adjusted income:

- The Manitoulin-Sudbury DSB requires the previous year's income tax assessment for income tests during any appointment scheduled on or after July 1st in any year. For appointments scheduled before July 1st, we may use the adjusted income from the year before if the previous year's NOA has not yet been received. (For self-employed applicants, the cut-off date will be September 1st in any year.)
- If a family is in receipt of Ontario Works (OW) or ODSP, they will be asked to bring in their NOA, or equivalent, so that an income test can be completed in the event that they stop receiving OW/ODSP benefits (The daily contribution will be overridden to \$0.) However, if the applicant does not bring in the correct Income Tax information the file can be completed with 0 entered as the adjusted family income.

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- The NOA from one spouse may be used and an Income Tax Return Information (ITRI) form from the other spouse. If the UCCB amount is included on the ITRI, the RC-62 will not be required
- In the case of two parent/guardian families, both NOAs or ITRIs must be from the same tax year.
- If the applicant declared bankruptcy during the tax year, the pre-bankruptcy and post-bankruptcy amounts must be combined. If the post-bankruptcy assessment has not yet been received, an interim income test with the pre-bankruptcy NOA amount and an estimated post-bankruptcy amount (based on the income tax return) may be completed. However, the income test must be completed again after the post-bankruptcy assessment is received.
- If the applicant's income tax return is in the process of being re-assessed, the current assessment may be used until the re-assessment has been received. However, the income test must be completed again after the re-assessment is received.

Once eligibility has been determined the following tabs are completed in OCCMS:

- Applicant 1
- Applicant 2 (If applicable)
- Work school
- Children
- Income Test

A meeting request with the verification checklist attached (if the documentation was not provided) will be sent:

- To the appropriate Case Manager
- And where possible to the client (via email or post)
- Input a B/F for 4 days in task list.

If the information was faxed, a Green Child Care file, and an electronic file in DocuXplorer (if one does not already exist), will be prepared. All faxed documentation is to be placed into the electronic file. If it was a phone intake, the party receiving the application will be responsible for starting the appropriate files.

Upon receipt of the meeting request, the client will be contacted within 24 hours to:

- Schedule an appointment
- Remind them of what they need to bring to the verification interview

The verification interview will include:

- Verification of information that was not submitted at the time of application
- Confirmation of the Work/School Tab

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- Printing and verifying the income test with the client
- Explaining and signing the income test, Consent to Release Information, and Interdepartmental Consent Form.
- Determination of eligible hours of care and entry into OCCMS
- Completion of the Case Management Tab (next review date, P/A date)
- Adding notes in OCCMS.

The person completing the verification interview will then complete the letter, and approval information, and send:

- The grant letter to the Parent / Guardian
- The approval information to the day care centre via email

Parties will ensure that:

- Schedules are populated and that all OCCMS information is correct.
- Letters are filed in DocuXplorer
- An update B/F for an annual review is created
- All internal processes have been met, as per the internal child care procedures

Entire process should take 5 days from the receipt of information from client.