

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 8. Application for Child Care Subsidy	Replaces: November 2004
Subject: 8.1. Eligibility	
Policy No. F.8.1.	Page 1 of 3

POLICY

Authority: Day Nurseries Act - R.R.O. 1990, Reg. 262 (66.2-66.7)
 Ontario Child care Service Management Guidelines
 Ontario Works Directive 20.0: Income

Fee subsidy is available to provide financial assistance for childcare for children who require licensed child care for a child aged 0-12 (up to 18 for children with special needs). It can only be used to support full and part time childcare in the licensed system as per the Day Nurseries Act or approved recreation programs. Access to fee subsidy for eligible families is subject to the availability of subsidy funds within the Manitoulin-Sudbury DSB budget and space within child care programs.

The Manitoulin-Sudbury DSB gives financial help to parents/guardians if:

- The family lives in the service jurisdiction of the Manitoulin-Sudbury DSB
 - A family who is moving to the service jurisdiction of the Manitoulin-Sudbury DSB may apply but will not have an in-office appointment until they have mailing address in the service jurisdiction of the Manitoulin-Sudbury DSB
- The parents/guardians have legal custody of the child
 - Parents/guardian who do not have legal custody of the child requiring care, but who are providing informal temporary care for the child, may apply for subsidy if they provide a written document, signed by the parent or legal guardian and the temporary care provider. The signed document must describe the temporary care arrangement and include the period of time for which the temporary care arrangement will be in place.
- Are in financial need (as determined by the income test), or are on Ontario Works (OW) or Ontario Disability Support program (ODSP)
- Are working, or in a school or training program, or have a child with an identified special or social need
 - Parents of children with an identified special or social need do not need to be working or in school to qualify

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 8. Application for Child Care Subsidy	Replaces: November 2004
Subject: 8.1. Eligibility	
Policy No. F.8.1.	Page 2 of 3

PROCEDURE

When a parent/guardian (applicant) calls the Manitoulin-Sudbury DSB, one of two initial contact procedures will be followed:

1. If the client calls the local office they will be sent a child care application via fax, mail or given the Manitoulin-Sudbury DSB website to start the screening process they can complete the package at home
2. If the client visits the local office they will be given a new child care subsidy application package that includes a self application to determine eligibility. Depending on their time frame, they can complete the package at home

When the package is complete the applicant can forward the application in one of three ways:

1. Return it to the local office
2. Fax it themselves to the fax number on the application

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

The following tabs are completed in OCCMS:

- Applicant 1 & Applicant 2 (If applicable)
- Work school
- Children
- Income Test
- Case Management tab

The person completing the aforementioned tabs in OCCMS will send a meeting request (including any information that was missing with the application):

- To the appropriate Case Manager or Intake Worker
- To the client, when possible (via email or post)
- Input a 'bring forward' reminder for 4 days in task list

The local Case Manager or Intake Worker will be responsible for starting a Green File with the original information (not done by Intake Worker in Little Current).

Upon receipt of the meeting request the Case Manager or Intake Worker will

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: January 2010
Topic: 8. Application for Child Care Subsidy	Replaces: November 2004
Subject: 8.1. Eligibility	
Policy No. F.8.1.	Page 3 of 3

contact the client within 24 hours to:

- Schedule an Assessment Appointment
- Remind them of the information required at the Assessment Appointment