

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: April 1, 2021
Topic: 8. Application for Child Care Subsidy	Replaces: January 1, 2010
Subject: 8.2. Assessment Appointments & Approval Process	
Policy No. F.8.2.	Page 1 of 1

POLICY

Upon determination that a family is eligible for subsidy an assessment appointment with the Manitoulin-Sudbury DSB is scheduled.

Subsidy may be approved retroactively to the day that the applicant first made contact with the Manitoulin-Sudbury DSB.

If an applicant misses a scheduled appointment and does not call to reschedule, the file will be closed. If an applicant reschedules an appointment two or more times, he/she may not be eligible for retroactive child care subsidy to the date of first contact.

PROCEDURE

Applicant(s) will be given (verbally or in writing) a detailed list of documents required for the official assessment appointment (See Appendix D).

Whenever possible, both applicants must attend the assessment appointment.

The appointment will be rescheduled if the applicant does not bring all of the required information.

The Manitoulin-Sudbury DSB will complete the verification interview including:

- Verify information that was not previously submitted
- Print and verify the income test
- Explain and sign Income Test, Interdepartmental Agreement, Parental Agreement and Special Needs questionnaire
- Determine eligible hours of care, **and next review date**

When the application is completed, a letter will be **forwarded to the appropriate child care provider** detailing the following:

- "Child's Name:
- Required care:
- Care code and cost of care being approved:
- Provider Site:
- Amount of parent portion:
- Effective: **date**

The entire process should take 5 days from receipt of info from client.