

Child Care Subsidy Application: Checklist of Supporting Documents

The Region of Waterloo's Child Care Subsidy program helps eligible families pay for participating licensed child care programs, before and after school programs, and/or summer programs.

You may apply for Child Care Subsidy up to 6 months before you require child care.

Applying for Child Care Subsidy is a 3-Step Process:

☐ Step 1: Complete a Child Care Subsidy Application on the Region of Waterloo Website

- Helpful information about applying for Child Care Subsidy can be found at www.regionofwaterloo.ca/en/living-here/help-paying-for-child-care.aspx
- Before You Apply: Try the [Child Care Subsidy Calculator](#) to see if you may be financially eligible

☐ Step 2: Submit All Supporting Documents Within 30 Days of Your Application

- Supporting documents are required to complete your application. For examples of supporting documents for each Applicant and each Child needing care, please see page 3 of this guide.

Applicant 1	
☐	1) Proof of Income from Canada Revenue Agency (CRA)
☐	2) Proof of Identity
☐	3) Proof of Address in Waterloo Region
☐	4) Proof of Eligible Reason for Child Care
☐	*Parenting Arrangement (If Applicable)

Applicant 2 (Spouse) *If Applicable	
☐	1) Proof of Income from Canada Revenue Agency (CRA)
☐	2) Proof of Identity
☐	3) Proof of Address in Waterloo Region
☐	4) Proof of Eligible Reason for Child Care

Child(ren) Needing Child Care	
☐	Proof of Identity/Birth for all children (0-12) needing child care

For [Help with your Child Care Subsidy Application](#), or supporting documents please see Page 2.

- Please submit all your supporting documents as soon as possible to avoid the need to re-apply. We are unable to process your application without your supporting documents.
- Your supporting documents can be submitted:
 - **Online** - Upload all required documents directly to your [Child Care Subsidy Account](#). Please upload each document separately (do not combine documents).
 - **In-Person** – For help submitting documents, visit a [Region of Waterloo Welcome Space](#)

☐ Step 3: Complete an Eligibility Appointment with a Child Care Subsidy Caseworker

- Once all your supporting documents are processed, you will receive an email with the date and time of your Child Care Subsidy Eligibility Appointment.
- This appointment is typically completed by phone, and language and/or accessibility services are available. To request an in-person appointment at a [Region of Waterloo Welcome Space](#) or additional supports, please email ccs@regionofwaterloo.ca.

Am I Eligible for Child Care Subsidy?

Applicants **may** be eligible for Child Care Subsidy if you meet **all (4)** of the following in the **next 6 months**:

- 1) You have one or more children who are 0-12 years of age, and you have a start date or need for child care;
- 2) You live in Waterloo Region;
- 3) You (and your *spouse – if applicable) must have an [Eligible Reason for Needing Child Care](#) from this list:
 - You are Working (Full-time or Part-time)
 - You are Working (Self-Employed)
 - You are Attending School, a Training Program or Registered for a Professional Licensing Exam
 - You are receiving benefits through the Ontario Works (OW) program, including Temporary Care Assistance, or Ontario Disability Support Program (ODSP)
 - You are ill, experiencing stress, or have a family circumstance and have a doctor or another healthcare professional recommending licensed child care ([Referral Form Needed](#))
 - Your child has a Supportive Needs Referral for Child Care Subsidy ([Referral Form Needed](#))
- 4) You (and your *spouse – if applicable) are financially eligible – [Child Care Subsidy Calculator](#)
 - The calculator can help you to estimate if your household may be financially eligible based on your household's income and the number of children who need child care.

***Spouse:** For Child Care Subsidy, a spouse is defined as another adult who resides in the household AND

- they are also the natural or adoptive parents of a child; or
- you are in a relationship of some permanence; or
- you have been residing together continuously for a period of more than three years.

Help with your Child Care Subsidy Application

Contact the Region of Waterloo Child Care Subsidy Program to ask questions or request help with your Child Care Subsidy application.

- **Phone:** 519-575-4400
- **Email:** ccs@regionofwaterloo.ca
- **Website:** www.regionofwaterloo.ca/en/living-here/help-paying-for-child-care.aspx
- **In-Person:** Visit a Region of Waterloo [Welcome Space](#) located on the first floor at one of three locations in Cambridge, Kitchener and Waterloo. See the Welcome Space webpage for hours and address.

Early Years and Child Care Navigators

For additional help applying for child care or child care subsidy, finding licensed child care options, or connecting to special needs resources – call, email or meet with an [Early Years and Child Care \(EYCC\) Navigator](#). EYCC Navigators can meet your family in person (in your neighbourhood or at a community site), over the phone or online. Language support is available.

- **Phone:** [519-741-8585](tel:519-741-8585), extension 3008
- **Email:** elccnavigators@ymcathreerivers.org
- **Online form:** [Submit an EYCC Navigator request form](#)

Did anyone help you with your Application?

If you would like to give permission for the Child Care Subsidy program to connect with a community program, family member, or support person not listed on your application, please submit a [CCS General Consent Form](#).

Child Care Subsidy Application: Checklist of Supporting Documents

I have submitted the following documents:	
1) Proof of Income from Canada Revenue Agency Please provide one of the following from Canada Revenue Agency (CRA): - Each applicant's most recent Income Tax Federal Notice of Assessment* (NOA) (showing Line 23600) - If you apply for Child Care Subsidy between July 1st - December 31st of the current year, you will need to submit your Notice of Assessment (NOA) for the previous year. - Most recent Canada Child Benefit (CCB) Notice (Must show the tax year and family net income) (Important Note: you can access this information in your account on the CRA website, or by calling: Canada Child Benefit Notice: 1-800-387-1193 Notice of Assessment: 1-800-959-8281 (ask for option C - Regular)) Please let us know if: - You are currently receiving benefits from Ontario Works (OW) program, including Temporary Care Assistance (TCA), or through Ontario Disability Support Program (ODSP) - You are new to Canada this year OR in the previous year and you have applied for Child Care Subsidy between January 1st - June 30th of the current year. If so, a document from the list in Proof of Identity (below) that shows your date of arrival in Canada is required in place of an NOA.	☐ Applicant 1 ☐ Applicant 2 (Spouse) (NOA must be the same tax year as Applicant 1) Please ensure your name, the tax year, and Line 23600 are visible If you have received a Notice of Reassessment (NOR), or a Pre/Post Bankruptcy NOA, please include these documents as well
2) Proof of Identity Please provide one of the following for each applicant and each child (0-12 years) needing child care: - Birth certificate, statement of live birth or certificate of adoption - Ontario Driver's License or Ontario Photo Card - Valid Canadian Passport - Indian Status Card - Canadian Citizenship Card or Certificate (front and back) - Permanent Resident Card or Certificate (front and back) - Work Permit or Study Permit - Visitor's Visa - Record of Landing or Refugee Claimant Document - Letter from Immigration, Refugees and Citizenship Canada (IRCC) verifying status, application for status, status extension/renewal, or appeal status - International Passport (child only)	☐ Applicant 1 ☐ Applicant 2 (Spouse) ☐ Child _____ ☐ Child _____ ☐ Child _____ ☐ Child _____ ☐ Child _____
3) Proof of Address in Waterloo Region **If your current Waterloo Region address is on your Notice of Assessment (NOA), Canada Child Benefit (CCB), or Proof of Identity document (above), proof of address documents do not need to be submitted** If your current address has changed, please provide one of the following: - Most recent utility bill (i.e. cable, hydro, or gas) - Ontario Driver's License/Ontario Photo Card (Health card cannot be accepted) - Most recent Lease/Rent agreement; Letter from Landlord (with address and names) - Most recent mortgage statement/property purchase agreement/property tax statement (Important Note: If your spouse currently resides outside of Waterloo Region, please provide proof of current address for both you and your spouse.)	☐ Applicant 1 (only if current Waterloo Region Address is not on Proof of Income) ☐ Applicant 2 (Spouse) (Only if address is currently different from Applicant 1)
4) Proof of Eligible Reason for Child Care Each Applicant must have a confirmed reason for needing child care in the next 6 months from the list below: - Working (Full-Time or Part-Time) - Working (Self-Employed) - Attending School or Training Program or Registered for a Professional Licensing Exam - Receiving benefits from Ontario Works (OW), including Temporary Care Assistance (TCA), or Ontario Disability Support Program (ODSP) - You are ill, experiencing stress, or have a family circumstance and have a doctor or another healthcare professional recommending licensed child care (Referral Form Needed) - Your child has a Supportive Needs Referral for Child Care Subsidy (Referral Form Needed) (Important Note: Please see next page for supporting documents for each Eligible Reason for Child Care)	☐ Applicant 1 Reason: ☐ Applicant 2 (Spouse) Reason:
*Proof of Parenting Arrangement (If Applicable) Please provide one of the following: - Court Order, Parenting Order or Parenting Plan (verifying custody/parenting arrangement) - Divorce or Separation Agreement; Mediation report - Kinship Agreement Declaration of Family Composition Form (If informal parenting arrangement is in place)	☐ Applies to Me ☐ Does not Apply to Me

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Eligible Reasons for Child Care

Each applicant **must** have an eligible reason for needing child care from the list below. The reason for child care must be current or have a confirmed start date in the next 6 months.

We appreciate that there are many reasons for needing child care that may not be on this list. If your reason for needing child care is not on this list or starts more than 6 months from when you apply, you will need to (re-)apply at a later date.

☐ Working (Full-Time or Part-Time)

I require child care because I am working (full-time or part time) and am NOT self-employed.

For **each applicant** who is currently working, please provide at least **one** of the following:

- Six weeks of your most recent pay stubs (ex. three pay stubs if paid every two weeks).
(Important Note: Must show hours worked, your name, and name of your employer).
- If you have less than six weeks of pay stubs from this employer, please submit any most recent pay stubs, and submit additional paystubs as available (up to six weeks).
- Payroll calculator with hours and signed by your employer.

If you have **not** yet started with an employer, have **not** received your first pay stub, or if you are returning to work after a leave (with a return date in the next 6 months), please provide:

- [Employment Verification Form](#): your employer needs to complete all sections of this form before it is submitted.
- OR
- Employer letter on company letterhead that is signed and dated, and must include all the following information:
 - Name of Employee and Place of Employment
 - Start date (and end date, if applicable)
 - Weekly hours and Hourly Wage
 - Supervisor's name, title, and work contact number
 - Deductions (e.g. CPP, EI, Income Tax, etc.)

☐ Working (Self-Employed)

I require child care because I have my own business or I am working as a sub-contractor or Independent contractor.

Please provide **all of** the following for **each applicant** who is self-employed:

- [Self-Employment Questionnaire](#)
- your most recent Notice of Assessment (NOA) showing Line 15000 & tax year

And one of the following:

- Master Business License;
- Business Name Registration;
- Official document stating HST number;
- Certificate of Incorporation;
- Independent Contractor Agreement.
- Courier and Rideshare programs (i.e. Uber, Lyft, Skip the Dishes, etc.) may provide a weekly/monthly Income Summary **or** letter/agreement **or** terms and conditions provided by the program.

☐ Attending School or Training Program or Registered for a Professional Licensing Exam

I require child care because I am attending a school program or training program, or I am preparing for a scheduled Professional Licensing Exam.

Please provide at least **one** of the following for **each applicant** who is attending school or training:

- School Letter of Acceptance or Letter of Registration or Student Enrollment Form
- Tuition Statement
- Ontario Student Assistance Program (OSAP) Assessment Summary
- Or any other school-issued document with:
 - Name of program and educational institution
 - Name of student
 - Full-time or part-time status
 - Start and end dates of program
 - Length of program (e.g., 2-year diploma, 4-year degree, etc.)
- Registration confirmation for scheduled professional licensing exam (with date of exam)
 - If exam date is in the next 6 months but registration is not yet open, please provide confirmation of date registration will be available.

Continued on the next page →

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Eligible Reasons for Needing Child Care (Continued)

☐ Receiving Benefits from Ontario Works (OW), including Temporary Care Assistance (TCA), or Ontario Disability Support Program (ODSP)

I am/We are receiving benefits from Ontario Works (OW), including Temporary Care Assistance (TCA), or Ontario Disability Support Program (ODSP)

Further documents may not be required If:

- You or your spouse are currently receiving benefits from Ontario Works (OW) program, including Temporary Care Assistance (TCA), or through Ontario Disability Support Program (ODSP)

Important:

- If applying through your Child Care Subsidy Account:** Please select “Ontario Works (OW)”, “Ontario Works (OW) - Temporary Care Assistance (TCA)”, or “Ontario Disability Support Program (ODSP)” as your Reason for Child Care.
 - If you have already submitted an application:** please email us at ccs@regionofwaterloo.ca to let us know and include your application date and confirmation number.
- Your Ontario Works (OW) Caseworker can also submit a referral on your behalf. Please connect with your caseworker directly to ask for a referral to Child Care Subsidy. (Please Note: this option is not available for ODSP)

☐ Parent Medical Need (Referral Form Needed)

I require child care due to a medical need (e.g. illness, disability, stressor, or family circumstance) and a doctor or another professional is recommending licensed child care.

Please provide **one** of the following for **each applicant** with a medical need:

- [Parent Medical Form](#) completed and signed by your doctor or other registered health professional. It is your responsibility to contact your doctor to complete the referral.

Important:

- A [Child Care Subsidy Application](#) is still required
- This form is the only document accepted to verify your care needs. Unfortunately, a doctor's note or report cannot be accepted.

☐ Supportive Needs Referral for Child Care Subsidy (Referral Form Needed)

Child care is required based on my/our child's supportive need and I/we have a referral.

Child Care has been recommended for a child based on a supportive need, which may include:

- | | |
|---------------------------------|---------------------------|
| • Expressive/Reception Language | • Medical Need |
| • Cognitive Skills | • Family Supports |
| • Visual/Hearing Requirements | • Stimulating Environment |
| • Gross/Fine Motor Skills | • Social Skills |
| • Speech Skills | • Self-Help Skills |
| • Other: _____ | |

To obtain a referral for a child 0-4 years of age, please visit the [SNAP Program](#) website or call **519-514-7627**.

The [SNAP Program](#) can connect with you around your current needs, explore with you the most appropriate services to support your child's participation in a child care program, and complete a Supportive Needs Referral for Child Care Subsidy on your behalf.

A [Supportive Needs Referral for Child Care Subsidy \(SNR\)](#) can also be submitted by a community agency or healthcare professional who is working with your family. It is your responsibility to contact your referring agency to complete the referral form.

Important:

- A [Child Care Subsidy Application](#) is still required
- A [Supportive Needs Referral for Child Care Subsidy \(SNR\)](#) is specific to each child. If you have more than 1 child, and the other child(ren) do not have a Supportive Needs Referral, each Applicant will still need their own Reason for Needing Child Care