

Children and Community Services

INFORMATION REQUIRED WHEN APPLYING FOR CHILD CARE FEE SUBSIDY

Applicants must provide the following documentation to establish initial subsidy eligibility:

Verification of Identification

- Birth Certificate for all children
- Social Insurance number
- Photo Identification for all applicants

Verification of Residence

- Lease, rental agreement listing tenants
- Mortgage documents, showing your name and address

Income Verification

- 2016 federal Notice of Assessment 1-800-959-8281
- Canada Child Benefit (CCB)
- OSAP (Ontario Student Assistance Program) assessment summary
- If self-employed, Self Employment Package

- Ontario Works/Ontario Disability Support Program statement (if in receipt)

Eligible Hours of Care


- One month of paystubs and letter from employer (on letterhead) regarding the start date, days/hours/rate of pay that you work
- Applicant's school schedule showing start date, name of course and class times

Custody Arrangements



- Legal documentation, separation papers, or other written agreement verifying custody arrangements (if applicable)
- Sworn Affidavit upon request

Your application will not be completed if information listed is not received.

SAMPLE CANADA CHILD BENEFIT NOTICE

 Canada Revenue Agency Agence du revenu du Canada	Protected B internal use only 60001105 Page 1
SHAWINGAN-SUD QC GSP 516	
TAXPAYER NAME TAXPAYER ADDRESS	Notice details Social insurance number XXX XXXX XXX Base year 2015 Payment period Jul 2016 - Jun 2017 Date issued Jul 20, 2016 Tax centre Shawingán-Sud QC GSP 516
Canada child benefit (CCB) notice We determined your annual entitlement based on the information we have. Please see the detailed explanation section for more information. Your annual CCB entitlement is \$8,250.00.	
Thank you, Andrew Treusch Commissioner of Revenue	
Account summary We deposited this amount into your bank account. Amount deposited: \$687.50 Date deposited: Jul 20, 2016	Detailed explanation See page 2 for more information about how we calculated this amount.
CCB E (ENX)	

SAMPLE NOTICE OF ASSESSMENT

 Government of Canada Gouvernement du Canada	Canada
SAMPLE	
 Canada Revenue Agency Agence du revenu du Canada	Protected B internal use only Page 1
Notice of assessment We assessed your 2015 income tax benefit return and calculated your balance. You have a refund of Use direct deposit to get your tax refund, credits and benefits faster. Sign up or update your banking information at www.cra.gc.ca/directdeposit .	
Notice details Social insurance number Tax year 2015 Date issued Apr 18, 2016 Tax centre Surrey BC V3T 5E1	
Thank you, Andrew Treusch Commissioner of Revenue	
T482 E (16)	

Services à l'enfance à la communauté

RENSEIGNEMENTS REQUIS POUR LES NOUVELLES DEMANDES DE SUBVENTION POUR LA GARDE D'ENFANTS

Les candidats doivent fournir les documents suivants afin d'établir l'admissibilité initiale :

Preuve d'identité

- Certificat de naissance
- Numéro d'assurance sociale
- Photo-identification pour chaque demandeur

Preuve de résidence

- Bail, reçu de loyer comprenant les noms des locataires
- Allocation Canadienne par enfants
- documents d'hypothèque où figurent votre nom et votre adresse

Preuve de revenu

- Avis de cotisation fédérale de 2016
- Allocation canadienne pour enfants
- Résumé de l'évaluation PAEO (Programme d'aide aux étudiants de l'Ontario)

- Les travailleurs autonomes doivent d'avoir déjà fourni la trousse demande pour les travailleurs autonomes
- Ontario au travail/Programme ontarien de soutien aux personnes handicapées (si applicable)

Éligibilité des heures de garde


- Un mois de talon de paie récents et une lettre de l'employeur (sur papier à entête) concernant les jours/les heures de travail et votre taux salariale
- Calendrier scolaire du candidat indiquant le nom, les horaires, la date de début et de fin du cours (le cas échéant)

Garde d'enfants partagée

- Documents juridiques, papiers de séparation ou autres documents écrits stipulant les accords sur la garde des enfants (le cas échéant)
- Déclaration sous serment sur demande

Votre demande ne sera pas prise en compte si vous ne fournissez pas les renseignements mentionnés ci-dessus.

EXEMPLE DE ALLOCATION CANADIENNE PAR ENFANTS

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SHAWINIGAN-SUD QC GSP 519	
TAXPAYER NAME TAXPAYER ADDRESS	Notice details Social insurance number XXX XXXX XXX Base year 2015 Payment period Jul 2016 - Jun 2017 Date issued Jul 20, 2016 Tax centre Shawinigan-Sud QC GSP 519
Canada child benefit (CCB) notice We determined your annual entitlement based on the information we have. Please see the detailed explanation section for more information. Your annual CCB entitlement is \$8,250.00. Thank you, Andrew Treusch Commissioner of Revenue	
Account summary We deposited this amount into your bank account. Amount deposited: \$687.50 Date deposited: Jul 20, 2016	Detailed explanation See page 2 for more information about how we calculated this amount.
CCB E (16)	

EXEMPLE D'AVIS DE COTISATION

	Canada
SAMPLE	
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Notice of assessment We assessed your 2015 income tax benefit return and calculated your balance. You have a refund of Use direct deposit to get your tax refund, credits and benefits faster. Sign up or update your banking information at www.cra.gc.ca/directdeposit .	Notice details Social insurance number Tax year 2015 Date issued Apr 18, 2016 Tax centre Surrey BC V3T 5E1 NTEDMSW
Thank you, Andrew Treusch Commissioner of Revenue	
T402 E (16)	