



Document Checklist for Child Care Fee Subsidy

Your application for fee subsidy cannot be assessed until ALL required documents are received

<p>RIGHTS AND RESPONSIBILITIES CONSENT FORM</p> <p><input type="checkbox"/> Print, complete and sign Child Care Subsidy Program Rights and Responsibilities Agreement and Consent form</p> <hr/> <p style="text-align: center;">IDENTIFICATION</p> <p>One of the following <u>for each family member</u> if you were born <u>in</u> Canada:</p> <p><input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Canadian Statement of Live Birth <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Indian Status Card</p> <p><i>Both sides of ID cards are to be copied and current. Health Cards and Social Insurance cards are not accepted</i></p> <p>One of the following for each family member if you were born <u>outside</u> of Canada:</p> <p><input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Card/Certificate <input type="checkbox"/> Canadian Permanent Resident Identification <input type="checkbox"/> Confirmation of Permanent Residence in Canada (IMM5292) <input type="checkbox"/> Record of Landing (IMM1000) <input type="checkbox"/> Protected Person Status</p> <p><i>If you do not have status in Canada, please provide verification of your Permanent Resident Application.</i></p>	<p style="text-align: center;">WHERE YOU LIVE</p> <p>One of the following to confirm that you live in the City of Ottawa:</p> <p><input type="checkbox"/> Lease or Notice of Rent Increase <input type="checkbox"/> Mortgage <input type="checkbox"/> Property tax bill <input type="checkbox"/> Rent receipt with landlord's name and phone number <input type="checkbox"/> Letter from landlord <input type="checkbox"/> Two recent utility bills (from different companies) Hydro, Enbridge or Water bills only <input type="checkbox"/> Two recent Government letters (other than your Tax Information verification)</p> <p><i>Documents submitted must be recent within the last 3 months.</i></p> <hr/> <p style="text-align: center;">CHILD CUSTODY</p> <p>You must provide one of the following custody documents if the other parent of your child does not reside with you or you have a child who is in your temporary care :</p> <p><input type="checkbox"/> Custody/Separation Agreement <input type="checkbox"/> Court Order <input type="checkbox"/> Affidavit (must be commissioned) <input type="checkbox"/> Guardian/Parental Declaration <input type="checkbox"/> Temporary Care Agreement</p>	<p style="text-align: center;">TAX INFORMATION</p> <p>One of the following for the most recent tax year:</p> <p><input type="checkbox"/> Notice of Assessment (for each parent) and Universal Child Care Benefit Statement (RC62) (if applicable) <input type="checkbox"/> Canada Child Benefit (CCB) <input type="checkbox"/> Ontario Child Benefit (OCB)</p> <p>Effective July only the Notice of Assessment for the previous tax year is acceptable. Income tax returns/ T4 and T1 summary are not accepted.</p> <p style="text-align: center;">NEWCOMERS TO CANADA</p> <p>Proof of landing date is required if income tax has not been filed. (Record of Landing (IMM1000) and/or Canadian Permanent Resident Identification)</p> <hr/> <p style="text-align: center;">REASON FOR CHILD CARE</p> <p>Employed:</p> <p><input type="checkbox"/> Most current and consecutive paystubs (for one month) or <input type="checkbox"/> Letter from your employer confirming the number of hours worked</p> <p>Returning to Employment from maternity leave, parental leave or other</p> <p><input type="checkbox"/> Letter from your employer confirming return to work date and work hours <input type="checkbox"/> EI claim summary</p>	<p>Self-Employed:</p> <p><input type="checkbox"/> Signed Declaration of Self-Employment <input type="checkbox"/> Most recent T1 General <input type="checkbox"/> Copy of business registration, licence, contract or business plan</p> <p>If self-employed and incorporated see employed section</p> <p>Studying or Training:</p> <p><input type="checkbox"/> School registration with class schedule or <input type="checkbox"/> Ontario Student Assistance Program (OSAP) Summary Assessment which states your student status (part time or full time)</p> <p>Receiving Ontario Works:</p> <p>You must have an active Participation Agreement with an approved activity.</p> <p>Receiving Ontario Disability Support Program (ODSP) :</p> <p>If your spouse is not a person with a disability, verification of reason for child care required.</p> <p>Parent or Child with Special Needs</p> <p>Child Care Fee Subsidy program will provide you with a medical form to be completed by your doctor</p>
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For new applications and annual reviews, you can submit your documents by fax, e-mail or in person at any one of the four Community and Social Supports Centers.

For general information call **311** or visit www.ottawa.ca/daycare
 Email for new applications only: CCRAW-Relage@ottawa.ca
 Email for annual reviews only : SubsidyCoordinators@ottawa.ca

CSSC Central
 370 Catherine St., 2nd floor
 Ottawa, ON K1R 5T5
 Fax: 613-238-3647

CSSC East
 2339 Ogilvie Rd., Unit 410
 Ottawa, ON K1J 8M6
 Fax: 613-749-7143

CSSC South
 2020 Walkley Rd.
 Ottawa, ON K1G 6S6
 Fax: 613-736-8939

CSSC West
 100 Constellation Dr., 2nd floor West
 Ottawa, ON K2G 6J8
 Fax: 613-725-5685