

Document Checklist

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

Rights and Responsibilities Consent form

Print, complete and sign Child Care Subsidy Program [Rights and Responsibilities Agreement and Consent form](#)

Identification

One of the following for each family member if you were born **in** Canada:

- Canadian Birth Certificate
- Canadian Statement of Live Birth
- Canadian Passport
- Secure Certificate of Indian Status (Status Card)

Both sides of ID cards are to be copied and current. Health Cards and Social Insurance cards are not accepted

One of the following for each family member if you were born **outside** of Canada:

- Canadian Passport
- Canadian Citizenship Card/Certificate
- Canadian Permanent Resident Identification
- Confirmation of Permanent Residence in Canada (IMM5292)
- Record of Landing (IMM1000)
- Protected Person Status

If you **do not** have **status** in Canada, please provide verification of your Permanent Resident Application. Applicants in Canada under the Canada-Ukraine Authorization for Emergency Travel (CUAET) program may provide a temporary resident permit or visitor record.

Where you live

One of the following to confirm that you live in the City of Ottawa:

- Lease or Notice of Rent Increase Mortgage
- Property tax bill
- Rent receipt with landlord's name and phone number
- Letter from landlord
- Two recent** utility bills (from different companies)
- Two recent** Government letters (other than your Tax Information verification)

Documents submitted must be recent within the last 3 months

Child custody

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:

- Custody/Separation Agreement
- Court Order
- Affidavit (must be commissioned)
- [Guardian/Parental Declaration](#)
- Temporary Care Agreement

Tax information

One of the following for the most recent tax year:

- Notice of Assessment (for each parent) and Universal Child Care Benefit Statement (RC62) (if applicable)
- Canada Child Benefit (CCB)
- Ontario Child Benefit (OCB)

Effective July, only the Notice of Assessment for the previous tax year is acceptable.

Income tax returns/ T4 and T1 summary are not accepted.

Newcomers to Canada

Proof of landing date (Record of Landing [IMM1000] and/or Canadian Permanent Resident Identification) is required if income tax has not been filed.

Reason for child care

Employed:

- Most current and consecutive paystubs (for one month) **or**
- Letter from your employer confirming the number of hours worked

Returning to employment from maternity leave, parental leave or other

- Letter from your employer confirming return to work date and work hours
- Employment Insurance (EI) Claim Summary

Self-employed:

- [Signed Declaration of Self-Employment](#)

- Most recent T1 General
- Copy of business registration, license, contract or business plan

If self-employed and incorporated, see Employed section.

Studying or training:

- School registration with class schedule or
- Ontario Student Assistance Program (OSAP) Summary Assessment which states your student status (part time or full time)

Receiving Ontario Works:

You must have an active Participation Agreement with an approved activity.

Receiving Ontario Disability Support Program (ODSP):

If your spouse is not a person with a disability, verification of reason for child care required.

Parent or child with special needs

Child Care Fee Subsidy program will provide you with a medical form to be completed by your doctor.

Submitting documents

For new applications and annual reviews, you can submit your documents by fax, e-mail or in person at any one of the four Employment and Social Services (ESS) sites. To find out who your Child Care Case Worker is call **3-1-1**, select your preferred language and choose option 4 for 'daycare'.

Fax: 613-580-2447

Email:

- For new applications only: ccraw-relage@ottawa.ca
- For annual reviews only: subsidycoordinators@ottawa.ca

In person:

- ESS Central - 370 Catherine St., 2nd floor Ottawa, ON K1R 5T5
- ESS East - 2339 Ogilvie Rd., Unit 410 Ottawa, ON K1J 8M6
- ESS South - 2020 Walkley Rd. Ottawa, ON K1G 6S6
- ESS West - 100 Constellation Dr., 2nd floor West Ottawa, ON K2G 6J8

For general information call **3-1-1** or visit ottawa.ca/daycare.