

## **Rights and Responsibilities Agreement and Consent to Disclose and Verify Information**

In accordance with the *Child Care and Early Years Act of Ontario*, its regulations and provincial guidelines, and in consideration of the Community and Social Services department of the City of Ottawa providing Child Care Fee Subsidy to you, you hereby agree to the following:

To qualify, you must meet the following **five** criteria:

1. Be a resident of the City of Ottawa
2. Have an eligible immigration status (Citizenship, Permanent Resident, Refugee Claimant, Convention Refugee or be a Visitor under the Canada-Ukraine Authorization for Emergency Travel [CUAET] program)
3. Demonstrate a financial need
4. Have a recognized need for child care. This can include, but is not limited to:
  - Working
  - Attending school or a training
  - Looking for work (up to six months in a 24-month period)
  - Be an Ontario Disability Support Program (ODSP) recipient
  - Be an Ontario Works recipient participating in approved employment assistance activities
  - Be a family experiencing a significant crisis or challenge
  - Be a parent with a special need or have a child with a special need or social need
5. Have children under 13 years of age

### **Your rights**

- To bring someone with you when you meet with your Child Care Case Worker.
- To receive all decisions about your subsidy file in writing.
- To have decisions about your file reviewed. If you disagree with a decision made about your file, you may make a written request within 10 business days to have this decision reviewed.

### **Your responsibilities**

**Any undeclared changes or misrepresentation to your family's situation that affects your child care fee subsidy eligibility will be subject to an overpayment. You must repay all overpayments, even if you are no longer receiving a fee subsidy.**

**Changes to your family's situation could include, but are not limited to:**

- Address, phone number and e-mail address
- Marital or cohabitation status
- Birth of children and/or child custody arrangements
- Participation in activities that support your recognized need for care
- Amount and source of income
- Status of your Ontario Works/ODSP file

- To immediately report all changes to your family's situation to your Child Care Case Worker when you are in receipt of a child care fee subsidy.
- To immediately report all changes to your family's situation on the Child Care Registry and Waitlist, prior to receiving a child care fee subsidy, by updating your on-line application.
- To renew your application within 12 months from the date you sign this agreement by contacting your Child Care Case Worker, if you are in receipt of a child care fee subsidy.
- To provide verification documents and attend all scheduled appointments, as requested.
- To file your income tax return on time, and to provide your Child Care Case Worker your most recent Notice of Assessment, Notice of Reassessment or Canada Child Benefit Assessment.
- To notify your Child Care Case Worker and the child care agency two weeks in advance if you no longer require child care fee subsidy, or you wish to transfer your child to another agency.
- To pay your parental fee in full by the first of each month.
- To pay the full fee cost of care for additional sick or vacation days, if your child exceeds the approved amount. Each child in subsidized care is permitted **up to** 36 days of paid absence per calendar year.
- To obtain prior approval from your Case Worker for absences from the City of Ottawa for 30 or more consecutive days. If preapproval is not granted you will be responsible to pay the full fee cost of care for those days.

### **Consent to Disclose and Verify Information**

I,

Full name of applicant/recipient or person applying on behalf of applicant/recipient

I,

Full name of spouse/partner

1. Consent to the collection of personal information, including from my Ontario Works and/or Ontario Disability Support Program file, by and the release of information to, an authorized representative of Community and Social Services department of the City of Ottawa (The "Authorized Representative") for the purposes of determining or verifying my/our initial and ongoing eligibility for child care fee subsidy and for administering my/our child care fee subsidy.
2. Without restricting the generality of the consent in section 1, consent to the exchange of personal and financial information between the Authorized Representative and other employees of the City of Ottawa, for the sole purpose of determining or verifying my/our eligibility for child care fee subsidy and for administering my/our child care fee subsidy.

3. Further consent to the Authorized Representative disclosing the status of my/our eligibility for a child care fee subsidy to any licensed child care centre, licensed home child care agency, licensed nursery school, or authorized recreation program, having a valid contribution agreement with the City of Ottawa for the purposes of determining whether or not they are able to offer space for my/our children in the event that one becomes available.
4. Consent and agree to the use of electronic signature on this document and agree and understand that my/our electronic signature(s) are the legal equivalent of my/our manual/handwritten signature(s) on this document.

**I, we have read, or have had read to me/us, and understand the Rights and Responsibilities Agreement and the Consent to Verify and Disclose Information.**

**I, we understand that the failure to fulfill any of the noted agreements and responsibilities may result in an overpayment and/or in the termination of my/our child care fee subsidy or the Child Care and Waitlist fee subsidy application. I/we give my/our consent as set out above and agree to all terms of the Rights and Responsibilities Agreement and the Consent to Verify and Disclose Information.**

Signature of applicant/recipient or legally authorized decision maker

Name (printed)

Date (yyyy/mm/dd)

Signature of spouse/partner of applicant

Name (printed)

Date (yyyy/mm/dd)

***Please retain a copy of this document for your records.***

**Notice with Respect to the Collection of Personal Information**

Personal information is collected on this form under the authority of section 71(1) of the Child Care and Early Years Act, 2014, c. 11, Sched. 1 (the "Act") and section 9 of Ontario Regulation 138/15 under the Act. Personal information will be used by the City for the purpose of administering subsidized child care in the City of Ottawa. Questions about this collection should be directed to the Operational Support Unit, Administrative Support Clerk, 370 Catherine St., 3<sup>rd</sup> floor, Ottawa, Ontario, K1R 5T5, 613-580-2424 ext. 43511.