

Applicant ID:

In accordance with the Child Care and Early Years Act and its regulations, Provincial guidelines and Regional policies, to be eligible for Child Care Fee Subsidy (CCFS) in the Region of Peel, I understand and agree to the following:

1. Eligibility Criteria: To qualify for child care fee subsidy, I must:

- live in Peel Region (Mississauga, Brampton, Caledon) and have a child under the age of 13,
- be a permanent resident/refugee claimant with a valid work or study permit/Canadian citizen,
- provide verification of my family’s composition – i.e. number of parents and children that make up the family unit including verification of custody and support
- be approved based on my financial eligibility from my Notice of Assessment (NOA)
- have an approved reason for care, which can include:
 - working or attending school part-time or full-time, or
 - have a social or medical need, verified by a relevant professional, or have a child with a social or special needs requirement, that has been approved by the Region of Peel

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2. Financial Eligibility from my NOA: I will file my income tax each year by the federal deadline date of April 30th and provide my most recent NOA or current Canada Child Benefit (CCB) Notice when requested by the Region, as it is used to determine and maintain if I am financially eligible for CCFS. If I receive a Notice of Re-Assessment from the Canada Revenue Agency (CRA), I will submit this to the Region within two (2) weeks of receiving it.

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A2

3. Eligible Hours of Care: The hours/days of subsidized child care I am eligible for will be based on my reason for care and days my child/children is/are in my custody.

A1

A2

4. Change in Situation: I will contact my Children’s Services Worker (CSW) to report any changes in mine or my family’s situation within two (2) weeks and provide all required documentation.

I agree with and understand that failure to report a change in my circumstance within the two (2) week timeframe may result in an overpayment which I am responsible to pay back to the Region per the terms the Region sets out.

A1

Examples of change include, but are not limited to:

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| <ul style="list-style-type: none"> • Change in family composition, such as <ul style="list-style-type: none"> - Get married or start living with someone - Separate or divorce - Start or end a relationship of some permanence with the parent of my child/children where there is social, familial and/or financial interdependence between us - Expecting a new baby/child - Dependent leaves the family unit - Change to private agreement or court order for custody and/or support | <ul style="list-style-type: none"> • Address, phone number or email change • Start, complete, stop or have a break in attending school or training program • Job related change such as change in employer, hours working, laid-off, quit, on strike/lock-out • Self-employment related change • Start volunteering • Start or stop receiving social benefits – for example: Ontario Works, Ontario Disability Support Program, Employment Insurance • Income tax re-assessment from CRA • Change in immigration status |
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A2

<ul style="list-style-type: none"> • Notice of a Transfer or Withdrawal from Care: I must provide notice to my CSW in writing at least two (2) weeks prior to the change and to the child care program according to their policy. • If I do not provide the notice required, I will pay the full child care cost for five (5) days to the child care program. • My child’s last physical day at the program will be considered the withdrawal date (i.e. the absent day allowance can not be used in place of the withdrawal or transfer notice) • If I have outstanding fees with the child care program when I withdraw my child/children from care and/or my CCFS file is closed, I will not be eligible for CCFS in the future unless I pay the outstanding fees 	A1
<p>5. Parental Contribution: If, based on my income, I am required to pay a portion of the child care cost (or parental contribution), I must pay this amount on time and in full directly to the child care program. This includes any days my child/children is/are absent from the program. The remaining portion of the child care cost is paid directly to the child care program by the Region on my behalf. I will also pay any additional fees the child care program charges such as registration fees, deposits, extra-curricular costs.</p>	A2
<p>6. Absent Days: The Region of Peel will pay the subsidy cost for a maximum of thirty-six (36) absent days per calendar year for full-time care (eighteen (18) days for part-time care). In the first year of care, the maximum absent days are pro-rated by month based on the start date. This means my child has maximum absent days. If my child is absent from care for more days than the Region will pay for, I must pay the full cost of child care to the child care program for those days</p>	A1
<p>Absences of four (4) or more consecutive weeks, must be pre-approved by the Region of Peel before the consecutive absences start.</p>	A2
<p>7. Child Care Program’s Policies: I will also follow the terms and/or requirements outlined in the policies of the child care program/programs my child/children attend(s). This includes the terms of the center’s attendance and withdrawal policy.</p>	A1 A2
<p>8. My Child Care Fee Subsidy will end if:</p> <ul style="list-style-type: none"> • I no longer meet one or more of the eligibility criteria outlined in section #1 of this Agreement and/or • I fail to report a change/changes in my family’s situation, and/or • I fail to provide information the Region of Peel requests from me by the deadlines provided, and/or • I fail to file my income tax return by April 30th each year, and/or • I fail to pay any outstanding fees (e.g. parent contribution) to the child care program 	A1 A2
<p>9. Overpayments: If I do not report information – including changes in my situation – that impact my eligibility for CCFS within the two (2) week notice of change period, I may be issued funds I am not eligible for. This is referred to as an overpayment and I must repay the amount to the Region of Peel per the terms set out by the Region. Please see item #4 – “Change in Situation” on this form for more information relating to reporting changes and timeframe to do so.</p>	A1
<p>I understand that</p> <ul style="list-style-type: none"> • child care fee subsidy overpayments that are not paid or not addressed through a repayment plan will be filed with a collection agency, • my credit rating will be negatively impacted, and • depending on the circumstances, the Region may also take further legal action. 	A2

I, _____ and _____ (if applicable) have reviewed the Child Care Fee Subsidy Parent Agreement and,

I agree to:

- Provide all required personal, legal and financial information requested by the Region
- Provide accurate information and to report changes to my CSW within two (2) weeks of them occurring
- Ask questions or seek clarification about the Agreement if I am unclear at any time

I understand that

- If I do not provide accurate information or withhold information, I may not be eligible for CCFS, and subsidy may end immediately
- It is a criminal offence to deliberately give false information when applying for or receiving CCFS.
- Failure to comply with any part of this agreement – including reporting all changes - may result in:
 - an overpayment of subsidy which I need to repay to the Region, and/or
 - my credit rating being negatively impacted, and/or
 - the termination of my fee subsidy, and/or
 - other legal action.

(Name of Applicant 1)

(Signature of Applicant 1)

(Date)

(Name of Applicant 2 – if applicable)

(Signature of Applicant 2)

(Date)

Eligibility for child care fee subsidy is governed by the requirements in the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1 and its Regulations, the Education Act, R.S.O.1990, c.E.2 and its Regulations, the Ontario Child Care Service Management and Funding Guideline and criteria established by the Region of Peel, all of which may be amended from time to time.