

Date

Important notice

Your documents are due: _____

Your eligibility for child care fee subsidy is reviewed by the Region of Peel at least once every year. You can submit the required documents through email, or, the option to fax, mail or drop off is also available (submission information is provided on page 3 – Cover Sheet).

Please submit all documents by _____.

In order to continue your child care fee subsidy, you must submit all the required documents, in one package with the cover page supplied, by this due date.

If you do not submit the necessary documents by this date, your child care fee subsidy will be terminated, and you will be responsible for paying the full fee charges directly to the child care program as of _____.

Once we review your documents, you will receive a response regarding your ongoing child care fee subsidy.

If you have questions about this letter, contact 905-791-1585 ext. 1810.

Administrative Services Representative
Early Years and Child Care Services, Human Services

If submitting your documents by email:

- Be aware that sending email over the Internet is not secure, in that it can be intercepted and/or manipulated and retransmitted
- Review and complete the Human Services Consent to Communicate by Email attached to this notice
- Send directly to your Children's Services Worker's email



**Human
Services**

10 Peel Centre Dr.
Suite B
PO Box 2136, STN B
Brampton, ON
L6T 0E3
fax: 905-861-9079
tel: 905-791-1585

peelregion.ca

NOTE: In two parent households, documents are required for **both parents**.
All pages of documents – both front and back – must be submitted.

Section 1 – Mandatory Documents

<input type="checkbox"/> Tax documents	<ul style="list-style-type: none"> • 2019 Canada Child Benefit Notice (CCB) or • All pages of your 2019 Notice of Assessment/Reassessment (NOA) <p>If you cannot locate these documents, contact Canada Revenue Agency for a replacement 1-800-959-8281 (NOA) or 1-800-387-1193 (CCB)</p>
<input type="checkbox"/> Employed	<ul style="list-style-type: none"> • Two consecutive copies of your most recent pay stubs from your job(s)
<input type="checkbox"/> Self-Employed	<ul style="list-style-type: none"> • Most recent T1 General Personal Income Tax return and • Most recent Statement of Business and Professional Activities (showing Line 8519 – Gross Profit) <p>If your business is incorporated:</p> <ul style="list-style-type: none"> • Most recent T2 Corporate Income Tax return (Schedule 50 and Schedule 125) and • Corporate Income Tax Assessment
<input type="checkbox"/> In School or Training	<p>One of the following documents must be provided:</p> <ul style="list-style-type: none"> • An official stamped letter from your school that confirms your program start and end date, full time or part time enrolment and a copy of your schedule or • OSAP Assessment Summary and a copy of your schedule <p>If you are not attending a College or University program, please complete the Confirmation of School Registration and Confirmation of School Attendance</p>
<input type="checkbox"/> Signed Forms	<p>Review, sign and submit the following forms (attached to bottom of this notice):</p> <ul style="list-style-type: none"> • Human Services Consent to Communicate by Email • Consent to Disclose and Verify Information • Child Care Fee Subsidy Parent Agreement

Section 2 – Submit any changes to the following

<input type="checkbox"/> Contact information	Your telephone number, email or cell phone number
<input type="checkbox"/> Address	If your new address is not listed or is different from what is on your Canada Child Benefit Notice (CCB) or Notice of Assessment/Reassessment NOA, submit a utility bill or driver's license
<input type="checkbox"/> Marital Status	If you have married, divorced, separated or become common-law
<input type="checkbox"/> Employment	<ul style="list-style-type: none"> • Record of employment from your previous employer(s) and • Letter of employment from current employer(s)
<input type="checkbox"/> School or Training	<ul style="list-style-type: none"> • An official, stamped letter from your school that confirms your program start and end date, full time or part time enrolment and a copy of your schedule or • OSAP Assessment Summary and a copy of your schedule <p>If you are not attending a College or University Program, complete the Confirmation of School Registration and Confirmation of School Attendance</p>
<input type="checkbox"/> Leave of Absence	Inform us of any upcoming leave of absence from your employment or school/training program (maternity/parental leave, etc...)
<input type="checkbox"/> Medical Reasons	Completed Medical Referral Form
<input type="checkbox"/> Child Custody Agreement	Legal Guardianship/Custody documents
<input type="checkbox"/> Status in Canada	<ul style="list-style-type: none"> • Canadian Citizenship card or • Canadian Passport or • Permanent Resident card or • Landed immigrant documents or • Valid immigration documents (refugee, work permit, etc.)

Note: Ongoing changes throughout the year are to be reported to your Children's Services Worker within 10 business days.

Cover sheet

Attach this sheet to your package of documents and submit to the Region of Peel

Instructions:

1. Submit your documents in one package at the same time. Failure to do this may cause delay in processing your annual review.
2. Label all your documents with “ATTN: Child Care Fee Subsidy Annual Review” and your Client ID.
3. Attach this cover sheet to your documents and submit using one of the following methods:

Email	Send directly to your Children’s Services Worker	
Fax	905-450-5757 or 905-861-9079	
Mail	Brampton Office 10 Peel Centre Dr. P.O. Box 2136, STN B Brampton, ON L6T 0E3	Mississauga Office 7120 Hurontario St. PO Box 3600, RPO Streetsville Mississauga, ON L5M 0T3
Drop off	Important: If you are dropping off documents, do not enter the building. Please use the secure drop box located outside of the building.	
	Brampton Office 10 Peel Centre Dr., Suite B Brampton, ON L6T 0E3 * Drop box is outside of Suite B	Mississauga Office 7120 Hurontario St. Mississauga, ON L5M 0T3 *Drop box is to the left of front doors

ATTN: Child Care Fee Subsidy Annual Review

Client ID:

Children’s Services Worker:

