

## CHILD CARE SUBSIDY (CCS) FAMILY COMPOSITION POLICY

Effective Date: September 1, 2019

Revised: Aug 18, 2021

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### Background

Child care subsidy (CCS) is public funding to reduce the costs of licensed child care for eligible families. For the Region of Peel to determine eligibility for CCS, applicants and recipients of CCS must provide accurate documentation for their family situation.

### Purpose

This policy outlines how family composition is assessed and confirmed by the Region of Peel for CCS.

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### Determining Family Composition

Family composition is a key component in determining eligibility for CCS<sup>1</sup>.

Assessing family composition requires looking at factors including but not limited to:

- the relationship status of the parents<sup>2</sup>, which includes:
  - married
  - common-law relationship
  - in a relationship of some permanence where the parents do not live together but have many financial, social, familial and/or emotional interdependencies
- the number of children needing child care
- living arrangements
- any decision-making responsibility or custody<sup>3a</sup> and parenting time or access<sup>3b</sup> arrangements

The CCS program considers the income<sup>4</sup> of all parents<sup>2</sup> since every parent has a duty to provide support for their child<sup>5</sup>.

### One Parent Families

Where one parent applies for, or is receiving CCS, the parent must provide documents and/or information that confirms their family composition.

Because there are many different types of family situations, confirming family composition through one document is not possible.

The Region of Peel will review all relevant documentation and information provided to confirm family compositions.

### **Mandatory Documents:**

- Birth certificate with parental information for each child and
  - **One** of the following documents\*\* depending on family composition:
    - Court Order stating decision-making responsibility or custody<sup>3a</sup> and/or living arrangements, parenting time or access<sup>3b</sup>, support, and any other relevant court documents
    - Domestic Contract or Separation Agreement or Paternity Agreement showing decision-making responsibility or custody<sup>3a</sup> and/or living arrangements, parenting time or access<sup>3b</sup>, and support, where the signatures of both parties are notarized or witnessed by the lawyer for each party
    - Divorce documents such as Divorce Order or Divorce Certificate
    - Mediation Report
    - Restraining Order or other proof of family violence
    - Proof of sperm donor
    - Death Certificate
    - Proof of legal guardianship
- \*\*If one of the documents on the list cannot be provided, Regional staff will discuss other options with applicants or recipients.

and

- Family Composition Questionnaire which will be provided during the CCS application and annual review processes.

### **Additional Documents**

Other documents or information not listed may be provided by the family or requested by the Region of Peel, if determined necessary to assess family composition.

Proof that a family is eligible can be asked for at any time during the application process and while receiving CCS.

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### **Changes in Family Situations**

Families must update the Region of Peel if their situation change. Information that is not reported will be considered to be a deliberate misrepresentation, which could result in

- an overpayment, and/or
  - ineligibility for CCS.
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## **Relationship of Some Permanence**

Where the parents do not live together but have many financial, social, familial and/or emotional interdependencies, the parents are considered to be in a relationship of some permanence and must be assessed for eligibility as part of the same family unit.

Examples of interdependencies:

- Economic support which can include sharing of finances, expenses, owning property
  - Doing social and/or family activities together like a couple
  - Seen as a couple by family, friends and others
  - Sharing family and/or household duties
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## **Exceptional Circumstances**

The Region of Peel may consider exceptional circumstances such as family violence when administering this policy and will exercise its discretion accordingly.

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## **Failure to Provide or Misrepresenting Information**

Failure to provide the Region with accurate, current and complete information or misrepresenting information will make a parent or parents ineligible for CCS.

Ineligibility may be:

- back dated to the CCS start date, causing an overpayment which must be repaid to the Region, or
  - back dated to the date when a family change happened, causing an overpayment which will have to be repaid to the Region.
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## **Definition of Common-Law for the Purpose of this Policy:**

Two individuals who are not legally married, but

- have lived together for a period of three years or more,  
or
  - are both parents of the child(ren), and are living together for any period of time,  
or
  - identify themselves to be in a common-law relationship.
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Footnotes:

<sup>1</sup>Government of Ontario's Child Care Service Management and Funding Guideline - Appendix C

<sup>2</sup>Parent includes the biological or adoptive parent of a child, as well as the *Child Care and Early Years Act, 2014* - definition of a parent: *a person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family*

<sup>3a</sup>[Decision-making responsibility](https://www.ontario.ca/page/parenting-time-decision-making-responsibility-and-contact) has replaced the term custody – for more information see:  
<https://www.ontario.ca/page/parenting-time-decision-making-responsibility-and-contact>

<sup>3b</sup>[Parenting time](https://www.ontario.ca/page/parenting-time-decision-making-responsibility-and-contact) has replaced the term access – for more information see:  
<https://www.ontario.ca/page/parenting-time-decision-making-responsibility-and-contact>

<sup>4</sup>Ontario Regulation 138/15, s. 9-10

<sup>5</sup>*Family Law Act, 1990* Section 31