

To avoid delays in the application process for your Child Care Fee Subsidy (CCFS), please observe the following:

- A list of [Required Documents](#) is included on the following page
- You must bring the original plus one photocopy of each required document that applies to your family's circumstances to your scheduled appointment
(For example, if neither parent is a student, then the documentation listed in the Student section is not required).
- Your name or the other parent's name must be visible on each document.
- Information must be provided for each parent on the application, and where indicated on the following page, for all family members on the application (i.e. parent(s) and child(ren)).
- All parents must attend the appointment if you are:
 - Married,
 - Common-law, or
 - In a relationship of some permanence with the other parent of the child(ren),
- Where one parent applies for, or is receiving CCFS, the parent must provide [documentation](#) and/or information that satisfies eligibility as a one parent applicant/recipient.

Child Care Fee Subsidy Required Documents

Tax Documents for each Parent on the Application

- Current Canada Child Benefit Notice (CCB) (all pages, front and back)
or
- Current Notice of Assessment/Reassessment (NOA) (all pages, front and back)
–a paper copy is required at the appointment

If you cannot locate these documents, please contact
Canada Revenue Agency for replacement NOA 1-800-959-8281 -or-
1-800-387-1193 for a CCB replacement

****Your appointment cannot be completed without the above documents****

If any of the documents listed below are relevant to your situation and you have the document in your possession, you are strongly encouraged to bring the original plus one photocopy to your appointment to avoid any delays in the application process:

- Court Order addressing custody, access and/or support, and any supporting court documents such as pleadings, affidavits, financial statements
- Separation Agreement/Domestic Contract/Paternity Agreement addressing custody, access and/or support that is enforceable; filed with the Court; signatures of both parties notarized or witnessed by the lawyer for each party; and any supporting documents such as financial statements
- Divorce documents such as Divorce Order or Divorce Certificate
- Documents to confirm the other parent's current address
- Restraining Order
- Birth Certificate with parental information for each child,
- Certified Copy of a Birth Registration for each child,
- Verification of anonymous sperm donor,
- Death Certificate
- Verification there is no social, familial or financial interdependency between parents
- Verification of legal guardianship

Documents Required to Assess and Verify Family Composition

Address

- If your address is not listed or is different from what is on your CCB or NOA, then you must provide documentation such as a utility bill or driver's license to confirm your current address

<p>Status in Canada</p>	<p>One of the following must be provided for all adults and children on the application:</p> <ul style="list-style-type: none"> • Canadian Birth Certificate/ Certified copy of the Birth Registration, or • Canadian Passport, or • Canadian Citizenship Card, or • Permanent Resident Card, or • Landed immigrant documents, or • Refugee Claimant or Convention Refugee documents plus a valid: <ul style="list-style-type: none"> ▪ work permit if activity is employment, or ▪ study permit if activity is education or training
<p>For each Applicant who is Employed...</p>	<ul style="list-style-type: none"> • Two (2) most recent, consecutive paystubs that detail the name of the employer, dates and hours worked, and year to date earnings <p><u>If you are starting new employment or are returning to work following a leave, and current pay stubs are not yet available, provide:</u></p> <ul style="list-style-type: none"> • a letter of employment and/or contract offer that details the name of your employer, your anticipated earnings, your start date and your work schedule (Note pay stubs will be required once received)
<p>For each Applicant who is a Student...</p>	<p>One of the following must be provided:</p> <p><u>If you attend post secondary:</u></p> <ul style="list-style-type: none"> • An official letter from your College or University 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, or • The Confirmation of University/College Registration form, completed by a school official <p><u>If you attend a non-post secondary institution (e.g. high school):</u></p> <ul style="list-style-type: none"> • The Confirmation of School Registration (PDF) and Confirmation of School Attendance (PDF) forms, completed by a school official <p>**Forms to be completed prior to your scheduled appointment**</p>

For each Applicant who is Self-Employed...

- Most recent T1 General Personal Income Tax return, and
- Most recent Statement of Business and Professional Activities (showing Line 8519 – Gross Profit), and
- Master Business Licence or Business Registration Documents, and
- The [Self-Employment Assessment Tool](#) and [Declaration of Self Employment](#), completed in full prior to your scheduled appointment

****Forms to be completed prior to your scheduled appointment****

If your business is incorporated:

- Most recent T2 Corporate Income Tax return (Schedule 50 and Schedule 125), and
- Corporate Income Tax Assessment

Not Working due to a Medical Condition

- Please complete this [form](#) and submit it at your scheduled appointment

****If you do not have supporting documentation at your appointment, your Children's Services Worker will discuss next steps in verifying family composition to determine eligibility****