

Required Documents for Child Care Subsidy

The following must be provided to continue your application:

Tax Documents	<ul style="list-style-type: none"> • 2020 Notice of Assessment for each parent or 2020 Canada Child Benefit Notice (see linked samples) • If you don't have these documents, please contact Canada Revenue at 1-800-959-8281 (NOA) or 1-800-387-1193 (CCB).
Identification	<p>Please provide one of the following for each family member:</p> <ul style="list-style-type: none"> • Canadian Birth Certificate or Certified Registration of Birth • Canadian Passport • Canadian Citizenship Card or Canadian Citizenship Certificate (front and back) • Permanent Resident Card (front and back) • Refugee Protection Claimant Document and Work Permit or Study Permit • Notice of Decision and Work Permit or Study Permit
Address Verification	<p>Please provide one of the following:</p> <ul style="list-style-type: none"> • Lease • Mortgage Statement • Rental Verification form
Family Status or Family Composition –if you are applying or receiving child care subsidy as a one parent family	<p>Please provide the following:</p> <ul style="list-style-type: none"> • Birth certificate with parental information for each child and • One of the following documents depending on your family status**: <ul style="list-style-type: none"> ○ Court order stating decision-making responsibility/custody and/or living arrangements, parenting time/access, support, and any other court documents (if applicable) ○ Domestic Contract or Separation Agreement or Paternity Agreement stating decision-making responsibility or custody or living arrangements, parenting time or access, 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 o Mediation Report ○ Restraining Order or other proof of family violence ○ Proof of a sperm donor ○ Death Certificate ○ Proof of legal guardianship <p>**Please note:</p> <ul style="list-style-type: none"> • If you cannot provide one of the documents on the list, Regional staff will discuss other options with you. • We may also ask you for additional information at any time if it is needed to assess your family composition.

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Reason for Care	
Information must be provided for each parent on the application	
If you are	Required Document(s)
Working	<ul style="list-style-type: none"> • 2 most recent consecutive pay slips
Returning to work or recently returned to work and have not yet received pay slips	<ul style="list-style-type: none"> • A letter of employment confirming your start or return to work date, the days and hours you will be working, and rate of pay or salary
Attending college/university	<p>Provide one of the following:</p> <ul style="list-style-type: none"> • Confirmation of Enrolment or OSAP Assessment Summary confirming the name of the program, the start and end date of the semester and if it is part time or full time and a copy of your timetable • Confirmation of College/University Registration form signed and stamped by your school and a copy of your timetable
Attending high school	<ul style="list-style-type: none"> • The Confirmation of School Registration and Confirmation of School Attendance forms, completed by a school official
Self-employed with a sole proprietorship	<ul style="list-style-type: none"> • Master Business License • Most recent T1 including Schedule 2125 (Statement of Business and Professional Activities) • The Self Employment Declaration (if your business has been open less than one year)
Self-employed with an incorporated business	<ul style="list-style-type: none"> • Certificate of Incorporation or Articles of Incorporation • Most recent T2 including Schedule 50 and Schedule 125 • Most recent Corporate Income Tax Assessment • The Self Employment Declaration (if your business has been open less than one year)
Not working due to a medical condition	<ul style="list-style-type: none"> • Have your doctor complete the Documentation of Medical Needs and Exceptional Circumstances form