

# Child Care Subsidy

Brown Bag Lunch Series:  
Access to Basic Needs in Waterloo Region



# Agenda: What is the Child Care Subsidy Program?

- Help Paying for child care costs for Licensed Child Care
- Who is eligible for Child Care Subsidy?
  - Status in Canada
  - Financial eligibility
  - Reasons for service
- What are the steps families need to take to apply/find child care?
  - Apply for Child Care Subsidy
  - Submit documents
  - Find child care



**Need help paying for child care?**  
We offer financial support.

### Child Care Subsidy

We can help with the cost of:

- Licensed child care
- Before or after school programs
- Summer programs

Apply at: [www.regionofwaterloo/helpayingforchildcare.ca](http://www.regionofwaterloo/helpayingforchildcare.ca)  
or call 519-575-4400

You may be eligible if you:

- Live in Waterloo Region
- Are working, going to school, are in a training program or have a child with special needs
- Meet the income level; go to: [www.regionofwaterloo.ca/childcaresubsidycalculator](http://www.regionofwaterloo.ca/childcaresubsidycalculator) to find out



Region of Waterloo  
COMMUNITY SERVICES

The information card features a header with three children's faces and colorful balloons. The main text is in a clean, sans-serif font. A large, faint watermark of a stylized sun or flower is visible in the background of the card. The bottom right corner contains the official logo of the Region of Waterloo Community Services.

# Status in Canada

- Individuals who have the following immigration status can apply:
  - Permanent Resident (landed immigrant)
  - Canadian Citizen
  - Refugee or Refugee Claimants
  - Temporary Resident with work or study permits
- Must provide proof of status since arrival in Canada
- Children do not require status to be eligible

Information for Parents and Guardians

## Receiving Child Care Subsidy



Document Number: 4495703

# Status in Canada Continued

- Individuals fleeing an active war situation may be eligible to apply without a work or study permit with 1 of the following documents:
  - **Parent Medical Form** signed by service provider or qualified professional
  - **Special Needs Referral** for their child signed by service provider or qualified professional
  - **Refugee Protection Claimant Document (RPCD)** – need a work or study permit as well
  - **Canada-Ukraine Authorization for Emergency Travel (CUAET)** – valid for 3 years at a time
- If an individual has an enforceable deportation order they are not eligible to apply for child care subsidy

# Financial Eligibility

- Financial eligibility is based on family income as outlined by the Province of Ontario
- Income for applicants who arrived in Canada at anytime during the current calendar year will be fully financially eligible for their first year using the Child Care Subsidy Program
- In the newcomer's second calendar year in Canada, they will have to file income tax returns for the previous tax year and provide a copy of their Notice of Assessment (NOA) or Canada Child Benefit Notice (CCB) to determine their financial eligibility in the Child Care Subsidy Program
- Subsidy eligible families may be fully eligible OR have a parent contribution towards their child care costs
- -Subsidy eligible families may also qualify for CWELCC. Canada Wide Early Learning and Child Care – which is a reduction in their child care costs for children under 6

# Resources for Families Financial Eligibility

Combined Family Net Income	Approximate Daily Parent Fee
----------------------------	------------------------------

\$20,000 or less	\$0.00
\$30,000	\$3.83
\$40,000	\$7.66
\$50,000	\$19.16
\$60,000	\$30.65
\$70,000	\$42.15
\$80,000	\$53.64
\$90,000	\$65.13
\$100,000	\$76.63

## [Child Care Subsidy Calculator](#)

### Child Care Subsidy Calculator and Application

Print Share A+ A-

[Home](#) / [Living Here](#) / [Child Care and Early Learning](#)

To use this calculator, you will need the information from line 236 from your Federal Notice of Assessment (NOA). If you do not have your Federal Notice of Assessment, call the Canada Revenue Agency at 1-800-959-8281.

[Apply now](#)

#### Household Income

Enter information from line 236 of your most recent Notice of Assessment or Notice of Reassessment for you and your partner or spouse.

236 Net Income ....  (Applicant 1)

236 Net Income ....  (Applicant 2)

**OR** if you receive the *Universal Child Care Benefit*, enter the amount of your Family Income from the *Canada Child Tax Benefit* Statement

Family Income

Income Brackets used in Fee Calculation

under \$20,000	20,000 to 40,000	over 40,000
0%	10%	30%

Disclaimer: The Child Care Subsidy Calculator provides only is intended as a basic screening tool and does not confirm if you are eligible or ineligible. The Calculator provides only an estimate of the parent contribution amount, using the financial information you provide.

# Reasons for Needing Child Care (Reasons for Service)

- In 2 parent families both parents need to have a Reason for Service
- Reasons for Service Supported by Child Care Subsidy:
  - Working (full-time or part-time)
  - Schooling (full-time or part-time)
  - Child's Social or Special Need
  - Parent's Medical Need
  - Self-Employed
  - Receiving Social Assistance (OW or ODSP)

The screenshot shows the Region of Waterloo website. At the top is the logo and navigation links: "Living Here", "Exploring the Region", "Doing Business", and "Health and We". A search bar contains the text "What are you looking for?". A blue sidebar menu is open, listing various services under "Child Care and Early Learning", with "Help Paying for Child Care" highlighted. The main content area shows the page title "Help Paying for Child Care" and a breadcrumb trail: "Home / Living Here / Child Care and Early Learning / Help Paying for Child Care". Below the text is a photograph of two young girls sitting on a blue sofa in a child-friendly room, with a staff member standing nearby. The text below the photo reads: "Without help to pay for it, many families cannot afford quality child care. The [Canada-Wide Early Learning and Child Care](#) and the Region of Waterloo's Child Care Subsidy program helps parents pay for care so that the children are well cared for."

# Resources for Families Reason for Service



**COMMUNITY SERVICES**  
 Telephone: 519-575-4400  
 TTY: 519-575-4808  
[www.regionofwaterloo.ca](http://www.regionofwaterloo.ca)

## Referral to Child Care Subsidy for Child with Special or Social Needs

The form is to be completed by the referring Agency/Professional. Information provided in this form will assist in determining eligibility for Child Care Subsidy for a child with a special or social need.

**Please note:** Financial support for special or social need placement is subject to financial eligibility, which will be determined at the initial intake appointment. Parents/guardians needing to apply for subsidy can apply online at [regionofwaterloo.ca](http://regionofwaterloo.ca) or by calling 519-575-4400.

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### Supports Needed for Appointment:

- Language Interpreter Language: \_\_\_\_\_
- Other Please Describe: \_\_\_\_\_

Parent/guardian authorizes the below Agency/Professional to complete this referral and to forward this information to the authorized representative of Region of Waterloo. This authorization allows Region of Waterloo Children's Services staff to contact the parent/guardian via home/work/cell phone number or email if additional information is required. Parent/guardian authorizes the release of information and gives permission to exchange information between the Community Services Department at Region of Waterloo and this Agency/Professional for determining eligibility for Child Care Subsidy.

- Yes  No – Do Not Send the Referral

Document Number: 3568245 Version: 7



**COMMUNITY SERVICES**  
 Telephone: 519-575-4400  
 TTY: 519-575-4808  
[www.regionofwaterloo.ca](http://www.regionofwaterloo.ca)

## Parent/Guardian Illness/Disability/Physical Limitation Form for Assessing Eligibility of Child Care Subsidy

This parent/guardian has applied for Child Care Subsidy due to their own illness, disability, or physical limitation. The information that you provide will assist us in assessing their application and determining eligibility.

This form is only to be filled out if in your professional opinion the parent/guardian requires child care to support their illness/disability/physical limitation. Any fees charged for completing this form will not be reimbursed by Child Care Subsidy.

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

I authorize the below listed Medical or Other Relevant Professional to complete this referral and to forward this information to the authorized representative of Region of Waterloo. I authorize Region of Waterloo Children's Services staff to contact me via my home/work/cell phone number or email if additional information is required. I authorize the release of information and give permission to exchange information between the Community Services Department at Region of Waterloo and this Medical or Other Relevant Professional for the purpose of determining eligibility for the Child Care Subsidy.

**Attestation:** Privacy and Consent statements read to the client. Client understands and agrees to consent.

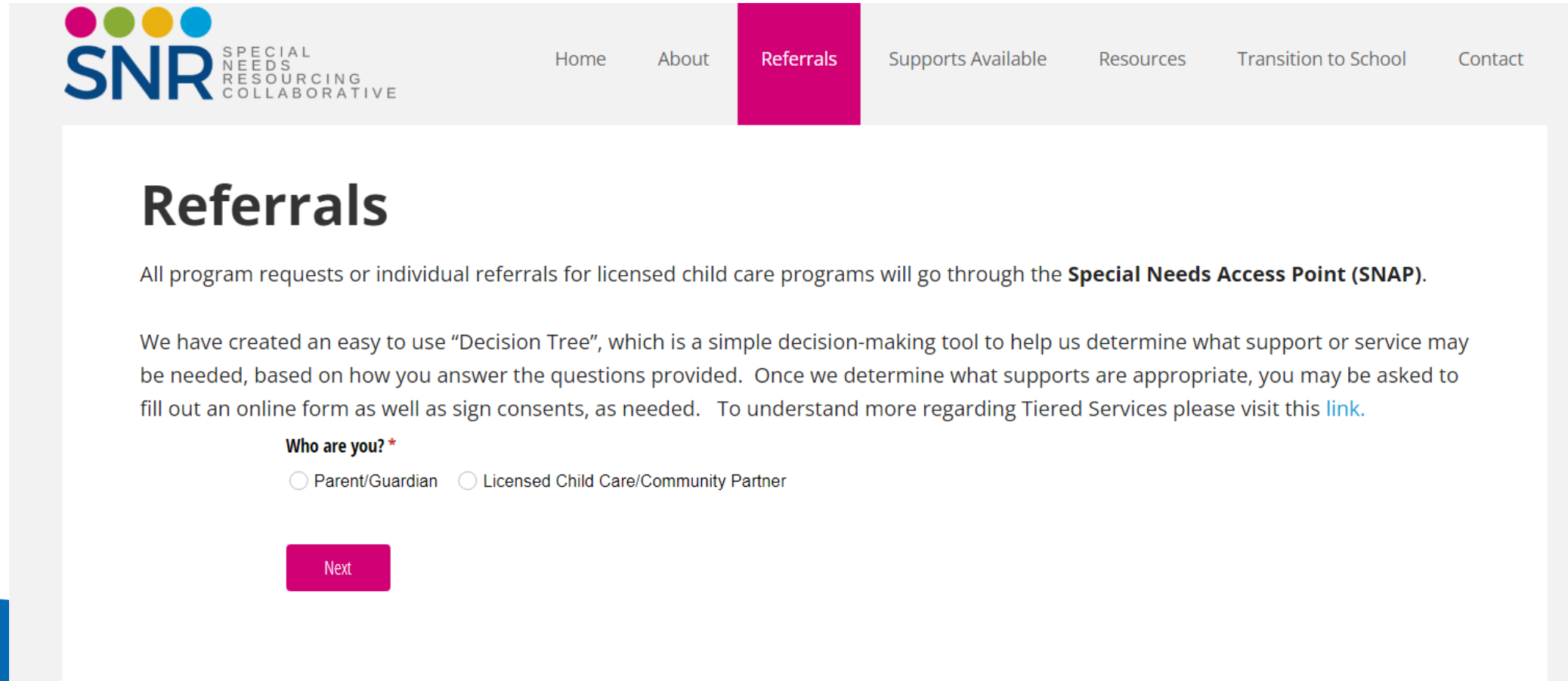
\_\_\_\_\_  
 Parent/Guardian Signature Date Date

<b>Referral Source:</b>	<b>Stamp:</b>
<b>Name:</b>	
<b>Phone Number:</b>	
<b>Professional Designation:</b>	
<b>Email:</b>	

Document Number: 3564642 Version: 4

# Special/Social Needs: Supports for Children & Families

[SNAP - Special Needs Resourcing Collaborative \(snrcwaterlooregion.ca\)](http://snrcwaterlooregion.ca)



The image shows a screenshot of the SNR (Special Needs Resourcing Collaborative) website. The header includes the SNR logo with four colored circles (pink, green, yellow, blue) and the text 'SPECIAL NEEDS RESOURCING COLLABORATIVE'. The navigation menu contains links for Home, About, Referrals (highlighted in pink), Supports Available, Resources, Transition to School, and Contact. The main content area is titled 'Referrals' and contains the following text: 'All program requests or individual referrals for licensed child care programs will go through the **Special Needs Access Point (SNAP)**. We have created an easy to use "Decision Tree", which is a simple decision-making tool to help us determine what support or service may be needed, based on how you answer the questions provided. Once we determine what supports are appropriate, you may be asked to fill out an online form as well as sign consents, as needed. To understand more regarding Tiered Services please visit this [link](#).' Below this text is a question 'Who are you? \*' with two radio button options: 'Parent/Guardian' and 'Licensed Child Care/Community Partner'. A pink 'Next' button is positioned below the options.

**SNR** SPECIAL NEEDS RESOURCING COLLABORATIVE

Home About **Referrals** Supports Available Resources Transition to School Contact

## Referrals

All program requests or individual referrals for licensed child care programs will go through the **Special Needs Access Point (SNAP)**.

We have created an easy to use "Decision Tree", which is a simple decision-making tool to help us determine what support or service may be needed, based on how you answer the questions provided. Once we determine what supports are appropriate, you may be asked to fill out an online form as well as sign consents, as needed. To understand more regarding Tiered Services please visit this [link](#).

**Who are you? \***

Parent/Guardian  Licensed Child Care/Community Partner

Next

# End Dates in Child Care Subsidy

- End Dates can be set for a variety of reasons
  - Applicant's school term ending
  - Child's program ending (i.e. extended day ending in June)
  - Documents needing to be submitted
  - Annual Review Dates
- It is important for Families to be in contact with their Caseworker prior to their end date to ensure their child care subsidy file stays active if they are needing care to continue
- This end date is communicated to the applicant and the program through a Confirmation of Fee Assistance letter

# How to Apply for Child Care Subsidy

- Apply online at: [Child Care Subsidy Application](#) or by phone at 519-575-4400

## Request for Child Care Subsidy

Welcome



Region of Waterloo

On-Line Child Care Subsidy Application

Welcome to the On-Line Child Care Subsidy Application for The Regional Municipality of Waterloo (the "Region").

The On-Line Child Care Subsidy Application is for parents/guardians who want to use a licensed Early Learning and Child Care program, Before and After School Program or Recreation program, and are requesting financial assistance with the cost.

### Privacy Protection - Notice of Collection

The personal information you provide in the on-line Child Care Subsidy Application form is collected to process and administer subsidies for Early Learning and Child Care programs and to approve placements at such programs, as allowed under the Child Care and Early Years Act, 2014 S.O. 2014, Chapter 11, Schedule 1 and O. Reg 138/15. Questions about the collection of personal information can be made to the Region's Manager, Early Years Funding Administration at 519-575-4400 x5518. You may click on the Privacy link on the Region's website at [www.regionofwaterloo.ca](http://www.regionofwaterloo.ca) for more information about the Region's privacy obligations.

Please Note: If you stop completion of this application form before it is submitted, please make sure you click "Cancel" to clear any information you have entered. If you leave the application form before it is submitted, your information will not be saved.

Click "Next" to begin your application.

After submitting the application, documents must be submitted and reviewed prior to having an appointment with a Caseworker to review eligibility for subsidy

**You will need to submit the following documents when you apply:**

**To verify your income**

- All pages of your most recent Federal Notice of Assessment Form (NOA) or Reassessment Form plus verification of Universal Child Care Benefit payments; or
- Most recent Canada Child Tax Benefit Notice (CCTB); or
- Ontario Child Benefit Notice (OCB).

**To verify your employment**

- Six weeks worth of paystubs, and a copy of six week's work schedules; or
- For new employment, a letter from the employer on letterhead that shows the start date of employment and the days and hours of work.

**To verify the birthdates of all family members**

- Birth certificate/statement of live birth, passport, certificate of adoption, citizenship card, driver's license
- If born outside of Canada, you can provide a Permanent Resident Card, Canadian Citizenship Card, or immigration documents with the date of arrival for all family members.

**To verify your address**

- Mortgage statement; or
- Property tax statement; or
- Lease agreement; or
- Rent receipt with address on the receipt; or
- Letter from landlord; or
- Driver's license.

# Finding Child Care in Waterloo Region

- Applicants are required to find their own child care
- [OneList](#) – Waterloo Region's Child Care Application & Waitlist
- Families should apply for care as early as possible
- Families can connect with an [Early Learning and Child Care Navigator](#) for assistance through EarlyON

The screenshot displays the OneList Waterloo Region website interface. At the top, there is a navigation menu with options: Home, Find Child Care, Service Manager, Special Needs, Fee Subsidy, Links, and Help. Below the menu is a search bar and several filter dropdowns: Provider Type, Program Time, Program Age Category, Program Language, and Subsidy. A 'Special Needs' filter is expanded, showing 'Reset all filters'. The main content area features a map of the Waterloo Region with 142 child care providers marked by numbered icons. On the left, a list of providers is shown, including 'RisingOaks Early Learning | Saint John Paul II' and 'RisingOaks Early Learning | St. Luke'. Each provider listing includes the address, phone number, website link, hours of operation, and months of operation.

## Looking for child care?

به دنياي پرستار کودک هستيد؟

Busca cuidado de infantes?

Vous cherchez une garderie?

您在寻找儿童看护服务吗？

هل تبحث عن رعاية لطفلك؟

Miyad Raadinaysaa daryeelka ilmaha?

ከንኮን ቆልዓ'ዶ ጉደልዩ አለኹም!



[www.onelistwaterlooregion.ca](http://www.onelistwaterlooregion.ca)

# Licensed Child Care Available in Waterloo Region

- Child care centre
  - Full day
  - Half day nursery schools
- Home based
  - Full day/part day
  - Evenings/weekends
- School-based programs
  - Before/after school
  - PD Days/March Break
- Recreation/camps – children must have completed JK
  - March Break
  - Summer

**WRDSB**  
**BEFORE & AFTER**  
**SCHOOL PROGRAMS**  
EXTENDED DAY FOR STUDENTS IN JK - 2  
YOUTH DEVELOPMENT FOR STUDENTS IN GR. 3 - 6  
[WRDSB.CA/BEFOREAFTER](http://WRDSB.CA/BEFOREAFTER)



PARENT HANDBOOK: GETTING YOUR CHILD READY  
FOR THE BEFORE AND AFTER SCHOOL PROGRAM.



## Parent Handbook Extended Day Programs



Quality • Inclusive • Faith-based Education

[www.wcdsb.ca](http://www.wcdsb.ca)

# Child Care Concerns/Questions

What to do if you have questions.

I have a question for...	
Child Care Subsidy	→ Contact your Subsidy Caseworker
Child Care Centre	→ Contact the Centre Supervisor
Region of Waterloo Home Child Care	→ Talk to your Home Child Care Consultant
Wee Watch private home day care	→ Talk to the Wee Watch Operator
OneList	→ Contact School Board, or OneList support
Before and After School Program	→ Contact the Program's Supervisor

General inquiries: 519-575-4400 or [ccs@regionofwaterloo.ca](mailto:ccs@regionofwaterloo.ca)

# Resources

- [Child Care Subsidy Calculator](#)
- [Child Care Subsidy Application](#)
- [SNAP - Special Needs Resourcing Collaborative \(snrcwaterlooregion.ca\)](#)
- [OneList](#)
- [Parent Medical Form](#)
- [Child Special/Social Needs Referral](#)
- [Subsidy Parent Handbook](#)
- [Find Quality Child Care and Early Learning - Region of Waterloo](#)
- [Parent-Handbook-December-2023-v2.pdf \(wrdsb.ca\)](#)
- [Extended Day Parent Handbook January 2024.pdf \(wcdsb.ca\)](#)
- [Canada-Ontario early years and child care agreement | ontario.ca](#) (Cwelcc)