



<i>Act/Regulations</i> <i>Social Assistance Act Section 1(j)</i> <i>Social Assistance Act Reg. 1(3)(c), 20(1)</i>	Program	Child Care Subsidy Program	
	Subject	Income and Parent Share	Policy # 1.2
Effective Date: January 7, 2011		Authorized by:	
Revised Date: June 15, 2021		Deputy Minister David Keedwell	

1.0 PURPOSE

1.1 To define the income used in the determination of financial eligibility for the Child Care Subsidy Program (CCSP) and the calculation of an applicant’s parent share.

2.0 DEFINITIONS

2.1 **AccessAbility Supports (AAS):** a social program offering goods, services or funds to assist a person with a disability to alleviate restrictions in the person’s ability to function in the person’s home, the community or a workplace that are attributable to the person’s disability.

2.2 **Applicant:** a person who applies for, on whose behalf an application is made, or is in receipt of childcare subsidy.

2.3 **Child Care Subsidy Coordinator:** a staff member responsible to provide intake assessment and service for CCSP.

2.4 **Co-applicant:** the spouse of an applicant, and includes a person who, although not married to the applicant, lives with the applicant as if they were married.

2.5 **Market Basket Measure (MBM):** a measure of low income based on the cost of a specific basket of goods and services representing a modest, basic standard of living. MBM is determined by Statistics Canada.

2.6 **Parent:** a person who is a birth or adoptive parent with custody or guardianship rights to a child, who has stood in loco parentis to a child for a period of at least one year and has a continuing relationship with the child, a legal guardian of a child, or a person with whom a child resides and is responsible for the care of a child.

2.7 **Parent Share:** an amount an applicant is expected to contribute to the cost of childcare service depending on the applicant’s income and resources.

3.0 POLICY STATEMENT

- 3.1 Applicants must demonstrate a financial need to qualify for CCSP.
- 3.2 An applicant deemed eligible for CCSP is eligible for a monthly income exemption of \$400, plus 30% of any additional income. Where the applicant or co-applicant qualifies for AAS, a monthly income exemption of \$500, plus 30% of any additional income will apply.
- 3.3 Eligible applicants with a net income greater than the MBM based on family size are expected to contribute a parent share towards the cost of childcare services.
- 3.4 Applicants in receipt of Social Assistance (SA) or Assured Income (AI) will not be expected to contribute a parent share towards the cost of childcare services.

4.0 PROCEDURAL STATEMENTS

- 4.1 The Child Care Subsidy Coordinator will calculate an applicant’s income eligibility as described in CCSP Policy 1.1- Eligibility, section 4.5 – 4.6.
- 4.2 Where an applicant is eligible for CCSP, an income exemption will be applied to the applicant’s income to determine an applicant’s net income.
- 4.3 Applicants with a net income below the MBM based on family size will not be expected to contribute a parent share towards the cost of childcare.
- 4.4 Applicants with a net income above the monthly MBM based on family size will be expected to contribute a parent share towards the cost of childcare.
- 4.5 When calculating an applicant’s parent share, an income adjustment will be subtracted from an applicant’s net income. The Child Care Subsidy Coordinator will refer to the *MBM & Income Adjustment Table* (attached) to determine the adjustment amount to be deducted based on the applicant’s family size. The remaining income will be divided by 2 to determine an applicant’s parent share.

$$\frac{\text{Net Income} - \text{Income Adjustment} = \text{Total Income}}{2} = \text{Parent Share}$$

- 4.6 Where an applicant’s monthly parent share is \$10.00 or less, the applicant qualifies for full subsidy.
- 4.7 Where the applicant is expected to contribute a parent share towards the cost of childcare, the Child Care Subsidy Coordinator will notify the applicant and the childcare service

provider in writing of the amount the applicant is expected to contribute towards the costs of childcare services.

5.0 REFERENCES

- 5.1 CCSP Policy 1.1 - Eligibility

6.0 ATTACHMENTS

- 6.1 MBM & Income Adjustment Table

HISTORY:

June 15, 2021: Editorial, content, and format changes. Policy number has changed from 5 to 1.2. Replaces policy 6. Income eligibility has changed from monthly to annually. Income exemption and MBM Table has been added.

Market Basket Measure (MBM) & Income Adjustment Table

Family Size	MBM	Income Adjustment
2	\$27,871.00	\$17,440.08
3	\$34,134.00	\$20,560.08
4	\$39,415.00	\$23,200.08
5	\$44,067.00	\$25,120.08
6	\$48,273.00	\$27,280.08
7	\$52,141.00	\$28,720.08
8	\$55,743.00	\$29,920.08
9	\$59,124.00	\$31,120.08
10	\$62,321.00	\$32,320.08