



<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	
	Subject	Reporting Changes	Policy # 1.4
Effective Date: May 21, 2013		Authorized by:	
Revised Date: June 15, 2021		Deputy Minister David Keedwell	

1.0 PURPOSE

1.1 To define the change in circumstances to be reported to the Child Care Subsidy Program (CCSP) to verify an applicant’s eligibility and to ensure the accuracy of the subsidy granted.

2.0 DEFINITIONS

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

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

3.0 POLICY STATEMENT

3.1 An applicant is responsible to report changes in circumstances to the Department that may affect an applicant’s eligibility for CCSP. Changes in circumstances may include, but are not limited to:

- Change in child care arrangements, including:
 - adding a new child to a child care program;
 - withdrawing a child from a child care program;
 - transferring a child to a different child care program;
- Change in employment;
- Change in marital status;
- Change in family size;
- Change in the reason for child care;
- Recent change in income that may affect your subsidy amount.

4.0 PROCEDURE STATEMENT

4.1 Applicants are responsible to report changes in circumstances to the Child Care Subsidy Coordinator and to provide supporting documentation related to the change in circumstance, if applicable.

- 4.2 The Child Care Subsidy Coordinator is responsible to reassess the applicant's file to determine if the change(s) reported affects the applicant's subsidy amount. Where there is a change in subsidy amount, the Child Care Subsidy Coordinator will notify the applicant of the change in writing.
- 4.3 Where there is a change in childcare arrangements resulting in the withdrawal or transfer of a child from a childcare centre, the childcare centre is responsible to record the withdrawal date on the *Child Care Subsidy Attendance and Billing Record*
- 4.4 Applicants are responsible to abide by the policies of the childcare provider, including giving notice if the child is being withdrawn or transferring to another childcare provider. Failing to provide the required notice may result in non-payment of subsidy by the Department.

HISTORY:

June 15, 2021: Editorial, content, and format changes. Title has been updated from Changes to Circumstances to Reporting Changes. Policy number has changed from 6 to 1.4.