



Social Assistance Act R.S. P.E.I 1988, Cap. S-4.3	Program	Child Care Subsidy	
	Subject	Changes to Circumstances	Policy #6
Effective Date: May 21, 2013		Authorized by:	
Revised Date:		Deputy Minister	

1.0 PURPOSE

- 1.1 To outline the responsibilities of the Department, Child Care Centre, and beneficiary if a change in the beneficiary's circumstances occurs.

2.0 POLICY STATEMENT

Changes to Financial Assessment

- 2.1 It is the responsibility of the beneficiary to notify the Department of any changes to family income or other situational or financial factors that may affect the parent share rate. Delays in the beneficiary reporting these changes may result in an overpayment.
- 2.2 The Department will review eligibility and inform the beneficiary and Child Care Centre of any changes.

Withdrawals

- 2.3 The beneficiary must give notice to the Child Care Centre and Department if the child is being withdrawn from the child care centre for any reason. Failure to provide appropriate notice may result in non-payment of subsidy by the Department.
- 2.4 Child Care Centres are required to record the withdrawal date of any children listed on the monthly claim.
- 2.5 The Department will not pay subsidy for any time period after the child is withdrawn by the beneficiary. However, if the child is withdrawn because the Department has deemed it necessary to hold or discontinue providing subsidy (see *Overpayment Policy*), the Department may pay up to a maximum of two weeks fees.

Transfers

- 2.6 The beneficiary may wish to transfer the child from one Child Care Centre to another. In this case, the subsidy is attached to the child and may transfer with the child as long as the alternative Child Care Centre is licensed under the *Child Care Facilities Act*.
- 2.7 When a transfer occurs, the Department will inform the Child Care Centre of subsidy amounts and all roles and responsibilities of the Centre as documented in *Roles and Responsibilities Policy*.
- 2.8 The Department will not pay subsidy to more than one Child Care Centre for the same child in the same time period.

3.0 REFERENCES

The Child Care Facilities Act, R.S.P.E.I., Cap. C-5.

Child Care Subsidy Program Manual, Overpayment Policy

Child Care Subsidy Program Manual, Roles and Responsibilities Policy