Social Assistance Act R.S. P.E.I 1988, Cap. S-4.3	Program	Child Care Subsidy	
	Subject	Roles and Responsibilities	*Policy #2*
Effective Date: January 7, 2011	Authorized by:		
Revised Date: May 1, 2013	Deputy Minister		

1.0 PURPOSE

1.1 To outline the roles of the Department, the Applicant and Child Care Centre in administrating and participating in the Child Care Subsidy Program.

2.0 POLICY STATEMENT

2.1 Role of the Department:

1) The Department play a significant role in assisting families with the application and eligibility process. The Department interprets policy and must clearly communicate these policies to applicants/beneficiaries and Child Care Centres in a timely manner.

2) The Department communicates with Child Care Centres, regarding specific applicants/beneficiaries and general policies and procedures regarding the CCSP.

3) The Department will work with the applicant to ensure that the application process is understood and that there is a clear understanding of the documentation required for verification of eligibility.

4) The Department will inform the applicant that once the application forms are completed, printed and signed that all information will be kept on file and may be shared with other Government Departments, private agencies or other persons when necessary and as set out in the *Social Assistance Act*, Section 6 or the *Freedom of Information and Privacy of Protection Act*, Section 31.c.

5) If the applicant has any questions about the storage of their information, they may contact the Department.

6) The Department reviews the application and documentation to determine the family's eligibility for child care subsidy.

7) If the application is approved, the Department will advise the applicant with the details of the funding.

8) If the application is denied, the reason for denial will be provided to the applicant in writing.

9) In the event of a denial of subsidy, the Department will inform the applicant of the right to request a review of the application (see *Review Policy*).

10) The Department will continue to evaluate ongoing eligibility of approved applicants, at a minimum of every 12 months or as designated by the Department.

11) The Child Care Subsidy Caseworker will inform the applicant/beneficiary and Child Care Centre of any changes in eligibility (see *Changes in Client Circumstances*).

2.2 Responsibilities of Applicant:

1) Applicants are responsible for providing all the necessary documentation at the time of application and/or review for the Department to accurately assess the applicant's eligibility for child care subsidy. This includes formal statements disclosing present income and the reason child care subsidy is needed.

2) Applicants are responsible for advising the Department of any changes in their social or financial circumstances. The *Social Assistance Act*, Chapter S-4.3 requires every person in receipt of income services to notify the Department of any change in circumstances that differ from those previously reported. Failure to notify the Department of these changes may result in cancellation of the subsidy, recovery of an overpayment and/or criminal and/or civil legal action.

3) Applicants shall sign an Agreement that ~~for~~ includes the number of days approved, the amount of the parent's share of the fees if applicable, and the amount of subsidy the Department will pay.

4) Applicants are responsible for abiding by the policies of the Child Care Centre, including giving notice to the centre if the child is being removed for any reason. Failure to provide appropriate notice may result in non-payment of subsidy by the Department.

5)   Registration and administration fees and deposits to the Child Care Centre are the responsibility of the applicant and are not covered by the CCSP.

2.3   Responsibilities of Child Care Centre:

1)   To be eligible for payment of a child care subsidy, the Child Care Centre must sign an Agreement between the Department, the Applicant and the Child Care Centre.

2)   The Child Care Centre should familiarize itself with procedural information regarding the CCSP, and establish clear lines of communication with Child Care Subsidy Caseworkers. Such communication would include any questions regarding the CCSP with respect to subsidy, waiting lists, applications, surcharges and claims. Effective communication will assist in avoiding delays in the processing of subsidy applications and claims.

3)   The Child Care Centre is responsible to ensure that the Department has up-to-date copies of their parent policies.

4)   The Child Care Centre shall also provide a copy of the Centre's policies to the parent.

5)   Child Care Centres are required to report to the Department any absences of children for more than 3 consecutive days in any pay period.

6)   The Child Care Centre will bill the Department using the Child Care Attendance and Billing Record, on a monthly basis, for the per diem rates contained in the Agreement between the Department, the Applicant and the Child Care Centre.

7)   The Department will not pay fees charged by the Child Care Centre because of parents picking up children late or because of the Department's practise of paying in arrears.

8)   The Department may pay up to a maximum of 2 weeks fees on termination of space if the termination is given to the Child Care Centre by the Department.

9)   From time to time, it may happen that a Child Care Centre will come under review of the Early Childhood Facilities Board because of violation of early childhood regulations. In these circumstances, subsidy may be withdrawn on behalf of children attending that particular centre. However, fees may be paid for that child to attend another centre.

3.0   REFERENCES

Social Assistance Act, R.S.P.E.I., Cap. S-4.3

Freedom of Information and Protection of Privacy Act, R.S.P.E.I., Cap. F-15.01

Child Care Subsidy Program Manual, Review Policy

Child Care Subsidy Program Manual, Change in Client Circumstances Policy