

Child Care Subsidy Program

What is the Child Care Subsidy Program?

The Child Care Subsidy Program assists families who need child care for their children and may not be able to afford the cost of child care.

The subsidy program provides financial help to eligible families whose children attend licensed child care centres or family day homes.

The amount of subsidy is based on an income test, which is the combined net income of your family.

This test takes into account family size, income and the community in which you live.

Child Care Subsidy – ELIGIBILITY

How do I qualify for subsidy?

You can apply for subsidy when:

- You have a job either full or part time;
- You are looking for a job;
- You are attending school or a training program, full or part time;
- You are having medical treatment;
- You or your child have a special need based on a professional assessment; or
- You need to meet a short term family crisis.

Child Care Subsidy – APPLICATION

How do I apply?

1 You can get an **Application for Child Care Subsidy form** from:

- The Child Care Services Office at 9010 Quartz Road;
- Your child care centre or family day home;
- The social services offices in the communities; or
- Online at:
www.hss.gov.yk.ca/childcaresubsidy.php



2 Complete the **Application for Child Care Subsidy form** and enclose all required information.

If you are employed, you must:

- Provide at least two pay stubs; or
- Proof of employment signed by your employer stating your salary with deductions; or
- Have your employer fill out a **Verification of Income form** available at the Child Care Services office.

If you are attending school, you must:

- Provide confirmation of enrolment in school or a training program;
- Provide verification of funding or training allowance;
- Provide the course schedule.

If you are self-employed, you must:

- Submit the most recent tax summary form;
- Fill out the **Self-Employment form**, which is available at the Child Care Services office.

To apply for special needs subsidy:

- If it is for your child you require an assessment by a recognized professional and s/he must fill out the **Special Needs form** or supply documentation;
- If it is for a special need for yourself or your family, a recognized professional must fill out the **Special Needs form** stating the reason why.
- **Special Needs forms** are available at the Child Care Services office

3 Submit an **Application for Child Care Subsidy form** with all the supporting information to the Child Care Services Office.

4 When your application is complete, it will be reviewed to see if you qualify for a subsidy.

5 You will receive a letter informing you of the decision.

Note: Your application for subsidy will not be processed and no money will be paid to your centre or day home until you have provided all required information to the Child Care Services office.

Child Care Subsidy – RATES

How are subsidy rates determined?

The maximum subsidy rates payable are set out in the Child Care Subsidy Regulations and are based on:

- **Age** of the child;
- **Hours** of child care required;
- **Special Needs** for the child;

Please review the table of child care subsidy rates at www.hss.gov.yk.ca/childcaresubsidy.php

Please note that child care centres and family day homes may charge more than the rates set out in the regulations.

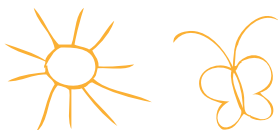
Child Care Subsidy – PROCESS AFTER QUALIFIED

If I'm eligible for a subsidy, what happens next?

- 1** Once approved, we will send you a letter that will tell you how many months you are approved for and the amount that Child Care Services will pay on your behalf towards your child care fees.
- 2** On a monthly basis, your child care program will require you to sign a **Child Care User Subsidy Eligibility form** which they submit along with their billing form.
 - This lets us know that you need child care for the coming month and that your circumstances have not changed.
- 3** We will send you a letter in the mail notifying you to re-apply for subsidy about six weeks before your subsidy expires.

Note: You are the only one who can sign the Eligibility form and you must not sign more than one form at a time.

Note: It is very important to reapply on time, or you may be responsible for child care fees if the application is late.



4 The child care centre or family day home submits the billing form and payment is made directly to the child care provider on your behalf.

- If the child care program you are using charges more than the maximum amount of subsidy set out in the regulations and that you qualify for, you must pay the child care provider the difference.

When must I reapply for a subsidy after it has been approved?

You will need to reapply to the program when:

1 Your current subsidy is expiring;

- To re-apply, complete and submit an **Application for Child Care Subsidy form** and required documentation.

Note: It is very important to reapply on time, or you may be responsible for child care fees if the application is late.

2 There are any changes in your marital status, number of children, job, income or reason for needing child care.

- Submit an **Eligibility form** indicating the change; and
- Complete and submit an **Application for Child Care Subsidy form** and required documentation.



For help, information and application forms, please contact:

Child Care Services Unit, H-12

Government of Yukon

P.O. Box 2703, Whitehorse, Yukon Y1A 2C6

www.hss.gov.yk.ca/childcaresubsidy.php

Location: 9010 Quartz Road

Phone: 867-667-3492

Toll free (in Yukon): 1-800-661-0408 ext. 3492

Fax: 867-393-6250

Child Care Subsidy Rates

Subsidy rates are established on the basis of a child (defined as 12 years of age and under, and includes special needs children 16 years of age and under) needing part time (less than 100 hours per month) or full time care (attendance of 100 hours or more in a program). The anticipated number of hours of child care required is the basis for setting the level of subsidy available to the family.

Maximum child care subsidy rates:

Category	Age of child	Monthly hours in care	Maximum subsidy
Infant	0 – 18 months*	100 or more hours	\$688.00
Toddler	19 – 36 months	100 or more hours	\$622.00
Pre-school (including half time kindergarten)	37 – 59 months (or 71 months if half-day kindergarten)	100 or more hours	\$578.00
Special Needs (infant, toddler and pre-school)**	0 – 59 months (or 71 months if half-day kindergarten)	100 or more hours	\$688.00
Kindergarten (full-day)	60 months +	Less than 80 hours	\$330.00
Kindergarten - Summer months	60 months +	100 or more hours	\$578.00
School Age	72 months +	Less than 80 hours	\$303.00
School Age - Summer months	72 months +	100 plus	\$550.00

* In the month when an infant becomes 18 months old, the maximum rate payable for a child under 18 months shall be paid. The new subsidy rate for a toddler will begin the following month.

** Special needs children aged 16 years or under are eligible for a maximum subsidy of \$688.00 while attending over 100 hours per month; \$517.00 while attending 80 – 100 hours per month and, \$347.00 while attending less than 80 hours per month.

Note: In the case of school age and full time kindergarten children, adjustment is made for holiday periods when the child will be in attendance at a child care program on full time basis (i.e. Christmas, March break, last week of June). During these periods if the child is in attendance at the centre for over 100 hours per month subsidy will be paid at the full time rate. If the amount of time falls between 80-100 hours the subsidy rate will be \$413.00.