

## **Child Care Subsidy**

Child Care Subsidy is a program offered by the Region of Waterloo Social Services Department to help families pay for child care costs at licensed programs in the community, so that families can work, attend school or place a child with special or social needs.

### **How to Apply**

You can apply by calling 519-883-2200. A Case Aide will complete an initial assessment to see if you qualify for an interview and will schedule an appointment with a caseworker. It can also be done in person at the Child Care Subsidy office at 99 Regina Street South in Waterloo on the 5th floor.

Interviews are available Monday – Friday, between the hours of 9:00 am and 3:00 pm in Waterloo at the address mentioned above, and in Cambridge at 150 Main Street.

The day you come for the interview the following verification will be required:

### **Income Verification:** (for you and your spouse if applicable)

- Most recent Income Tax Notice of Assessment or Reassessment (NOA) or
- Canada Child Tax Benefit Notice (CCTB)
- Verification of Universal Child Care Benefit payments (\$100/month)

**Note:** To get a copy of your NOA, contact Revenue Canada at 1-800-959-8281.

To get a copy of CCTB contact Revenue Canada at 1-800-387-1193.

### **Financial eligibility cannot be determined without this document.**

Families who are eligible will receive either full or partial subsidy.

### **Address Verification** - one of the following:

- Copy of lease
- Copy of rent receipt with address
- Driver's License
- Mortgage Statement/property tax statement
- Letter from Landlord

### **Birth Verification** - one of the following for each member of the family:

- Birth Certificate/Statement of Live Birth
- Driver's License
- Passport
- Certificate of Adoption
- Custody Court Order

**Status in Canada** - If you, your spouse or children were not born in Canada, you need to provide one of the following for each member of your family:

- Permanent resident card
- Canadian Citizenship
- Other documents to verify status in Canada

### **Reason for Service:** (for you and your spouse if applicable)

#### **If working:**

- Pay stubs that show the hours you work or
- Letter from your Employer with the following information:
  - Start date and end date of work
  - Hours worked or range of hours
- Copy of work schedule (if available)

#### **If attending school:**

#### **Adult Education** (High School/English as a Second Language)

- Copy of schedule; or
- Letter from the school

#### **College/University**

- OSAP statement to show the number of weeks; or
- Tuition statement; or
- Copy of timetable

#### **Private School** (for example Trios, Marvel, Medix School)

- Copy of Contract

#### **If unable to care for your child because of medical needs**

- Completed "Medical Report for Assessing Eligibility for Child Care"

#### **If receiving Ontario Works/Ontario Disability Support Program**

- Verification of the reason why you need child care. For example, work or school verification.

#### **Authorized places for subsidized care**

Child care subsidies are available for children to attend licensed child care programs including:

- **The Region's Home Child Care program or Wee Watch Private Home Day Care:** Provided to a maximum of five children in an approved private residence. Care can be provided seven days a week, 24 hours a day. Home Child Care provides care for infants, toddlers, preschoolers and school-aged children up to 12 years of age. Children receive quality care in a nurturing environment in the home of a child caregiver who meets the established criteria set out by the Region or by the Wee Watch Private Home Day Care agency. The Provincial Government, under the Day Nurseries Act, establishes standards of care. For more information contact 519-883-2220
- Community Based Child Care Centres, and
- The Region's Children Centres

You may also be interested in information about the **Ontario Child Care Supplement for Working Families**. [www.fin.gov.on.ca/en/credit/occs/](http://www.fin.gov.on.ca/en/credit/occs/). It is a tax-free monthly payment to help with the costs of raising children under the age of seven. The supplement benefits low-to-middle income single or two-parent families, families with one stay-at-home parent, or families with one or both parents studying or in training. A family does not have to have a child in daycare to apply for the supplement. This is an extra source of income for child care expenses; but it is not to be used while receiving subsidized child care. Call: 1-866-668-8297

For general information on Child Care check: [www.region.waterloo.on.ca](http://www.region.waterloo.on.ca)

For general information on child care in the province of Ontario check: [www.gov.on.ca/children](http://www.gov.on.ca/children)

For a complete list of licensed child care places in K-W whether you are receiving subsidy or not check: [www.ccnDSA.on.ca/centres](http://www.ccnDSA.on.ca/centres)

**Child Care Subsidy Office Location:**

99 Regina Street North  
Waterloo, ON  
N2J 3A8  
(519) 883-2200

*Find other topics of information in our Fact Sheet series.*

**YMCA Immigrant Services Locations:**

**Kitchener-Waterloo Office**

800 King St. West, 3<sup>rd</sup> Floor  
Kitchener, Ontario N2G 1E8  
Phone: (519) 579-9622

**Cambridge Office**

258 Hespeler Road  
Cambridge, ON N1R 3H3  
Phone: (519) 621-1621

**School Settlement**

77 Young Street, Rm 101  
Kitchener, ON N2H 4Y9  
Phone: (519) 742-8220

[www.ymcaimmigrantservices.ca](http://www.ymcaimmigrantservices.ca)

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**YMCAs of Cambridge and Kitchener - Waterloo  
Immigrant Services**

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*Building healthy communities*