



Child Care Subsidy Information Package



Who Can Apply for Child Care Subsidy?

Child Care Subsidy may be available to families living in Windsor and Essex County who are looking to access **licensed** Child Care Centre-Based, School-Based or Home Child Care Programs (for children newborn -12 years of age), as well as High Five Accredited Recreation Programs (for children 6-12 years of age).

In order to qualify for Child Care Subsidy you need to:

- Be a resident of Windsor/Essex County **or** in Windsor/Essex on a student/work visa and in receipt of the CCB (Canada Child Benefit)
- Be the child's parent/legal guardian/temporary or kinship parent, and the child must live with you
- File a Federal Tax Return (in accordance with Revenue Canada Guidelines) for the most recent tax year
- Have a demonstrated need for child care by either attending school, working, or having a referral in writing by an agency, doctor, or other professional who is currently working with you or your child

How Much Will I Pay?

The amount is calculated based on line 236 of the current year's Notice of Assessment (NOA) or the family net income stated on the current year's Canadian Child Benefit Notice (CCB) for one or two parent families as applicable. If you have not lived in Canada for more than one year and have not filed a tax return, you may still qualify for Child Care Subsidy.

How Do I Apply?

- To complete an application for Child Care Subsidy go on line to:
<https://onehsn.com/windsor>
 - You must first register and create an account with Windsor-Essex OneHSN by clicking on the *Create an Account* button
 - Type in your e-mail address, and enter the text you see below, then select the *Register* button
 - You will then be given verification of your OneHSN account creation, you will need to complete the OneHSN profile process by providing information about yourself and your child(ren), and then you must create applications to child care providers before the actual subsidy application will be available to you
 - If you have no access to the internet please call 519-255-5312 to speak to an intake worker



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Documentation Required for Child Care Subsidy

Identification (Canadian status) for each family member: (only need 1 item per family member)

- Canadian Birth Certificate
- Canadian Passport
- Immigration Documents original date of landing/Canadian Citizenship Card/Permanent Resident Card
- Work Permits and/or Study Permits with verification of being in receipt of the Canada Child Benefit

Address Verification (only need 1 item for both parents if applicable)

- Mortgage statement
- Property Tax Assessment
- Lease agreement or rent receipt
- Landlord letter which includes Landlord's name, phone number and address *(as it may be verified)*
(a letter will still need to be submitted even if the actual homeowner is a relative that you reside with)

Income: (only need to submit 1 item)

- Notice of Assessment (NOA) *[for both applicant and spouse where applicable]*
- Annual Canada Child Benefit (CCB)

(Notice of Assessment = 1-800-959-8281 or Canada Child Benefit statement = 1-800-387-1193)

School Verification:

- Time table including your name, educational institute and schedule of classes
- Confirmation of enrolment/registration verifying full or part time studies for post secondary students

Employment Verification that is reported to CRA by a T4 slip: (only need to submit 1 of the following)

- Two most current consecutive paystubs
- Employment letter, on company letterhead, including contact name, phone number, start date and weekly work schedule

Self Employment/Commission Income that is reported to CRA by a T2125 form:

- Business Registration/License/Vendor Permit [as applicable]
- Business Card or flyer for those businesses that are not registered (indicating hours of operation)
- T1 General/Income Tax and Benefit Return (submit the first 4 pages – must show the Self Employment Income declared between lines 135-143)
- Complete and submit a Business Information Questionnaire - which can be obtained from the Child Care Subsidy Page of the City of Windsor Website (www.citywindsor.ca | Search: Child Care Subsidy)

Referral Verification:

- Complete and submit a Child Referral Form or a Parental Referral Form – which can be obtained from the Child Care Subsidy Page of the City of Windsor Website (www.citywindsor.ca | Search: Child Care Subsidy)

All documents must be current and additional information may be requested during the phone application.