



Child Care Fee Subsidy Application Form: Supporting Documents Checklist

Thank you for applying for Child Care Fee Subsidy. Your application will be date stamped the day it is received in the Children's Services office. If eligible, and funding is available, your child will be approved for Child Care Fee Subsidy in a licensed Child Care setting or an approved recreation program of your choice. If funding is not available, the name of each eligible child will be kept on a waitlist for Child Care Fee Subsidy. Your waitlist date will be the date all documentation has been received by the Children's Services office. For more information, please see the Children's Services website at www.london.ca/childcare. If you have any questions or if you need assistance, please call 519-661-4834, Monday to Friday.

Supporting Documents Required for Your Application

Please note: all applicants must file income tax returns for the previous year before applying for Child Care Fee Subsidy.

Below are the supporting documents required for your application. Photocopies of each document must be provided when submitting your completed application.

Identification for all Family Members

You must provide one of the following for each family member to verify status in Canada: birth certificate, or passport, citizenship or immigration documents as verification of Canadian Citizenship, permanent resident or landed immigrant status, or work/student visa (if temporary resident). If applicable, provide legal custody/separation agreement/guardianship documents. Please do not send Ontario health cards for any family member.

Proof of London Address

Provide one of the following with your current address: most recent utility bill (cable, hydro, gas), or most recent lease or rental agreement.

Proof of Reason for Needing Child Care

You must provide one of the following to show your need for child care (for each applicant):

- **Employment:** Two most recent pay stubs, or a letter from your employer on company letterhead that show your place of employment, your hours and days of work.
- **Self-Employment:** Income expense statement or business license (from T1 General) and business card.
- **Education:** School timetable and confirmation of your registration in school showing start and end dates. Please include type of funding if applicable (EI, OSAP).

- **Special Needs and/or Therapeutic Referral:** A referral package completed by your medical doctor, community agency or other professional about you or your child's need for child care. Request a referral package from our office.

Proof of Family Income

Provide one of the following to verify income level: most recent Notice of Assessment from Revenue Canada for applicant and spouse (if applicable), or most recent Annual Child Care Benefit statement showing Family Income.

If on Ontario Works or ODSP provide the following: Statement of current Ontario Works or current ODSP income, and most recent Notice of Assessment (NOA) from Revenue Canada for applicant and spouse (if applicable), or your most recent Annual Canada Child Benefit statement showing Family Income.

If you do not have this information and need a replacement, please contact Revenue Canada at www.cra.ca/myaccount.