



London  
CANADA

## Child Care Fee Subsidy Application Form: Supporting Documents Checklist

Thank you for applying for Child Care Fee Subsidy. Your application will be assigned a waitlist date on the day it is received in the Child Care and Early Years 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 Child Care and Early Years office. For more information, please see the Child Care and Early Years website at [www.london.ca/childcare](http://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 a copy of 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. We cannot accept Ontario health cards for any family member so please do not send.

Proof of **London Address**

Provide a copy of 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 (applicant and spouse):

- **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 (e.g., EI, OSAP).
- **Special Needs and / or Therapeutic Referral:** A referral package completed by a referral source (e.g., your medical doctor, a community agency, or other professional who knows about you and / or your child's need for child care). Please 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](http://www.cra.ca/myaccount).**