

<Date>

«Name»

«Street»

«City», ON «Postal_Code»

CHILD CARE SUBSIDY ANNUAL REVIEW

It's time to update your subsidy information to see if you are still eligible. The list of information we need from you is on the attached Required Documents list and must be sent to us by <Date>

If you do **not** send in this information, you will not be eligible for and you will have to pay the full amount of your child care fees directly to the child care program effective <Date>.

Submit the attached cover page together with all your documents in one package. Documents may be submitted using one of the following methods:

Email	Send directly to your Children's Services Worker:	Note that emails are not secure and anything sent over the internet may be intercepted or manipulated and retransmitted
Fax	905-450-5757	905-861-9079
Mail	Brampton Office 10 Peel Centre Drive P.O. Box 2136, STN B Brampton, ON L6T 0E3	Mississauga Office 7120 Hurontario Street P.O. Box 3600, RPO Streetsville Mississauga, ON L5M 0T3
Drop Off	Please do not enter the building, a secure drop box is located outside of the building	
	Brampton Office 10 Peel Centre Drive, Suite B Drop box is outside Suite B	Mississauga Office 7120 Hurontario Street Drop box is to the left of the front doors

Once your documents are reviewed, your Children's Services Worker will contact you to let you know if you are eligible for subsidy.

If you have any questions about this letter, please call 905-791-1585 X 1810.

Sincerely,

Administrative Service Representative
Early Years and Child Care Services

Human Services

10 Peel Centre Dr.
Suite B
PO Box 2136, STN B
Brampton, ON
L6T 0E3
fax: 905-861-9079
tel: 905-791-1585

peelregion.ca

Cover Sheet

Complete and attach this sheet to the front of your documents.

Instructions:

- Submit your documents together in one package. Any missing documents or forms may result in termination of your subsidy.
- Complete and sign all attached forms:
 - Consent to Disclose and Verify Information
 - Consent to Communicate by Email
- Label all documents with your Client ID

Attention: Child Care Subsidy Annual Review

Client ID:

Children's Services Worker:

Human Services

10 Peel Centre Dr.
Suite B
PO Box 2136, STN B
Brampton, ON
L6T 0E3
fax: 905-861-9079
tel: 905-791-1585

peelregion.ca

Required Documents List

<p>Tax Documents</p>	<ul style="list-style-type: none"> • 2021 Notice of Assessment for each parent or 2021 Canada Child Benefit Notice (see linked samples) • If you don't have these documents, please contact Canada Revenue at 1-800-959-8281 (NOA) or 1-800-387-1193 (CCB).
<p>Identification</p>	<p>Please provide one of the following for each family member:</p> <ul style="list-style-type: none"> • Canadian Birth Certificate or Certified Registration of Birth • Canadian Passport • Canadian Citizenship Card or Canadian Citizenship Certificate (front and back) • Permanent Resident Card (front and back) • Refugee Protection Claimant Document and Work Permit or Study Permit • Notice of Decision and Work Permit or Study Permit
<p>Proof of Address</p>	<p>Please provide one of the following:</p> <ul style="list-style-type: none"> • Lease • Mortgage Statement • Rental Verification form
<p>Family Status or Family Composition –if you are applying or receiving child care subsidy as a one parent family</p>	<p>Please provide the following:</p> <ul style="list-style-type: none"> • Birth certificate with parental information for each child and • <u>One</u> of the following documents depending on your family status^{**}: <ul style="list-style-type: none"> ○ Court order stating decision-making responsibility/custody and/or living arrangements, parenting time/access, support, and any other court documents (if applicable) Examples: endorsement, affidavit ○ Domestic Contract or Separation Agreement or Paternity Agreement stating decision-making responsibility or custody or living arrangements, parenting time or access, and support, where the signatures of both parties are notarized or witnessed by the lawyer for each party ○ Divorce documents such as Divorce Order or Divorce Certificate ○ Mediation Report ○ Restraining Order or other verification of family violence ○ Proof of a sperm donor ○ Death Certificate ○ Proof of legal guardianship <p>^{**}Please note:</p> <ul style="list-style-type: none"> • If you cannot provide one of the documents on the list, Regional staff will discuss other options with you. • We may also ask you for additional information at any time if it is needed to assess your family composition.

Required Documents List Continued...

Reason for Care Information must be provided for each parent on the application	
If you are	Required Documents
Working	<ul style="list-style-type: none"> • 2 most recent consecutive pay slips
Returning to work or recently returned to work and have not yet received pay slips	<ul style="list-style-type: none"> • A letter of employment confirming your start or return to work date, the days and hours you will be working and rate of pay or salary
Attending college/university	Provide <u>one</u> of the following: <ul style="list-style-type: none"> • Confirmation of Enrolment or OSAP Assessment Summary confirming the name of the program, the start and end date of the semester and if it is part time or full time and a copy of your timetable • Confirmation of College/University Registration form signed and stamped by your school and a copy of your timetable
Attending high school	<ul style="list-style-type: none"> • The Confirmation of School Registration and Confirmation of School Attendance forms, completed by a school official
Self-employed with a sole proprietorship	<ul style="list-style-type: none"> • Master Business Licence • Most recent T1 including Schedule 2125 (Statement of Business and Professional Activities) • The Self Employment Declaration (if your business has been open less than one year)
Self-employed with an incorporated business	<ul style="list-style-type: none"> • Certificate of Incorporation or Articles of Incorporation • Most recent T2 including Schedule 50 and Schedule 125 • Most recent Corporate Income Tax Assessment • The Self Employment Declaration (if your business has been open less than one year)
Not working due to a medical condition	<ul style="list-style-type: none"> • Have your doctor complete the Documentation of Medical Needs and Exceptional Circumstances form

Forms to Sign
<ul style="list-style-type: none"> • Consent to Communicate by Email (attached) • Consent to Disclose and Verify Information (attached)

1. I, _____,
(Name of Applicant 1 for Child Care Fee Subsidy under the Child Care and Early Years Act, 2014)

and I, _____
(Name of Applicant 2, where applicable)

consent to the collection, use and disclosure of information by, and the release of information to, an authorized representative of the Regional Municipality of Peel, Human Services Department for the purpose of determining or verifying my initial, ongoing or past eligibility for Child Care Fee Subsidy and administering my Child Care Fee Subsidy.

2. Without in any way restricting the generality of the consent in section 1, I specifically consent to the Regional Municipality of Peel's collection, use and disclosure of the following types of personal information pertaining to me/my child(ren) for the purpose of determining or verifying my initial, ongoing or past eligibility for Child Care Fee Subsidy and administering my Child Care Fee Subsidy:

- income
- employment
- education
- training
- medical
- residency
- custody
- marital status
- family composition
- immigration status

3. Further, without in any way restricting the generality of the consent in section 1, I consent to the Region of Peel's collection, use and disclosure of my personal information to and from third parties including but not limited to employers, education and training institutions, Ontario Works Delivery Agents, Housing Service Managers, referring agencies, Child Care Service Providers, the Regional Municipality of Peel, the Canada Revenue Agency, the Government of Canada, the Ministry of Community and Social Services, the Ministry of Education, the Government of Ontario Consolidated Municipal Service Managers, Peel District School Board, Dufferin Peel Catholic District School Board, Day Care Centres, or any agency, ministry or department of any of the foregoing for the purpose of determining or verifying my initial, ongoing or past eligibility for Child Care Fee Subsidy or administering my Child Care Fee Subsidy.

I have read (or have had read to me) this consent; I have had an opportunity to ask questions pertaining to this consent; I understand the nature and purpose of this consent; and I give this consent voluntarily.

Signature of Applicant 1 _____

Dated at: _____, this _____ day of _____, 20 _____

Signature of Applicant 2 _____
(where applicable)

Dated at: _____, this _____ Day of _____, 20 _____

Notice with Respect to the Collection of Personal Information

Personal information is being collected by the Regional Municipality of Peel, Service System Manager, under the legal authority of the *Child Care and Early Years Act, 2014* and regulations thereunder, for the purpose of determining and verifying initial, ongoing and past eligibility for Child Care Fee Subsidy and to administer the delivery of child care fee subsidy program in the Regional Municipality of Peel. Any questions regarding this collection may be directed to Supervisor, Early Years and Child Care Services, Region of Peel, 10 Peel Centre Drive, Suite B, P.O. Box 2136 STN B, Brampton, ON L6T 0E3, by mail or telephone at 905-791-1585.