

# Children and Community Services

## INFORMATION REQUIRED WHEN APPLYING FOR CHILD CARE FEE SUBSIDY

**Applicants/Clients must provide the following documentation to establish initial/ongoing eligibility:**

### Verification of Identification

- Birth Certificate for all children
- Social Insurance number
- Photo Identification

### Verification of Residence

- Lease, rental agreement listing tenants
- Mortgage documents, showing your name and address

### Income Verification

- Current federal Notice of Assessment 1-800-959-8281 (January-June- Notice of Assessment for two years previous; July-December- Notice of Assessment for previous tax year)
- Canada Child Tax Benefit
- Universal Child Care Benefit – Form RC62 (if it is being received)
- Record of Employment/ EI stub if there was a change in job during the past taxation year
- OSAP (Ontario Student Assistance Program)

assessment summary

- If self-employed, provide business license/ registration or GST number, entire income tax return, 8 months of income/expense statements,
- Ontario Works/Ontario Disability Support Program statement (if in receipt)

### Eligible Hours of Care

- One month of Paystubs and/or letter from employer (on letterhead) regarding the hours you work
- Applicant's School schedule showing name of course and class times, start and end dates

### Custody Arrangements

- Legal documentation, separation papers, or other written agreement verifying custody arrangements (if applicable)

**Your application will not be completed if information listed is not received.**

### SAMPLE CANADA CHILD TAX BENEFIT NOTICE

Canada Revenue Agency / Agence du revenu du Canada		CANADA CHILD TAX BENEFIT NOTICE	
SUDBURY ON P3A 5C1		Page	
Date	Social Insurance Number		
Base year	Tax Centre Sudbury P3A 5C1 1-800-387-1193		
Payment Period			
T132 (P)			
<p>This notice represents the information processed as of 2011-06-21. You should keep it for your records.</p> <p>Note: under a proposed legislative change, you must inform us of any change to your marital status.</p>			
Canada Child Tax Benefit		\$70.79	
Amount direct deposited		\$70.79	
Information used to calculate			
Let us know if any of the following information has changed or is inaccurate.			
2010 family net income:			
Marital status: married or living common law			
Province or territory of residence: Ont.			
Names and birth dates of your eligible children:			
.....			
Monthly entitlement			
CCTB			
Basic benefit		\$113.91	
Benefit reduction - for net income			

### SAMPLE NOTICE OF ASSESSMENT

Canada Revenue Agency / Agence du revenu du Canada		NOTICE OF ASSESSMENT		
Date	Name	Social insurance no.	Tax year	Tax centre
Summary				
Line	Description	\$ Amount		
150	Total income	45,945		
	Deductions from total income	1,444		
236	Net income	44,501		
	Deductions from net income	34,290		
260	Taxable income	10,211		
350	Total federal non-refundable tax credits	2,611		
6150	Total Manitoba non-refundable tax credits	1,693		
420	Net federal tax	0.00		
421	CPP contributions payable	2,840.48		
435	Total payable	2,840.48		
437	Total income tax deducted	1,193.85		
482	Total credits	1,193.85		
	(Total payable minus Total credits)	1,646.63		
	Penalties	DR 98.80		
	Arrears interest	DR 42.74		
	Balance from this assessment	DR 1,788.17		
	Balance due	DR 1,788.17		
(Please see the explanation page)				

# Services à l'enfance et services communautaires

## INFORMATIONS REQUISES POUR LES DEMANDES DE SUBVENTION DE GARDE D'ENFANTS

**Pour faire une demande, les candidats/clients doivent fournir les documents suivants afin d'établir l'admissibilité initiale ou continue :**

### Preuve d'identité

- Certificat de naissance
- Numéro d'assurance sociale
- Photo d'identité

### Preuve de résidence

- Bail, reçu de loyer comprenant les noms des locataires
- documents d'hypothèque où figurent votre nom et votre adresse

### Preuve de revenu

- Avis de cotisation fédérale en cours 1-800-959-8281 (janvier à juin – avis de cotisation sur les deux années d'imposition passées; juillet à décembre – avis de cotisation sur l'année d'imposition précédente)
- Prestation fiscale canadienne pour enfants
- Prestation universelle pour la garde d'enfants – formulaire RC62 (si applicable)
- Relevé d'emploi/talons d'assurance pour l'emploi, s'il y a eu un changement d'emploi au cours de l'année d'imposition précédente

- Résumé de l'évaluation PAEO (Programme d'aide aux étudiants de l'Ontario)
- Les travailleurs autonomes doivent fournir un permis d'exploitation de commerce ou le numéro de TPS, leur déclaration d'impôt complète, les formulaires de revenus et de dépenses sur les 8 derniers mois
- Ontario au travail/Programme ontarien de soutien aux personnes handicapées (si applicable)

### Éligibilité des heures de garde

- Un mois de talon de paie récents ou lettre de l'employeur (sur papier à entête) concernant vos heures de travail
- Calendrier scolaire du candidat indiquant le nom, les horaires, la date de début et de fin du cours

### Garde d'enfants partagée

- Documents juridiques, papiers de séparation ou autres documents écrits stipulant les accords sur la garde des enfants

**Votre demande ne sera pas prise en compte si vous ne fournissez pas les renseignements mentionnés ci-dessus.**

### EXEMPLE DE PRESTATION FISCALE CANADIENNE POUR ENFANTS

Date	Social Insurance Number
T132 (P)	Tax Centre Sudbury P3A 5C1 1-800-387-1193

This notice represents the information processed as of 2011-06-21. You should keep it for your records.

Note: under a proposed legislative change, you must inform us of any change to your marital status.

Canada Child Tax Benefit	\$70.79
Amount direct deposited	\$70.79

Information used to calculate

Let us know if any of the following information has changed or is inaccurate.

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Marital status: married or living common law

Province or territory of residence: Ont.

Names and birth dates of your eligible children:

.....

Monthly entitlement

CCTB

Basic benefit	\$113.91
Benefit reduction - for net income	

### EXEMPLE D'AVIS DE COTISATION

Date	Name	Social insurance no.	Tax year	Tax centre
Summary				
Line	Description			\$ Amount
150	Total income			45,945
	Deductions from total income			1,444
236	Net income			44,501
	Deductions from net income			34,290
260	Taxable income			10,211
350	Total federal non-refundable tax credits			2,611
6150	Total Manitoba non-refundable tax credits			1,693
420	Net federal tax			0.00
421	CPP contributions payable			2,840.48
435	Total payable			2,840.48
437	Total income tax deducted			1,193.85
482	Total credits			1,193.85
	(Total payable minus Total credits)			1,646.63
	Penalties		DR	98.80
	Arrears interest		DR	42.74
	Balance from this assessment		DR	1,788.17
	Balance due		DR	1,788.17
	(Please see the explanation page)			