

THE CORPORATION OF THE CITY OF LONDON

Paul D'Hollander, Program Manager  
Children's Services  
Neighbourhood, Children & Fire Services  
P. O. Box 5045,  
355 Wellington Street Suite 248, 2<sup>nd</sup> Floor  
London, ON N6A 4L6



Telephone: (519) 661-4834  
Fax: (519) 661-5821  
EMAIL: [childcare@london.ca](mailto:childcare@london.ca)

**CHILDREN'S SERVICES CHILD CARE FEE SUBSIDY**

Dear Applicant:

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](http://www.london.ca/childcare). If you have any questions or if you need assistance, please call 519-661-4834, Monday to Friday. Thank you.

**INFORMATION YOU MUST SUBMIT WITH YOUR COMPLETED APPLICATION**

Please Note: All applicants **must** file income tax returns for the **previous** year **before** applying for Child Care Fee Subsidy. For example, you must have filed your 2014 taxes to be eligible in 2015.

**1 - INCOME INFORMATION**

You must provide **one** of the following to verify your income level:

- Most recent Notice of Assessment (NOA) from Revenue Canada for applicant and spouse (if applicable) or
- Most recent Annual Canada Child Benefit statement showing Family Income or
- If on Ontario Works or ODSP:
  - 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 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)***

**2 - APPLICANT & CHILD INFORMATION**

You must provide **one** of the following to verify status in Canada for all family members:

- Birth Certificate
  - Ontario Health Card
  - Passport, Citizenship or Immigration documents as verification of Canadian Citizenship, Permanent Resident or Landed Immigrant Status, or work/student visa (if temporary resident)
- and**
- Legal Custody / Separation Agreement / Guardianship documents (if applicable)

**3 - PROOF OF LONDON ADDRESS**

You must provide **one** of the following with your current address:

- Your most recent Utility Bill such as cable, hydro, gas
- Your most recent Lease or Rental Agreement

**4 - PROOF OF NEED FOR CHILD CARE**

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

- **Student/Training:** School timetable and confirmation of your registration in school showing start and end dates. Please include type of funding if applicable (EI, OSAP)
- **Employed:** Two most recent pay stubs *OR* a letter from your employer on company letterhead that shows your place of employment, your hours and days of work
- **Self Employed:** Income Expense Statement or Business License (from T1 General) and business card
- **Maternity or Parental Leave:** Letter from your employer stating your return to work date
- **Special Needs and/or Referrals:** 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.

***Photocopies of items 1 - 4 MUST BE ATTACHED to your completed application***

**APPLICANT 1**

Last Name	First Name	Date of Birth DD/MM/YYYY	Gender M/F
Address	City	Postal Code	Home Phone Alternate Phone
Email Address: Note: I prefer that Children's Services contact me or reply to my inquiries by email and I understand that the internet is not a secure method of communication and may contain my confidential information. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Common Law <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
Citizenship: <input type="checkbox"/> Born in Canada <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Work/ Student Visa			
Language Spoken: Do you require a translator? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Proof of need for Child Care: <input type="checkbox"/> Leaving OW/ODSP to employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Leaving OW/ODSP to employment <input type="checkbox"/> Employed/Self-Employed <input type="checkbox"/> Special Needs/Referral <input type="checkbox"/> Leaving OW/ODSP to education <input type="checkbox"/> Education/Training <input type="checkbox"/> Maternity/Parental Leave			
<b>APPLICANT 2 (IF APPLICABLE)</b>			
Last Name	First Name	Date of Birth DD/MM/YYYY	Gender M/F
Proof of need for Child Care: <input type="checkbox"/> Leaving OW/ODSP to employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Leaving OW/ODSP to employment <input type="checkbox"/> Employed/Self-Employed <input type="checkbox"/> Special Needs/Referral <input type="checkbox"/> Leaving OW/ODSP to education <input type="checkbox"/> Education/Training <input type="checkbox"/> Maternity/Parental Leave			
Are there any other adults besides the applicant(s) living in your home? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>CHILD(REN) REQUIRING CHILD CARE</b>			
Last Name	First Name	DOB DD/MM/YYYY	Gender M/F Child Care Centre School/Grade
Last Name	First Name	DOB DD/MM/YYYY	Gender M/F Child Care Centre School/Grade
Last Name	First Name	DOB DD/MM/YYYY	Gender M/F Child Care Centre School/Grade
Last Name	First Name	DOB DD/MM/YYYY	Gender M/F Child Care Centre School/Grade
<b>OTHER CHILDREN IN THE FAMILY 13 TO 19 YEARS OF AGE</b>			
Last Name	First Name	DOB DD/MM/YYYY	Gender M/F School/Grade
<b>CHILD CARE INFORMATION</b>			
Date Child Care was already started <u>or</u> is going to be required (DD/MM/YYYY):			
What type of care do you require (check those that apply)? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Before/After School <input type="checkbox"/> March Break <input type="checkbox"/> Winter Break <input type="checkbox"/> Summer <input type="checkbox"/> PD Days			
Do you or your child(ren) have special needs expenses that are not reimbursed by insurance or government programs? (As shown on line 215, 330 or 331 on your income tax). <input type="checkbox"/> Yes <input type="checkbox"/> No * If Yes, please provide receipts			
All of the information on this application is true to the best of my/our knowledge and belief. I/we will inform The Corporation of the City of London, Neighbourhood, Children & Fire Services, Children's Services immediately of any changes in my/our circumstances, such as changes in marital status, employment, school, training, child care centres, and/or any other changes in my/our situation.			
Signature of Applicant 1		Date Signed DD/MM/YYYY	Signature of Applicant 2 Date Signed DD/MM/YYYY

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.

**PLEASE RETURN COMPLETED APPLICATION WITH ACCOMPANYING DOCUMENTATION TO:**

CHILDREN'S SERVICES  
355 WELLINGTON ST. SUITE 248, 2<sup>ND</sup> FLOOR  
PO BOX 5045  
LONDON ON N6A 3N7

Monday to Friday 8:30 am – 4:30 pm  
TELEPHONE: (519) 661-4834  
FAX: (519) 661-5821  
EMAIL: childcare@london.ca

All submitted documents will be retained by the Corporation of the City of London for a period of not less than nine (9) years.

Notice of Collection of Personal Information: The personal information collected on this form is collected under the authority of the Child Care and Early Years Act and will be used to determine eligibility for Child Care Fee Subsidy. Questions about this collection of personal information may be directed to Children's Services as noted above.

Revised: June 2017