



The personal information collected on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Child Care Subsidy Act. The Freedom of Information and Protection of Privacy Act protects the personal information collected from unauthorized use and disclosure. If you have any questions about the collection, use or disclosure of this information, please call the Child Care Subsidy Service Centre at 1 888 338-6622 or inquire in writing to the address at the end of this form.

DS NUMBER (office use only)

You are required to contact the Child Care Subsidy Service Centre if there is any change to your circumstances after you have applied. For more information call the toll free number 1 888 338-6622 or visit the web site (http://www.mcf.gov.bc.ca/childcare/application.htm).

1. Applicant Information

Form section 1: Applicant Information. Fields include: APPLICANT'S LAST NAME, FIRST, MIDDLE, GENDER (MALE/FEMALE), BIRTH DATE, SOCIAL INSURANCE NUMBER, HOME PHONE, CELL PHONE, HOME ADDRESS, CITY/TOWN, POSTAL CODE, MAILING ADDRESS, CITY/TOWN, POSTAL CODE, and a question about government disability benefits.

2. Applicant's Status in Canada

Form section 2: Applicant's Status in Canada. Fields include: Is this your first time applying? (NO/YES), Canadian Citizen, Permanent Resident of Canada, and Convention Refugee/Person in Need of Protection. Includes instructions to submit proof of status.

3. Applicant's Need for Child Care Check all that apply. If your need changes call 1 888 338-6622.

Form section 3: Applicant's Need for Child Care. Multiple sections for employment, education, and job searching. Each section includes checkboxes for current status, name of institution/program, dates, times, and days per week. Includes instructions to submit pay slips, proof of registration, and an employment plan.

3. Applicant's Need for Child Care continued

<input type="checkbox"/>	I currently have a medical condition. A medical doctor must confirm that the condition interferes with your ability to care for your child(ren) who require child care. Have a medical doctor complete a Medical Condition form (CF2914) for you to submit with this application.
<input type="checkbox"/>	I/We have been referred by a Ministry of Children and Family Development or delegated Aboriginal Agency social worker. Your social worker must arrange or recommend child care under the <i>Child, Family and Community Service Act</i> . Have your social worker complete and submit a referral (CF2044) on your behalf. You must also complete and submit this application, along with any supporting documents.
<input type="checkbox"/>	My/Our child(ren) attend(s) a licensed preschool program

4. Applicant's Marital Status — If your marital status changes call 1 888 338-6622.

- I am single, separated, divorced, or widowed — Go to Section 6.
 I am married or living in a marriage-like relationship and my spouse resides with me — Complete this section with your spouse's information

Is this the first time you've indicated that you have a spouse when applying? NO YES

If yes, submit a photocopy of one (1) piece of government issued identification for your spouse.

SPOUSE'S LAST NAME		FIRST	MIDDLE
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTH DATE (YYYY/MM/DD)	SOCIAL INSURANCE NUMBER	Does your spouse receive government disability benefits? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, submit a photocopy of benefit statement

NOTE: If you are a foster parent applying for subsidy for a foster child, go to Section 7

5. Spouse's Need for Child Care Check all that apply. If your spouse's need changes call 1 888 338-6622.

My spouse is currently <input type="checkbox"/> employed or <input type="checkbox"/> self-employed.		If employed, submit photocopies of your spouse's last two pay slips If self-employed (not Inc or Ltd), submit Self Employment form (CF2568).	
PLACE OF EMPLOYMENT or NAME OF BUSINESS		START DATE (YYYY/MM/DD)	END DATE if known
DAYS/WEEK: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		START/END TIMES From: _____ To: _____	
Does your spouse's schedule vary? <input type="checkbox"/> NO <input type="checkbox"/> YES — Submit a typical work schedule.		Does your spouse currently have a second job? <input type="checkbox"/> NO <input type="checkbox"/> YES — attach a separate copy of this page, with this portion completed with details of that job.	
<input type="checkbox"/> My spouse currently attends an educational institution		Submit photocopies of proof of registration, class schedule and any funding (including any training or living allowances).	
NAME OF INSTITUTION (SCHOOL)		START DATE (YYYY/MM/DD)	END DATE
DAYS/WEEK: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		START/END TIMES From: _____ To: _____	
<input type="checkbox"/> My spouse is currently participating in an employment-related program referred by the Ministry of Social Development		Submit a copy of your spouse's Employment Plan. If your spouse is participating in another type of employment related program complete the section "My spouse is currently looking for work".	
NAME OF PROGRAM		START DATE (YYYY/MM/DD)	END DATE if applicable
DAYS/WEEK: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		START/END TIMES From: _____ To: _____	
<input type="checkbox"/> My spouse is currently looking for work.		Indicate the time spent looking for work.	
START DATE (YYYY/MM/DD)		END DATE if applicable	
DAYS/WEEK: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		START/END TIMES From: _____ To: _____	
Keep a record of your spouse's work search activities as you will be asked to supply proof of his/her activities. Note: In a two parent family, only you or your spouse (not both) may be seeking employment to be eligible for child care subsidy.			
<input type="checkbox"/> My spouse currently has a medical condition. A medical doctor must confirm that the condition interferes with your spouse's ability to care for your child(ren) who require child care. Have a medical doctor complete a Medical Condition form (CF2914) and return it to you to submit with this application.			

6. Income Test If your income changes call 1 888 338-6622.

Do any of the following circumstances apply to your situation?

You receive Child in the Home of a Relative (CIHR) assistance or Extended Family Program (EFP) assistance; you are a foster parent applying for a foster child; or you care for a child under a court ordered temporary or interim custody order with MCFD.

NO → Complete the rest of this section YES → Go to Section 7.

APPLICANT

SPOUSE

<p>What are your sources of Income? Check <input checked="" type="checkbox"/> all of the boxes that apply. Submit proof of all income. Include copies of two most recent pay slips or income statements for regularly received income and periodic income.</p>	
<p><input type="checkbox"/> Employment Income \$ _____ amount/hour</p> <p><input type="checkbox"/> Self-employment income (submit CF2568)</p> <p><input type="checkbox"/> Employment Insurance benefits</p> <p><input type="checkbox"/> Income Assistance or Band Assistance</p> <p><input type="checkbox"/> Worksafe BC</p> <p><input type="checkbox"/> Federal benefits (CPP, Survivors benefits, CPP disability)</p> <p><input type="checkbox"/> Training or living allowance</p> <p><input type="checkbox"/> Grants/bursaries/scholarships</p> <p><input type="checkbox"/> Other investment, interest</p> <p><input type="checkbox"/> Spousal and/or child support \$ _____ avg/month</p> <p><input type="checkbox"/> Tips \$ _____ avg/month</p> <p><input type="checkbox"/> Income from Dependent Adults.....\$ _____ /month</p> <p><input type="checkbox"/> Rental Income (room/board/suite) \$ _____ /month</p> <p><input type="checkbox"/> Other income \$ _____ /month</p>	<p><input type="checkbox"/> Employment Income \$ _____ amount/hour</p> <p><input type="checkbox"/> Self-employment income (submit CF2568)</p> <p><input type="checkbox"/> Employment Insurance benefits</p> <p><input type="checkbox"/> Income Assistance or Band Assistance</p> <p><input type="checkbox"/> Worksafe BC</p> <p><input type="checkbox"/> Federal benefits (CPP, Survivors benefits, CPP disability)</p> <p><input type="checkbox"/> Training or living allowance</p> <p><input type="checkbox"/> Grants/bursaries/scholarships</p> <p><input type="checkbox"/> Other investment, interest</p> <p><input type="checkbox"/> Spousal and/or child support \$ _____ avg/month</p> <p><input type="checkbox"/> Tips \$ _____ avg/month</p> <p><input type="checkbox"/> Income from Dependent Adults.....\$ _____ /month</p> <p><input type="checkbox"/> Rental Income (room/board/suite) \$ _____ /month</p> <p><input type="checkbox"/> Other income \$ _____ /month</p>

7. List all children who require child care

If this is your first time applying submit a copy of one (1) piece of government issued identification for each child (i.e. Birth Certificate or Care Card). If you have more than two children requiring child care, submit a separate copy of this page.

If you have shared custody for any child requiring care, complete the "Time Of Day & Days Required" section only for the time the child is in your custody.

CHILD'S LAST NAME	FIRST	BIRTH DATE (YYYY/MM/DD)	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE		
Check <input checked="" type="checkbox"/> any boxes that apply to this child <input type="checkbox"/> receive CIHR or EFP assistance (submit proof) <input type="checkbox"/> Foster Child <input type="checkbox"/> Shared Custody		<input type="checkbox"/> Temporary/Interim Custody order <input type="checkbox"/> Child with Special Needs (submit Special Needs CF2951)	If this child attends school, check one: <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 and up			
Child Care Provider (submit Child Care Arrangement CF2798)		START DATE (YYYY/MM/DD)	END DATE (YYYY/MM/DD)	# OF HOURS/ DAY	# OF DAYS/ WEEK	# OF DAYS/ MTH (max.20)
TIME OF DAY & DAYS CARE IS REQUIRED (check any that apply) <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Weekends <input type="checkbox"/> Before School <input type="checkbox"/> After School		Time from: _____ to _____ Time from: _____ to _____		<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		

CHILD'S LAST NAME	FIRST	BIRTH DATE (YYYY/MM/DD)	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE		
Check <input checked="" type="checkbox"/> any boxes that apply to this child <input type="checkbox"/> receive CIHR or EFP assistance (submit proof) <input type="checkbox"/> Foster Child <input type="checkbox"/> Shared Custody		<input type="checkbox"/> Temporary/Interim Custody order <input type="checkbox"/> Child with Special Needs (submit Special Needs CF2951)	If this child attends school, check one: <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 and up			
Child Care Provider (submit Child Care Arrangement CF2798)		START DATE (YYYY/MM/DD)	END DATE (YYYY/MM/DD)	# OF HOURS/ DAY	# OF DAYS/ WEEK	# OF DAYS/ MTH (max.20)
TIME OF DAY & DAYS CARE IS REQUIRED (check any that apply) <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Weekends <input type="checkbox"/> Before School <input type="checkbox"/> After School		Time from: _____ to _____ Time from: _____ to _____		<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN		

8. List all dependent adults and/or children living in your household, not already indicated on this form

The number of dependants in the household may affect your amount of subsidy. Attach additional sheets as needed. If this is your first time listing this person on your application, submit identification for the person.

DEPENDANT'S LAST NAME		FIRST	MIDDLE
<input type="checkbox"/> MALE	BIRTH DATE (YYYY/MM/DD)	SOCIAL INSURANCE NUMBER (If Applicable)	Does this person receive government disability benefits? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/> FEMALE			If yes, submit a photocopy of the benefit statement.

DEPENDANT'S LAST NAME		FIRST	MIDDLE
<input type="checkbox"/> MALE	BIRTH DATE (YYYY/MM/DD)	SOCIAL INSURANCE NUMBER (If Applicable)	Does this person receive government disability benefits? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/> FEMALE			If yes, submit a photocopy of the benefit statement.

9. Declaration

Applicant: I confirm the information supplied by me is true and complete. I understand that:

- I am required to promptly supply information to the Child Care Subsidy Program if there is a change to any of the information I have provided in this application or to any subsequently provided information.
- It is an offence under the *Child Care Subsidy Act* to supply false or misleading information.
- Subsidy may be paid from the first day of the month in which the application is completed, or the date child care begins, whichever is later. I am responsible for child care fees prior to this date.
- Information contained in this document may be reviewed, audited and verified as provided by Section 5 of the *Child Care Subsidy Act*. I consent to the verification of information provided regarding this application, or any updated or subsequently provided information. I also consent to the collection of verifying information from third parties. Information may be verified with any person or source, for the purpose of determining or auditing my eligibility for Child Care Subsidy.

Consent to share information

As the applicant, do you consent to the disclosure of information to your spouse, as identified on this form, relating to this application or your eligibility for child care subsidy by the Child Care Subsidy Service Centre?

- Yes.** Share information with my spouse. If I wish to withdraw this consent, I may do so at any time by writing to the Child Care Subsidy Service Centre.
- No.** Do not share any information about this application or my eligibility with my spouse.

This application is not valid until it has been signed and dated

APPLICANT'S NAME (please print)	APPLICANT'S SIGNATURE	DATE SIGNED (YYYY/MM/DD)
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Spouse Consent

I consent to the verification of information provided by the applicant regarding myself in this application, or any updated or subsequently provided information. I also consent to the collection of verifying information from third parties. Information may be verified with any person or source, for the purpose of determining or auditing my eligibility for Child Care Subsidy.

SPOUSE'S NAME (please print)	SPOUSE'S SIGNATURE	DATE SIGNED (YYYY/MM/DD)
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Fax or mail your completed application to the Child Care Subsidy Service Centre. Keep a copy for your records.

If you are faxing your application, please print your name and your social insurance number on each page of this form.

**Toll Free Fax 1 877 544-0699
Toll Free Phone 1 888 338-6622**

Mailing Address
Child Care Subsidy Service Centre
PO Box 9953 Stn Prov Govt
Victoria BC V8W 9R3



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CASE ID (office use only)

The purpose of this form is to establish eligibility for child care subsidy and indicates the applicant's child care arrangement. A separate form is required for each child care provider.

The child care provider must complete sections 1-4, and sign. The form must then go to the applicant to complete sections 5-8 and submit to the Child Care Subsidy Service Centre.

1. What is your name and contact information?

Form with fields for CHILD CARE PROVIDER'S OR LICENSEE'S NAME, DAYTIME PHONE, SECONDARY PHONE, FACILITY NAME, SUPPLIER NUMBER, LICENCE NUMBER, ADDRESS, CITY/TOWN, and POSTAL CODE.

2. What type of child care do you provide?

Check [X] the box that applies to you.

Form with checkboxes for Licensed Group child care, Licensed Family child care, Licensed Preschool, Registered licence-not-required [RLNR] child care, Licence-not-required [LNR] child care, and Child care is provided in the child's own home.

3. Child(ren) Name(s)

Form with fields for CHILD'S LAST NAME, FIRST, BIRTH DATE, Time of day child care is provided, Days/week, Monthly Rate, Daily Rate, and Full day rate for days of school closure.

3. CHILD'S LAST NAME		FIRST	BIRTH DATE (YYYY/MM/DD)	
Time of day child care is provided: From: _____ To: _____ From: _____ To: _____		Days/week: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN	<input type="checkbox"/> This child is school age (kindergarten and up).	
Start Date (YYYY/MM/DD)	End Date (YYYY/MM/DD)	Monthly Rate: \$ _____	Daily Rate: \$ _____	Full day rate for days of school closure: \$ _____

4. The child care provider must sign and date this form in order for it to be accepted.

As the child care provider, I confirm I am required to notify the Child Care Subsidy Centre immediately if there is a change to any information provided on this form or any subsequently provided information.

CHILD CARE PROVIDER'S OR LICENSEE'S NAME (please print)	SIGNATURE	DATE SIGNED (YYYY/MM/DD)
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The applicant must complete sections 5-8 and submit to the Child Care Subsidy Service Centre.

5. What is your name?

APPLICANT'S LAST NAME	FIRST	PHONE ()
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6. What is your reason for submitting this form?

Check the box that applies.

Is this your first time applying for child care subsidy?	<input type="checkbox"/> NO <input type="checkbox"/> YES — Submit an Application for Child Care Subsidy
Is the child care provider listed on this form replacing a previous child care provider?	<input type="checkbox"/> NO <input type="checkbox"/> YES — Previous child care provider: _____
Is the child care provider listed on this form in addition to an existing child care provider?	<input type="checkbox"/> NO <input type="checkbox"/> YES — Other child care provider: _____

Note: Child care service arrangements and agreements are between the parent and the child care provider. The ministry will not incur financial or other liability for any contractual disagreement between the parent and the child care provider. The ministry will only pay Child Care Subsidy **after** eligibility has been determined and when a valid Benefit Plan is in place.

7. Declaration:

I confirm that the information provided in this Child Care Subsidy Child Care Arrangement form is complete and accurate. **I understand that I am required to immediately supply information to the Child Care Subsidy Service Centre if there is a change to any information provided here or any subsequently provided information.**

8. The applicant must sign and date this form in order for it to be accepted.

APPLICANT'S SIGNATURE	SOCIAL INSURANCE NUMBER	DATE SIGNED (YYYY/MM/DD)
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Once completed, please fax or mail to the Child Care Subsidy Service Centre

Toll Free Fax 1877 544-0699
Toll Free Phone 1 888 338-6622

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Child Care Subsidy Service Centre
PO Box 9953 Stn Prov Govt
Victoria BC V8W 9R3