

## **INFORMATION REQUIRED FOR CHILD CARE SUBSIDY APPLICATION**

The Following Information is MANDATORY by All Applicants, Spouses and Children at each Subsidy Application and Annual Update:

### **Personal Data:** (Required for all Family Members)

- Birth Certificate or Passport or Landing Papers or Canadian Citizenship Card
- Social Insurance Card
- Health Card

### **Proof of Current Address**

- Mortgage Agreement (or)
- Rent Receipt or Lease (or)
- Current Utility Bill (or)
- Driver's License

### **If Separated/Divorced**

- Copy of Your Separation/Custody Agreement

### **Income Verification**

- Copy of Federal Notice of Assessment for previous year (Government Issued Income Tax Return Document).
  - If you do not have your assessment, an application for subsidy cannot be completed.
  - To order a replacement call 1-800-959-8281.
- Pay Verification for the last 4 weeks (full or part time).
- If you have just started or starting employment, a letter from your Employer showing your start date, rate of pay and weekly work schedule.
- OSAP Assessment - if currently attending a Post-Secondary Program.

### **School Verification**

- Copy of Your Current Timetable/Class Schedule

*Note: if you do not have all the documents for your scheduled appointment, please contact our office and reschedule as the application cannot be completed without this information being present at time of appointment.*