

This document includes the following sections:	This is what you need to do in each section:
<a href="#">Section 1</a> : Child Care Subsidy Parent Agreement	Review, sign and submit to your Children’s Services Worker before you can start receiving your Child Care Subsidy.
<a href="#">Section 2</a> : Consent to Disclose and Verify Information	
<a href="#">Section 3</a> : Consent to Communicate by Email About Your Child Care Subsidy	Review, sign and submit to your Children’s Services Worker if you want to communicate with us by email.

Applicant 1 ID:

## Section 1: Child Care Subsidy Parent Agreement

Please review and agree to the following statements to understand your eligibility and responsibilities for help paying for child care (also known as child care subsidy) in the Region of Peel. This is required before you can be approved for subsidy.

### To be eligible for child care subsidy, I must:

- Live in the Region of Peel and have a child age 12 and under
- Meet the income criteria based on my Notice of Assessment, and
- Have an approved reason for care such as:
  - Employment, self-employment, going to school or looking for work
  - A social or medical need confirmed by a relevant professional
  - A child with a social or special need approved by the Region of Peel

### My financial responsibilities

My eligibility for child care subsidy is based on my most recent tax assessment which determines if I qualify for child care subsidy and how much I pay for child care.

I must file my income tax each year by the federal deadline. If I don’t file my income tax on time, my eligibility for subsidy cannot be assessed and my child care subsidy will end.

I will provide the following information to my Children’s Service Worker when I’m asked for it:

- Current [Notice of Assessment](#) (NOA)
- Current [Canada Child Benefit](#) (CCB) notice, and
- [T2125 Statement of Business or Professional Activities](#) if I’m self employed

If Revenue Canada audits my taxes, I will provide my Notice of Reassessment to my Children’s Service Worker within two weeks.

### My child care hours

The hours of child care I qualify for are based on my reason for care and the living arrangements of my child(ren).

### Changes in my situation

I will report and provide proof of all personal or family changes to my Children’s Services Worker including if:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• I move or someone moves in with me</li> <li>• My phone number or email changes</li> <li>• I’m expecting a new baby</li> <li>• I’m getting married or separated</li> <li>• My custody arrangement changes</li> <li>• My immigration status changes</li> </ul> | <ul style="list-style-type: none"> <li>• I start or stop receiving OW, ODSP, EI or OSAP</li> <li>• I stop going to school or my school schedule changes</li> <li>• I start or stop working or volunteering</li> <li>• My place/days/hours of work change</li> <li>• I take an extended leave for any reason including a leave from work, child care or the country</li> <li>• I’m admitted to the hospital or other institution</li> </ul> |
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### Overpayments

An overpayment could happen if I receive more subsidy than I am eligible for. If I don’t report information or changes to my personal or family situation, I may receive an overpayment and must pay it back. If I don’t pay back at least \$150 per month, my debt will be sent to a collections agency, and this may affect my credit. If I don’t make monthly payments towards my overpayment, I cannot continue to receive subsidy and the Region may also take legal action against me to collect the money.

**My child care subsidy will end if I don't:**

- meet one or more of the eligibility criteria including having an approved reason for care (work, looking for work, school or medical)
- qualify based on my income
- report my personal or family changes
- provide all information requested by the Region by the due date
- file my income tax by April 30 each year
- live in the Region of Peel
- pay any outstanding fees to my child care provider
- make monthly repayments towards my overpayment

**Parental contribution – what I'm required to pay**

If I'm responsible for a portion of my child care costs, I'll pay this amount on time and in full, directly to my child care provider. This includes paying for any days my child is away if their [maximum absent days](#) have been used.

I am responsible to pay any additional fees charged by my child care provider for registration, deposits, or extra curricular activities.

**Leaving my child care provider**

If my child no longer needs child care or I want to change programs, I'll tell my Children's Service Worker at least two weeks in advance. I will also follow my child care provider's policy and inform them with the notice they request. If I stop attending child care before my notified last day, I will have to pay the full cost for the period my child doesn't attend.

**Days my child is away from care (absent days)**

My child can be absent from care up to 36 days per year. If my child starts care part way through the year, the number of absent days will be adjusted to 3 days per month based on the month my subsidy starts.

If my child is away from care for more than the maximum number of days, I must pay the full cost of these extra days to my child care provider. If my child was sick, I can talk to my Children's Services Worker to see if extra absence days can be approved.

If my child will be away for four or more weeks in a row, I must talk to my Children's Services Worker about this in advance.

**My child care provider's policies**

I will follow the terms and requirements of all policies set by my child care provider, including their attendance and withdrawal policy.

**If I don't tell my Children's Services Worker about changes in my family's situation, my subsidy could end and I may have to pay back any child care subsidy that I have already received.**

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<b>Name of Applicant 1</b>	<b>Signature of Applicant 1</b>
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<b>Name of Applicant 2 – if applicable</b>	<b>Signature of Applicant 2</b>	<b>Date</b>
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**Notice with Respect to the Collection of Personal Information**  
(Municipal Freedom of Information and Protection of Privacy Act)

This information collected under the legal authority of the *Child Care and Early Years Act, 2014* and regulations thereafter; for the purpose of administering Government of Ontario child care subsidy. For more information contact Privacy Officer: Human Services Privacy Lead at (905) 791-7800 ext. 8984 at the Region of Peel.

## Section 2: Consent to Disclose and Verify Information

1. I, \_\_\_\_\_  
(Name of Applicant 1 for Child Care 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 Subsidy and administering my Child Care 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 Subsidy and administering my Child Care 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 Subsidy or administering my Child Care 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.

If completing this form electronically Applicant 1 (and Applicant 2 where applicable) can be typed in place of a signature.

### 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 Subsidy and to administer the delivery of child care 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.

### Section 3: Consent to Communicate by Email About Your Child Care Subsidy

Your consent to communicate by email is optional and will not affect your eligibility for child care subsidy. If you do not give consent, the Region will only contact you about the child care subsidy program by phone or regular mail.

Complete this section if you and/or your spouse/common-law partner/other parent (i.e. Applicant 2) want to communicate by email with the Region of Peel’s Early Years and Child Care Division. The emails given will be the **ONLY** emails that the Early Years and Child Care Division will use to provide information to you about your case file.

**CONSENT**

**Applicant 1:**

I, \_\_\_\_\_ consent to the Region of Peel’s Early Years and Child Care Services Division contacting me about my child care subsidy at the following email address:

Re-enter the email address you are providing:

**Applicant 2: (if applicable)**

I, \_\_\_\_\_ consent to the Region of Peel’s Early Years and Child Care Services Division contacting me about my child care subsidy at the following email address:

Re-enter the email address you are providing:

By giving consent I understand and acknowledge that:

- Sending email over the Internet is not secure, in that it can be intercepted and/or manipulated and retransmitted
- Specific information about my eligibility for child care subsidy, my family’s circumstances, my child’s placement will be sent to me over email from the Region
- General child care subsidy updates will be sent over email (for example a reminder about key dates)
- All emails the Region sends me are confidential
- I can withdraw my consent at anytime, which will mean the Region will only contact me by phone or regular mail

<b>Applicant 1 Signature:</b>		<b>Date:</b>	
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(If completing electronically, name can be typed in place of signature)

<b>Applicant 2 Signature:</b>		<b>Date:</b>	
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(If completing electronically, name can be typed in place of signature)

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