

Child Care Subsidy Program Overview for Applicants

www.gov.mb.ca/childcare

What is Child Care Subsidy?

The Child Care Subsidy program provides assistance with the cost of child care fees (day care) for children from the ages of 12 weeks to 12 years for families that apply and qualify.

How do I qualify?

First - your family's net income must fall within a range to qualify for partial to full subsidy. See our website for the online Subsidy Eligibility Estimator.

Second - you must have a reason for care, such as:

- you have a job
- you're seeking employment (up to 12 weeks)
- you're attending school or an approved training program
- your child has a special need (medical disability, hearing or speech difficulties or behavioral disorders)
- you have a medical need and are undergoing treatment
- you would like to enroll your child in a Nursery School

How can I apply?

You can apply 2 ways:

1. submit an online application at www.gov.mb.ca/childcare
2. complete a paper application (available at our office and at child care facilities)

What's next?

- Once the application is submitted it is reviewed by a Subsidy Advisor usually within 2-4 weeks.
- After it is reviewed you will receive a letter outlining the additional documentation we require to process your application. Depending upon your reason for care we will request documents such as recent paystubs, a work schedule or education verification, verification of child support income/payment. You have 4 weeks to submit this information to your Subsidy Advisor.
- During this time your child may attend at the child care facility, but please keep in mind that you will be responsible for all fees not covered by the Child Care Subsidy Program.

- After all documentation is received your subsidy assessment will be reviewed and finalized.
- You will either be approved or ineligible for subsidy.
- An approval letter is sent to you and the facility and indicates the fees or portion of subsidy you are responsible for.
- If you do not qualify, a letter of ineligibility is sent to you and you will be responsible for fees.
- Keep your copy of the approval letter and mark the expiry date on your calendar.
- You must reapply for subsidy prior to the end of your current subsidy approval.

How do I find a child care facility?

Our website has a listing of all the licensed child care homes and facilities within the Province. You may register on the Online Child Care Registry. It is up to the parent to call and inquire if a spot is available. You may submit your application for child care subsidy up to 16 weeks prior to finding a spot for your child.

How is the subsidy paid?

Subsidy is paid from the program directly to the facility. The parent is responsible for the non-subsidized fee, their family contribution and any additional fees (i.e. lunch program). The parent pays these fees directly to the facility.

Should my girlfriend/boyfriend/common-law be listed on my application as a co-applicant?

As long as you are living with a partner they must be included on the application. Failure to provide this information can result in a suspension of child care subsidy.

What happens if my child has been attending at a child care facility and we are not eligible for Child Care Subsidy?

You will be responsible for all fees.

What do I do with the approval letter?

We recommend you keep your approval letter and mark the day of your expiry on your calendar. You must reapply for subsidy prior to your subsidy expiring.

Who do I call when I have questions?

For general questions you can call our Intake Line at 945-0286 or 1-877-587-6224. All other calls should be directed to your Subsidy Advisor. Your Subsidy Advisor's name and telephone number is listed on the correspondence you receive from us.

What are Medical or Special Needs reasons for care?

Medical

A medical condition you have in which you are unable to care for your child(ren). Written verification from a medical professional outlining the nature of the illness and length of time of requested child care must be submitted to us. Subsidy will not be approved until the medical documentation has been accepted by the program.

Special Needs

Subsidy may be approved on behalf of your child's Special Needs. A Special Need could be a medical disability; hearing or speech difficulties; behavioral disorders; abuse, neglect or serious deprivation or the physical emotional well-being of the child. A Special Needs Subsidy form must be completed by a recognized professional worker and submitted. Subsidy will not be approved until the form is accepted by the program.

How do I report my child support income if it fluctuates?

You must report what you are supposed to receive. Failure to do so can result in a suspension of your subsidy. However, if you don't receive full benefits contact your subsidy advisor so that an adjustment can be made.

What do I do if my circumstances change?

At any point during your subsidy you must notify your Subsidy Advisor if your living circumstances, marital status, income, employer, work schedule, school, medical need, special need, address, phone number, etc changes. Failure to do so can result in a suspension of your subsidy and/or repayment.

What do I do if my child changes daycares?

Call your advisor with the start date and name of the new child care facility immediately. As long as your child is in a licensed facility that accepts subsidized children and your financial circumstance has not changed your subsidy will continue.