



**Childcare Subsidy Program
Rights and Responsibilities Agreement and Consent to Disclose and Verify Information**

Rights and Responsibilities Agreement

In accordance with the Day Nurseries Act of Ontario, its regulations and provincial guidelines and in consideration of the Community and Social Services Department of the City of Ottawa providing Child Care Fee Subsidy to you and/or on your behalf, you hereby agree to the following:

To qualify you must meet the following three criteria:

- Be a resident of the City of Ottawa; and
- Demonstrate a financial need; and
- Have a recognized need for child care. This can include but is not necessarily limited to:
 - working a minimum of 30 hours per week (for each parent in a two-parent family) and 25 hours per week (for a single parent family);
 - attending school or a training program;
 - approved employment assistance activities under the Ontario Works Act or employment support under the Ontario Disability Support Program Act, as identified on your Participation Agreement(s);
 - children, spouse or self with special needs; and
 - looking for work (for up to six months)

YOUR RIGHTS

- Any time that you meet with staff regarding your Child Care Fee Subsidy you can bring someone with you. This person can be anyone you would like to have there.
- If you disagree with a decision made about your file, you may make a written request within 10 business days to have this decision reviewed.
- For subsidy purposes, each child is permitted up to 36 days of paid absence per calendar year. The number of paid absent days are prorated at a rate of 3 days per full calendar month. Any days over the approved limit will be charged to you by the childcare agency.
- You are not eligible for subsidy for absences from the City of Ottawa for longer than 30 consecutive days.

YOUR RESPONSIBILITIES

While on the City of Ottawa's Child Care Registry and Wait List, you must report all changes to your family's situation by updating your on-line application. If you are in receipt of ongoing Child Care Fee Subsidy, you report changes by contacting a Community and Social Support Centre. Changes include the following:

- address and phone number;
- e-mail address;
- marital status;
- hours or type of activity (recognized need for care);
- family composition including birth of children and child custody arrangements;
- amount and/or source(s) of income ; and
- status of your Ontario Works / Ontario Disability Support Program file.

You agree:

- To attend all scheduled appointments and/or provide the requested documents as required. Failure to do so can result in the termination your City of Ottawa's Child Care Registry and Wait List application and/or Child Care Fee Subsidy
- To notify the Child Care Fee Subsidy program and the child care agency two weeks in advance should you no longer require child care fee subsidy and/or you wish to transfer your child to another agency;
- To provide your most recent Notice of Assessment or Canada Child Tax Benefit Assessment. You must also provide identification, proof of residence in the City of Ottawa and verification of your recognized need;
- That any misrepresentation or undeclared changes may be subject to an overpayment and/or recovery;
- To take full responsibility for the cost incurred for child care expense due to unreported changes in your income, your family situation and/or your residence;
- To be responsible for the daily cost of care and any additional sick/vacation days that your child(ren) use(s) over the current year; and
- To be responsible for the daily cost of care for any absence from the City of Ottawa for 30 or more consecutive days.



Please retain of a copy of this document for your records

Consent to Disclose and Verify Information

1. I/We, _____
Full name of applicant/recipient or person applying on behalf of applicant/recipient

Name of spouse

- 2. consent to the collection of personal information by, and the release of information to, an authorized representative of the Operations Branch, Community and Social Services Department of the City of Ottawa (the "Authorized Representative") for the purpose of determining or verifying my/our initial and ongoing eligibility for Child Care Fee Subsidy and for administering my/our child care subsidy.
- 3. Without restricting the generality of the consent in section 1, I/We consent to exchanges of personal financial information between the Authorized Representative and other programs areas of the City of Ottawa, the Canada Revenue Agency, the Government of Canada, the Ministry of Community and Social Services, the Government of Ontario or any agency, ministry or department for the sole purposes of determining or verifying my/our eligibility for Child Care Fee Subsidy and for administering my Child Care Fee Subsidy.
- 4. I/We understand this consent permits the Authorized Representative to collect personal information from my Ontario Works and/or Ontario Disability Support Program file on an ongoing basis for the purpose of determining or verifying my/our initial and ongoing eligibility for Child Care Fee Subsidy and administering my/our Child Care Fee Subsidy.
- 5. I/We further consent to the Authorized Representative disclosing the status of my/our eligibility for a Child Care Fee Subsidy to any licensed child care centre, licensed home child care agency or licensed nursery school having a valid purchase of service agreement with the City of Ottawa for the purposes of determining whether or not they are able to offer a space for my/our child(ren) in the event that one becomes available.

I/We have read or had read to me and understand the Rights and Responsibilities Agreement and the Consent to Verify and Disclose Information. I/we give my consent as set out above and agree to all terms of the Rights and Responsibilities Agreement.

Signature of applicant/recipient or legally authorized substitute decision maker	Name (printed)	Date (dd/mm/yyyy)
Signature of spouse of applicant/recipient		Date (dd/mm/yyyy)

Notice with Respect to the Collection of Personal Information

Personal information on this form is collected under the authority of section 66.3 of Regulation 262 under the *Day Nurseries Act*, R.S.O. 1990, c. D.2 This information is being collected by the Community and Social Services Department of the City of Ottawa for the purpose of determining, administering, and monitoring City of Ottawa administered benefits that are available under the City of Ottawa Child Care Fee Subsidy Program. Any questions regarding the collection of information on this form should be directed to: Operational Support Unit, 613-580-2424 ext 43511.