



Document Checklist for Child Care Fee Subsidy Application

Your application for fee subsidy cannot be assessed until **all** required documents are received

You can submit your documents by fax, e-mail or in person at any one of the four Community and Social Support Centres.

To apply or update your application visit www.Ottawa.ca/Daycare

RIGHTS AND RESPONSIBILITIES CONSENT FORM	WHERE YOU LIVE	TAX INFORMATION	REASON FOR CHILD CARE
<p><input type="checkbox"/> Print, sign and submit your consent form with your document package (available on the Child Care Registry and Waitlist or at any Community and Social Support Centre)</p> <p>IDENTIFICATION</p> <p>One of the following for all family members :</p> <p><input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Canadian Statement of Live Birth <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Indian Status Card <input type="checkbox"/> Driver's License</p> <p>If you were born outside of Canada, one of the following for all family members:</p> <p><input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Canadian Permanent Resident Identification <input type="checkbox"/> Confirmation of Permanent Residence in Canada (IMM5292) <input type="checkbox"/> Record of Landing (IMM1000) <input type="checkbox"/> Protected Person Status</p> <p><i>Health Cards and Social Insurance Cards are not accepted</i></p>	<p>One of the following to confirm that you live in the City of Ottawa:</p> <p><input type="checkbox"/> Lease or recent Notice of Rent Increase <input type="checkbox"/> Mortgage <input type="checkbox"/> Property tax bill <input type="checkbox"/> Rent receipt with address <input type="checkbox"/> Letter from landlord <input type="checkbox"/> Two recent utility bills (from different companies) <input type="checkbox"/> Two recent government letters</p> <p>LEGAL CUSTODY or GUARDIANSHIP OF CHILDREN</p> <p>You must provide documentation about the custody of the children.</p> <p><input type="checkbox"/> Custody Agreement <input type="checkbox"/> Court Order <input type="checkbox"/> Affidavit <input type="checkbox"/> Temporary Care Agreement</p>	<p>One of the following for the most recent tax year:</p> <p><input type="checkbox"/> Notice of Assessment from Canada Revenue Agency for the last tax year (for each parent) or <input type="checkbox"/> Canada Child Tax Benefit Notice</p> <p>If you do not have this information call Canada Revenue Agency at 1-800-959-8281, press* to get an agent and request "Option C" to get a copy.</p> <p><i>Income tax returns and T4s are not accepted.</i></p> <p><u>Newcomers to Canada</u></p> <p>Proof of your landing date in Canada will be required if you have not yet filed your Income Tax.</p>	<p>Working:</p> <p><input type="checkbox"/> One month of paystubs to verify the number of hours worked or <input type="checkbox"/> A letter from your employer confirming the number of hours worked or <input type="checkbox"/> If you are self-employed, a copy of your T1 General (Income Tax and Benefit Return)</p> <p>Studying and/or Training:</p> <p><input type="checkbox"/> School registration with class schedule or <input type="checkbox"/> Ontario Student Assistance Program (OSAP) Assessment</p> <p>Receiving Ontario Works: You must have an active Participation Agreement with an approved activity.</p> <p>Receiving ODSP (Ontario Disability Support Program): If your spouse is not a person with a disability, proof of recognized need is required.</p> <p>Parent or Child with Special Needs The City of Ottawa will provide you with a medical form to be completed by your doctor.</p>

Fax: 613-596-6201

E-mail: CCRAW-RELAGE@ottawa.ca

For information : 311, select language, select #4

CSSC Central

370 Catherine St., 2nd floor
Ottawa, ON K1R 5T5

CSSC East

410-2339 Ogilvie Rd
Ottawa, N K1J 8M6

CSSC South

2020 Walkley Rd
Ottawa, ON K1G 6S6

CSSC West

100 Constellation Dr., 2nd floor West
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