Social Assistance Act R.S. P.E.I 1988, Cap. S-4.3	Program	Child Care Subsidy	
	Subject	Application Process	*Policy #*3
Effective Date: January 7, 2011 Revised Date: May 21, 2013		Authorized by: Deputy Minister	

1.0 PURPOSE

1.1 To ensure all necessary documentation is provided and all parties involved in the CCSP are aware of the application, assessment and approval process.

2.0 DEFINITIONS

2.1 **Applicant:** Parent(s)/guardian(s) who apply for Child Care Subsidy.

2.2 **Beneficiary:** Parent(s)/guardian(s) approved for and in receipt of Child Care Subsidy.

2.3 **Spouse:** Persons legally married or not legally married and living together as a couple, therefore being recognized as cohabiting, regardless of the length and stability of the relationship.

3.0 POLICY STATEMENT

3.1 All applications for child care subsidy are to be made through the Department by completing a Child Care Subsidy Application.

3.2 The applicant is required to provide the necessary documentation in order for the Department to determine the applicant's income.

3.4 Persons living together as spouses must make a joint application for child care subsidy, including income of both partners.

3.5 The Child Care Subsidy Application Form must be signed by both parents/spouses, except where extenuating circumstances prevent the obtaining of the second signature.

3.6 Upon approval of the child care subsidy, the Department shall provide written notification of the amount of the subsidy to be paid.

3.7 Child care subsidy will be approved for a set length of time up to a maximum of 12 months.

3.8 The applicant will be given an effective date for which the child is eligible for child care subsidy. The Department will not subsidize any days in which the child attended the Child Care Centre before the effective date.

3.9 The applicant shall advise the Department of the Child Care Centre they have selected.

3.10 The Department shall advise the Child Care Centre of the applicant(s) eligibility for child care subsidy.

3.11 The Department shall send three copies of the Agreement to the Child Care Centre. The Child Care Centre will have the applicant sign the documents and return the signed copies to the Department.

3.12 By signing the Agreement, applicants agree to the terms outlined in the Agreement for the number of days approved, the parent share if applicable, the amount of subsidy the Department will pay, and the terms and conditions of the Child Care Centre.