



<b>Social Assistance Act R.S. P.E.I 1988, Cap. S-4.3</b>	<b>Program</b>	<b>Child Care Subsidy</b>	
	<b>Subject</b>	<b>Program Overview</b>	<b>Policy #1</b>
<b>Effective Date: January 7, 2011</b>  <b>Revised Date: May 21, 2013</b>		<b>Authorized by:</b>  <b>Deputy Minister</b>	

## 1.0 PURPOSE

1.1 The Child Care Subsidy Program (hereinafter referred to as “CCSP”) is a provincial program designed to assist Island parents with the cost of child care services. The purpose of the CCSP is to strengthen families and communities by enabling parents to work, pursue employment, attend education/training programs, respond to family medical needs or provide for children who have special developmental needs.

## 2.0 DEFINITION

2.1 **Child Care Centres:** Businesses licensed under the *Child Care Facilities Act* to provide child care including licenced early years centres, infant homes, and private licensed centres.

### 2.2 Parent:

- (i) a birth or adoptive parent who has custody or guardianship rights to a child,
- (ii) a person who has stood *in loco parentis* to a child for a period of not less than one year and who has a continuing relationship with the child,
- (iii) a legal guardian of a child, or
- (iv) a person responsible for the care of a child and with whom the child resides

## 3.0 POLICY STATEMENT

3.1 Social need includes: employed parents, parents attending school (if the funds for childcare program expenses are not available through the training program), parents with children in need of protection, parents with medical needs, and parents whose children have special needs. The CCSP is available for child care for children up to and including the age of 12.

- 3.2 Financial need is determined by a Sliding Scale Income Test which considers family size and net monthly income.
- 3.3 The steps involved in the subsidy process include:
- **Application Process:** An applicant completes a Child Care Subsidy Program application form and provides the necessary documentation to assist with the assessment.
  - **Determination of Eligibility:** The Department determines eligibility for subsidy based on the financial and social needs criteria of the program.
  - **Eligibility Review:** The outcome and decision regarding the applicant's determination of eligibility can be reviewed if an applicant believes the circumstances have been inaccurately assessed and/or upon a change of circumstance.
  - **Contract:** The applicant, Child Care Centre and the Department all sign a contract for the service.
  - **Choice of Centre:** When child care subsidy has been approved, the applicant can choose whichever Child Care Centre they wish, provided that it is licensed under the *Child Care Facilities Act*. The Early Childhood Development Association provides *A Parent's Guide to Choosing Quality Care* that will be made available to the applicant at the time of application.
  - **Claims process:** Once subsidy is approved, the Child Care Centre is paid the subsidy on behalf of the beneficiary. The Child Care Centre submits a monthly claim request to the Department based on the attendance of the child at the centre and/or the amount that is approved in the signed contract.
  - **Payment process:** Payments are made to the Child Care Centre based on the subsidy claims.
  - **Annual reviews:** Eligibility for child care subsidy will be re-evaluated at a minimum of every 12 months or as designated by the Department.
- 3.4 Information obtained by the Department while providing services is confidential and may be shared only with other government departments, private agencies, or other persons when necessary and as set out in the *Social Assistance Act*, Section 6 and the *Freedom of Information and Protection of Privacy Act*, Section 31 c.

## **Legislative Authority**

- 3.5 The authority for the CCSP is contained in the *Social Assistance Act*, Chapter S-4.3, Section 1(j) and under the *Social Assistance Act Regulations* (1.3 c) and (20.1).

## **Delegated Authority**

- 3.6 *The Social Assistance Act, Chapter S-4.3* empowers the Minister to provide social services and makes provision for a “Director of Social Assistance” to have specific authority and accompanying responsibilities with respect to the administration of the Act.
- The Director shall establish administrative procedures, controls, safeguards and written policies for the more effective and efficient administration of this Act and the Regulations (see Section 4.4(5) of the Act).
  - All employees of the Department and all applicants for the CCSP are bound by the administrative policies and procedures as if administrative procedures, controls, safeguards or written policies were specified in the Regulations (see Section 4.4(6) of the Act).

## **4.0 REFERENCES**

*Social Assistance Act, R.S.P.E.I., Cap. S-4.3*

*Freedom of Information and Protection of Privacy Act, R.S.P.E.I., Cap. F-15.01*

*The Child Care Facilities Act, R.S.P.E.I., Cap. C-5*