



Social Assistance Act R.S. P.E.I 1988, Cap. S-4.3	Program	Child Care Subsidy	
	Subject	Reviews	<i>Policy #8</i>
Effective Date: January 7, 2011		Authorized by:	
Revised Date: May 21, 2013		Deputy Minister	

**1.0 PURPOSE**

1.1 To examine the actions taken by the Department and to make a finding regarding adherence to the CCSP policy and work process.

**2.0 DEFINITION**

2.1 **Review Committee:** A Provincial Review Committee comprised of the Department of Education and Early Childhood Development Early Childhood Programs Administrator or designate, a CCSP Supervisor and a Child Care Subsidy Caseworker, the latter two being from offices other than the office from which the review request originated.

**3.0 POLICY STATEMENT**

3.1 Where an applicant/beneficiary is dissatisfied with a decision made by the Department with respect to eligibility, subsidy approved, decrease in subsidy, or suspension or cancellation of subsidy, the applicant/beneficiary may request that decision be reviewed.

3.2 The formal review process should not negate the role of the supervisor to ensure staff is making decisions consistent with regulations, policy and good judgement. As such, the Department will initially review the file to determine if the appropriate decision has been made with respect to subsidy eligibility.

3.3 If the applicant/beneficiary is still dissatisfied with the outcome of this review, a request must be made within 30 days of the decision being disputed and must be submitted, in writing, to the Early Childhood Programs Administrator, Department of Education and Early Childhood Development, 2<sup>nd</sup> Floor Jones Building, P.O. Box 2000, Charlottetown, PE, C1A 7N8.

- 3.4 Upon receipt of a request for a review, the Early Childhood Programs Administrator or designate shall request the Department to confirm CCSP representatives for the Review Committee.
- 3.5 A review may be withdrawn at any stage by the applicant/beneficiary requesting the review.
- 3.6 A hearing will be scheduled within 15 days of the Early Childhood Programs Administrator receiving the review request.
- 3.7 A Notice of Review Hearing will be forwarded to the applicant/beneficiary (appellant) by registered mail and/or hand delivered and the Department (respondent) by regular mail to advise them of the date, time and place of the hearing.
- 3.8 Both the applicant/beneficiary (appellant) and CCSP staff representatives from the office (respondent) where the review originated will have an opportunity to address the Review Committee.
- 3.9 Notification of the decision of the Review Committee is forwarded to the applicant/beneficiary (appellant) by registered mail and to the Department office (respondent) by regular mail within 15 days of the completion of the hearing.
- 3.10 The original decision of the Department remains in effect unless or until the Review Committee determines otherwise. In the event the review decision is in the favor of the appellant, adjustments will be made accordingly. The decision of the Review Committee is final and binding for both parties (appellant and respondent).