



DOCUMENTS REQUIRED FOR CHILD CARE FEE SUBSIDY

****Bring the documents that apply from the list below to your interview****

IDENTIFICATION	VERIFICATION REQUIRED
a) Birth Dates	Birth Certificate, Baptismal Certificate , Passport, Citizenship Card, or Valid Immigration status document for applicant, spouse and children.
b) Social Insurance Number(s)	SIN card, Confirmation of SIN letter from Service Canada, or other official document noting SIN for applicant and spouse.
INCOME	VERIFICATION REQUIRED
a) Net Annual Income	Most recent Federal Notice of Assessment (NOA) or Proof of Income Statement from CRA. If you need a replacement NOA call: 1-800-959-8281 To obtain a Proof of Income from CRA, you must be registered for, or need to create an account at www.canada.ca/en/services/taxes
b) Canada Child Benefit (CCB)	CCB Notice If you need a replacement CCB Notice call: 1-800-387-1193 OR register for an account at www.canada.ca/en/services/taxes
IF EMPLOYED...	VERIFICATION REQUIRED
	- Two (2) most recent consecutive paystubs that shows name of employer - Verbal or documented work schedule (hours of work)
IF A STUDENT...	VERIFICATION REQUIRED
	A document showing the name of the school, course, start and end date and school schedule (full time/part time) such as: - A letter from the school - OSAP Assessment Summary
IN RECEIPT OF OW, ODSP, ACSD...	VERIFICATION REQUIRED
	Proof of income from Ontario Works (OW), Ontario Disability Support Program (ODSP), or Assistance for Children with Severe Disabilities Program (ACSD)
CHILD CUSTODY	VERIFICATION REQUIRED
	Legal custody documentation or written custody agreement
SPECIAL NEEDS/SOCIAL REFERRAL	VERIFICATION REQUIRED
If applicable	A written referral from a social services agency, family physician, or early intervention/prevention agency or professional who is working with the child/family.
DISABILITY RELATED EXPENSES	VERIFICATION REQUIRED
If applicable. A determination of “disabled” or “special needs” for the adult or child has been made by a regulated health practitioner.	Receipts for Disability related expenses, not previously reimbursed.