
PROVINCIAL SERVICES CHILD CARE SUBSIDY



Employment, Income and Health Supports
Community Service Delivery

Information Session About Child Care Subsidy

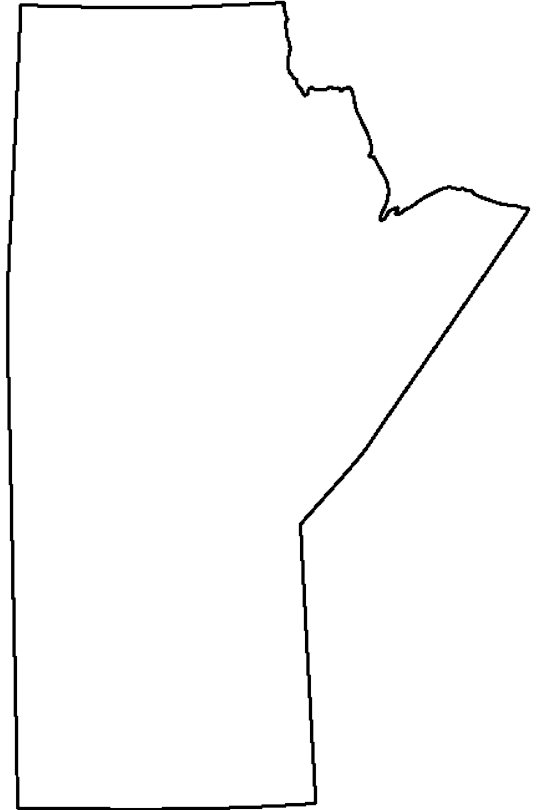


ROLE OF ADVISORS

- Applications
 - Review, verify and determine eligibility
 - Facility Child Attendance Reports
 - Reconcile and process
 - Adjustments
 - Customer Service
 - Emails, Walk-ins and Phone Calls related to applications and payment reports
 - Appeals
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WHO CAN APPLY

- Residents of Manitoba
 - Citizens
 - Permanent Residents
 - Temporary Residents
 - Work Visa
 - Student Visa
 - Other
 - Refugees



TYPES OF APPLICATIONS

(Paper and Online)

- General Applications
 - Income-based
 - Child and Family Services
 - Submitted by an Agency
 - Indigenous Governing Body
 - Customary Care
 - Employment & Income Assistance (EIA)
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ELIGIBILITY CRITERIA

- General Applications
 - Reason for Care
 - Income Test
 - EIA Applications
 - Reason for Care
 - CFS/IGB Applications
 - None
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REASONS FOR CARE

- Employment
 - Self-Employment
- Education
- Seeking Employment
- Special Needs
 - Usually for the child
- Medical
 - Usually for the parent
- Nursery Program



SOURCES OF INCOME

- Pay Stubs or Income Tax/Option C
 - Employment Insurance (EI)
 - Insurance Income
 - Manitoba Public Insurance (MPI)
 - Disability (Medical or Private)
 - Retirement Income
 - Canada Pension Plan (CPP)
 - Old Age Security (OAS)
 - Survivor Benefits paid through CPP
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APPLICATION APPROVAL PROCESS

■ Timelines and Approvals

□ 31 Days to Submit Documentation

- When documents are received eligibility will be determined and result sent to the applicant(s) and facility.

□ 90 Days to Secure a Child Care Spot

- Applicants are notified that they have 90 days to report the name and start date of a facility. If none is found the application is closed but they can reapply for subsidy if required at a later date.
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APPLICATION APPROVAL PROCESS

- **Approvals (Full time unless requested)**
 - According to the Age of the Child
 - Infant, Pre-School, School-Age and Nursery
 - According to Type of Application
 - **EIA 1 year**
 - **CFS 1 year**
 - **Employment, Special Needs 1 year**
 - **Education, Medical 6 months to 1 year**
 - **Seeking Employment 18 months (6 month intervals)**
 - **Nursery up to the end of June**
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Ineligible

- Simplified Letter to Facilities
 - February 6 – July 23
 - 3 consecutive months

 - Detailed Letter to Applicants
 - Advisors will not share details with facilities.
 - Applicants are to call the program directly to discuss application.
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Questions About Applications and Payment Reports

- Child Care Subsidy Program staff make every effort to assist applicants and child care facilities with inquiries about the status of applications. However, under *The Freedom of Information and Protection of Privacy Act*, staff are not permitted to provide personal information about a subsidy applicant to a third party, which includes child care facilities. Facilities are only permitted to have access to the approval amount of subsidy that a facility will receive on the behalf of the family if the applicant is found to be eligible. All other information about the applicant, the status of the application, any missing documentation, financial information or personal information cannot be shared with child care facilities. Nov 19, 2021
 - Advisors will address and questions related to payments, adjustments and outstanding payments.
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APPEALS

- Applicants have a right to appeal.
 - Appeals must be made in writing, within 30 days of receipt of the subsidy decision to The Social Services Appeal Board.
 - *This information is provided on the approval letter.*
 - Advisors submit a report and defend their decision to the Appeal Board according to the Regulations.
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FEES

- Daily Fees for Subsidized Applicants
 - The Family Contribution (if applicable)
 - The non-subsidized fee of a maximum of \$2.00 per day per child
 - Special Approval for 10+ hours has a non-subsidized daily fee of \$3.00 per day per child.

Note: Even if a family is fully subsidized, they are still responsible for the non-subsidized fee for each child.

PAYMENT REPORTS

- Submission of Reports
 - Facilities MUST submit a *Facility Child Attendance Report* at the end of each four week reporting period.

 - Completion of Reports
 - Advisors reconcile the report
 - Pay all Subsidized Children
 - Pay Guaranteed Spaces and Additional Payments as required
 - Finalize the Report for Payment by Finance
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FACILITY CLOSURES

■ Emergency Closure

- Request from Coordinator
- Coordinators will forward the approval for the closure to the Subsidy Advisor.

■ Days In Lieu

- Request is sent directly to the Subsidy Supervisor if the alternate day falls in a different reporting period.
 - Easter Monday
 - August Civic Holiday
 - Boxing Day
 - Remembrance Day (only when it falls on a weekend)
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Questions to Direct to Coordinators

- Age Exemptions (approval used to process applications)
 - Utilization
 - Regulated Fees
 - Guaranteed Spaces
 - Additional Payments
 - Inclusion Support Program (ISP)
 - Funding/Grants
 - Advances
 - Direct Deposits
 - Usernames and Passwords
 - Update Names, Address, Emails and/or Phone Numbers
 - Do We Need to Submit a Payment Report
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CONTACTING PROVINCIAL SERVICES CHILD CARE SUBSIDY

Email: cdcsubsidy@gov.mb.ca

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Questions and Answers
