

**Reasons for Decision:**

**Order #: AP1819-0367**

On <date removed>, <name removed> filed an appeal of the Director's denial of their request to backdate their child care subsidy. The decision was communicated by letter on <date removed>.

The reason given for the denial was that the child care subsidy policy allows backdating only to the beginning of the four-week subsidy reporting period immediately preceding the reporting period in which the application is received.

The Department stated <name removed> applied online on <date removed>. The application was processed on <date removed>.

<name removed> had subsidy approval up to <date removed>. The appellant was sent a letter on <date removed>, reminding them the subsidy expired on that date. <name removed> did not reapply for subsidy by the expiry date.

The Department stated <name removed> withdrew their child from care on <date removed>, and therefore was not eligible for subsidy from <dates removed>. When <name removed> reapplied in <month removed>, the Department policy limited the subsidy advisor's ability to backdate further than <date removed>.

The Department acknowledged the program manager has the authority to backdate an application more than one period, if special circumstances exist. In response to a question from the Board, the Department stated <name removed> did not provide any special reason for backdating further than the policy allowed.

<name removed> stated they started the application process in <date removed>, but presumes they did not complete the process. The appellant stated the director of the child care facility attended by their child contacted them at the start of the school year to remind them about the subsidy application, at which time they completed the process.

The Department noted <name removed>'s other children were present in the home during the summer. The Department does not provide a subsidy for one child if other children are present in the home. <name removed> clarified that the other children were attending an unlicensed day program. The Department stated it would consider providing a subsidy if it had evidence the other children were in a day camp.

The Department stated it would be willing to have the program manager review any reasons <name removed> was willing to provide to justify backdating the subsidy

beyond one reporting period.

The Board notes <name removed> did not respond to the <date removed> reminder letter, and failed to complete a new subsidy application in <month removed>. If <name removed> had taken action on either occasion, they would have no need to request an exception to the backdating policy.

After careful consideration of the written and verbal evidence submitted to it, the Board has determined the Department assessed <name removed>'s application correctly based on the information it had before it, in accordance with the legislation and regulations. The Board confirmed the Director's decision to deny <name removed>'s request to backdate their child care subsidy.

## **DISCLAIMER**

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