



How to Claim

Child Care Subsidy

Child Care Subsidy Service Centre

Contact Information

Mailing Address

Child Care Subsidy Service Centre
PO Box 9953 Stn Prov Govt
Victoria BC V8W 9R3

Telephone

Toll free phone: 1-888-338-6622
Toll free fax: 1-877-544-0699
Translation services available upon request

Website

www.mcf.gov.bc.ca/childcaresubsidy

Telephone Device for the Deaf

In Vancouver 604 775-0303
Toll free elsewhere in B.C. 1 800 661-8773



How to Claim

Child Care Subsidy

This document provides instructions on how to submit a claim for payment for child care services provided.

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CHILD CARE SUBSIDY RATE TABLE

EFFECTIVE SEPTEMBER 1, 2011

TYPE OF CHILD CARE	4 HOURS OR LESS DAILY unless both before and after school care provided		MORE THAN 4 HOURS DAILY or both before and after school care provided	
	\$ Per Day	\$ Per Month	\$ Per Day	\$ Per Month
Subsidy Rates for Licensed Child Care Settings				
Licensed Group Care				
G1 – Group (0 – 18 months)	18.75	375.00	37.50	750.00
G2 – Group (19 – 36 months)	15.90	317.50	31.75	635.00
G3 – Group (children who have reached 37 months of age but who have not reached school age)	13.75	275.00	27.50	550.00
G4 – Group (children of school age)	10.38	207.50	20.75	415.00
Licensed Family Child Care				
J1 – L Family (0 – 18 months)	15.00	300.00	30.00	600.00
J2 – L Family (19 – 36 months)	15.00	300.00	30.00	600.00
J3 – L Family (children who have reached 37 months of age but who have not reached school age)	13.75	275.00	27.50	550.00
J4 – L Family (children of school age)	10.38	207.50	20.75	415.00
Licensed Preschool				
N1 – (children who have reached 30 months of age but who have not reached school age)	11.25	225.00	-	-
Subsidy Rates for Licence Not Required Child Care Settings				
F1 – LNR Family (0 – 18 months)	10.95	219.00	21.90	438.00
F2 – LNR Family (19 – 36 months)	10.10	202.00	20.20	404.00
F3 – LNR Family (37 months and over)	8.85	177.00	17.70	354.00
Subsidy Rates for Registered Licence Not Required Child Care Settings				
R1 – R Family (0 – 18 months)	15.00	300.00	30.00	600.00
R2 – R Family (19 – 36 months)	15.00	300.00	30.00	600.00
R3 – R Family (children who have reached 37 months of age but who have not reached school age)	13.75	275.00	27.50	550.00
R4 – R Family (children of school age)	10.38	207.50	20.75	415.00
Subsidy Rates for Care Surrounding School Day				
L2 – children of school age	8.75	175.00	10.50	210.00
Subsidy Rates for In the Child’s Own Home Child Care Setting				
H1 – (1st child – 0 – 18 months)	9.85	197.00	19.70	394.00
H2 – (1st child 18 months and over)	7.95	159.00	15.90	318.00
H3 – (2nd child – 0 – 18 months)	4.95	99.00	9.90	198.00
H4 – (each additional child)	3.68	73.50	7.35	147.00

CHILD CARE SUBSIDY

Child Care Subsidy is a monthly payment made under the *Child Care Subsidy Act* and the Child Care Subsidy Regulation to assist eligible British Columbia families with the cost of child care.

Licensed, Registered Licence-Not-Required (RLNR) and Licence-Not Required (LNR) child care providers are required to comply with the provisions of the *Community Care and Assisted Living Act*. This Act restricts child care providers who do not require a licence to provide child care to only two children at one time (unless they form part of a sibling group). To be considered an eligible child care setting for Child Care Subsidy, all child care providers who are not required to have a licence must abide by these restrictions. The Licensing Regulation provides the guidelines by which licensed child care settings must abide.

When a parent is found eligible for Child Care Subsidy, the Child Care Subsidy Service Centre will mail a Benefit Plan for Child Care Subsidy to both the parent and the child care provider.

The Benefit Plan:

- describes how much Child Care Subsidy the parent is eligible to receive,
- describes the length of time the parent will be eligible to continue to receive subsidy,
- lists all the children in the family receiving child care from a particular child care provider for whom Child Care Subsidy has been authorized, and
- provides the necessary information to complete and submit monthly claims for payment using Child Care Subsidy claim forms.

Refer to the rate table on page 2 of this document for daily and monthly subsidy rates.

SPECIAL NEEDS SUPPLEMENT

Parents eligible for Child Care Subsidy who have a child designated with special needs who requires child care, may be eligible to receive the Special Needs Supplement (SNS). The SNS provides up to an additional \$150 per month towards the cost of child care. The total of the Child Care Subsidy and the SNS may not exceed the child care provider's rate. If the parent is eligible for the SNS, this will be indicated on the Benefit Plan. The SNS is entered separately for each child on the monthly claim form.

UNDERSTANDING THE BENEFIT PLAN

When you receive a Benefit Plan for Child Care Subsidy, please review it to ensure it is correct and complete. If any of the information listed is not correct, contact the Child Care Subsidy Service Centre. Refer to the Sample Benefit Plan on the next page.

1. **Case ID Number** is a number unique to the family and used for all members.
2. **Vendor ID** is the Supplier Number.
3. **Child's Name** lists children authorized to receive Child Care Subsidy.
4. The child's **Birth Date** affects the Child Care Subsidy amount.
5. The **Care Provider** authorized to provide child care.
6. **Benefit Period** specifies the start and end dates authorized for each child in each care code (type of care).
7. **Care Code** represents the type of child care and the age of the child.
8. **Max # of days per month** specifies the number of half or full days the parent is authorized to receive subsidy each month. Subsidy will only pay for days care was provided.
9. **Parent Portion** is the difference between the authorized Child Care Subsidy amount and the maximum Child Care Subsidy rate.
10. The **Max Subsidy or SN per month** is the amount of Child Care Subsidy that may be claimed each month when the child attends the number of days authorized.

SAMPLE BENEFIT PLAN:



Child Care Subsidy Benefit Plan

Case ID: **1.**
 Issue Date:
 Vendor ID: **2.**

The Child Care Subsidy approved for the child(ren) named on this Benefit Plan is detailed below. This form authorizes care providers (or for "In Child's Home" care the "parent") to submit claim forms for care provided.

Child's Name	Birth Date	Care Provider	Benefit Period		Care code	Max # of days per month		Parent Portion	Max Subsidy or SNS per month
			Start	End		Half	Full		
3.	4.	5.	6.		7.	8.	9.	10.	

Notes:

Parent Portion: Parents must pay this full amount to the Care Provider each month.

Special Needs Supplement (SNS), Care Code S2: The SNS, plus Max Subsidy per month should not exceed the cost of care.

L2 (Out of School full day top-up): If care is required for the full day, due to school closure or child's illness, an adjustment may be requested. This may be done verbally by the parent by calling the Child Care Subsidy Service Centre, or the parent or care provider may submit an adjustment claim form which is available on our web site or mailed out upon request. Additional amounts cannot be requested before the 25th of the month being claimed.

Ministry of
 Children and Family
 Development

Child Care Subsidy
 Service Centre

Mailing Address:
 PO Box 9953 Stn Prov Govt
 Victoria, BC V8W 9R3

Telephone: 1 888 338-6622
 Facsimile: 1 877 544-0699
 Web: www.mcf.gov.bc.ca/childcare

FILLING OUT THE CLAIM FORM

Information provided on claim forms may, under the *Child Care Subsidy Act*, be reviewed, audited and verified. Attendance records for each child must be maintained as supporting documentation for the claim. These records may be audited and repayment may be sought if subsidy was paid for days where child care was not provided. However, if a child is absent from a Licensed, RLNR or LNR child care setting because the child is on vacation or because the child or parent is ill, the ministry may continue to pay Child Care Subsidy for a period of up to two weeks.

Submit a separate claim form for each calendar month. Use blue or black ink and print clearly.

All recipients of Child Care Subsidy payments are now required to claim for Child Care Subsidy payments using a supplier number. Payments cannot be processed without this number. Supplier numbers are issued by the Province to identify the payee in the government accounting system. If you do not have a supplier number one will be issued to you. You must enter your supplier number each time you submit a claim.

The option of direct deposit (electronic transfer) for Child Care Subsidy payments is also being offered and recommended. This means instead of being paid by cheque, your payments will be directly deposited into your bank account. This will eliminate postal delays and the possibility of lost or stolen cheques. Please contact the Child Care subsidy Service Centre if you would like an application for Direct Deposit.

Licensed Child Care:

- The **Child Care Subsidy Claim – Licensed Child Care** form allows a total of nine entries. This may include multiple entries for the same child.
- Submit the claim form no earlier than the first day of the month for which you are claiming.
- If you have more than one *Community Care and Assisted Living Act* licence, use a separate claim form for each licence. Ensure each child is claimed under the appropriate licence.
- The supplier number is issued to vendors by the Province to identify the payee in the government accounting system. Enter your supplier number each time you submit a claim. Payments cannot be processed without this number.
- Adjustments to a previous month's subsidy claim must be reported on a separate claim form.

Registered Licence-Not-Required, Licence-Not-Required and In The Child's Own Home:

- Registered Licence-Not-Required (RLNR) and Licence-Not-Required (LNR) family child care providers use the same claim forms.
- The **Child Care Subsidy Claim – Registered Licence-Not-Required/Licence-Not-Required** form allows a listing of up to five authorizations. This may include multiple entries for the same child. Children from different families must be claimed on separate claim forms.
- The **Child Care Subsidy Claim – In the Child's Own Home Care** form allows a listing of up to five entries. This may include multiple entries for the same child.
- Submit the claim form no earlier than the **seventh** day of the month for which you are claiming.
- The supplier number is issued to vendors by the Province to identify the payee in the government accounting system. Enter your supplier number each time you submit a claim. Payments cannot be processed without this number.
- Adjustments to a previous month's subsidy claim must be reported on a separate claim form.

STEP-BY-STEP INSTRUCTIONS

With the implementation of a new computer system “Integrated Case Management” (ICM) Authorizations will be replaced with Benefit Plans. During the transition period either a Benefit Plan Case ID number or an Authorization number will be accepted.

Refer to sample claims on pages 10-12.

1. Each claim form has a unique **reference number**. This reference number cannot be duplicated or changed. If you need more claim forms, contact the Child Care Subsidy Service Centre or access the electronic versions of the claim forms on line: <http://www.mcf.gov.bc.ca/childcare/forms.htm>.
2. Please check the box if you are registered for direct deposit. If you want to register for direct deposit, check the box and a direct deposit application will be sent to you.
3. **CHILD CARE PROVIDER:**
Licensed child care: Print the Licensee name that appears on your *Community Care and Assisted Living Act* Licence here. Print the Facility Name of your child care setting if it is different from the Licensee Name. Please note: If the business is anything other than a sole proprietorship, print the business name.
RLNR and LNR child care: The child care provider prints his or her name here.
In the Child’s Own Home: The parent prints his or her name here.
4. Print your **supplier number** here. This number is issued to child care providers by the Province to identify the payee in the government accounting system. Be sure to print your supplier number on each claim as payments cannot be processed without this number.
5. This box appears only on the form for licensed child care settings. Print the *Community Care and Assisted Living Act* **licence number** here. Indicate any dashes that appear on the licence. Child care settings with more than once licence type must submit a separate claim for each licence. Ensure each child is claimed under the appropriate licence.
6. **Licensed child care:** Print your mailing address here. If an address change means you have acquired a new licence number, provide a copy of the licence to the Child Care Subsidy Service Centre and check the new address box.
RLNR & LNR child care: Print your address here. If the address has changed, check the new address box.
In the child’s own home: The parent prints his or her address. If the address has changed, check the new address box.
7. Print the **daytime phone number** here.
8. Print the **month and year** for which you are claiming Child Care Subsidy in this box.
9. Copy the full seven digit **authorization number** or the **Case ID number** here. Use only valid authorization numbers that apply to the month for which you are submitting the claim.
10. Print the **child’s last and first name** here as it appears on the Authorization or Benefit Plan. Complete this section in full for each child (even if there are several children with the same last name). This will avoid delays in processing payments.

11. Print the **care code** from the Authorization or Benefit Plan here. A single claim form may include different care codes. For more information on care codes, please see the Child Care Subsidy rate tables on page 2 of this booklet.

12. **Number of days claimed:** Enter the number of **half** or **full** days that child care was provided up to the maximum authorized. If you are submitting at the beginning of the month, enter the number of days you anticipate the child will require child care. Child care provided for four hours or less is considered a half day. Child care provided for over four hours is considered a full day.

13. **Subsidy or SNS Amount Claimed:** Calculate the Child Care Subsidy amount claimed for each child separately.

Child Care Subsidy Amount Claimed: When claiming the maximum number of days authorized, print the maximum Child Care Subsidy payable as listed on the Authorization or Benefit Plan here.

When claiming less than the maximum number of days authorized, calculate the Child Care Subsidy amount by multiplying the number of full days and/or half days of child care by the child care provider's daily rate or the Child Care Subsidy rate, **whichever is less**.

If there is a **parent portion** listed on the Authorization or Benefit Plan, subtract this amount in full from the total Child Care Subsidy for each child. If the parent contribution exceeds subsidy, do not claim any amount. The parent is responsible for paying the full parent portion each month regardless of the number of days claimed.

Special Needs Supplement Amount Claimed: Enter the SNS amount claimed. The total amount of Child Care Subsidy and SNS cannot exceed the rate/cost of care.

Use either the Authorization number issued for 'S2' or the Case ID number and indicate the SNS information on a separate line on the same claim form.

Use the Notes section to provide any additional information relevant to your claim.

14. Add the figures in the Subsidy or SNS amount claimed column to arrive at the **Total Claimed**.

15. **Licensed child care:** The child care provider or the child care facility's designated licensee signing authority reads the declaration and prints and signs his or her name to certify that the information supplied is true and complete. Child Care Subsidy claims are not to be signed prior to the month being claimed.

Submit the claim form to the Child Care Subsidy Service Centre no earlier than the **first** day of the month for which you are submitting a claim.

RLNR & LNR child care: The child care provider reads the declaration and signs his or her name to certify that the information supplied is true and complete. Child Care Subsidy claims are not to be signed prior to the month being claimed.

Submit a separate claim form for each family. Submit the claim form no earlier than the **seventh** day of the month for which you are submitting the claim.

In the child's own home child care: The parent reads declaration and prints and signs his or her name to certify that the information supplied is true and complete. If the parent has multiple child care providers, submit a separate claim for each child care provider. Child Care Subsidy claims are not to be signed prior to the month being claimed.

Submit the claim to the Child Care Subsidy Service Centre on the **seventh** day of the month for which you are submitting a claim.

16. Print the date signed here.

17. **RLNR & LNR child care:** The parent must read the declaration, print his or her name, and sign to confirm that child care was provided. Child Care Subsidy claims are not to be signed prior to the month being claimed.

In the Child's Own Home child care: The child care provider must read the declaration, print his or her name, and sign to confirm that child care was provided. Child Care Subsidy claims are not to be signed prior to the month being claimed.

All signatures are required before payments will be processed.

18. Print the date signed here.

Payments will be delayed unless the claim form has been completed in full.

Fax or mail completed form to the Child Care Subsidy Service Centre.

Toll free Fax: 1 877 544-0699

Mailing Address: Child Care Subsidy Service Centre, PO Box 9953 Stn Prov Govt Victoria BC V8W 9R3

When mailing ensure you keep a copy for your own records.

If you are faxing your claim **do not** follow up with the original in the mail.

Sample 1: Child Care Subsidy Claim – Licensed Child Care (CF1703)

This claim form is to be used by licensed child care settings (facilities that have child care spaces that are licensed under the Child Care Licensing Regulations of the *Community Care and Assisted Living Act*.)



BRITISH COLUMBIA

Ministry of Children and Family Development

CHILD CARE SUBSIDY CLAIM LICENSED CHILD CARE

Collection of personal information on this form is pursuant to the *Freedom of Information and Protection of Privacy Act*, under the authority of the *Child Care Subsidy Act* for the purpose of facilitating delivery of services under the *Child Care Subsidy Act*, and information of an identification nature, for the purpose of client centred information management across social programs. Collected information will be used and disclosed in compliance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use or disclosure of this information, please call the Child Care Subsidy Service Centre at 1 888 338-6622 or inquire in writing to the address noted below.

REFERENCE NUMBER LM 1

Child Care Provider: For assistance in filling out this form please refer to the instructions on the back or visit our website: <http://www.mcf.gov.bc.ca/childcare/info.htm> to access the **How to Claim Child Care Subsidy** guide. Please use blue or black ink and print clearly.

Check box if you **are** registered for direct deposit **2** Check box if you **want to** register for direct deposit

LICENSEE NAME (As it appears on your <i>Community Care and Assisted Living Act</i> Licence) 3			SUPPLIER NUMBER 4	
FACILITY NAME (if different from above)			LICENCE NUMBER 5	
MAILING ADDRESS 6				
CITY/TOWN	PROVINCE	POSTAL CODE	DAYTIME PHONE 7	

MONTH 8	YYYY	CHECK BOX IF THIS IS A NEW ADDRESS <input type="checkbox"/>
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CASE ID NUMBER 9	CHILD'S NAME		CARE CODE	NUMBER OF DAYS CLAIMED HALF FULL	SUBSIDY OR SNS AMOUNT CLAIMED \$ ¢
	LAST NAME	FIRST NAME			
10			11	12	13
NOTES:					TOTAL CLAIMED 14

Licensee Declaration: I hereby make a claim for Child Care Subsidy and confirm the information I have supplied is true and complete. I acknowledge I may be submitting this claim in advance of child care provided and I am liable to repay any overpayment arising from this claim. This is a true account of the amount of child care expected to be provided and/or provided for the child(ren) named above. I understand I am required to maintain accurate attendance records of the days of child care provided for each child listed above as supporting documentation for this claim.

LICENSEE'S SIGNING AUTHORITY'S NAME (Last, First and Middle) 15
LICENSEE'S SIGNING AUTHORITY'S SIGNATURE
DATE (YYYY/MMM/DD) 16

NOTE: The Province of British Columbia monitors Child Care Subsidy claims and may audit and verify information and billing through random checks or as a result of information received.

Please fax or mail this completed form to the Child Care Subsidy Service Centre and keep a copy for your records.

Toll Free Fax 1-877-544-0699
Toll Free Phone 1-888-338-6622

Mailing Address
Child Care Subsidy Service Centre
PO Box 9953 Stn Prov Govt
Victoria BC V8W 9R3

Sample 2: Child Care Subsidy Claim – Registered Licence-Not-Required/Licence-Not-Required (CF1702)

This claim form is to be used by registered licence-not-required (RLNR) and/or Licence-Not-Required (LNR) child care providers (RLNR and LNR settings are in the home of the child care provider and need not be licensed under the Child Care Licensing Regulations of the *Community Care and Assisted Living Act*.)



BRITISH COLUMBIA

Ministry of Children and Family Development

CHILD CARE SUBSIDY CLAIM REGISTERED LICENCE-NOT-REQUIRED LICENCE-NOT-REQUIRED

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REFERENCE NUMBER UM 1

Child Care Providers: For assistance in filling out this form please refer to the instructions on the back or visit our website: <http://www.mcf.gov.bc.ca/childcare/info.htm> to access the **How to Claim Child Care Subsidy** guide. **Submit a separate claim form for each family.** Please use blue or black ink and print clearly.

Check box if you **are** registered for direct deposit **2** Check box if you **want to** register for direct deposit

CHILD CARE PROVIDER'S NAME (Last, First and Middle) 3		SUPPLIER NUMBER 4	
MAILING ADDRESS 6			
CITY/TOWN	PROVINCE	POSTAL CODE 7	PHONE

MONTH 8	YYYY	CHECK BOX IF THIS IS A NEW ADDRESS <input type="checkbox"/>
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CASE ID NUMBER 9	CHILD'S NAME 10		CARE CODE 11	NUMBER OF DAYS CLAIMED 12	SUBSIDY OR SNS AMOUNT CLAIMED 13
	LAST NAME	FIRST NAME			
TOTAL CLAIMED 14					

NOTES: _____

Child Care Provider's Declaration: I hereby make a claim for Child Care Subsidy and confirm the information I have supplied is true and complete. I acknowledge I may be submitting this claim in advance of child care provided and I am liable to repay any overpayment arising from this claim. This is a true account of the amount of child care I expect to provide and/or have provided for the child(ren) named above. I understand I am required to maintain accurate attendance records of the days of child care provided for each child listed above as supporting documentation for this claim.

CHILD CARE PROVIDER'S SIGNATURE 15	DATE (YYYY/MM/DD) 16
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NOTE: The Province of British Columbia monitors Child Care Subsidy claims and may audit and verify information and billing through random checks or as a result of information received.

Parent's Declaration: I confirm this is a true account of the amount of child care expected to be provided and/or provided for the child(ren) listed above during the month claimed.

PARENT'S NAME (Last, First and Middle)	
PARENT'S SIGNATURE 17	DATE (YYYY/MM/DD) 18

Please fax or mail this completed form to the Child Care Subsidy Service Centre and keep a copy for your records.

Toll Free Fax 1-877-544-0699
Toll Free Phone 1-888-338-6622

Mailing Address
Child Care Subsidy Service Centre
PO Box 9953 Stn Prov Govt
Victoria BC V8W 9R3

Sample 3: Child Care Subsidy Claim - In The Child's Own Home (CF1704)

This claim form is to be used for child care that is provided in the child's own home (care that is provided in the child's place of residence and is not licensed under the Child Care Licensing Regulations under the *Community Care and Assisted Living Act*.)



BRITISH COLUMBIA

Ministry of Children and Family Development

CHILD CARE SUBSIDY CLAIM IN CHILD'S OWN HOME CARE

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REFERENCE NUMBER
HM 1

Parent(s): For assistance in filling out this form please refer to the instructions on the back or visit our website: <http://www.mcf.gov.bc.ca/childcare/info.htm> to access the **How to Claim Child Care Subsidy** guide. **If you have multiple child care providers, submit a separate claim for each provider.** Please use blue or black ink and print.

Check box if you **are** registered for direct deposit **2** Check box if you **want to** register for direct deposit

PARENT'S NAME (Last, First and Middle) 3		SUPPLIER NUMBER 4	
STREET ADDRESS 6			
CITY/TOWN	PROVINCE	POSTAL CODE	DAYTIME PHONE 7

MONTH 8	YYYY	CHECK BOX IF THIS IS A NEW ADDRESS <input type="checkbox"/>				
CASE ID NUMBER 9	CHILD'S NAME		CARE CODE	NUMBER OF DAYS CLAIMED		SUBSIDY OR SNS AMOUNT CLAIMED
	LAST NAME	FIRST NAME		HALF	FULL	
						14

NOTES: _____

Parent's Declaration: I hereby make a claim for Child Care Subsidy and confirm the information I have supplied is true and complete. I acknowledge I may be submitting this claim in advance of child care provided and I am liable to repay any overpayment arising from this claim. This is a true account of the amount of child care expected to be provided and/or provided for the child(ren) named above. I understand I am considered to be the employer of the child care provider and agree to carry out my responsibilities as the employer.

PARENT'S SIGNATURE 15	DATE (YYYY/MM/DD) 16
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Child Care Provider's Declaration: I confirm this is a true account of the amount of child care that is expected to be provided and/or provided during the month claimed. I understand the parent is considered the employer and is responsible for paying me for child care services provided. I understand I am required to maintain accurate attendance records of the days of child care provided for each child listed above as supporting documentation for this claim.

CHILD CARE PROVIDER'S NAME (Last, First and Middle) 17	
CHILD CARE PROVIDER'S SIGNATURE	DATE (YYYY/MM/DD) 18

NOTE: The Province of British Columbia monitors Child Care Subsidy claims and may audit and verify information and billing through random checks or as a result of information received.

Please fax or mail this completed form to the Child Care Subsidy Service Centre and keep a copy for your records.

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Toll Free Phone 1-888-338-6622

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FREQUENTLY ASKED QUESTIONS

- Q. What happens when my monthly or daily rates are higher than the approved Child Care Subsidy amount?**
- A.** The parent is responsible for paying the difference between the Child Care Subsidy amount and the amount charged by the child care provider.
- Q. I provide child care for a child who is authorized for 20 full days of Child Care Subsidy. The parent works varying shifts and I care for the child two, three, or five days a week depending on the parent's work schedule. What am I entitled to claim?**
- A.** Claim the actual number of days that child care is provided up to the maximum number of days authorized. If you submit a claim before child care is provided, you will be required to return any overpayment arising from claims for child care services that were not provided.
- Q. If I can only claim the actual number of days of child care provided, and my rates are higher, where can I get the difference between the amount provided by subsidy and my rates?**
- A.** The parent is responsible for paying the difference between the Child Care Subsidy amount and the amount charged by the child care provider.
- Q. Can I claim if the child is absent?**
- A.** Child Care Subsidy is paid for child care that is provided. If a child is absent because the child is on vacation or because the child or parent is ill, the ministry may continue to pay Child Care Subsidy for a period of up to two weeks. Accurate attendance records must be maintained. It is recommended that these records indicate whether the child is absent or is present (i.e. "s" = sick, "v" = vacation, "o" = other absence) and indicate the child's time of arrival and departure. The Province of BC monitors Child Care Subsidy claims and may audit and verify information and billing through random checks or as a result of information received.
- Q. In my agreement with the parent I charge for a full month whether or not the child attends. If I cannot claim for days a child is absent (except when a child is on vacation or the child or parent is ill), where do I get the extra money that I normally charge?**
- A.** Child care agreements are between the parent and the child care provider. The parent is responsible for paying the difference between the Child Care Subsidy amount and the amount charged by the child care provider.
- Q. Can I submit a claim for days when my facility is closed?**
- A.** Child Care Subsidy will not be paid to a child care provider for days when the child care facility is closed, unless the day is a statutory holiday. Statutory holidays are: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.
If your facility is closed on a statutory holiday, you may only claim the authorized rate.
- Q. How do I claim for a child who has withdrawn before the end of the month?**
- A.** Claiming for a child who has withdrawn before the end of the month will depend on the particular circumstance.
If the space was not filled, and the child attended for half the month or more, you may claim the authorized monthly Child Care Subsidy amount.
If the space was not filled and the child attended for less than half the month, the ministry may pay half of the authorized monthly Child Care Subsidy.
Note: For in the child's own home child care, Child Care Subsidy is paid for the actual number of days child care is provided.

Example 1:

Sarah stopped attending child care on February 7th. Her parent found another child care provider and Sarah will not be returning. I provided 5 full days of child care to Sarah in February, and I was unable to fill the space for the remainder of the month. Sarah was authorized to receive 20 full days of child care from me.

Since you were unable to fill the space and Sarah attended less than half of the month, you may claim 10 days (half a month) for February.

Example 2:

Matthew attended child care for one week this month. On Friday of the week he attended, his parent told me he would not be returning. I was able to fill the space from my wait list and a new child started the following Monday.

Since the space was filled, claim the actual number of days that you provided child care to Matthew.

Example 3:

I have been providing child care for Gwen for several months, but she has not attended any days in August. On August 4th, I found out that Gwen would not be attending my child care any longer.

Since you did not provide any child care to Gwen in August, you cannot claim Child Care Subsidy for August.

Effective September 2011 Child Care Subsidy rates for care surrounding a school day were increased to compensate for one pro D day each month. If additional full days were provided they may be claimed on one of either the new forms:

- The CF1706 for licensed child care providers, or;
- The CF1707 for Registered License Not Required, License Not Required or In Child's Home child care providers.

The new form are located on our website at:

<http://www.mcf.gov.bc.ca/childcare/rates.htm>

Do not claim more than the maximum subsidy amount approved on an Authorization or Benefit Plan for L2 care.

When schools are closed for spring and winter breaks the parent may contact the CCSSC and request a Benefit Plan to cover the difference payable for full days of care. This request may be made by the parent at any time.

- Q. I provide out of school care for an hour before and an hour after school. Is this considered to be a full day or a half day? How do I claim?**
- A.** Child care provided for four hours or less is considered a half day. Child care provided for over four hours is considered a full day. However, when child care is provided both before and after school, this is considered to be a full day. Claim the rate approved as indicated on the Authorization or Benefit Plan.
- Q. What do I do if I provided more child care in a month than I had indicated on my previously submitted claim form.**
- A.** Submit a retroactive claim for that month for the balance. Calculate the correct amount and subtract the amount of Child Care Subsidy that you have already claimed. Use the Authorization or Benefit Plan number from the month requiring the adjustment. Write an explanation in the notes section of the claim form explaining the adjustment. The adjustment claim cannot exceed the maximum number of days **authorized** for that month.

Q. What do I do if I claimed for more child care than I ended up providing in a month?

A. If in a previous month child care was provided for fewer days than you claimed, you are required to repay the ministry the amount of Child Care Subsidy you had received for child care services that were not provided.

Submit a cheque or money order payable to the Minister of Finance. Mail the cheque or money order to the Child Care Subsidy Service Centre: PO Box 9953 Stn Prov Govt, Victoria B.C., V8W 9R3. Please include a note of explanation including the month(s) needing adjustment and the corresponding authorization or Benefit Plan numbers.

Q. Do I have to keep attendance records?

A. Yes, it is mandatory to maintain accurate attendance records in relation to the child care services provided. These records are supporting documents for monthly claims and may be audited for account and payment verification. Failure to maintain accurate attendance records may result in a decision requiring a repayment of Child Care Subsidy issued.

Q. I received a cancelled authorization in the mail. What does this mean?

A. A cancelled Benefit Plan usually means that there has been a change in the parent's circumstances or a change to the end date of the Benefit Plan. Until you receive another Benefit Plan for Child Care Subsidy, the parent is responsible for paying all child care costs. The ministry will only pay Child Care Subsidy after eligibility has been determined and when a valid Benefit Plan is in place.

Q. I have called the Child Care Subsidy Service Centre to ask for information about a parent's application for Child Care Subsidy. Why am I not able to find out if the parent has applied for Child Care Subsidy?

A. Personal information is protected from unauthorized use and disclosure in accordance with the *Freedom of Information and Protection of Privacy Act*. The ministry is unable to disclose information about a parent's application to anyone other than the parent (or his or her spouse). Documented consent to release information to a spouse must be on the applicant's application for Child Care Subsidy. If you want information about the status of a parent's application for Child Care Subsidy, you must discuss this with the parent. It is the parent's responsibility to contact the Child Care Subsidy Service Centre to discuss the status of his or her application.

Once a parent is found eligible for subsidy, both the parent and the child care provider will receive a Benefit Plan describing how much subsidy the parent is eligible to receive and the length of time the parent will be authorized to receive Child Care Subsidy.

Q. Can I call on behalf of a parent and ask questions about the Benefit Plan or ask that changes be made to a Benefit Plan?

A. No, it is the parent's responsibility to advise the Child Care Subsidy Service Centre in writing or by phone of any changes such as employment, marital status, number of dependants, address, family income, change of child care arrangement, or any other circumstance that may affect the parent's eligibility for Child Care Subsidy. The parent should contact the Child Care Subsidy Service Centre at least 30 days before his or her Authorization or Benefit Plan ends to renew his or her application for Child Care Subsidy to avoid any interruption or discontinuation in service.

Q. What is a supplier number?

A. The supplier number is issued to vendors by the Province to identify the payee in the government accounting system. If you do not have a supplier number one will be issued to you when you are identified as a care provider by the parent. You must enter your supplier number on each time you submit a claim.

Q. I provide LNR child care. How do I become registered? How do I become licensed?

A. If you are interested in becoming registered, contact your local Child Care Resource and Referral Program. They are listed on the ministry website at www.mcf.gov.bc.ca/childcare/cc_resource.htm and in the yellow pages of the BC Telephone Directory under Day Care Centres.

If you are interested in becoming licensed, contact the local Child Care Licensing office in your area. Please call Service BC at 1 800 663-7867 for the phone number of your local licensing office.

- Q. How do I claim the income I earn as a child care provider on my income taxes? Will I be issued a T4 slip?**
- A.** Contact the Canada Revenue Agency: <http://www.cra.gc.ca/> for any questions you may have regarding earnings you receive as a child care provider. Child care providers operate independently from government and are responsible for keeping their own financial records regarding monies claimed for services provided. Child care providers are not employed by the provincial government and will not receive a T4 slip.
- Q. I have hired a child care provider to provide child care in my own home. Am I required to make Canada Pension Plan and Employment Insurance contributions on the child care provider's behalf?**
- A.** For child care provided in the child's own home, the parent is considered by a number of regulatory agencies (Canada Revenue Agency, WorkSafeBC, etc.) to be the employer. Each agency has its own rules and interpretations and it is up to the parent to check with these agencies about what it means to be an employer.
- You are responsible for completing a Child Care Subsidy claim every month. The child care provider is required to sign the claim form confirming that they have provided child care before payment will be issued. Payments for child care provided in the child's own home are paid to the parent. As the employer, you are responsible for paying the child care provider.
- Q. I provide transportation, lunch, snacks and juice for the children in my child care setting. Will Child Care Subsidy cover these costs?**
- A.** Child Care Subsidy is a monthly payment to assist eligible British Columbia families with the cost of child care. Child Care Subsidy does not cover these additional expenses.
- Q. Where can I find the legislation?**
- A.** The *Child Care Subsidy Act* and Child Care Subsidy Regulation are on the ministry's website at <http://www.mcf.gov.bc.ca/childcare/legislation.htm>.
- Q. How do I get more information about my claim?**
- A.** For more information about your claim or to inquire about payment, call the Child Care Subsidy Service Centre at 1 888 338-6622.

DEFINITIONS

The **Benefit Plan** is a document that describes how much Child Care Subsidy a parent is eligible to receive for a particular child or children and the length of time it is valid. A Case ID number is indicated on each Benefit Plan.

The **Care Code** represents the type of child care and the age of the child. Care codes are listed in the rate table on page 2.

Care surrounding school day means, for children of school age, the provision of child care that (a) begins no earlier than 6 a.m. and ends no later than 7 p.m., and (b) takes place on (i) any one of the days in session, or (ii) Good Friday, Easter Monday, Victoria Day, Labour Day, Remembrance Day or Thanksgiving Day;

Child care is the care and supervision of a child in a child care setting, other than by the child's parent or while the child is attending an educational program provided under the *School Act* or the *Independent School Act*.

In the Child's Own Home care is child care provided in the child's place of residence and does not have to be licensed under the Child Care Licensing Regulations of the *Community Care and Assisted Living Act*. Child care provided in the child's own home is excluded from being registered by a Child Care Resource and Referral office.

A **Licence-Not-Required (LNR) child care setting** is a child care setting that is in the home of the child care provider, is not licensed under the *Community Care and Assisted Living Act*, and is not registered under the Child Care Resource and Referral Program. LNR child care providers can care for a maximum of 2 children that are not part of the provider's family.

A **Licensed child care setting** is a facility that is licensed under the Child Care Licensing Regulations of the *Community Care and Assisted Living Act*.

Licensed preschool is a program at a licensed child care facility that provides not more than four hours of child care a day to children who are at least 30 months old, but who have not yet reached school age .

A **parent** includes a person with whom a child resides and who stands in place of the child's father or mother.

The **parent portion** is the difference between the authorized Child Care Subsidy amount and the maximum subsidy rate.

A **Registered Licence-Not-Required (RLNR) child care** provider has completed the registration process facilitated through the Child Care Resource and Referral program. RLNR child care is provided in the home of the child care provider and is not licensed under the *Community Care and Assisted Living Act*. RLNR child care providers can care for a maximum of two children that are not part of the provider's family, or one sibling group (of two or more children) other than the care provider's own children.

Child with special needs means a child who has a physical, intellectual, emotional, communicative or behavioural impairment and who requires additional support services due to the impairment.

The **Special Needs Supplement (SNS)** is available to parents who have children with designated special needs that require child care. The SNS provides up to \$150 per month towards the cost of child care. The total combined amount of Child Care Subsidy and the SNS cannot exceed the child care provider's daily or monthly rates.