

Child Care Subsidy Supporting Documents

Have you reported all changes?

- Income
- Reason for needing child care
- Family size

- This table tells you what documents and information to submit to Child Care Subsidy based on your situation.
- To avoid delays in processing, submit all information requested including the date the change took place.
- Write your social insurance number on each page submitted.
- The subsidy team will contact you if there is missing information or if further information is required.

If any of these apply to your family,		Submit:
Reasons for Care	Employment	<ul style="list-style-type: none"> ➤ Paystubs ➤ Your work schedule with days and hours scheduled to work ➤ Start date
	Self-Employment	<ul style="list-style-type: none"> ➤ Self-Employment Form (CF2568) ➤ Your work schedule with days and hours scheduled to work
	School	<ul style="list-style-type: none"> ➤ Student Loan Notice of Assessment or School Registration ➤ Your school schedule with days and hours scheduled ➤ Start and end dates of school term
	Looking for work	Keep track of looking for work activities. Subsidy staff will provide further information
	Employment Program	<ul style="list-style-type: none"> ➤ Copy of registration in employment program or SPEI Action Plan ➤ Your schedule with days and hours scheduled to attend ➤ Start and end dates of program term
	Medical Condition	Medical Condition form (CF2914)
	Referred by Social Worker	Referral to Child Care Subsidy under CFCSA from social worker
	Child attending licensed Preschool	Child Care Arrangement Form (CF2798)
Income	Employment	Paystubs
	Self-Employment	Self-Employment Form CF2568
	Employment Insurance	Copy of Employment Insurance statement
	Income Assistance or Band Assistance	Copy of statement
	WorkSafe BC	Copies of last two statements
	Federal Benefits CPP, Survivors Benefits, CPP Disability etc.	Copy of statement
	Training or Living Allowance	Copy of statement
	Grants or Scholarships	Copy of statement
	Other, investment, interest etc.	Copy of statement
	Spousal Support	Amount reported by applicant
	Tips	Amount reported by applicant
	Room/board, suite rental	Amount reported by applicant
	Dependent Adult's Income	Amount reported by applicant
Lump Sum Income	Review based on situation	
Identification	Identification (required only once per person) If adding a spouse, you also need to complete a new Application (CF2900).	One piece of government-issued identification (for example: birth certificate, Canadian Citizenship Card; passport; driver's license; provincial identification; care card; Certificate of Indian Status Card)
	Citizenship (required only once)	Copy of any letter, document, certificate or card issued by Citizenship and Immigration Canada that confirms the status in Canada can be accepted to prove the status on the document.
Other	Special Needs for children	<ul style="list-style-type: none"> ➤ Special Needs Supplement Form (CF2951) or ➤ Confirmation of receipt of federal Child Disability Benefit
	Special Needs for person with disabilities	Copy of a disability benefit statement