

Documents Required for Child Care Fee Subsidy Application (as applicable)

Identification:

- Photo identification for applicants (e.g. Valid Driver's License or Passport, ID Card)
- Child identification (e.g. Birth Certificate, Statement of Live Birth, Passport)
- Immigration or Citizenship documents for all family members born outside of Canada

Income Verification:

- Notice of Assessment (NOA) from CRA for the current tax year (for all applicants)
- OR Canada Child Benefit Notice (CCB) for the current tax year
- Pre-Bankruptcy **and** Post-Bankruptcy Notice of Assessment from CRA for the current tax year (if applicable)

Applicants to call Canada Revenue Agency at 1-800-959-8281 to request a copy of their Notice of Assessment, or create an account and sign into My Account.

Employment Verification:

- 2 current consecutive pay stubs (from all employers if applicable)
- Letter of employment, if you are returning to work or started new employment, indicating start date, days and hours of work and rate of pay
- Alternative Earning (e.g. Employment Insurance, WSIB, etc.)

Student Verification:

- OSAP Assessment Summary Form (if applicable)
- School registration and time table/schedule

Self-employed:

- New self-employed applicants must provide a business plan and a copy of their business license at the time of application
- Most recent Corporate Income Tax Return (if applicable)
- Most recent Corporate Notice of Assessment (if applicable)
- Articles of Incorporation (if applicable)
- Statement of Business Activity or Profit and Loss Statement for current tax year

Other:

- Referrals and/or Letter of Support (if applicable)
- Custodial Court Order (if applicable)

Kinship:

- Proof of guardianship
- Letter from referral Agency
- Plan of Care (if applicable)