

All required documents that apply to your circumstances must be provided in order to accurately determine eligibility for child care fee subsidy.

Identification	<p>Birth certificate for all family members born in Canada</p> <p>Immigration documents or citizenship cards for all family members born outside of Canada including Work Permits, Permanent Resident Cards as applicable</p> <p>Canadian Passport</p> <p>Separation Agreement/Divorce/Marriage document</p> <p>Child Custody Order</p>
Address Verification	<p><b>(Only need to bring one item for both parents as applicable)</b></p> <p>Proof of residency in York Region, including:</p> <p>Lease agreement or landlord letter including landlord’s name and contact number or</p> <p>Mortgage statement or Proof of Purchase</p>
Income Verification	<p><b>All applicants must provide:</b></p> <p>Notice of Assessment for the most recent tax year or Canada Child Benefit Notice</p> <p>If you do not have the above, they can be requested by contacting Canada Revenue Agency at 1-800-959-8281 or visiting <a href="http://canada.ca/en/revenue-agency">canada.ca/en/revenue-agency</a></p> <p>Option RC143/Option C</p> <p><b>Other documents to provide based on your personal situation:</b></p> <p>Pre-Bankruptcy and Post-Bankruptcy Notice of Assessment from CRA for the same tax year</p> <p>Most recent Ontario Works/Ontario Disability Support Program (ODSP) payment stub</p> <p>Disability expenses documentation: Line 215, 330, 331 of Income Tax Return, Certified T2201 Form – Disability Tax Credit Certificate for the same tax year</p>

Recognized Need	<p><b>All applicants must provide verification of recognized need.</b>  <b>Please provide documents that apply to your personal situation:</b></p> <p><b>Employment Verification</b></p> <p style="padding-left: 20px;">Two current consecutive pay stubs or letter of employment (confirming start date, days and hours of work and rate of pay)</p> <p style="padding-left: 20px;">Record of employment (if there has recently been a change of employment)</p> <p><b>Student Verification</b></p> <p style="padding-left: 20px;">OSAP Assessment Summary Form (if applicable) or school registration and time table</p> <p><b>Self-Employed</b></p> <p style="padding-left: 20px;">Business registration form or master business license</p> <p style="padding-left: 20px;">Articles of Incorporation (if applicable)</p> <p style="padding-left: 20px;">T1 General Income tax return including the statement of business activities</p> <p style="padding-left: 20px;">Dependent contractors must submit letter of employment verifying days and hours of work, start date and rate of pay</p> <p><b>Special Needs/Exceptional Circumstances</b></p> <p style="padding-left: 20px;">Completed Special Needs, Significant Risk or Exceptional Circumstances form (CCS 6)</p>
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**Notice:**

In accordance with s.29(2) of the *Municipal Freedom of Information and Protection of Privacy Act* and pursuant to s.48 & 68, Reg. 262 of the *Child Care and Early Years Act*, information on this form will be used only for the purpose of determining eligibility for Child Care Fee Subsidy. This information will require periodic review and update. If you have questions about this collection, please contact the Manager of Child Care Services, The Regional Municipality of York, 17150 Yonge Street, Newmarket, Ontario, L3Y 8V3, telephone: 1-877-464-9675 ext. 76655.