



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

CHILD CARE SOCIAL / SPECIAL REFERRAL FEE SUBSIDY APPLICATION PROCESS

TBDSSAB Children's Services Division
34 North Cumberland Street, Thunder Bay, ON P7A 8B9
Phone: (807) 766-2107 Fax: (807) 345-9412

PROCESS

Application for child care fee subsidy is typically made available to families who are employed or going to school. However fee subsidy can be provided for families who are not necessarily employed or in school and are deemed in need of child care services due to specific and difficult circumstances. These include families of children who have special needs* and/or have significant social or emotional needs. Subsidy may also be available for a parent who, for medical or other health reasons requires short-term respite child care. In these cases, the Medical Referral Form needs to be completed by a physician or medical professional. Parents/agencies can obtain this medical form from the Children's Services Division or on our website. All referrals must be from a third party agency. Placement in a licensed child care setting is based on availability of space as well as eligibility for subsidy. **For social referrals, five half-days or three full-days per week** of child care will be granted, unless additional care is requested and need is substantiated by the referring agency. For an electronic version of the application form please visit The District of Thunder Bay Social Services Administration Board (TBDSSAB) website at www.tbdssab.on.ca

*Families of children with special needs can receive assistance in searching for the most appropriate options for child care by calling Children's Services at (807) 766-2107.

STEPS

1. The referring agency/parent will make a child care application to the parent's choice of centre.
** Please indicate on referral application form which centre(s) has been contacted, and if space has been confirmed.
Where applicable, indicate if family is applying as a Special Needs referral.
2. If a child care subsidized space is available, the agency/parent(s) will arrange a visit to that centre.
3. To proceed with income testing, the child care centre must fax Children's Services a Child Care Confirmation of Space form. If space is not currently available, that centre will maintain a wait list for the subsidized applicants.
4. For families requesting fee subsidy, an income testing appointment must be arranged between the parent(s) and Children's Services. The income testing process verifies family income as per their Notice of Assessment (NOA) or Canada Child Tax Benefit Notice (CCTB) from the most recent tax year. Approval of the request will be based on the following considerations:
 - availability of funds
 - supporting documentation
 - availability of more suitable placements
 - and if applicable ability of the Special Needs Resource staff to support the program.
5. The referring agency completes the child care Social/Special Needs Referral Fee Subsidy Application. Children's Services must receive this application before income testing can be initiated. Please complete all relevant information, clearly indicating child's needs/assessment/diagnosis. An agency cover letter, in addition to the application form is optional.
6. Following income testing, confirmation of eligibility of fee subsidy and eligible hours/days of care will be sent to the child care centre by Children's Services. If a family does not qualify under the income test, special circumstances may exist, and will be considered on a case-by-case basis.
7. The supervisor of the child care centre will register the child(ren). Confirmation of enrollment is sent to Children's Services.

All relevant information regarding the family/child's needs is to be shared with the child care centre in which the child is to be placed. **It is expected that the referring agency will play a significant role in the development of a treatment/care plan for the child and maintain communication and support when required.** Every six months the case will be reviewed to determine ongoing eligibility for subsidized care.

** For a list of Child Care Centres please call Children's Services at (807) 766-2107 or check the website, www.tbdssab.on.ca under Program Locations.