

BC Affordable Child Care Benefit *Application Process*



Confirm Eligibility and Documents Required

You, your child, (and if applicable your spouse) must have at least one piece of government issued ID. Your family must be making under \$111,000 a year. Your reason for needing child care must be one of the following:

- You are working or self-employed;
- You are looking for work;
- You are living with a medical condition;
- You are attending school;
- You are participating in an employment program.

Each of these reasons have their own form of documentation needed, which can be found [here](#).



Prepare More Supporting Documents

As well as preparing the appropriate documentation to prove your reason for requiring child care (as above), before you start the application you must also:

1. Choose a child care provider;
2. Complete the Child Care Arrangement Form with the child care provider;
3. Have digital images of one piece of government-issued identification for each family member (Birth Certificate, License, Passport, PR Card etc).

You can upload a scanned image or photo of your supporting documents during the application process, or all together at the end. Make sure your documents are clear, and that important information is visible.



Register Child's Disability

If you have a child with a diagnosed special need, you are eligible to receive an additional \$150 a month to support your childcare costs. To be eligible you will need to provide one of the following:

- Special Needs Supplement Form (CF2951) (PDF). This form requires you to receive signatures from a medical professional in order to complete it.
- Proof that you receive the federal Child Disability Benefit. For more information on how to access the federal Child Disability Benefit please see the pathway on this website.



Fill Out the Application

You can apply online at My Family Services, which takes about 30 minutes to complete. It takes approximately ten business days to process electronic applications. If your family has two parents, both you and your spouse will have parts of the application to complete. Once you submit your part of the application, your spouse will be emailed a code they can use to log in to provide per information, as well as consent to have their income confirmed with the Canada Revenue Agency (CRA).

You can also submit your application and supporting documents by mail or fax to Child Care Service Centre. It can take about three weeks to process documents received this way.



Approved

If approved, you will either see the status update on My Family Services, or receive a letter in the mail.



Rejected

If denied, you be notified by a status update on My Family Services, or receive a letter in the mail. To appeal the decision, you can call the Child Care Service Centre at 1-888-338-6622 and they will review your case with you.



Payment

The BC Child Care Services will then send a check covering your costs directly to the Child Care Provider.



Keep Filing Your Income Taxes

The BC Child Care Benefit is automatically renewed every year once the BC government confirms with the Canada Revenue Agency that your family is still eligible (ie your income hasn't changed too much).



Let the BC Government Know of Any Changes

If you decide to change childcare providers you must re-file an application online on [My Family Services](#). It takes about 30 minutes to do.