

Newfoundland and Labrador Childcare Services Subsidy Program

The Newfoundland and Labrador Childcare Services Subsidy Program is a program that provides financial assistance to families and/or their children who need child care services. Approval is based on your need for child care services and your financial situation. Families who are eligible for a child care subsidy can receive partial or full child care subsidy. You must use the subsidy for licensed child care centres or licensed family care homes, which will be paid directly to the service provider by the government on behalf of the family.

More information on the Newfoundland and Labrador Childcare Services Subsidy Program can be found [here](#).

The Newfoundland and Labrador Childcare Services Subsidy Program *Application Process*



Confirm Child and Family Eligibility

To be eligible for the NL Special Childcare Services Subsidy Program you must:

- Need child care for reasons of work/education, child development and/or family support;
- Meet the financial need criteria determined by the NL government.
- For more information on eligibility criteria please look at page 2 of the [Childcare Services manual](#).



Apply for the NL Childcare Subsidy

To apply for the NL Childcare Subsidy, you must contact your Regional Health and Community services office to receive an application form. After completing the application (and attaching supporting documentation), you would submit it back to your local office.

Please check [this link](#) to find the Regional Health Authority Office nearest you.



Submit Additional Documents

You must attach supporting documentation to the application form. The required documents are proof of child's birth date and proof of eligibility for the program.

Under the Childcare Subsidy program there are four ways to access the financial support. Depending on your reason for needing the program, the documents you need change:

- **Child care to access employment:** Requires pay stubs for the two pay periods prior to the application or confirmation from the future employer of start date and salary.
- **Child care to access an educational facility:** Verification of student loans, class schedule, documentation from the educational institution to confirm course registration and requirements of the program such as work term, study time and research time.
- **Child care due to illness or disability of parent:** A letter from a health professional indicating that the ongoing health challenges of the parent results in the parent being unable to meet all the needs of the child on a daily basis and requiring the support in his/her parenting role that a child care service is likely to provide.
- **Child development:** A letter from the professional making the referral identifying the developmental need the child has and stating that in the professional opinion of the referral source, attendance at a child care service that may meet that need is recommended



Financial Eligibility

The financial eligibility is determined by staff at the Department of Health and Community Services. The NL Childcare Subsidy is for low-income families with a combined income of less than \$52,000. The amount of the Childcare Subsidy payments is determined on your income level and in some cases parents will also have to contribute towards the childcare payments.

Examples of the application forms and the payment brackets can be found on pages 13-23 of the [Childcare Subsidy manual](#).



Application Assessment and Review

After receiving the application form and all of the supporting documentation, a staff member at your Regional Health Authority office will review your application to determine whether it meets the general and financial eligibility requirements.



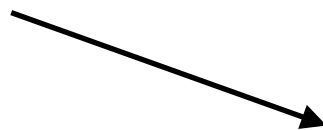
Approved

If approved, you will be sent a letter from government staff telling you that you've qualified. It will also have information on:

- The date the child care subsidy is effective;
- The review date;
- The termination date;
- The assessed parent fee (if any) ;
- The days or part days per week approved;
- The file number of your family.

Rejected

If rejected you will get a letter from the government staff telling you of the rejection and giving reasons for the refusal.



Receive Payments and Document Attendance:

If approved, you will work with the government staff to determine the amount of the child care costs that will be subsidized by the government. Once chosen, you will be required to work with the daycare provider to keep track of your child's attendance.



Annual Review and Notify the Government of Any Changes:

A family's eligibility criteria and Childcare Subsidy amount will be reviewed by government staff every 12 months.

Make sure to notify the government of any changes to your income or family status.