

## PEI Child Care Subsidy Program

The **Child Care Subsidy Program** is a provincial program designed to help Prince Edward Island parents with the cost of child care and daycare services. The program is available for children up to and including 12 year-olds.

To apply for the program, you must contact the Child Care Subsidy office in your area to set up an appointment with a staff person. Your eligibility for subsidy is based on both your family **social** and **financial** need. During your appointment, you and a program staff member will complete this assessment.

You can contact the Child Care Subsidy Program with any questions at **1-877-569-0546**, Toll Free in Prince Edward Island, or find more information online [here](#). You can also request help with filing at your Child Care Subsidy Office.

### PEI Child Care Subsidy Program *Application Process*



#### Confirm Eligibility

Your need for child care subsidy is determined based on any one or combination of the following:

- Parents who work full-time or part-time;
- Parents who attend education/training programs (who cannot receive child care funding through the program);
- Medical needs of parents; and
- Diagnosed special needs of child(ren).

If your family is eligible based on social need, an income test is completed to determine your financial need. This includes a review of your liquid assets and family income. Income is calculated using information on line 236 of your general income tax return along with deductions from lines 435, 308 and 312.



## Apply for the Subsidy Program

To apply for the program, you must contact the Child Care Subsidy office in your area to set up an appointment with a staff person.

When you make the appointment, a staff member will let you know the documents to bring. Generally you need:

- Income tax information;
- Personal health number (Medicare card);
- Social Insurance Number;
- Proof of hours of work: current pay stubs or a letter from your employer stating your hours of work, and/or;
- Proof of university/college/or school registration with course schedule.
- Proof of citizenship if you are a new immigrant to Canada.

You will have to complete an application during that appointment. They will determine whether or not you're eligible.

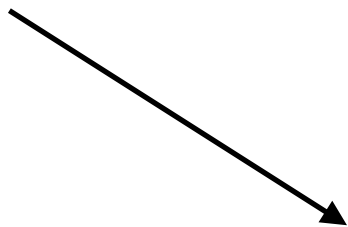


### Approved

If approved, you will be contacted by the Child Care Subsidy Program.

### Rejected

If rejected, you will be contacted by the Child Care Subsidy Program. You can ask that eligibility be reviewed if you believe the circumstances have been inaccurately assessed by contacting the Child Care Subsidy Office in your area.



## Choose a Childcare Centre

When you have been approved, you can choose whichever Child Care Centre you wish, as long as it is licensed under the Child Care Facilities Act.

You, the childcare provider, and the Child Care Subsidy Department all sign a contract for the service.



### **Claims Process and Payment**

Once subsidy is approved, the Child Care Centre is paid the subsidy on behalf of the beneficiary. The Child Care Centre submits a monthly claim request to the Department based on the attendance of the child at the centre and/or the amount that is approved in the signed contract.

Payments are made by the government straight to the Child Care Centre based on the subsidy claims. You could be approved for a full subsidy or a partial subsidy, depending on the outcome of the needs assessment.



### **Annual Review**

Eligibility for child care subsidy will be re-evaluated at a minimum of every 12 months by the Department.