

## Documents required for child care fee subsidy application

**Income Verification** (must provide one of the following for applicant and spouse if applicable):

- Most recent Canada Child Tax Benefit (CCTB) Notice showing family net income
- Most recent Notice of Assessment (NOA) from the Canada Revenue Agency

If you cannot locate your most recent CCTB Notice, please contact the Canada Revenue Agency at 1-800-387-1193 to request a copy of your CCTB Notice.

If you cannot locate your most recent NOA, please contact the Canada Revenue Agency at 1-800-959-8281 and ask that a "Print Option C" be mailed to you.

**Address Verification** (must provide one of the following):

- Copy of Lease
- Mortgage Statement/Property Tax Statement
- Copy of Rent Receipt with Address
- Letter from Landlord
- Copy of Current Utility Bill with Address

**Birth Verification** (must provide one of the following for each member of the family):

- Birth Certificate/Statement of Live Birth
- Baptismal Certificate
- Immigration Papers/Permanent Resident Card/Proof of Citizenship

**Custody Verification** (if applicable):

- Copy of Court Order
- Passport
- Photo Health Card
- Driver's License

**Reason for Service** (must provide verification of need for child care for yourself and your spouse (if applicable):

If you are working (must provide one of the following):

- Pay stubs that show the hours you work
- Copy of work schedule
- Letter from employer with the hours worked or the range of hours worked

If you are attending school (must provide one of the following):

- Copy of timetable or school schedule
- Letter from the school

If your child has a special needs or you are not able to care for your child due to medical needs:

- Special Needs Recommendation form completed by a professional