



The personal information collected on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Child Care Subsidy Act. The Freedom of Information and Protection of Privacy Act protects the personal information collected from unauthorized use and disclosure. If you have any questions about the collection, use or disclosure of this information, please call the Child Care Subsidy Service Center at 1 888 338-6622 or inquire in writing to the address at the end of this form.

CASE ID (office use only)

The purpose of this form is to establish eligibility for child care subsidy and indicates the applicant's child care arrangement. A separate form is required for each child care provider.

The child care provider must complete sections 1-4, and sign. The form must then go to the applicant to complete sections 5-8 and submit to the Child Care Subsidy Service Centre.

1. What is your name and contact information?

Form with fields: CHILD CARE PROVIDER'S OR LICENSEE'S NAME, DAYTIME PHONE, SECONDARY PHONE, FACILITY NAME, SUPPLIER NUMBER, LICENCE NUMBER, ADDRESS, CITY/TOWN, POSTAL CODE, MAILING ADDRESS.

2. What type of child care do you provide?

Check the box that applies to you.

Form with checkboxes for: Licensed Group child care, Licensed Family child care, Licensed Preschool, Registered licence-not-required [RLNR] child care, Licence-not-required [LNR] child care, Child care is provided in the child's own home.

3. Child(ren) Name(s)

Form with fields for child name, birth date, time of day, days/week, and rates for two children.

|   |                        |  |  |   |
|---|------------------------|--|--|---|
| 3. CHILD'S LAST NAME  |                        | FIRST  | BIRTH DATE (YYYY/MMM/DD)   |   |
| Time of day child care is provided:<br>From: _____ To: _____<br>From: _____ To: _____ |                        | Days/week: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU<br><input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN | <input type="checkbox"/> This child is school age (kindergarten and up). |   |
| Start Date (YYYY/MMM/DD)  | End Date (YYYY/MMM/DD) | Monthly Rate:<br>\$ _____  | Daily Rate:<br>\$ _____  | Full day rate for days of school closure:<br>\$ _____ |

**4. The child care provider must sign and date this form in order for it to be accepted.**

As the child care provider, I confirm I am required to notify the Child Care Subsidy Centre immediately if there is a change to any information provided on this form or any subsequently provided information.

|   |           |                           |
|---|-----------|---------------------------|
| CHILD CARE PROVIDER'S OR LICENSEE'S NAME (please print) | SIGNATURE | DATE SIGNED (YYYY/MMM/DD) |
|---|-----------|---------------------------|

The applicant must complete sections 5-8 and submit to the Child Care Subsidy Service Centre.

**5. What is your name?**

|                       |       |              |
|-----------------------|-------|--------------|
| APPLICANT'S LAST NAME | FIRST | PHONE<br>( ) |
|-----------------------|-------|--------------|

**6. What is your reason for submitting this form?**

Check  the box that applies.

|  |   |
|--|---|
| Is this your first time applying for child care subsidy?                                       | <input type="checkbox"/> NO<br><input type="checkbox"/> YES — Submit an <b>Application</b> for Child Care Subsidy |
| Is the child care provider listed on this form replacing a previous child care provider?       | <input type="checkbox"/> NO<br><input type="checkbox"/> YES — Previous child care provider: _____                 |
| Is the child care provider listed on this form in addition to an existing child care provider? | <input type="checkbox"/> NO<br><input type="checkbox"/> YES — Other child care provider: _____                    |

**Note:** Child care service arrangements and agreements are between the parent and the child care provider. The ministry will not incur financial or other liability for any contractual disagreement between the parent and the child care provider. The ministry will only pay Child Care Subsidy **after** eligibility has been determined and when a valid Benefit Plan is in place.

**7. Declaration:**

I confirm that the information provided in this Child Care Subsidy Child Care Arrangement form is complete and accurate. **I understand that I am required to immediately supply information to the Child Care Subsidy Service Centre if there is a change to any information provided here or any subsequently provided information.**

**8. The applicant must sign and date this form in order for it to be accepted.**

|                       |                         |                           |
|-----------------------|-------------------------|---------------------------|
| APPLICANT'S SIGNATURE | SOCIAL INSURANCE NUMBER | DATE SIGNED (YYYY/MMM/DD) |
|-----------------------|-------------------------|---------------------------|

Once completed, please fax or mail to the Child Care Subsidy Service Centre

Toll Free Fax 1877 544-0699  
Toll Free Phone 1 888 338-6622

**Mailing Address**  
Child Care Subsidy Service Centre  
PO Box 9953 Stn Prov Govt  
Victoria BC V8W 9R3