



Special Needs/Social Needs Child Care Fee Subsidy Recommendation

The Community and Social Services Division of United Counties of Leeds and Grenville provides child care fee subsidy assistance to families who are financially eligible and require child care as parents participate in the workforce or pursue education/training. There are however situations where licensed child care may be identified to meet a child's need for optimal growth and development when they are at risk of, or experiencing social, emotional, behavioural, physical, cognitive, and/or communicative delays where the family is not participating in the workforce or pursuing education/training. In these cases, child care fee subsidy may be provided to a maximum of three (3) days per week. Ongoing eligibility will be reviewed every six (6) months.

To consider child care fee subsidy eligibility for Special Needs/Social Needs, a health professional/social agency must complete the following child care recommendation for a child who is waiting for, or receiving specialized interventions for suspected or diagnosed special needs, and for whom participation in a licensed Child Care Program would enhance the therapeutic interventions being provided (or planned) by the referring health professional/social agency staff.

A recommendation for child care related to Special Needs/Social Needs is also appropriate for a family experiencing a significant crisis or challenge. The social agency/health professional recommending child care believes the child's participation in a licensed Child Care Program would alleviate the crisis and/or significantly reduce stress on the family.

Examples of a significant crisis: Serious problems affecting the family (e.g. addictions, abuse, lack of stable housing, mental health issues) which are negatively impacting the child's development.

Contingent on funding availability and not exceeding the policy maximum number of hours, the amount of subsidized child care provided is to be based on the minimum number of hours of child care that is required to meet the special needs of the child.

General Recommendation Guidelines:

1. Families must complete a Child Care Fee Subsidy application and submit all the required documents to determine financial eligibility for Child Care Fee Subsidy. An income test is conducted on all Special Needs/Social Needs applicants.
2. Full completion of the Special Needs/Social Needs Child Care Recommendation form is mandatory for any family requesting Child Care Fee Subsidy where the parent is not working or going to school. Please note that a letter/note from a community agency/health professional will not be accepted as the recommendation.
3. One form is required for each child being considered under the category of Special Need/Social Need.
4. A Special Needs/Social Needs Child Care Recommendation must be completed by either a regulated health professional, or staff from a recognized community social agency. Diagnosis or confirmation of a special need may only be determined by a regulated health professional.
5. Should child care no longer be required, the family must immediately notify Community and Social Services.

6. If child care is still required after six months, the parent is required to have a new Special Needs/Social Needs form completed by either a health professional or social agency staff.
7. If the parent or child is diagnosed with a documented special need, further recommendations and renewal forms may not be required. The Community and Social Services office will determine if additional documentation is required.
8. Subsidized Child Care is only available in licensed Child Care Programs (centre based or licensed home) for children under 13 years (18 years if Special Need). Approval for day camp may be provided for children 4 years of age and older in approved licensed camp programs only.
9. Families using Child Care Fee Subsidy for Special Needs/Social Needs must follow all Community and Social Services policies and procedures, which include reporting changes in the family situation, and attendance.
10. All sections MUST be completed to prevent delays in the eligibility process, including the signed consent by parents (found at the end of the form).
11. The completed form will be shared with the child care provider to inform the provider of the supports that may be required to ensure inclusive child care.

Return Completed Form To:

The Corporation of the United Counties of Leeds and Grenville
Community and Social Services Division
Children's Services
200 - 25 Central Avenue, West
Brockville, ON K6V 4N6
Fax: 833-775-0561



**United Counties of Leeds and Grenville
Community and Social Services
Special Needs/Social Need Referral Form
Child Care Fee Subsidy Recommendation**

FOLLOWING SECTION TO BE REVIEWED AND SIGNED BY PARENT

Other Funding Sources, Community Resources, Programs, and Services

In order to provide child care fee subsidy assistance to as many eligible families as possible, applicants are required to first access other sources of funding assistance when it is applicable to their situation. Other sources of child care funding assistance relevant to your situation may be recommended to you.

There are a number of resources and/or programs in the communities of Leeds and Grenville, which may also address the needs of your child. You may be encouraged to explore additional programs and their suitability to your child and family.

Consent to Release and Disclose Information

As an applicant for Child Care Fee Subsidy assistance from the United Counties of Leeds and Grenville (the Counties), I agree to:

1. Complete applications for additional funding assistance as recommended.
2. Explore the possibility of accessing alternate supports as recommended.

I understand that failure to do so may jeopardize my eligibility for Child Care Fee Subsidy assistance.

I consent to the disclosure and exchange of information between the Counties and the program/agencies/health professionals identified herein, and my child's child care provider for the purposes of determining initial and ongoing eligibility for Child Care Fee Subsidy.

Signature of Parent/Guardian	Date
Signature of Parent/Guardian	Date

Notice of Collection and Disclosure of Personal and Personal Health Information: The information collected on this form is collected under the authority of the Child Care and Early Years Act, 2014; MFIPPA, 1990; and PHIPA, 2004 will be used to determine eligibility for Child Care Fee Subsidy, and to inform the child care provider of possible supports needed to ensure inclusive child care.

Questions about this collection of personal information may be directed to the Manager of the Children's Services Department.

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