

Date

Client ID:

First Name Last Name

Address

City, ON Postal Code

IMPORTANT NOTICE: Annual Review for Child Care Fee Subsidy.

DOCUMENTS DUE: *Due date for your documents will be recorded here.*

On an annual basis your eligibility for child care fee subsidy is reviewed by the Region of Peel.

To complete your annual review you are no longer required to attend an in office appointment. Instead, you are required to submit the information requested in this letter either through fax, drop off or mail by:

(Due date for your documents will be recorded here).

If you do not submit the information requested by the above due date:

- your child care fee subsidy will be **discontinued**
- your child care program will be notified of the discontinuation of fee subsidy, and
- you will be responsible for paying the full fee charges directly to the child care program.

To avoid this from happening, carefully review the information on the back of this letter and submit **all information required in one package** by the due date above.

Once all the required documentation is received in a complete package, you will receive notification of your annual review outcome from your Children Services Worker.

If you have questions about the information you must submit for your annual review please contact 905-791-1585.

Sincerely,

Administrative Services Representative
Community Access, Human Services



Information Required to Complete Your Annual Review

In two parent households, documents are required for **both parents**. The applicable documents in Section 1 must be submitted. Only submit the documents outlined in Section 2, if there are changes in your circumstances.

Section 1 – Mandatory Documents to be submitted

<input type="checkbox"/> Tax documents	<ul style="list-style-type: none"> • Current Canada Child Tax Benefit Notice (CCTB) -OR- • Current Notice of Assessment/Reassessment (NOA) - submit all 3 pages -OR- • Option C (CRA Form RC143 E <i>Income Tax Return Information</i>) <p style="text-align: center;">If you need a replacement, contact Canada Revenue Agency 1-800-959-8281 (NOA/Option C) -OR- 1-800-387-1193 (CCTB)</p>
<input type="checkbox"/> Working	<ul style="list-style-type: none"> • Two (2) copies of your most current and consecutive pay stubs from your job(s)
<input type="checkbox"/> Self-Employed	<ul style="list-style-type: none"> • T1 Personal Income Tax return AND submit <u>one</u> (1) of the following: • Statement of Business or Professional Activities (Line 8519 – Gross Profit) -OR- • T2 Corporate Income Tax return (Schedule 50 and Schedule 125)
<input type="checkbox"/> In School/Training	<ul style="list-style-type: none"> • Letter confirming attendance and/or registration from your school/training program
<input type="checkbox"/> Address	<ul style="list-style-type: none"> • If your address is not listed or is different from what is on your CCTB or NOA, submit a utility bill or driver's license

Section 2 - The information listed below only needs to be submitted if your circumstances have changed.

<input type="checkbox"/> Contact Information	<ul style="list-style-type: none"> • Your new contact information (e.g. phone, email)
<input type="checkbox"/> Marital Status	<ul style="list-style-type: none"> • Inform us of any changes to your marital status (married, divorced, common-law, separated)
<input type="checkbox"/> Employment	<p>A change in employment includes a change in the place you are working.</p> <ul style="list-style-type: none"> • Record of employment from your previous employer(s) and • Letter of employment from current employer(s) plus two (2) copies of your most current and consecutive pay stubs
<input type="checkbox"/> School/Training	<ul style="list-style-type: none"> • Letter confirming attendance and/or registration for your new school/training program
<input type="checkbox"/> Leave of Absence	<ul style="list-style-type: none"> • Inform us of any upcoming leave of absence from your employment or school/training program (maternity/parental leave, etc...)
<input type="checkbox"/> Medical Reasons	<ul style="list-style-type: none"> • Completed "Medical Referral Form" (This form is available on the Region of Peel's website: http://www.peelregion.ca/children/programs/subsidy/pdf/medical-needs.pdf)
<input type="checkbox"/> Child Custody Agreement	<ul style="list-style-type: none"> • Legal Guardianship/Custody documents (if applicable)
<input type="checkbox"/> Status in Canada	<ul style="list-style-type: none"> • Canadian Citizenship card -OR- • Permanent Resident card -OR- • Landed immigrant documents -OR- • Valid immigration documents (for example: refugee, work permit)



 **Attach this cover sheet to your package of documents and submit to the Region of Peel.**

ATTN: Child Care Fee Subsidy Annual Review

Client ID:

****Please submit all your documents at the same time in one package. Failure to do this may cause delay in processing your annual review.****

How to submit your documents:

- Label your documents with **ATTN: Child Care Fee Subsidy Annual Review** and your **Client ID**
- Attach this cover sheet to your documents and submit using one of the following methods:

Fax	905-450-5757		
Drop-Off	Brampton Office: 10 Peel Centre Drive, Suite B Brampton, ON L6T 0E3	-OR-	Mississauga Office: 7120 Hurontario Street Mississauga, ON L5M 0T3
Mail	Brampton Office: 10 Peel Centre Drive PO Box 2136, STN B Brampton, ON L6T 0E3	-OR-	Mississauga Office: Region of Peel – Human Services PO Box 3600 RPO Streetsville Mississauga, ON L5M 0T3