

# Reporting Guide for Updates to Child Care Subsidy

We have designed this guide to help you when you are reporting changes to your situation, it is very important that you report all changes. This includes changes in family members, the child care provider you use, the reason you need child care, your family income, your address, or any other changes that may affect your subsidy eligibility. You should also know that we might ask you to provide documentation so that we can verify the changes you report.

## How do I report changes?

In most cases, you can complete a [Child Care Subsidy Update Form](#). You can also report minor changes over the telephone or by email. Other changes will require you to complete an application.

Complete an application if:

- Your marital status has changed since your last application (if you married or became common-law or are no longer married or common-law);
- More than 60 days has passed since your child attended a subsidized childcare provider (if less than 60 days, all you need to do is send us a [Child Care Subsidy Update Form](#)).

Information you can report by telephone or by email include:

- Address changes;
- Phone number changes;
- Health Services Number;
- You are withdrawing your child from child care.

## When Completing an Update Form

Please make sure to print your first and last name (and your spouse). Please include your case number found in the top-right hand side of your letter.

## Reason for Child Care Services

### Section A - Employment

Complete this section to report the following change/update:

- You have started a new job, or you no longer have a job;
- Your employment has ended, and you require subsidy while seeking work (also complete Section C).

### Section B- Seeking Employment

Complete this section if you need child care services while looking for a job. Make sure to let us know the last day you worked or went to school.

### Section C- Education/Training

Complete this section to report the following changes/update:

- You are no longer attending school and are starting a job (also complete Section A and B);
- To report the start of a new school session or semester;
- You are no longer attending school and are now seeking work;
- To report a change in educational facility;
- You are now attending school.

## Income Update

Fill out this section if your income has changed or to update your family income. This change/update can be because:

- Your income has increased or decreased and you do not regularly submit monthly paystubs;
- To report income that you have not reported to us in the past;
- To update your educational funding source or amount;
- Any other updates to your income.

### Section D - Special Needs

If you need child care for a Special Need reason, please have a professional such as your family doctor or social worker complete the referral. Also, make sure to complete other sections that might be applicable such as your income.

### Section E - Update of Children in the Family Unit

The number of children in your family unit who live with you might affect the amount of subsidy you are eligible for. Complete this section if you:

- Had a baby;
- Have had a child under 18 return to live with you, begin living with you or left your home.

## Child Care Services Required

Complete this section:

- To report a transfer to a new child care provider;
- To add a child attending a provider;
- To let us know that your child has returned to a child care provider (only if within 60 days);
- Please complete one line for each child. If you need more space, please attach another [Update Form](#).

If you still have any questions about this form please contact us toll-free at **1-800-667-7155**.

**We would be happy to help!**