

Child Care Subsidy Supporting Documents

Have you reported all changes?

- Income
- Reason for needing child care
- Family size

- This table is designed to tell you what documents and information to submit to Child Care Subsidy.
- To avoid delays in processing, submit all information requested including the date the change took place.
- Write your social insurance number on each page submitted.
- The subsidy team will contact you if there is missing information or if further information is required.

If an item in column 1 applies to your family, provide the documents listed in column 3.

If you print this list, check the box in column 2 if it applies to your family to make a personalized check list.

	1	2	3
	For proof of the following:		Submit:
Reasons for Care	Employment	<input type="checkbox"/>	<input type="checkbox"/> Paystubs <input type="checkbox"/> Your work schedule with days and hours scheduled to work <input type="checkbox"/> Start date
	Self-Employment	<input type="checkbox"/>	<input type="checkbox"/> Self-Employment Form (CF2568) <input type="checkbox"/> Your work schedule with days and hours scheduled to work
	School	<input type="checkbox"/>	<input type="checkbox"/> Student Loan Notice of Assessment or School Registration <input type="checkbox"/> Your school schedule with days and hours scheduled <input type="checkbox"/> Start and end dates of school term
	Looking for work	<input type="checkbox"/>	Keep track of looking for work activities. Subsidy staff will provide further information
	Employment Program	<input type="checkbox"/>	<input type="checkbox"/> Copy of registration in employment program <input type="checkbox"/> Your schedule with days and hours scheduled to attend <input type="checkbox"/> Start and end dates of program term
	Medical	<input type="checkbox"/>	Medical Condition form (CF2914)
	Referred by Social Worker	<input type="checkbox"/>	Referral to Child Care Subsidy under CFCSA from social worker
	Preschool child	<input type="checkbox"/>	Child Care Arrangement Form (CF2798)
Income	Employment	<input type="checkbox"/>	Paystubs
	Self Employed	<input type="checkbox"/>	Self-Employment Form CF2568
	Employment Insurance	<input type="checkbox"/>	Copy of Employment Insurance statement
	Income or Band Social Assistance	<input type="checkbox"/>	Copy of statement
	WorkSafe BC	<input type="checkbox"/>	Copies of last two statements
	Federal Benefits CPP, Survivors Benefits, CPP Disability etc.	<input type="checkbox"/>	Copy of statement
	Training or Living Allowance	<input type="checkbox"/>	Copy of statement
	Grants or Scholarships	<input type="checkbox"/>	Copy of statement
	Other, investment, interest etc.	<input type="checkbox"/>	Copy of statement
	Spousal Support	<input type="checkbox"/>	Amount reported by applicant
	Tips	<input type="checkbox"/>	Amount reported by applicant
	Room/board, suite rental	<input type="checkbox"/>	Amount reported by applicant
	Dependent Adult's Income	<input type="checkbox"/>	Amount reported by applicant
Lump Sum Income	<input type="checkbox"/>	Review based on situation	
Identification	Identification (required only once per person)	<input type="checkbox"/>	One piece of government-issued identification (for example: birth certificate, Canadian Citizenship Card; passport; driver's license; provincial identification; care card; Certificate of Indian Status Card)
	Citizenship (required only once)	<input type="checkbox"/>	Copy of any letter, document, certificate or card issued by Citizenship and Immigration Canada that confirms the status in Canada can be accepted to prove the status on the document.
Other	Special Needs for children	<input type="checkbox"/>	<ul style="list-style-type: none"> • Special Needs Supplement Form (CF2951) or • Confirmation of receipt of federal Child Disability Benefit
	Special Needs for person with disabilities	<input type="checkbox"/>	Copy of a disability benefit statement