

## Section B – Attending School

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 (*also complete Section C*)
- To report a change in educational facility
- You are now attending school

## Section C – 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.

## 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.

**Reminder: if you are reporting a change to your income, you need to send verification of your family's gross income. This can be as simple as sending us a copy of your paystubs.**

## Section D – Special Needs

If you need child care for a Special Needs 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.

## Signature(s), date and telephone number:

The Update Form must be signed and dated by you and your spouse (if applicable) before it can be processed. Please provide a telephone number or an email address where we can reach you if we need more information.

## Need Help?

If you need help or have questions about reporting changes or updating your information, please contact your Child Care Subsidy Client Service Representative. They would be happy to answer any questions you may have.

## Contact Us

### Child Care Subsidy Office

**Mail:** P.O. Box 2405 Station Main  
Regina, SK S4P 4L7

**Phone:** 306-787-4114 or  
1-800-667-7155

**Fax:** 306-787-4155

**E-mail:** [ccsubsidy@gov.sk.ca](mailto:ccsubsidy@gov.sk.ca)

**Web Site:** [www.saskatchewan.ca/%20residents/family-and-social-support/%20child-care/paying-for-child-care](http://www.saskatchewan.ca/%20residents/family-and-social-support/%20child-care/paying-for-child-care)

### Business Hours:

#### Monday – Friday

8:00 a.m. to 12:00 p.m. and  
1:00 p.m. to 5:00 p.m.

# A Guide to



# Completing an Application and Reporting Updates to Child Care Subsidy

We have designed this guide to help you whether you are applying for Child Care Subsidy for the first time, updating your information or just reporting changes to your situation.

It is very important that you report all changes to the Child Care Subsidy Office. 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.

Update Forms and applications are available directly from the subsidy office, your child care provider or on-line at: <https://www.saskatchewan.ca/residents/family-and-social-support/child-care/paying-for-child-care#further-information>

Complete an Application if:

- Your marital status has changed since your last application (if you married or became common-law or you are no longer married or common-law).
- More than 60 days has passed since your child attended a subsidized child care 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:

**Complete an Update Form for all other changes or to provide a periodic update when requested.**

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

## When Completing an Application

**Please provide: Full name, birth date, gender and Saskatchewan Health Services numbers.** This information is required for yourself, your spouse (if applicable) and all children 18 years old and under in your family.

**Please list all children in the family even if they are not attending a child care provider.**

**Social Insurance Number(s):** This is only needed for you and your spouse (if applicable).

**Constitutional Status:** Reporting this information is voluntary. You are not required to give this information.

**Canada Child Benefit:** This information is required for all children 18 years old and under in your family.

**Ministry of Social Services Payments:** Please indicate if you receive payments from Saskatchewan Income Support (SIS) or Saskatchewan Assured Income for Disability (SAID).

**Mailing Address:** This information is required so that we can send you paper documentation.

**Questions 1 through 8:** Please answer all questions that are applicable to you and your family.

**Reason for Child Care Services:** This information is required for you and your spouse (if applicable). Please provide details in the section(s) that corresponds to why child care is needed.

**Child Care Services Required:** This information is required for each child attending a licensed child care provider. Please provide the name on the provider's license and the total monthly fee.

**Income Declaration Section:** This information is required for yourself and your spouse (if applicable). Provide gross earnings (before deductions) received from:

- Employment
- Commission
- Self-employment or farming. (Your net self-employed income will be determined based on Child Care Subsidy allowable expenses.)
- School funding (student loan, Provincial Training Allowance, scholarships, etc.)
- Employment Insurance
- Rental or room and board income
- Pensions and superannuation
- Workers' Compensation
- Maintenance or child support
- Any other income

**You are required to submit verification of your family's gross income such as pay stubs from all sources of income.**

Make sure to show how you are paid – this can be weekly, bi-weekly, monthly or twice per month.

**Variable work schedule:** You will need to fill out this section if you or your spouse (if applicable) work a variable work schedule such as shift work. This information will help to assess your child care needs.

**Special needs:** This section must be completed by a referring professional such as your family doctor or social worker. The professional must answer all questions and explain why you need child care services.

**Signature(s), date and telephone number:** You and your spouse (if applicable) must sign and date the application before it can be processed. Make sure to give us a telephone number or an email address where we can reach you if we need more information.

## 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*)