



Early Learning and Child Care

CHILD CARE SUBSIDY PROGRAM HANDBOOK SEPT, 2023

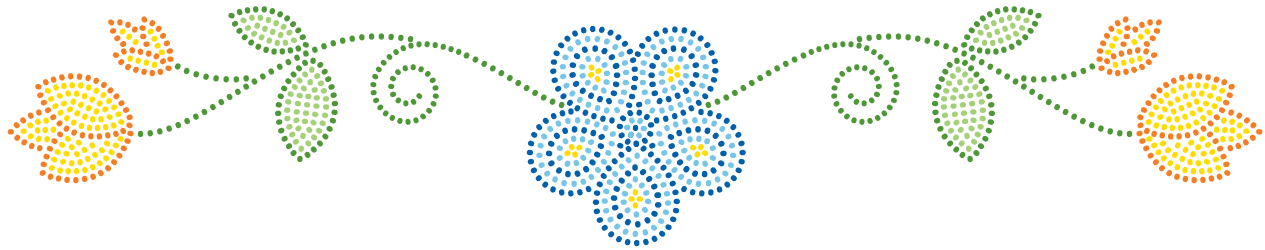
MN-S MINISTRY OF EDUCATION

The Child Care Subsidy Program through Métis Nation–Saskatchewan (MN–S) has a goal of reducing the cost of childcare for families who do not have access to affordable child care.

This goal is in line with the provincial government who has implemented the \$10/day or \$220/month child care subsidy for children under the age of 6 attending licensed/regulated child care. The subsidy will ensure parents and/or caregivers can go to work, attend school, or meet the unique needs of their family. This will promote the healthy growth and development of Métis children and contribute to creating strong Métis communities.

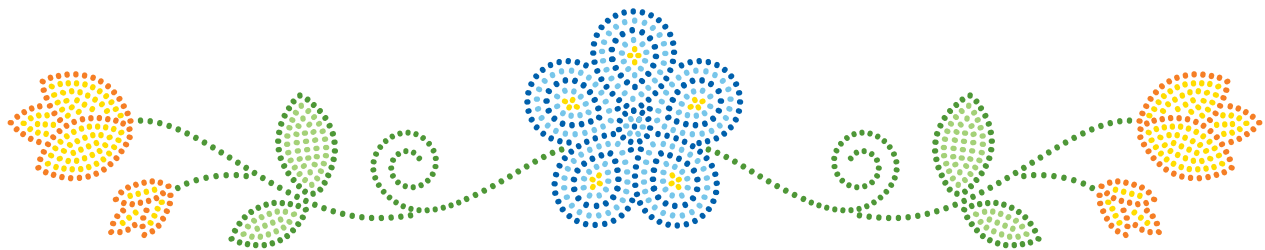
The Child Care Subsidy Program runs between the months of September 2023 and June 2024.

Please forward any general questions to childcaresubsidy@mns.work



Contents

Eligibility	4
Métis Nation–Saskatchewan Subsidy Structure	4
Taxes	5
Child Care Receipts and Reporting	5
Payment Schedule and Cut-Off Dates.....	5
Payment Method	5
Change of Child Care Arrangements and Fees	6
Applying for the Child Care Subsidy and What to Expect	6
Child Care Subsidy – Application Process	7
Definitions	8



Eligibility

Below are the child care subsidy guidelines in which Métis Nation–Saskatchewan (MN–S) has set out for eligibility. MN–S encourages all eligible Métis families to apply.

Eligible families must meet all the requirements below:

- Childcare fees are above \$220 per month per child.
- The child(ren) must be an MN–S citizen or in the process of acquiring citizenship. Visit our website <https://metisnationsk.com/citizenship> for citizenship information.
- Program is open to children between the ages of 0 to 12. the child will not be eligible the month following their 13th birthday.
- Applicants must be a resident of Saskatchewan.
- Parent or guardian applying must reside in household with child(ren).
- The child must be enrolled in and attending a licenced, unlicensed, home based, before and after school, or family provided, child care.
- The Applicant must be working, going to school, or have additional circumstances which require childcare.

Métis Nation–Saskatchewan Subsidy Structure

MN–S is working towards implementing a subsidy that will bring the cost of childcare to families not subsidized by the government, down to \$220 per month, or as close as possible based on our budget. Below is the chart of maximum payments MN–S will pay up to. Qualified families whose fees are above \$220 per month will be subsidized down to \$220, or as close to based on subsidy maximums in their category, per child.

Type of Childcare	Amount Per Month
Licensed - under 6 years	\$0
Licensed - 6 to 12 years	Up to \$300
Unlicensed – under 6 years	Up to \$600
Unlicensed – 6 to 12 years	Up to \$300

Examples of payments based on child care category, age of child, and child care fees.

Type of Childcare	Age of Child	Child Care Fees	MN–S Portion	Applicant Portion
Unlicensed	4	\$750	\$530	\$220
Unlicensed	2	\$1200	\$600	\$600
Licensed	10	\$450	\$230	\$220
Licensed	6	\$600	\$300	\$300
Licensed	4	\$220	-	\$220

MN-S will only cover the approved subsidy amount per month.

MN-S will not cover fees above the approved amount, which will be stated in the applicant's approval letter.

MN-S will not cover fees incurred before the application submission month.

MN-S will not cover fees outside the childcare fees (late payments, late pick up penalties, etc.)

MN-S will not back pay.

MN-S is not responsible for fees or charges from negligence of the applicant (leaving the child care without proper notice, etc.)

Taxes

The MN-S Child Care Subsidy funds are considered taxable income and may affect your income taxes come tax time. This means that the funds you receive from the subsidy will be added to your overall gross income and be taxed on. You will be issued a T4A in February, for the previous year.

Child Care Receipts and Reporting

The applicant will be required to provide monthly receipts OR have their child care fill out a childcare confirmation form monthly in order to receive the child care subsidy. In both cases, subsidy funds are not released until the receipt or confirmation form is submitted.

Payment Schedule and Cut-Off Dates

Child care subsidy payments start the month the application comes in. To ensure we reach as many families as possible, no backpay will be available. If an applicant applies but is missing information that prevents it from moving forward, the applicant will have 3 months to submit the missing information to receive the subsidy starting the month they applied. After 3 months the file will be closed, and the applicant will be required to re-apply. In this case, the subsidy payments start on the month the newest application comes in.

Payment Method

All subsidy payments will be paid by electronic funds transfer (EFT). The applicant will be asked to provide a void cheque or a printout of their banking information, as well as fill out an EFT form provided by MN-S. The bank account the funds are transferred to MUST match the primary applicant's name. MN-S requires, from the date of their receipt or child care confirmation form submission, for payment.

Change of Child Care Arrangements and Fees

The applicant must notify MN-S when there is a change of child care arrangements, child care settings/when a child leaves the child care, or a change of fees. If an applicant pulls their child out of child care mid-month, MN-S will honor the subsidy for that month, but will not pay any fees moving forward or incurred from penalties from leaving the child care early. If the applicant does not inform MN-S when there is a change of child care arrangements, child care settings/when a child leave the child care, or a change of fees, they may be responsible for returning the subsidy funds that they were not entitled to. This will be on a case-by-case basis.

Applying for the Child Care Subsidy and What to Expect

Before your application is approved, the following supporting documents must be submitted:

- Copy of the child's health card
- Confirmation form filled out by the provider.
- Applicant's banking information (void cheque or print out of banking numbers)
- EFT form filled out by the applicant.

After your application is approved, you will be required to submit monthly receipts OR monthly child care confirmation forms filled out by your child care provider/director.

CARE SUBSIDY – APPLICATION PROCESS

**Fill out and submit child care subsidy application form.
Link found on the Métis Nation–Saskatchewan (MN-S) website.**



A Family Support Administrator (FSA) will be assigned to your file. They will email you the CHILD CARE CONFIRMATION form that will need to be filled out by your childcare provider/director and the EFT form that is filled out by you, the applicant.



Once all information is collected and eligibility is determined, your FSA will send you a confirmation email letting you know of your eligibility and approved subsidy amount.



You will submit your 1st child care receipt or confirmation of child care confirmation form. Subsidy payments will start within 3 – 6 weeks from your receipt or child care confirmation submission date.



Other than monthly receipt or child care confirmation form submissions, no actions are required unless/until you have a change of child care arrangements, fees, or the child discontinues from child care and the child care subsidy is no longer required.

Definitions

Applicant: Applicant refers to the parent or caregiver who will be applying for the subsidy for their child/ren.

Family Support Administrator (FSA): Refers to the main point of contact between the applicant and the program. The FSA will connect with you once your application is submitted and will be your main point of contact while you are accessing the programming.

Licensed (Regulated) Child Care Centres: Licensed child care centres may care for infants, toddlers, preschool-aged, and school-aged children. Child care centres operate in a variety of locations, including workplace, community centres, schools, and places of worship. Staff in regulated Child Care Centres are certified Early Childhood Educators (ECE), except for staff who are undergoing training for their ECE certification. They are monitored by the Ministry of Education.

Licensed (Regulated) Home-Based Care: Unlicensed child care homes may care for infants, toddlers, preschool-aged, and school-aged children. They operate out of the provider's home. Criminal Record Checks and Vulnerable Sector Checks will have been completed on all adults living in the home prior to becoming regulated. They are monitored by the Ministry of Education.

Unlicensed (Unregulated) Child Care: Unlicensed child care homes may care for infants, toddlers, preschool-aged, and school-aged children. They operate in a variety of locations including the providers' home, community centres, schools, and places of worship. They are not regulated by the Ministry of Education but are still required to meet certain standards such as the proper ratio of child to caregiver and to provide a safe environment.

Before and After School Care: Before and after school care generally includes children aged 6 to 12 who require childcare before and/or after school hours and/or during school breaks. They operate in a variety of locations including community centres, schools, and places of worship. These programs are often operated by non-profit organizations and are exempt from child care regulations.

In-Home Child Care: In-home child care is care that takes place in the home of the child. This may include a nanny or babysitter. They may be required to attend to other duties such as cleaning, shopping, and providing transportation for the children. Many nannies and babysitters charge an hourly rate, however the parent and nanny or babysitter may come up with their own agreement on wage. They are not regulated by the Ministry of Education.

Family Provided Child Care: Family provided child care is unlicensed care that takes place either in the family members own home or in the child's home. Family members may include an aunt, uncle or grandparent. They are not regulated by the Ministry of Education.

T4A: The T4A is also known as a Statement of Pension, Retirement, Annuity, and Other Income. It's more of a catch-all slip that includes amounts or income categories that don't appear on other slips. Put simply, it records income that doesn't show up on a traditional employer-employee paycheck.