



# Early Learning and Child Care

**CHILD CARE SUBSIDY PROGRAM HANDBOOK**

MN-S MINISTRY OF EDUCATION

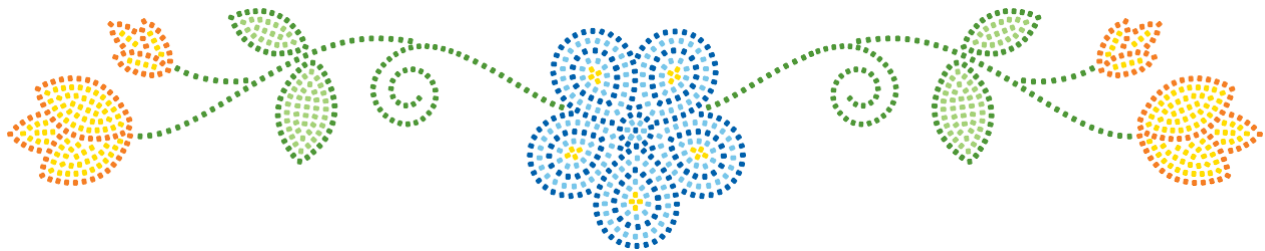
## **The Child Care Subsidy Program through Métis Nation–Saskatchewan (MN–S) has a goal of lowering the cost of childcare for Métis families.**

Our goal is in line with the provincial government’s goal of \$10 a day childcare in Saskatchewan. The subsidy will ensure parents and/or caregivers can go to work, attend school, or meet the unique needs of their family.

If your household’s annual gross income is \$100,000 or less, you may qualify to have your fees reduced to \$0. We will ask for documents to confirm income.

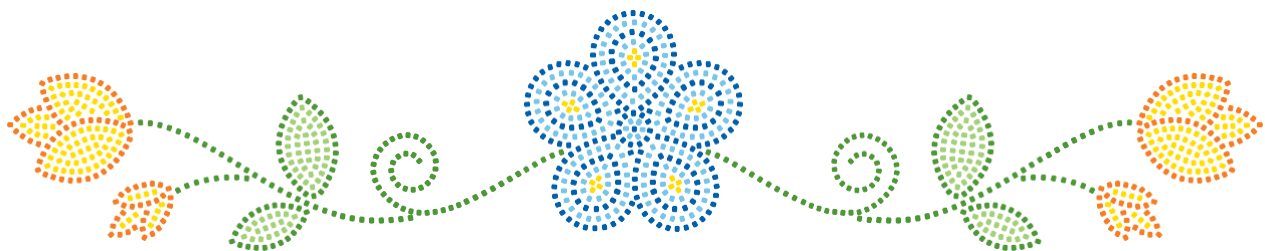
This will promote the healthy growth and development of Métis children and contribute to creating strong Métis communities.

**Please forward any general questions to [childcaresubsidy@mns.ca](mailto:childcaresubsidy@mns.ca)**



## Contents

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



## Eligibility

Below are the childcare 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 \$218 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 birth to 12. The child will become ineligible the first day of the month following their 13<sup>th</sup> birthday.
- Applicants must be resident of Saskatchewan.
- The child must be enrolled and attending a licensed, unlicensed, home based, before and after school, or family provided, childcare.
- 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 \$218 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 \$218 per month will be subsidized down to \$218, or as close to based on subsidy maximums in their category, per child.

Type of Childcare	Amount Per Month
Licensed/Unlicensed - 0 to 6 years	Up to \$1200
Licensed/Unlicensed - 6 to 12 years	Up to \$600

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 (invoices must be submitted every month).**

MN-S is not responsible for fees or charges from negligence of the applicant (leaving the childcare 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.

## Childcare Receipts and Reporting

The applicant will be required to provide a monthly receipt each month OR have their Childcare Provider fill out a childcare confirmation form each month to receive the childcare subsidy. In both cases, subsidy funds are not released until the receipt or confirmation form is submitted each month.

## Payment Schedule and Cut-Off Dates

MN-S will arrange to pay Childcare Providers directly on a monthly basis. We will contact childcare providers to confirm their preference. If direct payments are declined, the subsidy will be issued directly to the applicants.

## 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 childcare confirmation form submission, for payment.

## Change of Childcare Arrangements and Fees

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

## Applying for the Childcare 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 Childcare 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 a receipt each month OR childcare confirmation forms filled out by your Childcare Provider each month. **There will be no back pay.**

## CARE SUBSIDY – APPLICATION PROCESS

**Fill out and submit childcare 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 first childcare receipt or confirmation of childcare confirmation form. Subsidy payments will start within 3 – 6 weeks from your receipt or childcare confirmation submission date.**



**Other than monthly receipt or childcare confirmation form submissions, no actions are required unless/until you have a change of childcare arrangements, fees, or the child discontinues from childcare and the childcare 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) Childcare Centres:** Licensed childcare centres may care for infants, toddlers, preschool-aged, and school-aged children. Childcare centres operate in a variety of locations, including workplaces, 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:** Licensed childcare 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) Childcare:** Unlicensed childcare 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 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 childcare regulations.

**In-Home Childcare:** Childcare that takes place in the home of the child. This may include a nanny or babysitter. They may be required to address 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 produce their own agreement on wage. They are not regulated by the Ministry of Education.

**Family Provided Childcare:** Family provided childcare is unlicensed care that takes place either in the family member's 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:** T4A is also known as a Statement of Pension, Retirement, Annuity, and Other Income. It includes amounts or income categories that do not appear on other slips. Put simply, it records income that does not show up on a traditional employer-employee paycheque.