

• You must bring all applicable documents to your meeting or you will need to return again

- In a two parent family, we encourage both parents in the home to attend the meeting as there are forms that both parents must sign.
- The meeting will take about an hour but you may also have to wait to see a caseworker so allow enough time for this

Income



- Statement of Ontario Works or ODSP income (if applicable)

AND

- Most recent Canada Child Tax Benefit (CCTB) form showing Family Income (all pages)

OR

- Most recent Income Tax Notice of Assessment or Reassessment (all pages)

Contact Revenue Canada at 1-800-959-8281 / 1-800-387-1193 (CCTB) if you do not have this information and need a replacement.

Child Information



- Any custody agreement in effect
- Documents to verify the legal name and date of birth for all children in the family. This may include the following:
 - Birth Certificate or Birth Registration
 - Passport, Citizenship or Immigration Documents
 - Health Card (photo version only)
 - Legal Custody / Guardianship documents

Address



- You must provide **one** of the following with your current address: your most recent lease, a letter from your landlord (must show the name and telephone number for the landlord or management company), a mortgage statement or your home ownership papers

OR

- **Two** recent statements that show your current address. This may include the following: valid driver's license, recent property tax, cable, hydro, gas, water, telephone bill

Activity



- **Student / Training:** Documents to confirm your registration / enrollment in school or training that show when you are in school / training and when the course / program starts and ends
- **Employed:** Two most recent consecutive pay slips or a letter from your employer (on company letterhead / stamp) that shows your place of employment, your hours and days of work
- **Self-employed:** T2125 Statement of Business Activities (Income Expense Statement) OR if newly self-employed a Projected Income and Expense Statement
- **Special needs:** A support letter from your medical doctor, agency or other professional about you or your child's need for child care. Call the KIDSLINE at 416-392-5437 or visit our website for a form that the supporting person / agency can complete.

Your caseworker may also ask you to provide additional information to confirm your eligibility for child care subsidy

Information about eligibility for fee subsidy and what you must bring to the meeting is also on our website at www.toronto.ca/children or by calling our KIDSLINE at 416-392-5437