

**POLICY & PROCEDURE:           ADVANCED CHILDCARE BENEFIT**

**POLICY REFERENCE:               Directive 31.0**  
**Legislative Authority: Part VII, Section 55(7)**

- CRITERIA:**
1. Mandatory item of assistance for **eligible participants**
  2. Available to participants/spouses or same-sex partners who;
    - **start** full-time, part-time, or casual employment (including self-employment),or
    - **start** an employment assistance activity including a training program, community placement or educational program and
    - require initial childcare costs to permit employment or the employment assistance activity **to begin**
  3. Advanced Childcare Benefit is paid in addition to Employment Start-Up Benefit

**Restrictions**

1. Advanced Childcare Benefit is not to be used for the following:
  - Childcare costs reimbursed by another funding source (i.e. HRDC, subsidized daycare, etc.)

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**Restrictions Continued ....**

2. The maximum benefit payable is

- \$390.00 for children ages 0 - 5 years  
or
- \$346 for children ages 6 - 12

per twelve month period for licensed or unlicensed care.  
It can be issued in increments up to the maximum based  
upon the circumstances

3. In the first month of employment activity, the Advanced  
Childcare Benefit may be issued and the amount  
attributed to that month also allowed as a deduction from  
earnings through STEP

4. Advanced Childcare Benefit **will not** be approved where  
the participant submits the request following the start  
of their new employment or employment assistance  
activity

5. Advanced Childcare Benefit must not be paid where the  
childcare provider is;

- the father of the child
- the mother of the child
- any supporting person of the child
- a sibling of the child living with the participant  
and who is under 18 years of age

**PROCEDURE:**

1. Ontario Works Case Manager receives information from  
the participant that they have childcare costs associated  
with beginning employment or an employment  
assistance activity

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2. Ontario Works Case Manager requests participant provide a written request listing the required need including the time period covered and the required costs
  - under exceptional circumstances, where it is not possible for the participant to submit a written request, the Ontario Works Case Manager will request the details verbally and record the reason and details of the request by creating a note in SDMT
3. Ontario Works Case Manager requests participant provide written verification from the childcare provider of the required costs
4. Ontario Works Case Manager requests participant provide written verification of new job or employment assistance activity
  - under exceptional circumstances, where this is not possible, the Ontario Works Case Manager will speak directly to the employer, Community Placement Officer or person who is able to verify the details of the new employment or employment assistance activity
5. Ontario Works Case Manager creates a note in SDMT with the details of the request

Note Category: Payments/benefits  
Note Type: Benefits  
Subject: Advanced Childcare Benefit

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The note should detail

- the reason the Advance Childcare Benefit is required (new employment, etc.) and confirmation that employment or employment assistance activity cannot begin without issuing
  - confirmation that verification of the new employment/employment assistance activity and associated childcare costs have been received
  - details regarding any information the participant has been asked to submit
  - whether the request was approved or denied and the reason
  - the amount approved
  - payment method - to the participant, to the childcare provider, awaiting invoice
  - this benefit
  - the name of the childcare provider
  - the amount of the request and the period covered (e.g. \$200 covering May 1 - 15, 2002)
  - was the request written or verbal
6. Ontario Works Case Manager will search SDMT to determine if the participant has received Advanced Childcare Benefit in the past 12 months and ensure that the approved amount does not exceed the allowable maximum
- if the maximum allowable amount has been received, the Ontario Works Case Manager may consider the request as it relates to the participant's service path and determine if this is an appropriate ERE/CPE
7. Ontario Works Case Manager will not approve the benefit until all required documentation has been provided

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8. Once the Ontario Works Case Manager has received all required information to support the Advanced Childcare Benefit request, they will have the authority to approve or deny it. They must document their decision by appending the original note in SDMT
9. The Ontario Works Case Manager will advise the participant in writing of their decision when denying the benefit
10. Any requests that do not meet the prescribed conditions, exceed maximum allowable limits or require clarification must be forwarded to the Team Leader for approval.

**Method of payment**

1. The preferred method is direct payment to the childcare provider

**Exception:**

Daycare provided through the YMCA

- Where the participant is working, the payment must be made to the participant who then is responsible for paying the 'Y'
  - Where the participant is attending school, a community placement etc., the payment may be made directly to the 'Y'
2. Where the payment is being made to the participant, the Ontario Works Case Manager will create the benefit and issue the payment

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3. Where the payment is being made to a third party, the Ontario Works Case Manager will ensure it is being issued via vendor cheque
4. Where the third party is an informal childcare provider, the OWCM will create the benefit and issue payment to them
5. Where the third party is a formal childcare provider
  - the Ontario Works Case Manager will advise the childcare provider to forward an invoice to Finance
  - the Ontario works Case Manager will create the benefit in SDMT leaving the Release Date blank
  - When the invoice has been received by the Finance Clerk, they will verify the benefit has been approved by searching for the applicable note
  - the Finance Clerk will search for the created benefit, complete the Release Date, append the original note and issue the payment

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**Reviewed and Approved By:**

Deborah Gill

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02/05/09

Date

Dorothy Theobald

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02/05/09

Date