

## APPLYING FOR SUBSIDY

Please follow these steps when applying online for subsidy. Remember to print the pre-approval screen and hand in a copy of it to the office as soon as possible.

### Eligibility

You can apply for a subsidy if:

- You or your spouse/partner, or the child receiving care are Canadian citizens or permanent residents of Canada and live in Alberta.
- You or your spouse/partner are an Alberta resident.
- Your child is 12 years of age or younger and are not yet attending Grade 7.
- You and your spouse/partner are currently working, attending school, looking for work or have special needs

OR

- You or your spouse/partner stay-at-home and have your child(ren) enrolled in a licensed pre-school or approved early childhood development program.

For general inquiries about child care subsidy call: 1-877-644-9992, or if you are calling from Edmonton: 780-644-9992. Email: [hs.childcaresubsidy@gov.ab.ca](mailto:hs.childcaresubsidy@gov.ab.ca) Fax: 790-422-5692

### How to Apply

First Time Applicants Step 1: Enter [www.child.gov.ab.ca](http://www.child.gov.ab.ca) into your web browser. Step 2: Scroll down to the "Financial Supports" section. Step 3: Click on Child Care Subsidy. Step 4: On the left hand side of the screen select the "Green Apply for Subsidy Button". Step 5: Select "Apply Online". Step 6: Answer the questions on the following pages until you get to the "Pre-approval" Screen. Print the screen for the daycare. Step 7: Go back to the "Step 5 Screen" and select "CRA Consent Application Declaration and Acknowledgement form". Step 8: Fill out the form and submit. You need to make sure you submit this form in order to CONTINUE to receive subsidy after your pre-approval date.

Subsidy Renewals Step 1: Enter [www.child.gov.ab.ca](http://www.child.gov.ab.ca) into your web browser. Step 2: Scroll down to the "Financial Supports" section. Step 3: Click on Child Care Subsidy Step 4: On the left hand side of the screen select the "Yellow Renew your Subsidy Button". Step 5: Select "Renew online". Step 6: Answer the questions on the following pages until you get to the "Pre-approval" Screen. Print the screen for the daycare.

NOTE: If you do not want to renew online, on the Step 5: screen you can select "Download Subsidy Application" and print the form and fill it out.

Then you must mail it to: P.O. Box 1641 Edmonton, AB T5J 2N9