

Table of Contents

SECTION 1 – ELIGIBILITY

<i>General Eligibility For All Applicants</i>	2
<i>Conditions Which May Make You Ineligible</i>	3

SECTION 2 – APPLYING

<i>How To Apply?</i>	4
<i>What Happens After You Have Submitted An Application?</i>	4
<i>Tell Us If Things Change</i>	5

SECTION 3 – BENEFITS

<i>What Costs Does The Student Child Care User Subsidy Assist With?</i>	6
<i>What Is The Maximum Amount Available?</i>	6
<i>How Will You Get The Money?.....</i>	7

SECTION 4 – REASSESSMENT AND VERIFICATION

<i>Common Reasons For Reassessment</i>	8
<i>Reassessments Are Conducted In The Current School Year Only</i>	8
<i>Compliance</i>	8
<i>False Information.....</i>	9

SECTION 5 – RECOVERIES

<i>Recovery of Student Child Care User Subsidy</i>	10
<i>How Will I Know If I Owe The Government Money?</i>	10
<i>Are You Eligible For Student Child Care User Subsidy If You Owe Money To The Government?</i>	10

SECTION 6 – APPEALS

<i>Appealing A Decision</i>	11
<i>Supporting Documentation For An Appeal.....</i>	12

SECTION 7 – ONLINE APPLICATION

<i>Steps To Accessing The Online Application</i>	14
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SECTION 8 – GENERAL INFORMATION

<i>Keep Copies Of Your Documents.....</i>	15
<i>Provide Accurate Information</i>	15
<i>Tell Us If Things Change</i>	15

SECTION 9 – DEFINITIONS

<i>What Does It All Mean?</i>	16
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SECTION 10 – CONTACT INFORMATION

<i>Contacting Us.....</i>	20
<i>What Other Services are Available</i>	21

Section 1

Are You Eligible For A Student Child Care User Subsidy From The Northwest Territories?

General Eligibility For All Student Financial Assistance Applicants

In order to be eligible for a Student Child Care User Subsidy (SCCUS), applicants must:

- Have a child or children under 12 years of age
- Complete the **Application for Child Care User Subsidy** and **Statement and Authorization** forms
- Live in and attend full-time postsecondary studies at a designated institution in the NWT
- If applicable, verify that the spouse works outside the home or attends school during the time the child care services are required
- Have a financial need
- Substantiate their family's income, and
- Be receiving benefits from NWT Student Financial Assistance

Age Limit

There is no eligibility related to applicant age. Parents may be under 19.

Income

Applicants will provide documentation supporting their net household income at the start of the academic year. In determining net family income, Education, Culture and Employment (ECE) will assess the income of all family members.

Note: *Net household income refers to the total income of each family member after mandatory income deductions. For example, mandatory income deductions are as follows, but not limited to: current income tax withholdings, Canada Pension Plan contributions, Employment Insurance contributions, etc.*

All income, with the exception of Student Financial Assistance, will be assessed using Income Assistance guidelines.

Applicants and household members who have regularly recurring income will be assessed on a monthly basis.

Conditions Which May Make You Ineligible

ECE may discontinue the subsidy if you:

- Are no longer a full-time student
- Receive a subsidy benefit from another source that is intended for the same purpose as the SCCUS, and/or
- Are incarcerated

Note: *Any benefit for a period when the applicant was actually ineligible may be recovered following established GNWT Policy guidelines.*

Section 2

Applying for A Student Child Care User Subsidy

How To Apply

Education, Culture and Employment (ECE) will review your Student Child Care User Subsidy (SCCUS) one academic year at a time and you must reapply every year. If you are applying for the SCCUS, you must submit to the appropriate regional or community office of ECE the following:

- Completed **Application for Child Care User Subsidy** and **Statement of Authorization** forms
- Documentation supporting your net household income
- Documentation supporting any employment earnings of yourself and spouse, and
- Documentation confirming your child care expenses

What Happens After You Have Submitted Your Application?

Once your application is received, it is assessed for need. If your application is incomplete, it will be put on hold and you will be immediately contacted, in writing, about the additional information you need to provide.

The Client Services Officer will assess your completed application and you will be notified of the:

- Amount of SCCUS, and
 - Period of eligibility
- or**
- Reason for ineligibility, and
 - Appeal process

It is your responsibility to:

- Provide all supporting documentation
- Pay your child care providers (applicants may opt for direct payment to the child care provider)
- Provide confirmation of your full-time student enrollment to the NWT Student Financial Assistance Program each and every semester,
- Provide a **Request to Continue the CCUS** form each and every semester, and
- Provide a **Monthly Income Reporting Form** each month, if your household has recurring income
- Reapply for the SCCUS annually or as circumstances change

Tell Us If Things Change

It is important to contact your Client Services Officer as soon as possible if:

- Your financial status changes
- Your child care expenses change
- Your family size changes
- Your child care provider changes, and/or
- You have, or are thinking of, withdrawing from school

Any of these changes may mean you will no longer be eligible to receive the benefits to which you were originally assessed.

Note: *Benefits paid under the Student Child Care User Subsidy are reportable to the Canada Customs and Revenue Agency (CCRA). Income tax information slips will be distributed to clients for reporting on income tax returns.*

Section 3 Benefits

What Costs Does The Student Child Care User Subsidy Assist With?

The Student Child Care User Subsidy (SCCUS) provides assistance for child care expenses to students attending full-time studies in the Northwest Territories while receiving NWT Student Financial Assistance.

What Is The Maximum Amount Available?

Eligibility for the SCCUS is determined on a semester basis. The maximum monthly subsidy entitlement is converted to a daily rate when child care is required for partial month(s).

Parents of school age children under the age of 12 are eligible for either the after-school rate during the school year, or the full-time care rates for professional development days, statutory holidays, and school breaks.

Parents of children under the age of 12 are eligible for the full-time care rate if they attend non-standard school hours that require them to attend classes in the evenings and/or on the weekend.

The maximum SCCUS rates for entitlement and payment are:

Type of Care	Type of Facility	\$ Maximum Monthly Rate	\$ Maximum Daily Rate
Full-time	Licensed Centre	700	32
	Licensed Day Home	600	28
	Unlicensed Care	500	23
Part-time	Licensed Centre	350	16
	Licensed Day Home	300	14
	Unlicensed Care	250	11
After-School	Any of the Above	145	7

The maximum monthly entitlement, or the actual monthly child care cost will be used when calculating the monthly entitlement, however, the eligible maximum amounts are as above.

Note: *In order to qualify for a benefit from the SCCUS, children requiring child care must be attending a child care facility. Household members cannot be considered the child care provider.*

Periodic Applicant Obligations

Every Semester

You must submit a **Request to Continue Child Care User Subsidy** form, including any additional documentation as requested.

Every Academic Year

You must re-establish your eligibility by completing an **Application for Child Care User Subsidy** and **Statement of Authorization** forms to reconfirm:

- Child's hours of care
- Parental school attendance requirements, and
- Financial need

Every Month (Households with Recurring Income)

If your household has recurring income, you must submit a **Monthly Income Reporting Form** every month.

How Will You Get The Money?

You can receive your SCCUS as a:

- Direct payment to you by Direct Deposit or mailed cheque, or
- Direct payment to your child care provider

The initial funding will be deposited into your bank account within 10 working days of your Client Services Officer and the NWT Student Financial Assistance office receiving your last required document, but not before the first day of school. Each payment for the remainder of the semester will be deposited into your account on the first of every month, along with any SFA payment due.

Section 4 Reassessment and Verification

Common Reasons for Reassessment

You must advise Client Services Officer (CSO) in writing if any of the information on your application changes after you submit it. The changes may require a reassessment of your Student Child Care User Subsidy (SCCUS). Depending on what those changes are, you may be eligible for more or less funding.

Some of the most common reasons for a reassessment are changes to:

- The financial position of you, your spouse or other household member(s) (income, assets or investments)
- Relationship with your spouse/common-law partner
- Your banking information, and/or
- The information provided about your dependant(s)

Reassessments Are Conducted In The Current School Year Only

The SCCUS will only assist with your child care expenses in the current school year only. You may ask for a reassessment at any time during your current academic year.

If the CSO made an error, or you realize you should have received additional assistance during a prior academic year, retroactive payments do not apply.

Compliance

Each year, the Department of Education, Culture and Employment (ECE) will conduct periodic reviews to ensure compliance with the terms of these Policies.

Non-compliance may result in applicants being denied subsidy payments and the recovery of any previous payments. ECE will provide the subsidy up to the date the client is denied assistance.

Please read carefully the conditions of the Student Child Care User Subsidy funding, as noted in the Statement of Authorization on your application form to ensure you understand your obligations.

False Information

If the information you have provided in your application and/or supporting documents is false, and you are reassessed or audited, you may be reported to the Audit Bureau as a client suspected of defrauding the Government. Depending on the amount of money you received, you may be reported to the RCMP for formal investigation, which may result in charges under the Criminal Code of Canada.

Section 5 Recoveries

Recovery of Student Child Care User Subsidy

If you applied for and received assistance in the form of a Student Child Care User Subsidy (SCCUS) and you decide to stop attending full-time studies, the subsidy payments will stop immediately.

If you withdrew from your classes, but continued to receive your SCCUS payments, you will be required to repay all monies received for which you were not eligible to the Income Security Programme after you withdrew.

How Will I Know If I Owe The Government Money?

You will be notified by the Department of Education, Culture and Employment.

Are You Eligible For Student Child Care User Subsidy If You Owe Money To The Government?

If you have an outstanding debt to the Government of the Northwest Territories (GNWT), such as an overpayment of Student Financial Assistance or property taxes, you will not be eligible to receive a SCCUS until you have either repaid the debt, or made payment arrangements acceptable to the GNWT.

Section 6 How To Appeal A Decision?

Appealing A Decision

The Student Child Care User Subsidy (SCCUS) Program makes every effort to be fair to all applicants. However, there are instances where you may feel the rules have been misapplied or that the criteria do not adequately reflect your particular circumstances. You may appeal decisions made by your Client Services Officer (CSO) by following the approved appeal procedures.

The Appeal Period

The 7-day appeal period starts from the day you are notified, that is when you get the letter or other form of notification from your CSO regarding your file.

Appeal Levels

The first step in an appeal process is to talk to a CSO. Even if you feel the CSO did not assess you properly, there may have been some confusion or misunderstanding that can be easily sorted out and rectified. If discussions with your CSO leave you dissatisfied, you can then consider taking the next step in the appeal process as noted below.

Level 1- Regional Manager

The steps in the process are as follows:

1. Appeal in writing on the **Appeal to the Regional Manager Form** within 7 days of notification of the decision you are appealing.
2. The Regional Manager will arrange for and hold a teleconference with one or more Regional Manager(s) to review the SCCUS appeal.
3. The applicant and the CSO are provided with the option to be present (phone or in person) at the first level of appeal.
4. Appeals must be heard within 30 days of receiving the request for appeal.
5. The Regional Manager responsible for the decision will forward the decision to the applicant, the CSO and headquarters.

The applicant's SCCUS remains adjusted until the Regional Managers make a decision. The Regional Managers can decide to pay retroactively to the first day of the month that the adjustment took place.

Level 2 – Administrative Review Group

The applicant or the Director of Income Security Programs has the right to appeal the Regional Managers decision.

The steps in the process are as follows:

1. The applicant/Director must appeal in writing on the **Appeal to the Administrative Review Group Form** within 7 days of notification of the decision.
2. A hearing will be set up and the Administrative Review Group will review the appeal.
3. Applicant/Director may attend the meeting by phone or in person. The Regional Manager who made the decision at the first level is unable to attend.
4. An appeal hearing must be heard within 45 days of the request for an appeal.
5. The Administrative Review Group's decision must be forwarded, in writing, to the Regional Manager, who then forwards the decision to the applicant and CSO.
6. The Administrative Review Group's decision is final.

Decisions on appeals will be based on approved legislation, act and regulations. Precedents will be verified at each level to ensure that they have been applied correctly for your situation.

Note: *You are invited to participate at both levels of appeal. During the appeal you may represent yourself in person or by telephone, or have someone, including legal counsel, represent you.*

Supporting Documentation For An Appeal

You may be required to provide documentation that supports your request for an appeal. Your Client Services Officer (CSO) can tell you what documentation is required in your particular situation.

Supporting documentation may include:

- A letter from you (and your spouse, if applicable) explaining the situation
- Detailed documentation from a professional third party who was directly involved with your situation (court reports, letters from police, social workers, counselors, children's shelters or doctors)
- Proof of payment for the costs you are claiming
- Certificate from a physician outlining the nature of illness or permanent disability, care required and the period of time

Student Child Care User Subsidy Policy and Procedures Manual

- Documentation from your employer confirming your employment, and/or
- Budget outlining your estimated educational, living and/or child care expenses

The forms required to appeal are available from your local Career Centre or the Government Service Centre.

Note: *If the reason for your appeal is based on a decision made by SFA, your appeal must be submitted through the SFA appeal levels. Please contact your Student Case Officer for further instruction.*

Section 7 Online Application

Steps To Accessing the Online Application

Tips Before Getting Started:

- *Always read and follow all instructions carefully.*
- *Always print/keep a copy for your records.*

The online application is currently under construction, but you can print a downloadable version of the application by visiting the Income Security Program's website at:

http://www.ece.gov.nt.ca/Divisions/Income_support/indexIncome.htm

Section 8

General Information

Keep Copies Of Your Documents

Keep copies of your application, forms, fax confirmation sheets and anything else you submit to the Student Child Care User Subsidy (SCCUS) Program in the event some, or all, of your documentation is not received.

Provide Accurate Information

The SCCUS Program determines your eligibility for benefits based on all the personal information you provide. You must ensure the application is completed accurately and truthfully. It is your responsibility to provide us with personal information updates such as a change of income, address, phone number, banking information, etc. It is also your responsibility to provide us with the income you, your spouse and any other household member(s), if applicable, will be receiving at any time during your sponsorship.

Tell Us If Things Change

It is your responsibility to provide us with personal information updates such as a change of income, address, phone number, banking information, etc.

Any changes may mean you will no longer be eligible to receive the benefits you were originally assessed for. In some cases, you may be required to return the assistance.

Section 9 Definitions

What Does It All Mean?

The following are definitions of words and terms used when we talk about the Student Child Care User Subsidy (SCCUS) Program. If you don't understand exactly what the word or term means, ask your Client Services Officer (CSO) to explain.

Academic Year

For the purposes of the SCCUS application period, an academic year is a period of 12 continuous months. For instance, April 1, 2005, to March 31, 2006 or November 12, 2006, to November 11, 2007, are examples of 12 continuous months.

According to the NWT Student Financial Assistance Program, an academic year cannot have more than one type of semester within the period. For example, you cannot have two winter semesters within one academic year.

After-School Care

Child care provided outside of the regular school program for any child up to and including eleven years of age who is in regular attendance at a school operated pursuant to the *NWT Education Act*.

Allowable Deductions

Deductions are allowed in accordance with the *Student Child Care User Subsidy Regulations* and Policies.

Applicant

The custodial parent or legal guardian who is applying for the SCCUS.

Application

An application for assistance made under the *Student Child Care User Subsidy Regulations*.

Assess or Assessment

The procedure that your CSO undertakes to determine your funding entitlement.

Assistance

Funding you may be eligible to receive from the SCCUS Program.

Audit

Verification of the information submitted in your application form.

Benefit

Funding you may be eligible to receive from the SCCUS Program.

Child Day Care Facility

A service which provides care, instruction and supervision to five (5) or more children in the absence of their parents or guardians by individuals who are not relatives of the majority of the children. The facility may be either for profit or non-profit.

Child Day Care Centre/Child Care Centre

A facility that provides care, instruction and supervision to a group of children that is not in the operator's residence.

Client Services Officer

A staff member of the Student Child Care User Subsidy who is assigned to your file while you are receiving benefits from the program.

Common-Law Partner

See definition for "Spouse".

Dependant

A child (stepchild, adopted child or a child you have legal custody or guardianship of) aged 19 or younger, where they are financially dependent upon you and are living with you 100% of the time.

Family

The applicant, the spouse, and dependents of the applicant under 19 years of age, who are financially dependent on the applicant and/or spouse.

Family Day Home

A child care service provided for up to eight (8) children in the operator's residence. The program is usually less structured than a child day care centre. Family day homes are classified as non-profit operations.

Full-time

Care of children of 5 or more hours per day. For parents who are students, full-time is defined by the educational institution.

Full-time Student

A person enrolled in a postsecondary program taking 60% of a 100% full course load and as a student with a permanent disability, taking 40% of a 100% full course load.

Household Income

All sources of money that you, your spouse or any other household member receive. Some examples of household income are, employment earnings, business earnings, investment earnings, pension income, Employment Insurance, Income Assistance, sponsorship/training allowances, etc.

Income Exemption

The \$400 Income Exemption + 15% surplus is deducted from earned income from employment. Each household is eligible for an unearned income exemption up to a maximum amount of \$1,200 in a 12-month period. The exemption can be taken as a lump sum amount, or be split into smaller amounts that do not exceed \$1,200 for the 12-month period.

Income Tax

Benefits are reportable to Canada Customs and Revenue Agency and therefore T5007's will be distributed to clients for inclusion in their Income Tax Returns.

Infant

A child who is 0 to 24 months old.

Licensed Child Care

Child care provided in a centre or family day home which has been inspected and meets the standards set out in the *NWT Child Day Care Act and Regulations*.

Net Income

Gross income less allowable deductions. Any other deduction from income beyond the normal payroll deductions (i.e. rent, loan payments, garnishees, savings bonds, etc.) must be documented as they are to be added back to income for calculation purposes.

Nursery School/Preschool

Child development provided in a learning environment for any child between two and five years of age for a period of four consecutive hours per day or less.

Overpayment

Financial assistance issued above and beyond your eligible entitlement. It is important to be aware that administrative errors will be corrected.

Parent(s)

A caregiver(s) considered a parent(s) if biological, adoptive, step, sponsor or legal guardian.

Part-time

Fewer than five (5) hours per day at school or work. For parents who are students, part-time is defined by the educational institution.

Personal Information

The information that relates to you such as your marital status, number of eligible dependents, income, identification numbers, residency, etc..

Postsecondary

Education beyond secondary studies, leading towards a license, certificate, diploma, degree, masters or doctorate. Postsecondary does not include adult basic education, transitional/bridging or English as a second language.

Pre-School Child

A child not yet eligible for enrollment in the kindergarten to grade twelve school system.

Reassessment

A review of the procedure that determines your funding entitlement.

Semester

The period of time, during which your postsecondary program is provided. A semester can be as short as 12 continuous weeks or as long as 26 continuous weeks, with the exception of intersession. The first semester in your academic year must always be at least 12 continuous weeks in length.

Spouse

A person who

- a) is married to another person
- b) has together with another person, in good faith, entered into a marriage that is voidable or void, or
- c) is cohabitating with another person in a conjugal relationship outside marriage

Student Case Officer

A staff member of the SFA Program who is assigned to your file while you are receiving benefits from the program.

Unlicensed Child Care

Child care provided to fewer than five (5) children in a home that is not licensed under the *NWT Child Day Care Act and Regulations*.

Withdraw(al)

When you prematurely cease to be a full-time student.

Section 10 Contacting Us

Need More Information?

You can contact the toll free information line at 1-866-973-7252, or call the ECE office in your community to make an appointment:

Beaufort Delta Region

Aklavik	1-867-978-2644
Fort McPherson	1-867-952-2074
Inuvik	1-867-777-7365
Paulatuk	1-867-580-3224
Sachs Harbour (or phone Inuvik)	1-867-690-4351
Tsiigehtchic	1-867-952-2074
Tuktoyaktuk	1-867-977-2539
Ulukhaktok	1-867-396-8009

Dehcho Region

Fort Liard	1-867-770-4106
Fort Providence	1-867-699-4431
Fort Simpson	1-867-695-7338
Jean Marie River	1-867-695-7338
Kakisa	1-867-695-7338
Nahanni Butte	1-867-695-7338
Trout Lake	1-867-695-7338
Wrigley	1-867-695-7338

Sahtu Region

Colville Lake	1-866-814-9840
Deline	1-867-589-3202
Fort Good Hope	1-867-598-2414
Norman Wells	1-867-587-7112
Tulita	1-867-588-3211
Toll Free Sahtu	1-866-814-9840

South Slave Region

Enterprise	1-867-874-5050
Fort Smith	1-867-872-7425
Hay River	1-867-874-5050
Katlodeeche First Nation	1-867-874-5050
Lutselk'e	1-866-768-8145

North Slave Region

Behchoko	1-867-392-6229/6455
Gameti	1-867-573-3053
Wekweeti	1-867-573-3053
Whati	1-867-573-3053
Yellowknife	1-867-766-5100

What Other Services Are Available?


Through your community ECE office, you can access information and assistance on the following programs:

- Income Assistance
- Senior Home Heating Subsidy
- Senior Citizen's Supplementary Benefit
- Child Care User Subsidy
- Student Financial Assistance
- Career and Employment Development Programs

APPROVAL



Deputy Minister
Education, Culture and Employment



Date