

# Applying for Child Care Fee Subsidy Online

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Child care fee subsidy helps a family in financial need with the cost of licensed child care programs. Subsidy is provided to child care programs on behalf of eligible families. If you or your child has a documented special need, you may qualify for fee subsidy even if you are not working or going to school.

Follow the steps below to apply for the subsidy fee program. You may apply online using the application form OR you can call Toronto Children's Services at **416-338-8888**.

Note: If you receive Ontario Works, you can contact your Ontario Works caseworkers to apply.

For this application, you will need:

- Your Canada Revenue Agency, Notice of Assessment (NOA) or Notice of Reassessment. (To replace a NOA call 1-800-959-8281)
- Your Ontario Disability Support Program (ODSP) Statement, if applicable
- The names of the child care programs you are interested in. Parents should phone and visit each child care program to make sure it meets their family's needs. The [Licensed Child Care page](#) can help you find a program.

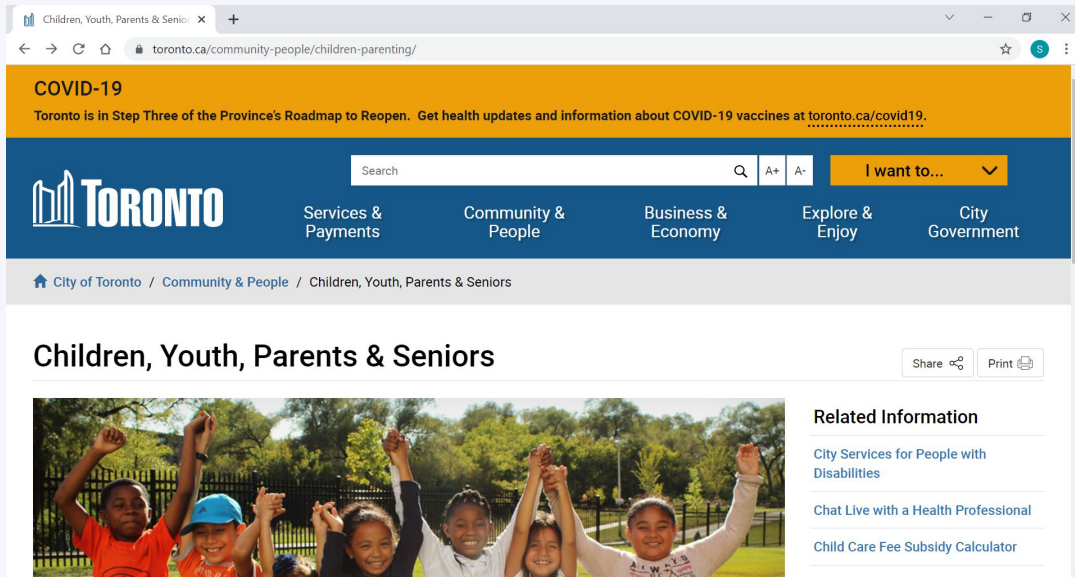
-[www.toronto.ca](http://www.toronto.ca)

## INSTRUCTIONS

Step

1

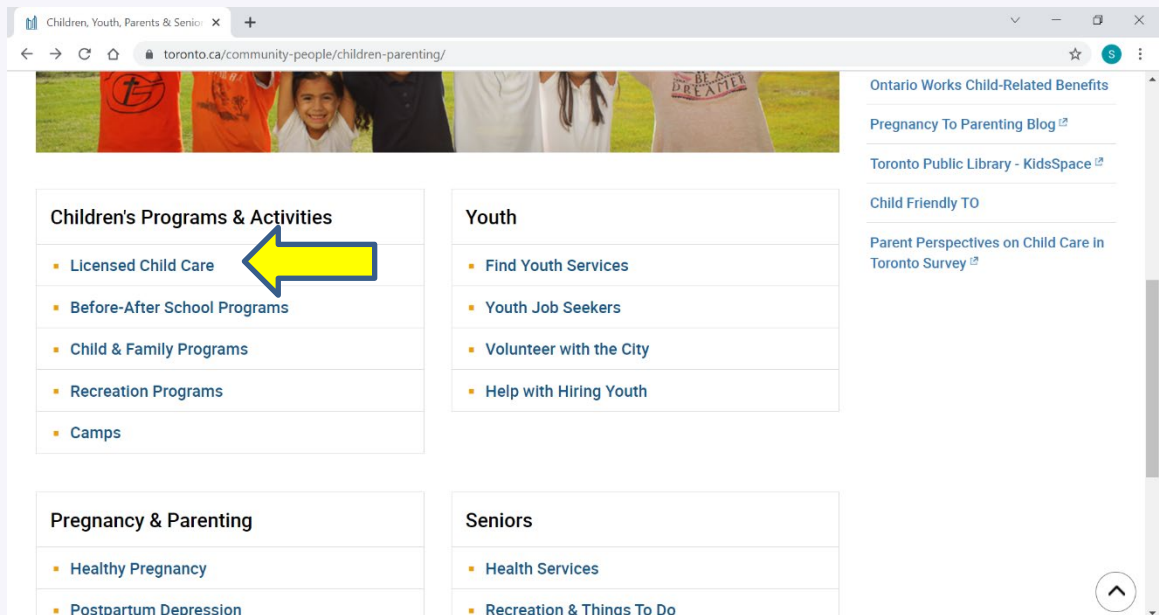
Go to the following website: [www.toronto.ca/children](http://www.toronto.ca/children).



Step

2

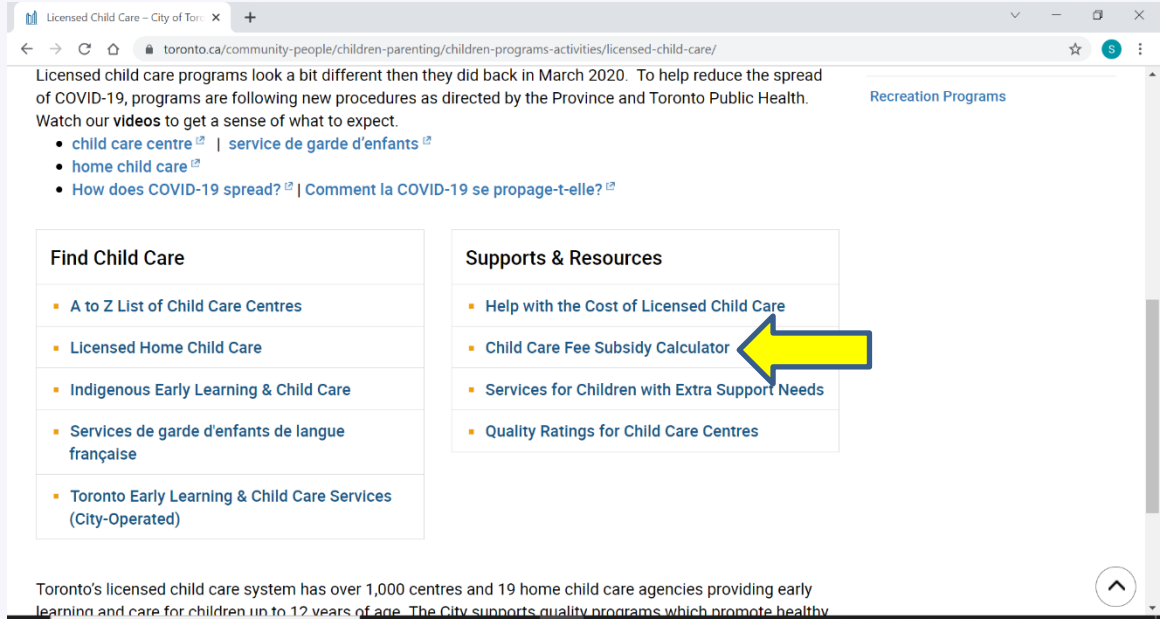
Scroll down and click 'Licensed Child Care'.



Step

3

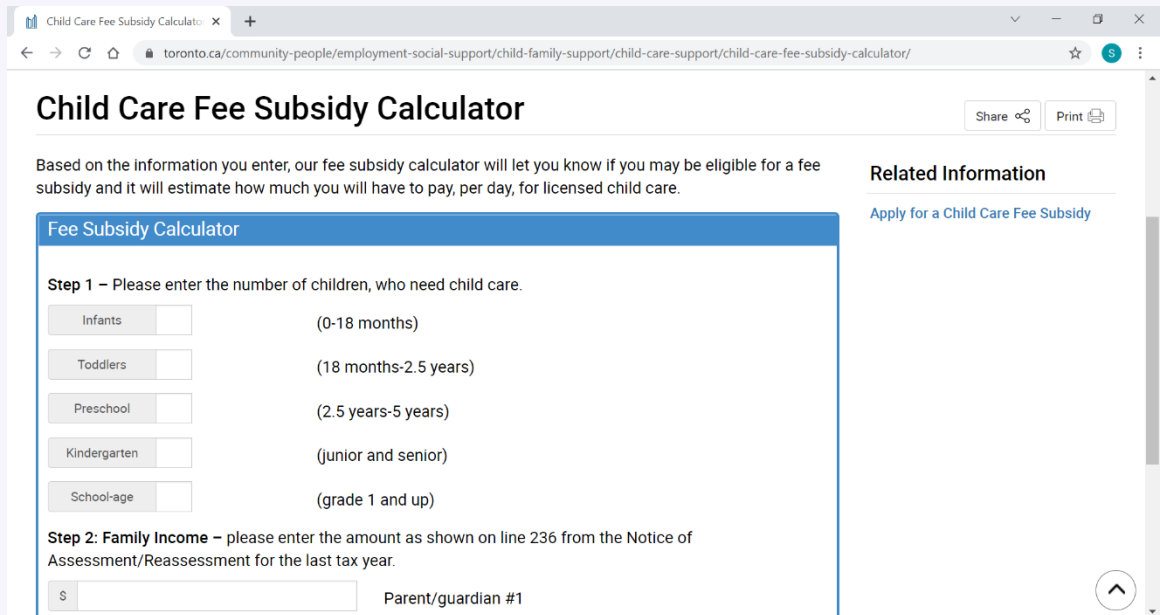
Click the 'Child Care Fee Subsidy Calculator' to help you check for eligibility for a subsidy.



Step

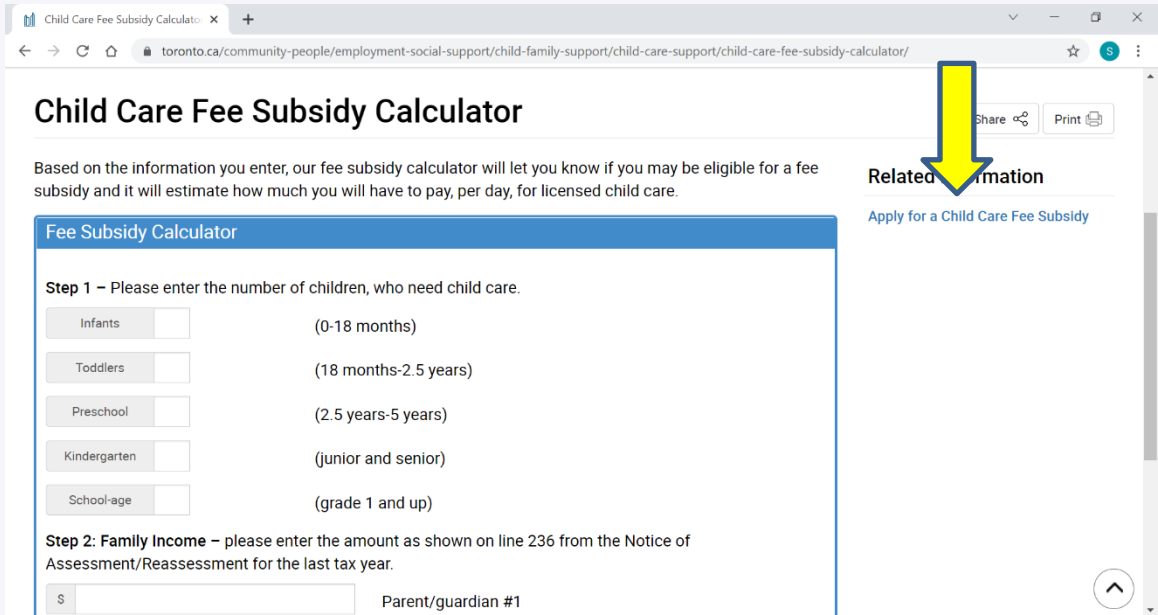
4

Type in the information required to get an estimate on a fee subsidy and how much you will have to pay for licensed child care.



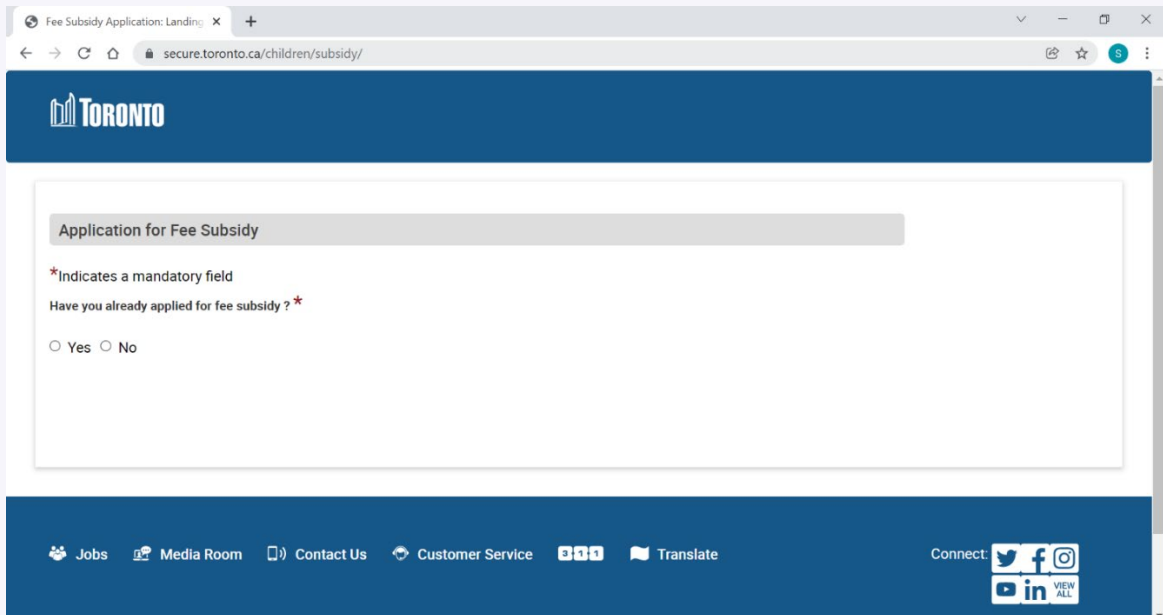
Step 5

Click the blue button that says 'Apply for a Child Care Fee Subsidy' to complete your application.



Step 6

Follow the prompts to fill out the application online.



Step  
**7**

Click [here](#) to learn what to expect after you apply for your subsidy.

The screenshot shows a web browser window with the URL [toronto.ca/community-people/employment-social-support/child-family-support/child-care-support/paying-your-fees-to-the-chi](https://toronto.ca/community-people/employment-social-support/child-family-support/child-care-support/paying-your-fees-to-the-chi). The page has a table of contents with expandable sections:

- Who Can Apply (+)
- How to Apply (+)
- After Applying (-)
- How to Make Changes to Your Application & How to Reapply (+)

The 'After Applying' section is expanded and contains the following text:

1. Once you have applied, you will receive an email confirming that you have been placed on the City's Child Care Fee Subsidy waitlist.
  - o Keep this email as it indicates your waitlist date and client file number.
  - o Contact the child care programs you are interested in and let them know you are on the waitlist for a child care fee subsidy.
2. When your name comes to the top of the child care fee subsidy waitlist, a caseworker will contact you to
  - o arrange a meeting to discuss your eligibility and your child care options.
  - o help you register for [My Child Care Account](#), which is a secure online portal used to upload all the [required documents](#) for the meeting.
3. At the meeting, if all eligibility criteria are met, you will officially be offered Child Care Fee Subsidy and you will be given a period of time to [find a child care program](#).



**FINAL TIPS:**

After applying for a fee subsidy, you can call Toronto Children's Services at **416-338-8888** to book an interview with a case worker or check the status of your application.

It is a good idea to set up a [My Child Care Account](#) online to keep track of your application and to communicate with a case worker.

Call **416-338-8888** to re-apply or to make changes to your Child Care Fee Subsidy Application, as this cannot be done online.