

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

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| Section: F. Children's Services | Effective Date: January 2010 |
| Topic: 5. Fee Subsidy | Former Policy - F.12.1 November 2004 |
| Subject: 5.4. Waitlists | |
| Policy No. F.5.4. | Page 1 of 1 |

POLICY

The Board has established a "no wait list" policy and commits to meeting actual fee subsidy requirements, subject to annual budget allocations.

The following guidelines are applicable should a Child Care Fee Subsidy wait list become necessary.

If subsidized spaces are not available, and a person in need has made application for Fee Subsidy, they will be placed on a wait list in the following priority:

1. Ontario Works LEAP participants;
2. Parents on social assistance (OW or ODSP) who are employed and unable to claim full child care costs through STEP;
3. Parents on social assistance who are attending school and are unable to claim full child care costs through STEP;
4. Sole support parents who are employed;
5. Parents on social assistance who attend school;
6. Sole support parents who attend school; and
7. Two-parent families who are working or attending school

The wait list will be maintained by the Manitoulin-Sudbury DSB and will be updated quarterly to ensure that all people on the wait list continue to require assistance.

PROCEDURE

When, and if, it is necessary to maintain a wait list for fee subsidy, a physical wait list will be maintained electronically using the Ontario Child Care Management System (OCCMS).