

## Form Requirements:

- Obtain and complete the Child Care Subsidy Application form (CF2900). If you are married or living in a marriage like relationship, your spouse must also sign the application.
- Obtain and complete the Child Care Arrangement form (CF2798). Your child care provider must complete and sign their portion.

## Complete any of the following supplementary forms that apply:

- Special Needs form (CF2951), if you have a child(ren) with a designated special need(s).
- Medical Condition form (CF2914), if you or your spouse have a medical condition that interferes with your ability to care for your child(ren).
- Self Employment form (CF2568), if you or your spouse are self-employed.

## Documentation Requirements:

**Along with all the necessary forms, submit the following supporting documents** (please ensure your Social Insurance Number (SIN) is indicated on each piece of correspondence):

- Photocopy of one (1) piece of government issued identification that shows your status in Canada (i.e. Canadian Birth Certificate, Certificate of Canadian Citizenship, Valid Canadian Passport, or Certificate of Status Indian Card).
- Photocopy of one (1) piece of government issued identification, for each family member noted on your application (i.e. Birth Certificate, Provincial Driver's License, or Provincial Health Care Card).
- Photocopies of all sources of [family income](#) (i.e. pay statements from employment income, Employment Insurance Benefit statements, income assistance statements, spousal support, or any other income statement such as Child in the Home of a Relative or Extended Family Program benefit). If you are not sure what income to report, please call 1 888 338-6622.
- Photocopy of Canada Pension Plan or Ministry of Social Development disability statement if someone in your household receives government disability benefits.
- Proof of participation in Employment Related Program (if applicable).
- Proof of registration and class schedule if enrolled in school.
- If you or your spouse are looking for work, you will be asked to submit proof.

Mail or fax your documents to:      Child Care Subsidy Service Centre  
PO Box 9953 Stn Prov Govt  
Victoria, BC V8W 9R3  
Fax: 1 877 544 0699

**If you have any questions, call: 1 888 338-6622**