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**MEMORANDUM**

**TO: Regulated Child Care Centres and Family Home Day Care Agencies**

**FROM: Shelley Thompson, Director, Early Childhood Development Services**

**DATE: August 8, 2017**

**RE: Child Care Subsidy Online Application**

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I am pleased to advise that effective, August 8, 2017 families applying for Child Care Subsidy will now have the option to complete their application form electronically and to submit the application online. The application form can be retrieved from:

<https://www.ednet.ns.ca/earlyyears/families/application.shtml>

Once the application is completed it, and the required documentation, can be submitted online by using the following link:

<https://send.nshealth.ca/envelope/childcare>

You will notice that the application form has been reformatted, however, eligibility requirements remain the same. If you have copies of the former application on hand, please discard as we are requesting that all new applicants use the revised online form. Families who do not have access to the internet can still contact the department to request a paper copy of the application form if needed.

Please share this information with the families in your centre and encourage families to contact the department if they have questions about the Child Care Subsidy Program or would like to determine if they are eligible.

If you have any questions, please contact your child care subsidy caseworker. Contact information for each of the regional offices is available online at:

<https://www.ednet.ns.ca/earlyyears/families/application.shtml#subsidyoffices>

Families with questions regarding the Child Care Subsidy Program can be directed to following website: <https://www.ednet.ns.ca/earlyyears/families/childcaresubsidy.shtml> or can contact us by toll-free by phone at (844) 804-2084.

c: EYB Branch Staff