

CHILD CARE FEE SUBSIDY APPEAL/REVIEW REQUEST FORM REQUEST FOR APPEAL/REVIEW OF SUBSIDY ELIGIBILITY DECISION

It is the mandate of the Child Care Fee Subsidy Program to determine subsidy eligibility fairly and equitably by following the guidelines and legislation established by the Ministry of Education, as well as the policies and practices set by the City of Greater Sudbury.

Each case is unique and may involve varying factors that influence how an application is assessed. Applicants have the right to request a review or appeal if they feel the evaluation process does not accurately reflect their individual circumstances.

Your Children Services Representative may assist you in the Appeal/Review process by helping you to complete an Appeal/Review Request Form and provide you with an estimated date by which a decision will be reached.

Once you complete the form, your request for an Appeal or Review will be submitted to the Supervisor or Manager for Child Care Fee Subsidy. The Supervisor or Manager will conduct an impartial review of your file. You will receive a decision regarding your appeal or review within 10 business days. This decision will be communicated to you by secure email. Please note that missing information may negatively impact the outcome; therefore, we strongly encourage you to attach all supporting documentation to your application.

This information can be submitted to our office to the attention of **SUBSIDY APPEAL** by any of the following methods:

- **In Person:** at the Children Services office located at 199 Larch Street, 7th Floor Sudbury ON P3E 5P9
- **Mail:** Children Services, 199 Larch Street, 7th Floor Sudbury ON P3E 5P9 **ATTN: SUBSIDY APPEAL**
- **Email:** feesubsidy@greatersudbury.ca. Please use **subject line: Subsidy Appeal (your full name)**

LAST NAME (Applicant)

FIRST NAME (Applicant)

CHILD/REN(s) NAME(s)

ADDRESS (NUMBER, STREET,
APARTMENT NUMBER, OR
RURAL ROUTE)

CITY, TOWN

EMAIL ADDRESS

TELEPHONE NUMBER

CHILDREN SERVICES REPRESENTATIVE NAME

CHILD CARE CENTRE(s)

Reason(s) for the appeal. Please check all that apply.

I was refused child care fee subsidy.

My fee subsidy file has been terminated.

Subsidized days have been reduced.

My fee subsidy file has been placed on hold.

An overpayment has been set up on my file.

I was billed full fee for child care.

Other (please provide details):

Why do you disagree with the decision? Your appeal form must be accompanied with as much supporting documentation as possible.

The Appeal form is to be submitted within **3 business days** from the receipt of the decision made. If it is now past the 3 business days, please explain why you could not make your request earlier. The time to request an appeal will only be extended in exceptional circumstances.

Consent

I hereby attest that the content provided within this form is accurate, correct, and true.

Signature of Applicant

Date

NOTICE FOR THE COLLECTION OF PERSONAL INFORMATION

(Municipal Freedom of Information and Protection of Privacy Act)

This information is collected under the legal authority of the CCEYA 2014 to administer the Children's Services fee subsidy.

If you have any questions concerning the collection of this information, please contact:
Children Services, City of Greater Sudbury childrenservices@greatersudbury.ca 705-674-4455 ext. 4279

OFFICE USE ONLY - FORM RECEIVED BY CGS STAFF

NAME OF CGS EMPLOYEE

DATE

APPROVED BY MANAGER/SUPERVISOR

DECISION

Appeal Accepted

Appeal Declined

Date Response Sent to Applicant: