

By completing this form, you are requesting a review of a decision made by The Regional Municipality of York regarding Child Care Fee Subsidy. You must submit this form within 15 business days of receiving a notice of decision that you do not agree with.

A review of your file will be conducted and a decision will be made within 15 business days of receiving this request for appeal. All internal review decisions are final.

IMPORTANT

In order for your review request to be completed promptly, you must ensure you have attached:

- A copy of the decision letter you disagree with
- Any documents that support your reason for requesting this appeal i.e. year to date paystubs, record of employment(s) verifying last day of work, doctor's note etc.

You can fax, mail or drop off this form at the following locations:

South

The Regional Municipality of York
Attention: Supervisor, Child Care Services
50 High Tech Road, 4th Floor
Richmond Hill, ON L4B 4N7
Fax: 905-762-2099

North

The Regional Municipality of York
Attention: Supervisor, Child Care Services
17150 Yonge Street
Newmarket, Ontario, L3Y 8V3
Fax: 905-895-8377

SECTION 1 – CONTACT INFORMATION

Last name

First name

Daytime phone number

Other phone number

SECTION 2 – REASON FOR APPEAL

(check the box(es) that applies to you)

I /we disagree with the decision to find my application ineligible for Child Care Fee Subsidy

I /we are asking that our application for Child Care Fee Subsidy be considered as a priority

I / we disagree with the decision to terminate my Child Care Fee Subsidy

There has been a significant decrease in this year's family income (provide Record of Employment/Year to Date Paystubs/Employment Insurance Statement showing start /end date as well as earnings received in current year)

I/we disagree with the decision under the Absent Day Allowance Policy (provide doctor's note or other verifying information)

Please explain, in detail, the reason for an appeal and attach supporting documentation. Attach additional paper if required:

Applicant signature

Date (mm/dd/yy)

Notice with Respect to the Collection of Personal Information

(Freedom of Information and Protection of Privacy Act. Municipal Freedom of Information and Protection of Privacy Act.)

Personal Information in this Consent is collected under the legal authority of the *Child Care and Early Years Act, 2014* for the purpose of verifying eligibility or continuing eligibility for Child Care Fee Assistance. For more information contact the Manager of Child Care Services, The Regional Municipality of York, 17150 Yonge Street, Newmarket, Ontario, L3Y 8V3, Tel: 1-877-464-9675 ext 76655.