



# How to Complete the Enhanced Funding Individual Application

Please carefully read the following information before completing your application.

When completing your application:

- Print clearly.
- Complete **all** sections of the application. Failure to do so may result in a delay in the application process.
- Attach a letter of employment or education schedule for each parent/guardian that verifies the days and hours of the approved activity.
- Ensure the application is signed by the parent/guardian, Child Care Program Supervisor, **and** applicable consultant, i.e. Early Interventionist.

You can submit your completed application by mail, fax, or in person:

Admin Clerk Secretary  
Child Care Services  
Social Services Branch  
Community and Health Services Department  
17250 Yonge Street  
Newmarket, ON L3Y 6Z1

Fax: 905-895-5045

For more information, contact Darlene Preuten, Community Program Co-ordinator at 905-830-4444 or 1-877-464-9675 ext. 2455 or at [darlene.preuten@york.ca](mailto:darlene.preuten@york.ca).

**Note:** You can submit new applications at any time. Applications are date stamped and registered on the wait list by date.

## Funding Approval Process:

- The Community Program Coordinator reviews all applications, ensures eligibility criteria are met, registers all new applicants on the Wait List, and presents applications to the Review Sub-Committee.
- The Review Sub-Committee meets a minimum of two times per year to review applications and to make funding recommendations.
- All funding requests approved by York Region are for a maximum of six months. Funding periods are January to June and July to December. If required, you must re-submit an application to get further funding. Re-application deadline dates are the last week of April and the last week of October.
- Funding approvals are managed within the approved annual budget. When funding is at capacity, applications are entered on the wait list. The wait list is managed on a first-come-first-served basis. As funding becomes available, applications on the wait list are addressed, as approved by York Region.

### Application Checklist

Before you submit your application, make sure you have:

- completed **all** sections of the form
- obtained the required **three** signatures in Section F of the application
- attached the required letter of employment or education schedule for each parent/guardian

If you do not complete all sections, are missing signature(s) or required documentation, your application may be considered incomplete and will not be processed until the information has been received.