

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  
17310 Yonge Street, Unit #9  
Newmarket, ON L3Y 7R8  
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 requesting that our application for Child Care Fee Subsidy be considered as immediate need

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 Subsidy. For more information, contact the Manager of Child Care Services, The Regional Municipality of York, 520 Cane Parkway, Newmarket, ON L3Y 8T5, telephone: 1-877-464-9675 ext. 76655.