

## Appendix 3- Wait List Policy

### PRIORITIZED CHILD CARE SUBSIDY WAIT LIST POLICY Children Services Section, City of Greater Sudbury

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#### Policy Statement

Starting January 1<sup>st</sup>, 2014, when the allocated Fee Subsidy budget for purchasing child care in licensed child care centres and home child care programs is being spent at the maximum expenditure level, Children's Services staff will place new applicants on a modified first-come, first-served wait list.

#### Purpose

The purpose of the Prioritized Child Care Subsidy Wait List (Wait List) is:

To ensure that approved funding under the fee subsidy budget is not exceeded.

To ensure that children who are identified as highest priority by the City of Greater Sudbury receive prioritized access.

To comply with the Day Nurseries Act, Provincial Fee Subsidy Guidelines and local policy.

#### Scope

This policy applies to the ongoing management of the regular child care subsidy budget by Children Services staff of the City of Greater Sudbury. This policy does not apply to child care provided under the Early Development/ School Readiness Policy and Waitlist which has its own eligibility, and priority wait list.

#### Policy Details

The Wait List is comprised of parents who have been pre-assessed and determined to meet eligibility requirements for subsidy based on the Provincial Income Test. Within each priority level, families will be prioritized by date applied. Families from lower priority levels will be offered care when eligible families with higher priority levels have been offered placement.

In order to maximize the full annual budget, end-of-year admission offers may be made to wait listed families within all priority levels, based on a matching of the cost of care required per family and the remaining available budget.

#### Priority System

The following priority categories have been established for the Wait List:

#### Immediate Placement (when child care space is available)

Families who meet one or more of the following criteria:

Families with a child with special needs, for whom a “specialized placement”<sup>(a)</sup> is required and available.

Families who are deemed to be “in crisis”<sup>(b)</sup>, with a completed referral and with manager approval.

Ongoing clients with an “approved break in service”<sup>(c)</sup>.

#### Priority #1

Families in receipt of Ontario Works who require care to work or attend school or training.

#### Priority #2

All other eligible families whose assessed family income is below the most recent, published median household income, as determined by Statistics Canada.

#### Priority #3

All other eligible families whose assessed family income is above the most recent, published median household income.

#### Implementation details

The details of how the Wait List policy will be administered will be kept up-to-date in the Children Services procedural manual, and will include the monitoring, communication and record keeping procedures required to implement the policy.

#### Review

The implementation, impact and outcomes of the Wait List policy will be evaluated after 6 months, and again after 18 months, and changes to either the policy or implementation of it may be recommended at that time.

#### DEFINITIONS:

(a) “Specialized placement”: A specialized placement is a child care space for a child with special needs, for which specialized staffing has been approved, in consultation with staff from Child and Community Resources (CCR).

(b) “In crisis”: A family will be deemed to be in crisis for the purposes of the Child Care Subsidy Wait List, when the Manager of Children Services, in consultation with the professional providing the referral, deems that, without child care, the crisis is likely result in family breakdown in the imminent future.

(c) Approved “break in service”: A family will be approved for a “break in service” for the purposes of the Child Care Subsidy Wait List if the family temporarily will not require childcare for a period of not more than 13 months, and the parent/guardian has a documented “back-to-work” or “back-to-school” date. The family must be reassessed for subsidy eligibility, following regular subsidy procedures, at the end of the break in service period.