APPLYING FOR SUBSIDY

Please follow these steps when applying online for subsidy. Remember to print the pre-approval screen and hand it into the office as soon as possible.

Eligibility

You can apply for a subsidy if:

- You or your spouse/partner, or the child receiving care are Canadian citizens or permanent residents of Canada
- You or your spouse/partner are an Alberta resident.
- Your child is 12 years of age or younger and not yet attending Grade 7.
- You and your spouse/partner are currently working, attending school, looking for work or have special needs

For general inquiries about child care subsidy call: 1-877-644-9992, or if you are calling from Edmonton: 780-644-9992.
Email: hs.childcaresubsidy@gov.ab.ca
Fax: 790-422-5692

How to Apply

First Time Applicants

Step 1: Enter www.child.gov.ab.ca into your web browser.
Step 2: Scroll down to the "Financial Supports" section.
Step 3: Click on Child Care Subsidy.
Step 4: On the left hand side of the screen select the "Green Apply for Subsidy Button".
Step 5: Select "Apply Online".
Step 6: Answer the questions on the following pages until you get to the "Pre-approval" Screen. Print the screen for the daycare.
Step 7: Go back to the "Step 5 Screen" and select "CRA Consent Application Declaration and Acknowledgement form".
Step 8: Fill out the form and submit. You need to make sure you submit this form in order to CONTINUE to receive subsidy after your pre-approval date.

Subsidy Renewals

Step 1: Enter www.child.gov.ab.ca into your web browser.
Step 2: Scroll down to the "Financial Supports" section.
Step 3: Click on Child Care Subsidy
Step 4: On the left hand side of the screen select the "Yellow Renew your Subsidy Button".
Step 5: Select "Renew online".
Step 6: Answer the questions on the following pages until you get to the "Pre-approval" Screen. Print the screen for the daycare.

NOTE: If you do not want to renew online then on the 'Step 5' screen you can select "Download Subsidy Application" and print the form and fill it out.

Then you must mail it to:
P.O. Box 1641
Edmonton, AB, T5J 2N9