

- ☐ Initial Referral
- ☐ Follow-up Referral



REFERRAL or SPECIAL NEEDS REFERRAL FOR CHILD CARE FEE SUBSIDY

**THIS FORM IS TO BE COMPLETED BY A HEALTH OR SOCIAL SERVICES PROFESSIONAL.
THE INFORMATION PROVIDED WILL BE USED TO DETERMINE ELIGIBILITY FOR CHILD CARE FEE SUBSIDY.**

Please ensure that all sections are completed – Thank you.

DATE:

PLEASE CHECK THE BOX THAT APPLIES:

Form Completed by:

- | | | |
|--|---|---|
| <input type="checkbox"/> OKP | <input type="checkbox"/> HANDS | <input type="checkbox"/> CAS |
| <input type="checkbox"/> Multicultural Centre | <input type="checkbox"/> Family Physician | <input type="checkbox"/> Nurse Practitioner |
| <input type="checkbox"/> Quality & Inclusion Support Services <input type="checkbox"/> Other | | |

If other, please list the agency and your position (please note that this will have to be reviewed before approving):

IS THE REFERRAL FOR CHILD OR PARENT?

Check either Child or Parent and complete corresponding sections.

☐ CHILD FOCUSED REFERRAL:

- Does the child have a diagnosed special need, medical condition? ☐ No ☐ Yes
 - Is the child participating in a service (s) listed above? ☐ No ☐ Yes
 - Is the child on a waiting list for any services listed above? ☐ No ☐ Yes
 - Is the child involved with the Quality & Inclusion Support Services (support services provided in the child care centre)? ☐ No ☐ Yes
- Does the child require support not related to medical or special needs (e.g. Referrals from CAS, physicians, Multicultural Society, other)? ☐ No ☐ Yes
 - What is the reason or need for care? Please check off all that apply.

<input type="checkbox"/> Physical development	<input type="checkbox"/> Communication	<input type="checkbox"/> Language
<input type="checkbox"/> Change in family dynamics	<input type="checkbox"/> New to Canada	<input type="checkbox"/> Cultural Support
<input type="checkbox"/> Building peer relationships	<input type="checkbox"/> Other (e.g. School readiness)	

- If you checked “other”, a detailed explanation is required in order for DNSSAB to review:
- How will placement in an early learning and child care centre meet the needs of the child(ren)?

☐ **PARENT FOCUSED REFERRAL** (e.g. CAS; from family doctor, etc.)

1. Does the parent have a diagnosed special need or medical condition? ☐ No ☐ Yes
2. Does the parent require support not related to medical or special needs (e.g. CAS, Community Counselling Centre, Multicultural Centre, etc.)? ☐ No ☐ Yes

➤ Details of parent’s diagnosis or medical condition not required.

APPLICACANT INFORMATION

Parent(s) Guardian(s) Full Name:	Home Address:	Telephone Number:

Child(ren) requiring care for this referral:

Child’s Full Name:	Date of Birth:

*****This form must be completed and signed by referring agent.*****

When will family require child care:	
Start Date: <input type="checkbox"/> Full Days (6 hours or more) <input type="checkbox"/> Half Days (less than 6 hours) <input type="checkbox"/> PD days/Breaks <input type="checkbox"/> Before School <input type="checkbox"/> After School	End Date/Duration: <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months weeks
Recommended number of days per week: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri	Recommended Hours of Care:

****PLEASE NOTE:**

- The referral will be reviewed and approved based on content and completeness of information provided. Lack of information or sections not completed may deem the referral to be denied or delayed.
- The referral must be completed by a third-party professional or agency. To avoid potential conflicts, the individual signing the referral should not be related to the child(ren) or parent.
- If the referring professional/agency no longer provides support to the child(ren) or parent, please notify the Child Care Fee Subsidy office (contact information is provided below).
- **SIGNED REFERRALS REQUIRED AT MINIMUM ANNUALLY.** If support is required beyond the recommended duration, number of days per week or recommended hours of care, an updated referral form is required.
- DNSSAB is not responsible for fees associated with obtaining any referral.

Referring Agency/Service/Professional

Telephone Number

Name of Referrer (please print)

Relationship to Applicant

Referrer signature

Date

CONTACTING DNSSAB:

INQUIRIES: 705-474-2151 ext.**15558**

SUBMITTING DOCUMENTS: Email CSR directly: [Please choose](#)
Or if CSR is unknown, please email childrenservices@dnssab.ca
Fax to: 705-474-8985 Attention: CHILDREN'S SERVICES
Mail to: DNSSAB Children's Services – 3rd Floor

200 McIntyre St E.,
North Bay, ON P1B 8V6

94 King St., Unit 15
Sturgeon Falls, ON P2B 2Z5

540 Valois Dr.
Mattawa, ON P0H 1V0

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) This information is collected under the legal authority of the Family Benefits Act, R.S.O. 1990, C.F.2, sections 9 & 12, the Ontario Disability Support Program Act, 1997, sections 5 & 10, or the Ontario Works Act, 1997, sections 7, 8, & 15, for the purpose of administering Government of Ontario social assistance programs.