

~~Jen~~ see over →



October 2006



3<sup>rd</sup> floor, Sterling Place  
9940 - 106 Street Edmonton, Alberta, Canada T5K 2N2  
Telephone 1-800-661-9754 Fax 780/427-1258

To: Licensed Nursery Schools and Approved Early Childhood Development Programs

From: The Alberta Child Care Subsidy Program

**RE: SUBMISSION OF MONTHLY CLAIM FORMS FOR THE STAY-AT-HOME PARENTS SUPPORT PROGRAM**

---

Effective January 2006, Alberta Children's Services introduced a new child care subsidy benefit of up to \$100 per month to help eligible stay-at-home parents pay fees for licensed nursery school and other approved early childhood development programs.

This program is called the *Stay-at-Home Parents Support Program*. Eligible parents will qualify for up to \$100 per month or up to \$1,200 per child each year to offset the cost of approved early childhood program fees. If the program costs less than \$100 per month, the actual fee will be paid.

In order for parents to participate, the nursery school or approved Early Childhood Development Program must apply through their regional licensing office to be designated as an approved child care service for the Stay-at-Home Parent Support Program. Once the child care service is approved by the regional licensing office, parents will be able to access the new benefit.

When a child care service is approved by the regional licensing office, the operator must set up a vendor account with the regional Claims Office. A monthly claim form will be generated and sent out to the child care service operator for completion and monthly return to the regional Claims Office. It is this monthly claim form that generates the monthly subsidy payment to the child care service on behalf of eligible stay at home parents. Payment will be made on behalf of eligible parents directly to the approved early childhood development program.

It is imperative that these monthly claim forms be completed in a timely manner and returned to the regional Claims Office for processing and payment. Early submission of the properly completed monthly claim form results in early payment of the subsidy amounts due to the child care services on behalf of eligible stay at home parents.

If you have any questions about the licensing approval process for licensed nursery schools or approved Early Childhood Development programs, please contact your regional licensing office. For more information about the establishment of a vendor account or the completion of the monthly claim form, please contact your regional Claims Office. A list of these offices is available at [http://www.child.gov.ab.ca/cfsa/cfsa\\_xref.cfm](http://www.child.gov.ab.ca/cfsa/cfsa_xref.cfm). Further information about the Stay-At-Home Parents Support Program is available from the Parent Information Line toll-free at 1-800-661-9754 or in Edmonton at (780) 422-1119.