

Affordable Child Care Benefit Guardian

CMRC Parent Information Sheet

1. Register your child/children in our recreation program and receive a payment receipt.
2. Apply for the Affordable Child Care Benefit before the end of the month that you need childcare. E.g. (If your child is registered in our program September 1st, you need to apply before September 30th, if you want funding starting September 1st.
 - The application takes about 30 minutes to complete.
 - It takes approximately 10 business days to process electronic applications.
 - Applications can be submitted by mail, fax or electronically.
3. Applicants will need to complete a Child Care Arrangement form with the childcare provider (**Cariboo Memorial Recreation Complex**) to submit along with their application. See form attached.
4. Once the government approves the application, both the guardian and the childcare provider (**Cariboo Memorial Recreation Complex**) are sent a benefit plan that includes the benefit amount with the start and end dates.
5. On the receipt of the government approved application, the childcare provider submits a monthly claim form with vendor ID to receive payment. **The payment claim form & document can be submitted electronically to speed up the process. We must use the service provider portal.**
6. Payment Claim forms are submitted monthly. The licensed care provider (**Cariboo Memorial Recreation Complex**) can submit claims on the 15th of each month prior to the claim month. E.g. (A payment claim for March can be submitted starting February 15th).
7. The Child Care Provider (**Cariboo Memorial Recreation Complex**) is to review each benefit plan and report errors to the **Child Care Service Centre 1-888-338-6622**