

Subsidy Funding Audit Top Issues

An audit of a sample of child care programs that received subsidy funding for the 2015-16 fiscal year has been completed by the Quality Assurance and Standards unit of the Early Childhood Development Branch.

For your attention, below are the top issues identified during this audit. Please ensure your program is meeting all subsidy funding requirements, particularly the ones listed below.

1. Child Care Subsidy Payments – Claimed Hours Greater Than Actual

Regular and extended child hours claimed for subsidy must each be accounted for with accurate daily breakdowns.

The layout of program attendance records can help reduce the incidence of addition errors. The program that tend to have the fewest discrepancies between actual and claimed hours use one monthly time sheet for each child and total the hours daily, weekly, and monthly.

2. Child Care Subsidy Payments – Reported Fees Greater Than Actual

Child care fees must be accurately reported in claims.

3. Infant Care Incentive Grant – Acknowledgement Forms Not Completed

Infant Care Incentive Parent Statement of Acknowledgement forms must be completed before sharing children's information with the Ministry of Human Services.

If you have any questions about subsidy, please call the Alberta Supports Contact Centre at 780-644-9992 in Edmonton or toll free at 1-877-644-9992.