

# Subsidy Audit

## Top Issues

An audit of a sample of child care programs that received subsidy for the 2012–13 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 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 programs 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. Child Care Subsidy Payments – Failure to Account for Claimed Hours

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

4. Infant Care Incentive Grant – Acknowledgment 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.

5. Child Care Subsidy Payments – Fees Not Reported

Child care fees must be accurately reported in claims.

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.