
Alberta child care affordability grant funding guide

Effective January 2024



This publication is issued under the Open Government Licence – Alberta (<http://open.alberta.ca/licence>).
This publication is available online at <https://open.alberta.ca/publications/alberta-child-care-affordability-grant-funding-guide>
Alberta Child Care Affordability Grant Funding Guide | Children and Family Services (v2.0)
© 2023 Government of Alberta | December 8, 2023



Contents

Overview	4
• Canada-Alberta Canada-wide Early Learning and Child Care Agreement	4
• Affordability Grant Agreement	4
• Roles and Responsibilities	5
Eligibility	5
• Eligible Programs and Spaces	5
• Ineligible Programs and Spaces	5
Rates	6
• Overnight Care	6
• Preschool	7
• Adjusted Rates and Minimum Parent Fee	7
• Calculating Parent Fees	7
• Attendance / Illness / Vacation/ Start Date	7
Affordability Grant Agreement	8
• How to Receive Funding	8
Affordability Grant Agreement Requirements	10
• Reduce Parent Fees	10
• Charging Additional Fees	11
• Reimbursement of Parent Fees	11
• Use of Funds	11
• Claims Records	11
• Financial Reporting	11
• Funding Adjustments	12
• Breach of Agreement	12
• Cancellation of Agreement	12
• Child Care Program Withdrawing from Agreement	13
• Change in Ownership	13
• Reporting Concerns	13
• Other Alberta Child Care Grants	13
Contact Information	13



Overview

This document is a reference guide for the Affordability Grant provided under the Canada-Alberta Canada-wide Early Learning and Child Care Agreement. It outlines the eligibility, rates, and process for accessing the Affordability Grant for licensed daycares, out-of-school care programs, preschools, family day home agencies, and group family care in Alberta.

The Government of Alberta allocates funding to eligible programs that have signed an Affordability Grant Agreement. The responsibilities and benefits outlined in this funding guide apply to licensed child care programs and/or spaces that are eligible for Affordability Grant funding.

Canada-Alberta Canada-wide Early Learning and Child Care Agreement

In November 2021, the Governments of Alberta and Canada signed an agreement that provides \$3.8 billion over five years to reduce parent fees to an average of \$10 per day by 2025-26 and create new spaces to help more families access child care. The Agreement also supports a trained and qualified early childhood educator workforce.

The Canada-Alberta Canada-wide Early Learning and Child Care Agreement supports families with children from birth to kindergarten age by:

- Reducing parent fees by an average of 50 per cent for all families in early 2022;
- Lowering parent fees to an average of \$15 per day in 2024/25 and
- Further lowering parent fees to an average of \$10 per day in 2025/26.

Parent fees are reduced in two ways:

- Affordability Grants provide funding to licensed child care providers to reduce the fees paid by parents; and
- Targeted supports to eligible families through the Child Care Subsidy Program rates and thresholds.

This document will be modified when updates are required, with the most recent version listed on the open government portal at: <https://open.alberta.ca/publications/alberta-child-care-affordability-grant-funding-guide>.

Affordability Grant Agreement

As of January 2024, the Government of Alberta has increased the Affordability Grant rates for full-time daycare and family day home spaces to reduce parent fees for eligible children to an average of \$15 per day.

The Affordability Grant is an operating grant for eligible programs that provides monthly funding that must be used to help cover the day-to-day costs of running a licensed child care program and reduce parent fees proportionately by the amount of funding received. The funding amount is based on the age of the child and the number of hours the child is registered to attend.

Licensed programs participating in the Affordability Grant must directly reduce child care fees in proportion to the grant amount they receive as per their signed Affordability Grant Agreement and Schedule A, which forms part of the Agreement.

Amending agreements to the Affordability Grant may occur with written notification from Children and Family Services to participating programs.

Roles and Responsibilities

Children and Family Services and licensed child care operators share responsibility for the Affordability Grant. Specific roles and responsibilities for the Affordability Grant are as follows:

- **Licensed Child Care Programs** are responsible for signing and submitting their Affordability Grant Agreement and must agree to follow the terms of the agreement, which include directly applying grant rates to the reduction of child care fees for parents and keeping records to demonstrate how grant funds were used.
- **Early Intervention and Child Care Administration Branch** is responsible for setting and maintaining requirements for the Affordability Grant and allocating funding to eligible programs that have signed an agreement. The Claims Unit is responsible for processing monthly payment claims and funding adjustments for the Affordability Grant, as well as child care subsidy and other grant payments.
- **Child Care Delivery Branch** is responsible for licensing, inspecting and monitoring facility-based child care programs and family day home agencies. Licensing staff will verify a program's eligibility for the Affordability Grant.

Eligibility

Eligible Programs and Spaces

The Affordability Grant is available to eligible licensed child care programs and enrolled spaces in Alberta, including facility-based programs and family day home agencies that provide care to infants, toddlers and preschool-aged children. This includes children who attend kindergarten part-time (fewer than five full days per week) and require child care during regular school hours. Spaces claimed for children whose parents receive child care benefits through the Income Support program administered by Seniors, Social and Community Services ministry are eligible. Provincially licensed child care programs located on federal military bases or on a First Nation are also eligible.

Programs licensed after January 1, 2024, must be approved by Child Care Licensing staff, prior to being eligible to receive this funding under the terms of the Canada-Alberta Canada-wide Early Learning and Child Care Agreement.

Licence holders planning to open new programs or spaces, or to vary their existing licence should contact their local Child Care Licensing office to determine whether their program will be eligible to receive the Affordability Grant.

Ineligible Programs and Spaces

The terms and conditions of the Affordability Grant agreement include limitations. Programs and/or spaces not eligible for the Affordability Grant are those that meet one or more of the following conditions:

- Are not approved for the Affordability Grant by Children and Family Services.
- Do not charge parent fees.
- Provide out-of-school care to children attending kindergarten full-time (five full days per week) to grade six.
- Provide care to children who require part time child care for less than 50 hours per month (this does not apply to preschool programs).
- Spaces where parent fees are paid and fully covered by a third party. This does not apply to children of parents receiving benefits through the Alberta Income Support program.
- Programs in breach of the Affordability Grant Agreement where action has not been remedied within the timeline identified by the Ministry.

Rates (Effective January 1, 2024)

The Affordability Grant is intended to reduce parent fees across the province to an average of \$15/day in 2024/25. The rates were determined using average program fees across the province, per space, per month, based on the type of child care and the age group. Grant rates are based on the age of the child as of the first day of each calendar month and the number of hours the child is registered to attend.

Rates are paid to programs based on the age of the child and a minimum parent fee of \$217.50 per month for children registered to attend 100+ hours per month and \$100 per month for children registered to attend 50-99 hours per month, before subsidy is applied. The grant rates will be proportionately reduced impacting a minority of programs to maintain these minimum parent fees.

Children registered for fewer than 50 hours per month are not eligible for the Affordability Grant (this does not apply to preschool programs).

TABLE 1: MAXIMUM AFFORDABILITY GRANT RATES FOR LICENSED DAYCARE, FAMILY DAY HOMES, AND OUT-OF-SCHOOL CARE

Program Type	Registered Hours	Infants (less than 12 months)	Infants (12 months to less than 19 months)	19 months to less than 3 years	3 years to less than 4 years	4 years to not yet attending kindergarten	Kindergarten-age requiring child care during school hours
Daycare	50-99 hours	Up to \$317.50	Up to \$317.50	Up to \$255.00	Up to \$225.00	Up to \$225.00	Up to \$225.00
	100+ hours	Up to \$883.00	Up to \$883.00	Up to \$709.00	Up to \$626.00	Up to \$626.00	Up to \$626.00
Family Day Home Agency & Group Family Care	50-99 hours	Up to \$175.00	Up to \$175.00	Up to \$162.50	Up to \$150.00	Up to \$150.00	Up to \$150.00
	100+ hours	Up to \$487.00	Up to \$487.00	Up to \$452.00	Up to \$417.00	Up to \$417.00	Up to \$417.00
Out-of-school Care	50-99 hours						Up to \$225.00
	100+ hours						Up to \$626.00

Overnight Care

Programs licensed to provide overnight child care will receive a grant rate for each child enrolled in the overnight accommodation. Overnight care is considered the provision of child care spanning the hours between 12:01 a.m. and 5:00 a.m.

If a child is enrolled in overnight care and attends child care spanning the hours between 12:01 a.m. and 5:00 a.m. at least once in that month, all of the hours they attend—during the day, evening or overnight—contribute to their total registered hours for the overnight Affordability Grant.

TABLE 2: MAXIMUM AFFORDABILITY GRANT RATES FOR LICENSED DAYCARE AND FAMILY DAY HOMES OVERNIGHT CARE

Program Type	Registered Hours	Infants (less than 12 months)	Infants (12 months to less than 19 months)	19 months to less than 3 years	3 years to less than 4 years	4 years to not yet attending kindergarten	Kindergarten-age requiring child care during school hours
Daycare	50-99 hours	Up to \$476.25	Up to \$476.25	Up to \$382.50	Up to \$337.50	Up to \$337.50	Up to \$337.50
	100+ hours	Up to \$1324.00	Up to \$1324.00	Up to \$1063.00	Up to \$938.00	Up to \$938.00	Up to \$938.00
Family Day Home Agency & Group Family Care	50-99 hours	Up to \$262.50	Up to \$262.50	Up to \$243.75	Up to \$225.00	Up to \$225.00	Up to \$225.00
	100+ hours	Up to \$730.00	Up to \$730.00	Up to \$678.00	Up to \$626.00	Up to \$626.00	Up to \$626.00

Preschool

The number of registered hours does not apply to the preschool Affordability Grant, as preschools are licensed as part-time programs offering no more than 4 hours per day and typically run 2 to 3 days per week. Preschools will receive the Affordability Grant at a flat rate, regardless of registered hours.

TABLE 3: AFFORDABILITY GRANT RATES FOR LICENSED PRESCHOOLS

Program Type	Registered to Attend	19 months to less than 3 years	3 years to not yet attending kindergarten	Kindergarten-age
Preschool	1 to 5 days per week	\$75	\$75	\$75

Adjusted Rates and Minimum Parent Fee (excludes preschool programs)

Effective January 1, 2024, Affordability Grant funding rates for daycare and family day home spaces are maximum amounts and will be reduced where necessary to maintain a minimum parent fee.

A minimum parent fee is the lowest fee an operator can charge parents accessing their program before subsidy is applied. A minimum parent fee of \$217.50 per month for full-time child care (100+hours) before subsidy and \$100 per month for part-time child care (50-99 hours) before subsidy is applied.

To maintain these minimum parent fees, some programs will receive reduced Affordability Grant funding rates depending on their child care fee. If a parent is currently paying less than the minimum parent fee, child care programs may increase of their parent fee to align with the minimum parent fee across the province.

Calculating Parent Fees

The parent fee is the child care fee (before Affordability Grant and subsidy funding) minus the Affordability Grant funding rate. If this results in a parent fee of less than \$217.50 per month before subsidy, the amount of the Affordability Grant will be proportionately reduced to maintain the minimum parent fee of \$217.50 per month (or \$100 per month for part-time) before subsidy.

$$\begin{array}{rcl}
 \text{Child Care Fee} & - & \text{Affordability Grant} & = & \text{Parent Fee (before Subsidy)} \\
 \text{(as per Schedule A)} & & & & \\
 \text{Monthly fee before Affordability} & & \text{Adjusted if required to} & & \text{Or minimum of } \$217.50 \text{ per month (full-} \\
 \text{Grant and Subsidy Funding} & & \text{maintain minimum} & & \text{time/100+ hours) or } \$100 \text{ per month (part-} \\
 & & \text{parent fee} & & \text{time/50-99 hours), before subsidy funding}
 \end{array}$$

Attendance / Illness / Vacation / Start Date

The Affordability Grant is paid based on a child's age and the number of hours the child is registered to attend upon the payment of the monthly parent fee.

A temporary absence of a child due to illness or vacation will not affect the grant amount the program receives for that child, providing the parent is charged their full monthly registered fee.

In situations where the child is registered mid-month and the program charges part time fees (50 to 99 hours) for the first month, the part time rate of the Affordability Grant would apply.

In situations where the child starts at the end of the month and the parent is charged a fee for less than 50 hours of care, then the Affordability Grant cannot be claimed for that month.

Prorated Fees

In situations where a program charges a daily rate for first or last month of care, the Affordability Grant applies if the child attends at least 50 hours for the month and the parent pays for 50-99 hours of care.

Attendance at Multiple Programs

Children may receive the Affordability Grant in multiple eligible child care programs, if parents pay the full parent fee and receive care, services, and programming. For example, a child registered in a day care and a preschool is eligible for two Affordability Grants if a monthly parent fee is charged and paid by the parent to attend both programs.

Affordability Grant Agreement

How to Receive Funding

Eligible licensed child care programs (not parents) must access the Affordability Grant through the online Child Care Licensing Portal. Contact your licensing officer to electronically sign the Affordability Grant Agreement via the portal.

The Affordability Grant is paid to eligible licensed child care programs that sign the Affordability Grant agreement. Programs that receive the monthly funding are required to reduce monthly parent fees proportionately to the amount of the funding received for the claimed month. In other words, if a child starts in January, then the parent's fee must be reduced for January in proportion to the amount the program will be claiming for the January claim period.

Step 1: Determine Eligibility

Licence holders or prospective licence holders planning to open or expand a child care program must first contact Child Care Licensing to determine whether their program and/or any additional spaces will be eligible for the Affordability Grant. Licensing staff will be able to discuss other necessary steps and considerations for opening or expanding a licensed child care program.

You can find contact information for your local Child Care Licensing office at <https://www.alberta.ca/childrens-services-offices.aspx#jumplinks-1> or by calling Child Care Connect.

Step 2: Create an Account on the Child Care Licensing Portal

To sign the online Grant Agreement, a licence holder representative who has signing authority must first create an account in the online Child Care Licensing Portal at <https://childcareaccount.alberta.ca>.

Tips for using the Child Care Licensing Portal:

- Use Google Chrome or Mozilla Firefox browsers
- Only one person per program should request access
- If the licence holder owns multiple programs, all programs will be attached to the same user

After entering the information to create an account, the licence holder representative will receive an email from "donotreply@gov.ab.ca". Open the email and click "Link to verify your email". **This link is only valid for five minutes.**

The licence holder representative will complete the program information in the Child Care Licensing Portal, accept the Licensing Portal User Agreement, and click "Request Access". Ministry staff will review the information to verify the account user. This step may take up to 10 business days.

Programs may request for more than one licence holder representative to have access to the online portal to sign the Affordability Grant Agreement. Licence holder representatives should request to remove access to representatives no longer responsible for a program.

Step 3: Complete the Affordability Grant Agreement

Once the information entered in the online account is verified by Children and Family Services, the Affordability Grant agreement will be loaded to the main page of the Child Care Licensing Portal. The licence holder representative will receive an email confirmation notifying them the agreement is ready to be signed.

The licence holder must review and understand each section of the agreement and ensure full compliance to all requirements of the Affordability Grant prior to signing. After accepting all terms and conditions and filling in all required information, including the Schedule A, the licence holder representative will digitally sign the Affordability Grant agreement and will be able to print a copy for their records. Previously signed Affordability Grant agreements can be found in the Child Care Licensing Portal and can be viewed or printed by licence holder representatives.

Each licensed child care program must have its own separate agreement that must be signed, which can be completed through one online Child Care Licensing Portal account.

Completing Schedule A

Programs complete Schedule A by entering their highest child care fee for each age group for 100+ hours of care and 50 to 99 hours of care, as well as overnight care, as applicable. The Schedule A will automatically calculate the Affordability Grant rate from the program's child care fee, ensuring a minimum parent fee of \$217.50 for 100+ hours and \$100 for 50-99 hours, excluding preschool programs.

Converting Rates

Programs charging daily rates will need to convert the daily rate to a monthly rate by multiplying the daily rate by the number of days the program operates (average 21.75 days per month).

Programs charging hourly rates will calculate the highest number of hours used for children attending part-time (50 to 99 hours) to enter the fee in Schedule A.

If fees are charged per room and not a specific age category, calculate the highest rate charged per age category (regardless of room) and report that number in Schedule A.

Note for Family Day Home Agencies

If a family day home educator/provider rate is different from the licensed family day home agency's rate, the agency should report the maximum rate charged per age category based on the educator/provider with the highest fee. Agencies can also enter the fees on Schedule A using the rates the agency would typically enter on the monthly online claim system.

Completing Schedule B – Cost Increase Replacement Funding

Cost Increase Replacement Funding is funding to support programs with increased cost of doing business in lieu of the program increasing child care fees. Programs are not permitted to increase child care fees for the term of this Affordability Grant agreement.

Cost Increase Replacement Funding is applied automatically to all monthly Affordability Grant claims. Programs will not be able to opt-out of Cost Increase Replacement Funding and/or increase their child care fees for the term of the agreement.

Eligible programs shall receive Cost Increase Replacement Funding equal to 3% or 6% of the child care fees associated with each age/hours Program category identified in Schedule A multiplied by the number of eligible enrolled/paid child care spaces the program has in the applicable category.

The amount of Cost Increase Replacement Funding depends on whether a program has previously received this funding under the previous Affordability Grant agreement.

- Programs that received Cost Increase Replacement Funding under the prior agreement, will receive funding equal to **6% of child care fees** for occupied spaces in lieu of programs increasing child/parent fees.
- Programs that **did not** receive Cost Increase Replacement Funding under the prior agreement, will receive funding equal to **3% of child care** fees for occupied spaces in lieu of program increasing child/parent fees.

Licensed family day home agencies receive Cost Increase Replacement Funding for distribution to educators/providers in lieu of increasing parent fees.

Step 4: Submit Monthly Claims

After the Affordability Grant Agreement has been signed in the portal, participating child care programs can submit an online monthly claim through the online Child Care Claims Payment (C3P) system. Programs that do not yet have access to the C3P system must apply online at <https://www.alberta.ca/online-child-care-claims-system>.

For more information about the claims process, please refer to the [Online Child Care Claims User Guide](#).

Programs must enter information starting the first of each month for the prior month. Claims should be submitted monthly and be sure the information being entered is accurate (claiming all children only once).

Reporting Subsidized Children

Each month, the program will enter the following information on each subsidized child:

- For Child Care Subsidy: attended hours and child care fee before Affordability Grant and Subsidy.
- For Affordability Grant: whether the child is registered for full-time (100+ hours per month) or part-time (50 to 99 hours per month) child care to be reported directly below the attended hours claimed.

If the individual fee for a subsidized child is less than the fee listed in Schedule A, Affordability Grant payment will be adjusted using the fee stated in your subsidy claim.

Note: Please claim subsidized children only once below their name on the claim form. Do not include subsidized children in the non-subsidized count at the end of the claim.

Reporting Children Not Approved (or waiting to be Approved) for Child Care Subsidy

Children who do not have or are waiting for an approval for Child Care Subsidy will not be individually listed in the operator's C3P portal monthly claim form. To receive the Affordability Grant funding for these children, you will need to report them in the statistics form on the last page of your monthly claim by including the total number of children in this category attending by age group based on registration data.

Receiving Payment

Programs will receive payment within 5 to 10 business days of submitting their claims. Programs are normally notified directly if there will be a delay beyond 10 days. Once the monthly claim has been processed, programs can access a payment summary report through C3P.

Programs that have not been set up to receive a payment from the Alberta government need to complete the [Grant Funding Direct Deposit form](#) with the required information to receive a direct deposit and submit it to the Child Care Claims Unit at cs.childcareclaims@gov.ab.ca. The vendor set-up can take up to three weeks, so programs are encouraged to submit this form as soon as possible.

Program Adjustment Form

After a payment is deposited, the program must request or report all funding adjustments due to errors and omissions using the Program Funding Adjustment form at alberta.ca/online-child-care-claims-system.aspx. Overpayments must also be reported using this form. This form must be sent to the Child Care Claims Unit as instructed on the form. It is recommended that programs submit adjustments as soon as possible.

To avoid having to complete a Program Adjustment Form, please ensure the information entered in C3P is accurate before submitting the claim.

Affordability Grant Agreement Requirements

The program must comply with all the terms set out in the Affordability Grant Agreement that was signed between the grant recipient and the Minister.

Reduce Parent Fees

The Affordability Grant must be used to reduce parent fees proportionate to the funding provided in accordance with the Affordability Grant agreement.

Programs commit to reduce parent fees proportionately to amount of the grant effective the month the agreement is signed.

The reduction is provided for each month a child is registered in an eligible space and should not be applied retroactively unless to correct an error.

Charging Additional Fees

In accordance with Clause 3, programs shall not charge additional fees for any care, services or programming included within its child care fees under a prior Affordability Grant. In addition, programs cannot introduce or increase any administrative, operational, equipment or other overhead fees of a similar nature for the term of the Agreement.

Reimbursement of Parent Fees

In accordance with Clause 8, programs are required to reimburse parents in situations where the ministry has determined their child care fees exceed the maximum permitted amount. To remedy the situation, programs will be required to reduce fees to meet the maximum permitted amount and reimburse parents the total amount of fees paid in excess of the maximum permitted fee.

Use of Funds

The funding from the Affordability Grant is to be used to reduce child care fees on behalf of parents. The revenue this generates can be used for any expenses that the child care program normally covers with the revenue from the parent fees, such as ongoing operational costs including wages, toys and equipment, utilities, food, rent/mortgage payments and other related expenditures. The grant may not be used for investment purposes, capital expenditures, or to pay dividends to shareholders.

Claims Records

In accordance with Clause 9, programs are required to keep and maintain adequate Claims Records for every parent and child (both subsidized and non-subsidized) to support and verify information entered the Claim System.

Claims Records for each child must include:

- Name (legal name is preferred and the same name used if child has been approved for subsidy)
- Birthdate
- Parent(s) address, phone number and email address
- Hours registered to attend the program(s)
- Daily program(s) attendance
- Parent fee charged per child per month (prior to and after AG payment)

Keeping adequate Claims Records will help programs submit complete and accurate claims and ensure records are available to support any audit processes that may be conducted. Claims Records are required to be kept by programs for a period of six years.

Financial Reporting

As part of government's accountability to Albertans for the distribution of public funds, there are requirements for financial reporting to ensure that funds are being spent for the intended purpose. Programs that default in submitting Financial Reporting will not be able to sign future Agreements and may be identified as a breach to the Agreement.

As per the Affordability Grant agreement:

- If a program's revenue from the Affordability Grant is lower than \$250,000 per year, the program is required to submit a signed financial report detailing the actual amount of funding spent during the term.

- If a program's revenue from the Affordability Grant is between \$250,000 and \$500,000 per year, the program is required to submit a signed review engagement report that shows revenue from the Affordability Grant and expenses.
- If a program's revenue from the Affordability Grant is greater than \$500,000 per year, the program is required to submit a signed audited financial statement showing the income and expenditures (completed by an accountant according to designated principles).

These are standardized clauses used in current Government of Alberta grant agreements whereby the recipient is in receipt of public funding. The purpose of the audited financial requirement is an accountability measure to Alberta taxpayers to validate public funds have been appropriately expended. Programs are responsible for the costs associated with providing the required financial records and documentation.

Review Engagement Reports and audited financial statements must be completed by a CPA external and independent from the program using the Canadian Generally Accepted Accounting Principles (GAAP).

Recognizing that not all organizations have the same fiscal year end, the Ministry will work with grant holders to create flexibility in the reporting timelines.

For additional information on Financial Reporting refer to the Affordability Grant Financial Reporting Guide at <https://open.alberta.ca/publications/alberta-affordability-grant-financial-reporting-guide>.

Funding Adjustments

Programs are required to submit a Program Adjustment Request Form if they receive incorrect funding, including affordability grant funding. The adjustments will be processed by Child Care Claims and the payments or retraction of funding will appear on the next claim payment.

In accordance with Clause 5, the ministry may deduct amounts against the funding payable to the program in the event of any debts owing or funding recoveries. This means that if funding is owed to the ministry for any reason, payments may be reduced, and withheld funds will be applied to the amounts owing.

A default in repayment of a debt to the ministry will result in an inability to sign future Affordability Grant agreements.

Breach of Agreement

In accordance with Clause 15, the following are considered a breach of the agreement:

- not meeting obligations of the agreement;
- using funding for unauthorized purposes;
- providing inaccurate or false information, or making untrue representations related to the agreement;
- failure to maintain licence, permit or approval required to operate the program; and
- failure to comply with any terms or conditions of the agreement.

Breaches of the agreement may result in termination of agreement and recovery of funds if not remedied adequately within 15 days of notification.

Cancellation of Agreement

The child care program must comply with all the terms set out in the Grant Agreement or amending agreement that was signed between the grant recipient and the Minister. Failure to comply with the terms set out in the agreement may result in cancellation of the agreement.

The ministry may terminate the Grant Agreement with a 30-day written notice. Grant Agreements will be terminated immediately in the event the Grant Recipient's licence is suspended, lapses or is otherwise terminated.

Child Care Program Withdrawing from Agreement

In accordance with Clause 13 “Termination of the Affordability Grant Agreement”, child care programs may withdraw from receiving the Affordability Grant by a written Grant Agreement termination notice from an authorized licence holder representative sent to cs.ccaffordgrant@gov.ab.ca.

In situations where a program is eligible for the Affordability Grant but opts out of signing the Agreement, the program will not be eligible for other child care funding provided through the ministry, which includes wage top-ups, mandatory employer contributions, professional development, and Child Care Subsidy.

Change in Ownership

In accordance with Clause 3(e), in situations where a program goes through a change in ownership, the program must immediately notify Child Care Licensing and email cs.ccaffordgrant@gov.ab.ca. Programs may be required to provide additional information or supporting documents related to the change in ownership as requested by the ministry.

Reporting Concerns

Concerns with how the Affordability Grant is being administered by a program can be reported by calling Child Care Connect at 1-844-644-5165 or by [emailing the Child Care Affordability Grant Team at cs.ccaffordgrant@gov.ab.ca](mailto:cs.ccaffordgrant@gov.ab.ca). All complaints are taken seriously and reviewed by Ministry staff. Every effort will be made to protect the identity of a complainant unless criminal charges or civil litigation makes disclosure necessary.

Other Alberta Child Care Grants

This funding guide only applies to the Affordability Grant. The Government of Alberta also provides a number of other grants to child care programs, families and early childhood educators that are separate from the Affordability Grant.

- For information about the Alberta Child Care Subsidy Program, please visit alberta.ca/child-care-subsidy.aspx.
- For information about the Alberta Child Care Grant Funding Program (wage top-ups, professional development and release time funding), please visit alberta.ca/alberta-child-care-grant-funding-program.aspx.
- Please contact local Child Care Licensing staff for information about the Infant Care Incentive, which is available to eligible programs providing child care to children under 19 months.

Contact Information

Please contact the appropriate area for any questions or issues relating to funding, licensing, subsidy, or for technical support. Contact information is included below and can also be found online at

<https://www.alberta.ca/contacts-for-child-care-programs-and-educators>.

Affordability Grant funding – contact the Affordability Grant team at cs.ccaffordgrant@gov.ab.ca.

Affordability Grant application technical support – contact the Child Care Licensing Portal Support Team at cs.licensingssystemsupport@gov.ab.ca.

Affordability Grant claims/payments – contact the Alberta Child Care Claims Unit at 1- 855-638-6121 or email cs.childcareclaims@gov.ab.ca.

Affordability Grant Financial reporting – contact the Alberta Child Care Grant Funding Program at cs.affordgrantreporting@gov.ab.ca

Child Care Licensing – contact your local Child Care Licensing office or call Child Care Connect at 1-844-644-5165.

Child Care Subsidy – contact the Alberta Supports Contact Centre at 1-877-644-9992 or email cs.childsubsidy@gov.ab.ca.