



Apply for the Affordable Child Care Benefit

The Affordable Child Care Benefit will help you with the cost of child care each month. The new online application process is faster and easier than the old paper-based system. Apply online using My Family Services. Submit your application all at once, or save it and finish later. After you apply, you can log in to review messages about the status of your application.

The link below will take you to the online service.

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/apply>

The application takes about 30 minutes to complete if you have all of your [supporting documents ready](#). It takes approximately ten business days to process electronic applications.

Before you start, make sure that:

You have selected a child care provider

You will need to complete a form with your child care provider to submit along with your application.

- [Complete the Child Care Arrangement Form \(CF2798\) \(PDF\)](#)

Reminder: Apply for funding before the end of the month in which you need child care. For example, if you would like to receive funding for child care starting September 1, you need to apply by September 30.

You have personal information and identification for everyone on your application

You will be asked to:

Provide the name, birth date and gender for you, your spouse (if applicable) and your children

Upload digital images of one piece of government-issued identification for each family member, including:

- Birth certificate
- Canadian Citizenship Card
- Permanent Resident Card
- Passport
- Driver's licence
- BC Services Card
- Certificate of Indian Status

If you are a Convention refugee or a person in need of protection, please provide a copy of any letter, document or certificate from the Canadian government that confirms your status in Canada.

You have contact information for your spouse

If your family has two parents, both you and your spouse will have parts of the application to complete. You will need to provide your spouse's email address – please make sure it's an email address that they regularly use.

Once you submit your part of the application, your spouse will be emailed a code they can use to log in to provide identification information, as well as consent to have their income confirmed directly with the Canada Revenue Agency (CRA).

You have all of your supporting documents

You can upload a scanned image or photo of your supporting documents throughout the online application process, or all together at the end. **Make sure your documents are clear, and that important information is visible.**

Provide supporting documents if you need child care because you are:

Working or self-employed

- Your work schedule with days and hours scheduled to work

Looking for work

- A journal of activities related to looking for a job

Living with a medical condition

- [Medical Condition Form \(CF2914\) \(PDF\)](#)

Attending school

- Student Loan Notice of Assessment or school acceptance letter/registration
- Your school timetable with the days and hours you are scheduled to attend

Participating in an employment program

- A copy of your registration in the employment program or [Single Parent Employment Initiative](#) action plan
- Your program schedule with the days and hours you are scheduled to attend

Note: A reason for care is not required if your child is attending a licensed preschool, or if you have been referred by Community Living BC, a ministry social worker, or a Delegated Aboriginal Agency (e.g. foster parents).

Include documents for children with special needs

If you have a child with a diagnosed special need, you will need to provide one of the following:

- [Special Needs Supplement Form \(CF2951\) \(PDF\)](#)
- Proof that you receive the federal Child Disability Benefit

Apply by mail or fax

You can also submit your application and supporting documents by mail or fax. It can take about three weeks to process documents received this way, or longer if not all supporting documents are provided.

- [Affordable Child Care Benefit Application Form \(PDF\)](#)

Mail

Child Care Service Centre
PO Box 9953 Stn Prov Govt
Victoria BC V8W 9R3

Fax

Include a cover page
1 877 544-0699