



Parent Subsidy for Designated Facilities

STEP BY STEP GUIDE FOR FAMILIES

The Parent Subsidy program helps families by providing financial support to subsidize the costs of early learning and child care for children enrolled in a designated early learning and child care facility.

The program provides free early learning and child care services to families with a total annual gross household income of \$37,500 or less for their preschool children aged five and under. The level of subsidy is based on a sliding scale (between \$37,501 and \$80,000) and is determined based on the gross annual household income. Additionally, families will not exceed 20 per cent of their gross annual family income to cover child care costs while their child is attending a designated facility.

APPLICATION PROCESS NOW ONLINE!

Starting in June 2024, the application process for the Parent Subsidy Program will be exclusively online through the Parent Portal. The Parent Portal is the same secure system used to accept the enrolment offer from your child's early learning and child care facility.

STEP 1

Visit the Parent Portal ([GNB.CA/parentportal](https://gnb.ca/parentportal)) and either sign into your existing account or register for a new account. If you are registering, an email will be sent to you requesting that you confirm your email address.

IMPORTANT: When applying for the Parent Subsidy, you must use the same Parent Portal account that you used to accept the enrolment offer from your child's early learning and child care facility.

If your child is not yet enrolled in a **designated** early learning and child care facility but an enrolment offer has been issued by the facility, accept the offer by following the directions in the email.

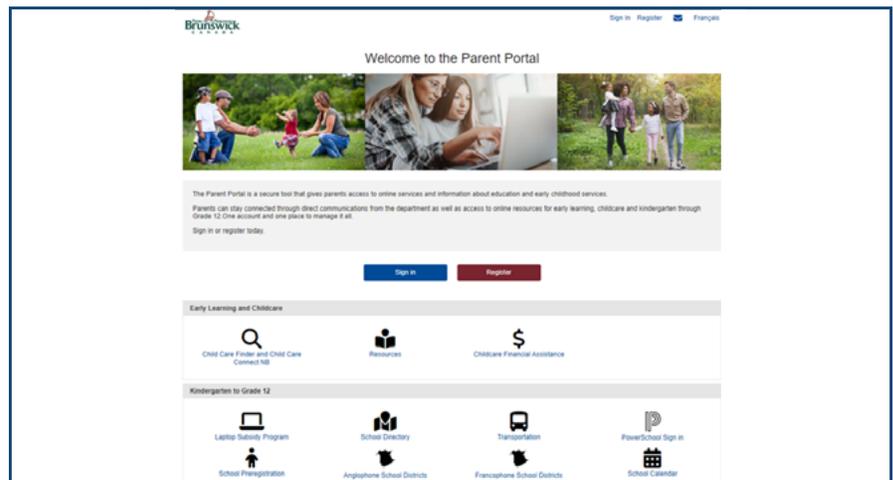
If you expect to have an enrolment offer within 60 days, you can apply for the Parent Subsidy as the application is valid for 60 days. ***Note:** Please ensure you provide your child care facility with the same email address that is associated with your Parent Portal account.

If your child is enrolled in a **non-designated** preschool or school-age facility, follow the steps to apply for the Daycare Assistance Program through Social Development by calling 1 833 733-7835.

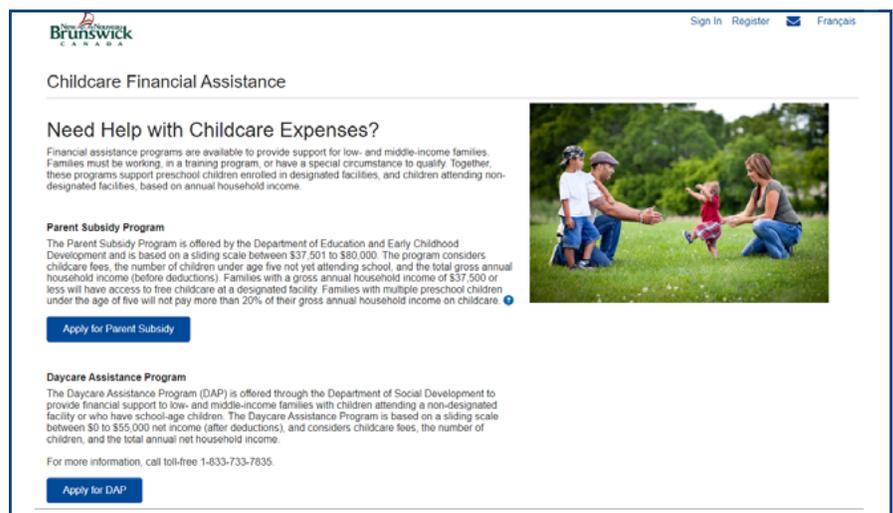
Once signed in, you can apply for the Parent Subsidy Program.

STEP 2

From the **Home** page, select **Childcare Financial Assistance** and then select **Apply for Parent Subsidy**.



The screenshot shows the 'Welcome to the Parent Portal' page. At the top, there are links for 'Sign In', 'Register', and 'Français'. Below the header, there are three images: a family playing in a park, a woman working on a laptop, and a family walking. A text box below the images states: 'The Parent Portal is a secure tool that gives parents access to online services and information about education and early childhood services. Parents can stay connected through direct communications from the department as well as access to online resources for early learning, childcare and kindergarten through Grade 12. One account and one place to manage it all. Sign in or register today.' Below this are 'Sign in' and 'Register' buttons. The main content area is divided into two sections: 'Early Learning and Childcare' and 'Kindergarten to Grade 12'. Under 'Early Learning and Childcare', there are icons for 'Child Care Finder and Child Care Connect NB', 'Resources', and 'Childcare Financial Assistance'. Under 'Kindergarten to Grade 12', there are icons for 'Laptop Subsidy Program', 'School Directory', 'Transportation', 'PowerSchool Sign in', 'School Re-enrollment', 'Anglophone School Districts', 'Francophone School Districts', and 'School Calendar'.



The screenshot shows the 'Childcare Financial Assistance' page. At the top, there are links for 'Sign In', 'Register', and 'Français'. The main heading is 'Childcare Financial Assistance'. Below this is a section titled 'Need Help with Childcare Expenses?' with a sub-heading 'Financial assistance programs are available to provide support for low- and middle-income families. Families must be working, in a training program, or have a special circumstance to qualify. Together, these programs support preschool children enrolled in designated facilities, and children attending non-designated facilities, based on annual household income.' To the right of this text is an image of a family playing in a park. Below the text is a blue button labeled 'Apply for Parent Subsidy'. There is also a section for the 'Daycare Assistance Program' with a sub-heading 'The Daycare Assistance Program (DAP) is offered through the Department of Social Development to provide financial support to low- and middle-income families with children attending a non-designated facility or who have school-age children. The Daycare Assistance Program is based on a sliding scale between \$0 to \$55,000 net income (after deductions), and considers childcare fees, the number of children, and the total annual net household income.' Below this text is a blue button labeled 'Apply for DAP'. At the bottom, there is a note: 'For more information, call toll-free 1-833-733-7835.'

STEP 3

The following information will be required to complete the application:

- ★ Applicant Names
- ★ Contact Information
- ★ Marital Status
- ★ Proof of Household Income
- ★ Proof of Employment or Enrolment in a Training or Education Program, OR
- ★ Proof of Special Circumstance

To view examples of what you will need to provide, select the blue text under each section for more information.

Supporting documentation is required for all the members of your household.

Select **Apply for Parent Subsidy**.

The screenshot shows the 'Parent Subsidy' application page. At the top, it says 'To proceed with creating a request for Parent Subsidy, please complete the following steps'. Step 1 is 'Collect the Necessary Information'. Under this step, there are sections for 'Contact Information for each applicant in the household', 'Proof of Household Income', 'Proof of Employment or Enrolment in a Training or Education Program', and 'Proof of Special Circumstances'. Each section has a list of required documents and a link to 'More information about Proof of Household Income', 'More information about Proof of Employment or Enrolment in a Training or Education Program', and 'More information about Proof of Special Circumstances'. Step 2 is 'Apply for Parent Subsidy', which says 'Once you have collected the information and documentation required, you can submit your application for Parent Subsidy'. There is a 'Privacy' link. Step 3 is 'Review and Approve', which says 'Upon the successful completion and submission of your application, along with all the required documents, it will be subject to review by the Department of Education and Early Childhood Development (EECD). After the review, you will receive an email update that will inform you about your eligibility status. Should your application require approval, the email will also provide guidance on how to access the Parent Portal, where you can view the specific amount of financial assistance for which you qualify.' At the bottom right, there is a blue button labeled 'Apply for Parent Subsidy'.

STEP 4

If you have previously registered a child on the Parent Portal, you will see a list of your children.

If you need to add another child, or are registering your child for the first time, select **Add a Child** and follow the steps for registering your child.

Once all your children are registered, select **Next**.

The screenshot shows the 'Parent Subsidy' application page. At the top left is the 'New Brunswick' logo. At the top right are links for 'Home', 'Hello, Line', and 'Français'. The page title is 'Parent Subsidy'. Below the title is a blue bar with the text 'Please ensure all your children are listed before applying for Parent Subsidy'. Below this is a table with columns 'Child', 'Date of Birth', and 'NBEN'. The table contains one row: 'Charlie Jones', '2022-05-10', and 'NBEN'. Below the table is a blue button labeled 'Add a Child'. At the bottom left, there are two buttons: 'Next' (blue) and 'Cancel' (white).

STEP 5

Verify or add your address and contact information, then select **Next**.

Parent Subsidy

Please verify that your address and contact information are correct.

Name & Email

Name Desjardins, Marc
Email opedpp@gmail.com

[Update Name](#) [Change Email](#)

Address

Civic Address 250 KING ST
FREDERICTON NB
E3B 9K9

Mailing Address Mailing address is the same as civic address

[Update Address](#)

Phone Numbers

Phone	Type	Number	Edit	Delete
555-555-1234	Home	(506) 555-6247	Edit	Delete

[Add a Phone Number](#)

Preferred Language of Communication

What is your preferred language of communication? *

English
 French

[Previous](#) [Next](#) [Cancel](#)

STEP 6

Complete the required information for the Primary Applicant, as well as the Secondary application, if applicable, then select **Next**.

New Brunswick
Parent Subsidy

Home Hello, Marc [Français](#)

Applicants

Applicant Documents
Summary

Details for primary applicant

Name Marc Desjardins
Email opedpp@gmail.com
Phone Number (506) 555-6247
Address 250 KING ST
FREDERICTON NB
E3B 9K9

What is your current Marital Status? *

Single
 Married / Common Law
 Divorced / Separated

Which of the following best describes your situation? *
Please choose all that apply

Employed
 In Training or Educational Program
 Medical Reason
 Referral from Approved Program

[Previous](#) [Next](#) [Cancel](#)

[Save and Finish Later](#)
[Delete Application](#)

To accurately assess your eligibility for the Parent Subsidy Program, details pertaining to each applicant in your household are required. Please provide the required information for the secondary applicant below.

Details for secondary applicant

First Name *

Last Name *

Email *

Phone Number *
(506) 555-1234

What is the preferred language of service for the secondary applicant? *

English
 French

Which of the following best describes your situation? *
Please choose all that apply

Employed
 In Training or Educational Program
 Medical Reason
 Referral from Approved Program

[Previous](#) [Next](#) [Cancel](#)

[Save and Finish Later](#)
[Delete Application](#)

STEP 7

Upload all relevant documents. You will need to **choose a document type** from the dropdown menu and then **choose a document to upload** from your computer or mobile device. The document will appear in your list of uploaded documents on the screen.

Once all the required documents have been uploaded, click **Next**.

The screenshot shows the 'Parent Subsidy' application interface. On the left, a sidebar contains 'Applicants' and 'Applicant Documents', with 'Applicant Documents' selected. The main content area is for 'Becky Lockhart'. It includes a list of required documents: 'Proof of Employment, Recent Paysstub, OR Letter from the employer' and 'Proof of Self Employment'. Below this is a dropdown menu labeled 'Please choose a document type *' with a '-- Select --' option. A 'Choose a Document to Upload' button is present. The 'Uploaded Documents' section shows 'No documents have been uploaded for this applicant'. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons, and a 'Save and Finish Later' link.

STEP 8

Review the application summary and the supporting documents to ensure they are accurate and complete. **Missing documents may delay the assessment of your application.**

Carefully review the **Declaration and Consent** section, check the box indicating that you agree to the above conditions, and then provide your electronic signature by typing your name in the signature box.

Select **Submit Application**.

The screenshot shows the 'Parent Subsidy' application interface, Step 8: Review Summary. The sidebar shows 'Applicants' and 'Applicant Documents', with 'Applicant Documents' selected. The main content area displays the applicant's details: 'Becky Lockhart', 'Single', 'Employed'. Below this is a table of 'Applicant Documents':

Applicant	Document Type	Document Name
Becky Lockhart	Proof of Employment	PROOF OF EMPLOYMENT.pdf
Becky Lockhart	Proof of Income	Notice of Assessment.pdf

Below the table is a section for 'Children' with a table for 'Name' and 'Date of Birth':

Name	Date of Birth
Poppy Lockhart	2022-11-07

There is a link for 'More details about the Parent Subsidy Program' and an 'Additional Information' section with a text area for providing extra details.

The screenshot shows the 'Parent Subsidy' application interface, Step 8: Declaration and Consent. It includes the following text:

Declaration and Consent

I declare that I am the legal guardian of all the children for which I am requesting financial assistance.

I declare that the information provided is accurate to the best of our knowledge. No required information has been omitted or concealed deliberately.

I give our consent to the Department of Education and Early Childhood Development to share the confidential information included in this application with Service New Brunswick employees responsible for the management of Parent Subsidy Program applications and the information will be protected as such.

I acknowledge that we are responsible for notifying the Department of Education and Early Childhood Development if there is a significant change in our household income.

I agree to these conditions and certify that this serves as my official signature

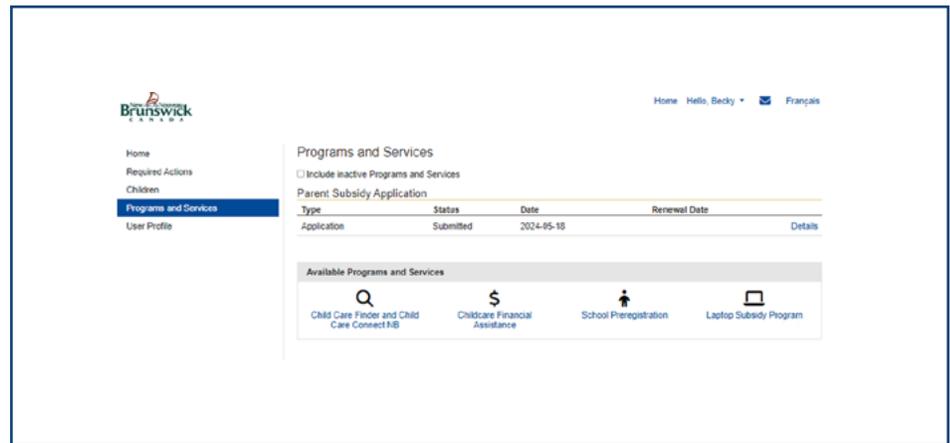
Full Name of Becky Lockhart *

At the bottom, there are 'Previous', 'Submit Application', and 'Cancel' buttons, and a 'Save and Finish Later' link.

STEP 9

In the **Programs and Services** section of your Parent Portal account, you will see a summary of the application details that you submitted, and you will be able to view the status of your application.

You will receive an email notification when a decision has been made on your Parent Subsidy application, or if there is additional information required to complete the assessment process.



We are here to help! If you have any questions regarding the application process, please email us, or call Monday to Friday from 8:30AM to 4:30PM.

Department of Education and Early Childhood Development

1 833 221-9339 (Option 2)

EECDPortal-PortailEDPE@gnb.ca Education and Early Childhood Development

