



MEMORANDUM TO: ES Service Providers

FROM: Director

DATE: August 21, 2012

SUBJECT: **Second Career (SC) Request for Financial Assistance for Dependent Care Costs Version 3.0: August 2012**

MEMO #: **ES2012-06**

OBJECTIVE:

The purpose of this bulletin is to provide your organization with an update to the SC Request for Financial Assistance for Dependent Care Costs.

BACKGROUND:

As a result of many enquiries around the form, the original version (June 2012) has been updated to address some of the questions by re-working some of them and adjusting the format to allow more space for responses.

The Ministry created this standard form for SC applicants who are requesting reimbursement to help cover dependent care expenses. There are two declarations that form part of the request. It is intended to bring consistency in what is being requested from SC applicants as well as to enhance and strengthen the Ministry's SC Quality Assurance Framework.

NEXT STEPS:

Effective immediately, ES Service Providers are expected to support SC applicants who are requesting reimbursement of dependent care expenses by ensuring the updated version of the forms is used in conjunction with the SC Application for Financial Assistance (89-1889).

In some instances there may be difficulties in obtaining the declaration from the 'other parent' of the dependant(s), if one exists (reference Question 8 in the request). If this is the case, the SC applicant is expected to notate and sign the 'other parent' declaration, indicating their position in being unable to have this requirement fulfilled.

If your organization has any questions regarding the Second Career (SC) Request for Financial Assistance for Dependent Care Costs Version 3.0: August 2012, please contact your Employment and Training Consultant (ETC).