



## Affordable Child Care Benefit: How to Apply for Camp Coverage

Parents applying for ACCB coverage for camp may qualify for 50% payment of fees at time of registration **upon providing the Childcare Coordinator (Hannah Holmes) with proof of submitting a new child care arrangement form to ACCB.** If ACCB approves you for over 50% coverage the difference will be reimbursed or credited once your benefit plan is approved. If you are approved for less than 50% coverage you will be required to pay the outstanding balance upon approval. In order to prevent delays in your camp registration process please submit Child Care Arrangement forms as soon as possible.

**If this is your first time applying for ACCB OR if you haven't had an active ACCB plan in the last 30 days (your benefit plan is expired) you will need to submit a complete application with supporting documents.** Please choose a method below and follow the associated steps:

### **Method 1: Apply online using My Family Services**

Submit your application all at once, or save it and finish later (within 60 days). After you apply, you can log in to review messages about the status of your application. **It takes approximately 20 business days to process electronic applications once submitted.**

1. Print, fill, and sign **sections 5-8 (page 2) of the** Child Care Arrangement Form (CF2798) for the facility your child will be attending. **Please leave sections 3-4 blank for the child care provider.** *Signatures must be in ink; digital signatures will be rejected.*
2. Scan and send the Child Care Arrangement Form to [hannah@burnsidegorge.ca](mailto:hannah@burnsidegorge.ca). They will fill and sign sections 3-4 and email the completed form back to you.
3. Log in to the [myfamilyservices](#) portal with a personal BCeID and start an online application. Expect to provide personal information about you, your spouse (if applicable), and your children, and your reasons for needing child care.
4. Upload your completed Child Care Arrangement Form (CF2798) along with any other required supporting documents (copies of ID for all family members, proof of reasons for needing childcare).
5. **Submit your application.** You can track your processing time by visiting your [myfamilyservices](#) account. You will receive an email notification from ACCB once you are approved

### **Method 2: Apply by mail or fax**

This method uses paper-based forms and **can take three weeks, or longer if you do not provide all supporting documents with your application.**

1. Print, fill, and sign **sections 5-8 (page 2) of the** Child Care Arrangement Form (CF2798) for the facility your child will be attending. **Please leave sections 3-4 blank for the child care provider.** *Signatures must be in ink; digital signatures will be rejected.*
2. Scan and send the Child Care Arrangement Form to [hannah@burnsidegorge.ca](mailto:hannah@burnsidegorge.ca). They will fill and sign sections 3-4 and email the completed form back to you.
3. Print, fill, and sign the [Affordable Child Care Benefit Application Form \(CF2900\) \(PDF\)](#)
4. Gather and make copies of all required supporting documents (refer to page 6 of the Application Form for a checklist)
5. Submit the entire application package with the Child Care Arrangement Form, Application Form, and all supporting documents to ACCB by fax or mail **OR** send the entire application package to [hannah@burnsidegorge.ca](mailto:hannah@burnsidegorge.ca) and they can fax it on your behalf.

**Note:** If you do not have a printer/scanner at home come to BGCA in person at 471 Cecelia Road and we can help you.