

Application for Child Assistance Payments

Child assistance Information

You can apply for child assistance payments directly on our website at www.retraitequebec.gouv.qc.ca. You will avoid any postal delays and we can confirm immediately that we have received your application.

Entitlement

You are entitled to child assistance payments if you meet all of these conditions:

- You or your spouse is responsible for the care and education of a child under age 18.
- The child is living with you OR was living with you when he or she was placed by a youth centre AND you are paying the financial contribution required by the centre.
- You are living in Québec.¹
- Either you or your spouse is one of the following:
 - Canadian citizen;
 - protected person;²
 - permanent resident;²
 - temporary resident who has been living in Canada for the past 18 months.²

You are not entitled to child assistance payments if:

- You receive financial aid from the Programme régional d'accueil et d'intégration des demandeurs d'asile (PRAIDA) or because you are a child's foster family or a subsidized guardian;
- You are exempted from paying income tax by Revenu Québec;
- Your child is married or in a de facto union and tax credits were transferred to his or her spouse.

In the case of a blended family, the application must be filed by the parent of the child.

Do you need to file an application for child assistance payments?

You do not need to file an application with our agency in order to register a baby born in Québec: the **Directeur de l'état civil** will provide us with the required information.

However, you must fill out this form in the following situations:

- Your child was born in Québec and we ask that you file an application because we require more information (check "Birth in Québec" in section 1).
- You are an immigrant or become a Québec resident (check "Arrival in or return to Québec" in section 1).
- Your child arrives in or returns to Québec (check "Arrival in or return to Québec" in section 1).
- You live in Québec but your child was born outside Québec (check "Arrival in or return to Québec" in section 1).
- You obtain custody of a child (check "Change in custody" in section 1 **and fill out the Information on Child Custody form**).
- You retain custody of a child following the breakdown of your union and **you were not** previously receiving child assistance payments (check "Change in custody" in section 1 **and fill out the Information on Child Custody form**).
- You obtain shared custody of a child (check "Shared custody" in section 1 **and fill out the Information on Child Custody form**).
- You adopt a child (check "Adoption" in section 1).

¹ Within the meaning of the Québec *Taxation Act*

² Within the meaning of the *Immigration and Refugee Protection Act* (Statutes of Canada, 2001, c. 27)

- At our request, because your child was placed by a youth centre and the financial contribution was not paid for more than 12 months and:

– you resume payment of the required contribution;

OR

- the child is back home (check “End of placement or resumption of payment of the financial contribution required by the youth centre”).

In cases of shared custody

- Since January 2007, the *Taxation Act* provides for child assistance payments to be made to both parents at the same time, if the percentage of custody time is between 40% and 60% for each parent on a monthly basis. Example: 40% = 3 days a week, 50% = every other week, 60% = 4 days a week.

In accordance with the Act, we must consider the **actual custody time**. Therefore, you must notify us if custody is shared. In addition, we cannot take into account any agreement entered into by the two parents.

- The amount to which you are entitled is equivalent to half of the amount that you would have received for the child if the child were not in shared custody.
- If the child gives entitlement to a supplement for handicapped children, that amount is shared as well.

Payment dates

Your child assistance payments will be made on the **first working day of each quarter**, that is, four times a year:

- in **July** for July, August and September;
- in **October** for October, November and December;
- in **January** for January, February and March;
- in **April** for April, May and June.

You can receive your payments on a monthly basis. However, to do so you must apply online or by telephone. The payment dates are provided on our website at www.retraitequebec.gouv.qc.ca.

Who receives the child assistance payments?

Child assistance payments are made to only one person per family, who is generally the person who filed the application. However, if your spouse already receives child assistance payments, he or she will receive the payments for each child indicated in this application.

Conjugal status

In order for us to determine the amount of your child assistance payments, you must provide information about your conjugal status, whether or not you have a spouse. If you have been living with a de facto spouse **for at least 12 months**, you must inform us. If your spouse lives outside Québec, you must provide his or her address, whether you are married or de facto spouses.

Child assistance amounts

Child assistance is set on the basis of the following four criteria:

- number of dependent children under 18 living with you;
- number of children in shared custody;
- your family income;
- your conjugal status (with or without a spouse).¹

Note that we can make child assistance payments for a retroactive period of 11 months before the date on which we received your application, if you met the eligibility requirements during that period.

Income tax returns used to set payment amounts

In order to obtain child assistance, you and your spouse must file a Québec income tax return every year, even if one of you does not have any income to report.

If you or your spouse earned income outside Québec over the past 24 months, you must provide the additional information requested on the form (see section 6).

You can use **CalculAide** on our website at www.retraitequebec.gouv.qc.ca to find out the amount of the child assistance payments to which you could be entitled.

¹ Within the meaning of the Québec *Taxation Act*

Information on documents provided as proof

When documents are required as proof, you must provide clear and legible copies. If necessary, we may request the original documents or certified true copies.

Proof of immigrant status in Canada

If you and your spouse, if applicable, are not Canadian citizens, **OR** if your status has changed in the past 12 months, you must provide proof of your immigrant status in Canada if it has not previously been provided to us. Note that the proof must cover a period of 12 months prior to your application. All the information you need is given on the Immigrant Status in Canada form.

Proof to be provided for the child

You are not required to provide any documents as proof in the following situations:

- The child was born in Québec and was not adopted.
- The child has already given entitlement to child assistance payments.

Otherwise, you must provide us with one of the following documents, depending on the situation:

If the child was born in Canada, but outside Québec:

- a birth certificate issued by the vital statistics office of the province or territory of birth.

If the child was born outside Canada:

- one of the following documents in the child's name on which the child's **family name, given name(s) and date of birth** appear:
 - Canadian passport;
 - certificate of Canadian citizenship (both sides);
 - confirmation of Permanent Residence (IMM 5292 or IMM 5688);
 - Interim Federal Health Certificate of Eligibility;
 - permanent resident card (both sides);
 - Protected Person Status Document;
 - Record of Landing form (IMM 1000);
 - study permit;
 - temporary resident permit;
 - visitor record.

OR

- one of the following documents in the parent's name on which the **child's family name, given name(s) and date of birth** appear:
 - study permit;
 - temporary resident permit;
 - visitor record;
 - work permit.

If the child was adopted:

- one of the following documents can also be accepted:
 - adoption judgment from Québec or another Canadian province or territory, or the Declaration of Inuit Customary Adoption Form;
 - birth certificate issued by the vital statistics office of a Canadian province or territory;
 - certificate of registration of adoption from the Court of Québec;
 - placement order from the Court of Québec;
 - recognition of an adoption judgment from the Court of Québec.

Proof of the child's presence in Québec

You must provide additional proof if one of the following situations applies to the child for whom you are completing this form:

- the child arrived alone in Québec, without his or her parents; or
- the child was born outside Québec and one of the child's parents is a Canadian citizen, or one of the child's parents is a permanent resident who has returned to Québec.

In such a case, provide ONE of the documents listed below. The document must show the **child's family name, given name, date of birth and address in Québec**.

- official report card or confirmation of school attendance that is signed by the principal of the school and includes the school's seal along with the name and address of the respondent;
- confirmation of daycare attendance signed by the director of the daycare facility. The document must give the name and address of the daycare as well as the name and address of the respondent;
- any medical document proving that you are responsible for the child's medical appointments;
- a Québec vaccination booklet giving the child's family name, given name(s) and the vaccination dates since your arrival in or return to Québec.

Proof of residence in Québec

If you have lived outside Québec at some point during the past 24 months, documents showing your current address are required as proof of residence in Québec, if such proof has not previously been provided to us.

You must provide two **different** documents. A list of the **documents accepted** as proof is provided below. The documents must be issued in your name or in the name of your spouse if your spouse lives with you at the same address.

Documents accepted as proof

- Apartment lease (all pages)
- Attestation from the employer
- Deed of purchase of residential property
- Home insurance policy
- Invoice from an energy company (heating, electricity)
- Invoice from an Internet service provider or a cable television or telephone company
- Letter from Emploi-Québec confirming your status as a beneficiary under the Social Assistance Program or the Social Solidarity Program
- Letter from the Régie de l'assurance maladie du Québec confirming your eligibility for the Québec Health Insurance Plan;
- Municipal or school tax notice
- Proof of registration in an educational institution in Québec
- Québec driver's licence

Supplement for the purchase of school supplies

The purpose of the supplement is to help families with the purchase of school supplies. This financial assistance of \$100 is paid yearly in July for each child aged 4 to 16 who is eligible for child assistance, and each child aged 4 to 17 who is eligible for the supplement for handicapped children. The amount is indexed in January of each year. You do not have to file an application to receive it. Each parent who share custody of a child will receive half the supplement (\$50).

Access to documents held by public bodies and the protection of personal information

The personal information collected on this form is needed to study your application. **Failure to provide this information may result in a delay or a refusal to process your application.** Only authorized employees have access to the information and it is only disclosed to other persons or agencies for verification in cases provided for by law. It can also be used for research, assessment, analysis or survey purposes. The *Act respecting Access to documents held by public bodies and the Protection of personal information* allows you to consult your personal information and have it corrected.

For more information

Online

My Account

Access your file **24/7**

www.retraitequebec.gouv.qc.ca

By telephone

Québec region: **418 643-3381**

Montréal region: **514 864-3873**

Toll-free: **1 800 667-9625**

Please return the completed form to:

**Retraite Québec
Case postale 7777
Québec (Québec) G1K 7T4**

Application for Child Assistance Payments

Child assistance

1. Reason for your application

Why are you filing an application? (Check only the box that corresponds to your situation. If you are not sure which one to choose, refer to the section entitled "Do you need to file an application for child assistance payments?" on **page i** of the Information section.)

- a) Change in custody b) Shared custody c) Adoption
d) Birth in Québec e) Arrival in or return to Québec
f) End of placement or resumption of payment of the financial contribution required by the youth centre

If you chose **a)** or **b)**, you must also fill out the **Information on Child Custody** form.

Please print.

Indicate your Social Insurance Number

2. Information about you

Sex <input type="checkbox"/> F <input type="checkbox"/> M	Family name	Given name	
Date of birth year month day	Language of correspondence <input type="checkbox"/> French <input type="checkbox"/> English	Your mother's family name at birth (last name only)	
Your address (number, street, apartment)			
City	Province	Country	Postal code
Telephone area code	Other area code	Extension	

3. Information about your conjugal status (complete even if your spouse lives outside Québec)

What is your current conjugal status? (Refer to **page ii** of the Information section.)

a) <input type="checkbox"/> I have a spouse <ul style="list-style-type: none"> Date on which you began living together: year month day Date on which you and your spouse had your first child together, if your spouse is the mother or father of one of your children (by birth or adoption): year month day Date of your marriage or civil union: year month day 	b) <input type="checkbox"/> I do not have a spouse <p>Specify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You and your former spouse have not lived together for at least 90 days following the breakdown of your union. Date on which you stopped living together: year month day <input type="checkbox"/> Your spouse is deceased. Date of death: year month day <input type="checkbox"/> You have always lived alone.
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4. Information about your spouse

Sex <input type="checkbox"/> F <input type="checkbox"/> M	Family name	Given name	Social Insurance Number
Date of birth year month day	His or her mother's family name at birth (last name only)		
Are you and your spouse living at the same address? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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You**Your spouse (If applicable)****5. Citizenship**

Are you a Canadian citizen? Yes No
(You must complete section 6 in both cases.)

If so, since when?

- Since birth _____ year _____ month _____ day
- Since _____ year _____ month _____ day

Is your spouse a Canadian citizen? Yes No
(You must complete section 6 in both cases.)

If so, since when?

- Since birth _____ year _____ month _____ day
- Since _____ year _____ month _____ day

Note: Complete the Immigrant Status in Canada form **only** if **neither you nor your spouse** is a Canadian citizen.

6. Residency (Check each situation that applies to you and, if applicable, to your spouse.)

a) You have been living in Québec for at least the past 24 months.

If you checked the statement, specify since when:

- Since birth _____ year _____ month _____ day
- Since _____ year _____ month _____ day

If you have been living in Québec for less than 24 months, check situation b) or c).

a) Your spouse has been living in Québec for at least the past 24 months.

If you checked the statement, specify since when:

- Since birth _____ year _____ month _____ day
- Since _____ year _____ month _____ day

If he or she has been living in Québec for less than 24 months, check situation b) or c).

b) You are living in Québec but lived outside Canada at some point in the past 24 months.

Date you arrived in Québec _____ year _____ month _____ day

Date you arrived in Canada _____ year _____ month _____ day

Date you left Québec in the case of a return to Québec _____ year _____ month _____ day

- Complete the Statement of Foreign Income form.
- Provide proof of your residence in Québec (refer to **page iv** of the Information section).

b) Your spouse is living in Québec but lived outside Canada at some point in the past 24 months.

Date he or she arrived in Québec _____ year _____ month _____ day

Date he or she arrived in Canada _____ year _____ month _____ day

Date he or she left Québec in the case of a return to Québec _____ year _____ month _____ day

- Complete the Statement of Foreign Income form.

c) You are living in Québec but lived in another Canadian province or territory at some point in the past 24 months.

Date you arrived in Québec _____ year _____ month _____ day

Date you left Québec in the case of a return to Québec _____ year _____ month _____ day

- If you lived in another Canadian province or territory on 31 December of last year, provide your Notice of Assessment from the Canada Revenue Agency for:
 - the past two years if you arrived in Québec between 1 January and 31 May;
 - last year if you arrived in Québec between 1 June and 31 December.
- Provide proof of your residence in Québec (refer to **page iv** of the Information section).

c) Your spouse is living in Québec but lived in another Canadian province or territory at some point in the past 24 months.

Date he or she arrived in Québec _____ year _____ month _____ day

Date he or she left Québec in the case of a return to Québec _____ year _____ month _____ day

- If he or she lived in another Canadian province or territory on 31 December of last year, provide his or her Notice of Assessment from the Canada Revenue Agency for:
 - the past two years if he or she arrived in Québec between 1 January and 31 May;
 - last year if he or she arrived in Québec between 1 June and 31 December.

d) You are currently living outside Québec.

Complete the Person Living Outside Québec form, available at www.retraitequebec.gouv.qc.ca.

d) Your spouse is currently living outside Québec.

We will contact you to find out the amount of the income he or she earned outside Québec.

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7. Information about the child

In some cases, we require **proof concerning the child** (refer to **page iii** of the Information section). Indicate only the child or children for whom you are requesting child assistance payments.

Sex <input type="checkbox"/> F <input type="checkbox"/> M	Family name	Given name
	His or her mother's family name at birth (last name only)	
Place of birth		Date of birth year month day
If the child returned to or arrived in Québec, indicate the date he or she arrived:		year month day

What is your relationship to the child? Father Mother Other. Specify: _____

Is your spouse the child's biological or adoptive parent? Yes No

Are you responsible for the care and education of this child? Yes No

Indicate which of the following situations applies to the child:

a) a change of custody, shared custody or retained custody following the breakdown of your union. **You must also complete the Information on Child Custody form.**

b) an arrival in or return to Québec. The child has been living with you full-time since _____
year month day

c) a baby born in Québec and the child has been living with you full-time since birth.

d) an adoption. The child has been living with you full-time since _____
year month day

e) a child placed by a youth centre. Name of the youth centre: _____
year month day

Date on which you began paying the financial contribution: _____
year month day

f) a child who was placed by a youth centre. The child returned home on _____
year month day

Other child

Sex <input type="checkbox"/> F <input type="checkbox"/> M	Family name	Given name
	His or her mother's family name at birth (last name only)	
Place of birth		Date of birth year month day
If the child returned to or arrived in Québec, indicate the date he or she arrived:		year month day

What is your relationship to the child? Father Mother Other. Specify: _____

Is your spouse the child's biological or adoptive parent? Yes No

Are you responsible for the care and education of this child? Yes No

Indicate which of the following situations applies to the child:

a) a change of custody, shared custody or retained custody following the breakdown of your union. **You must also complete the Information on Child Custody form.**

b) an arrival in or return to Québec. The child has been living with you full-time since _____
year month day

c) a baby born in Québec and the child has been living with you full-time since birth.

d) an adoption. The child has been living with you full-time since _____
year month day

e) a child placed by a youth centre. Name of the youth centre: _____
year month day

Date on which you began paying the financial contribution: _____
year month day

f) a child who was placed by a youth centre. The child returned home on _____
year month day

If you are registering more than two children, please provide the necessary information on a separate sheet. Be sure to indicate your Social Insurance Number, sign the sheet and send it to us with this form.

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8. Application for direct deposit

Child assistance payments will be deposited in an account in your name at a Canadian financial institution.

Name of the financial institution

Address (number, street, apartment)

City

Province

Postal code

Branch number
(transit number)

Number of the
bank or caisse

Account number
(folio)

The account must be in your name or that of the applicant, if you are applying on his or her behalf. You can only sign up for direct deposit if the deposit will be made in a Canadian bank or caisse.

9. Declaration and signatures

Making a false declaration is an offence and may result in repercussions against you.

I declare that all the information given in this application is true and complete.

Your signature _____

Date

year month day

If you have completed this form for another person, provide your personal information below.

Family name

Given name

Signed in the capacity of

Telephone

area code

Other

area code

Extension

Signature _____

Date

year month day



To ensure that your application is processed as quickly as possible, make sure that you have:

- fully completed all sections of the form;
- indicated your Social Insurance Number where necessary;
- signed the form;
- attached the required proof if applicable.

If you checked “Change in custody” or “Shared custody” in section 1, you must also complete the Information on Child Custody form.

Information on Child Custody

Child assistance

If there has been a change in custody or shared custody, you **must** complete this form and enclose it with your Application for Child Assistance Payments.

Please print

Give your Social Insurance Number

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1. Information about you

Sex	Family name	Given name
<input type="checkbox"/> F	Date of birth year month day	Your mother's family name at birth (last name only)
<input type="checkbox"/> M		

2. Information regarding child custody

2.1 Select your situation from the choices below:

a) **You have obtained custody of a child**

OR

b) **You have retained custody of a child** after the breakdown of your union **AND** have never received child assistance payments in your name.

If you checked **a)** or **b)**, provide the given names of each of the children who live with you more than 60% of the time a month **AND** for whom you are not already receiving the payment.

Child's given name	Date of birth	Date the change came into effect
	year month day	year month day

c) **You have obtained shared custody**

We consider that custody of a child is shared when the child lives 40% to 60% of the time with each parent on a **monthly** basis. Provide the given names of each of the children affected by the change in the following table.

Given name	Date of birth	Your custody time (%)	Other parent's custody time (%)	Date shared custody began
	year month day			year month day

(Examples: 40% = 3 days a week, 50% = every second week, 60% = 4 days a week)

Give your Social Insurance Number

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4. Declaration and signatures (continued)

If you have completed this form for another person, provide your personal information below.

Family name		Given name	
Signed in the capacity of			
Telephone	area code	Other	area code
Extension		Date	
		year	month
		day	
Signature			

How to reach us

Online

My Account

Access your file **24/7**

www.retraitequebec.gouv.qc.ca

By telephone

Québec region: **418 643-3381**

Montréal region: **514 864-3873**

Toll-free: **1 800 667-9625**



In order to avoid processing delays, make sure:

- you have **completed all the sections** of the form;
- you have **provided your Social Insurance Number where required**;
- you have **signed** the form;
- you enclose your Application for Child Assistance Payments with this form and mail them to:
Retraite Québec, case postale 7777, Québec (Québec) G1K 7T4