

## CHILDREN'S SPECIAL ALLOWANCE

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**Policy no.: 3.24****Effective Date:** March 2007**Date Revised:** October 1, 2013; March 28, 2018**Policy Cross References:** Placement Procedures; Basic Foster Care Rate; Block Funding; Vacation Costs for the Child or Youth In Care or Custody to Accompany the Foster Family on Vacation.**Legislative References:**

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**PURPOSE:** To outline the social worker's responsibilities related to the *Children's Special Allowance* for children and youth in the care or custody of a manager.**POLICY:**

1. The Department is entitled to receive the *Children's Special Allowance* from the Canada Revenue Agency on behalf of a child or youth under the age of 18 years who is in the care or custody of a manager.

**PROCEDURES:**

2. The social worker shall apply for the *Children's Special Allowances* (CSA) from the Canada Revenue Agency on behalf of the Department **within three (3) days** of a child or youth entering the care or custody of a manager. The application form can be accessed online: <https://www.canada.ca/en/revenue-agency/services/child-family-benefits/childrens-special-allowances.html>. The social worker shall not complete the foster parent information section.
3. The social worker shall advise the parent from whom the child or youth was removed that this application has been made and as a result, they will cease to receive the Canada Child Benefit (CCB) and the children's component of the GST/HST credit.
4. The social worker shall arrange for the foster home to receive the *Children's Special Allowance* in the amount of \$85 per month. This amount will be paid to the foster home by the Department. Foster parents **cannot apply** for the (CCB) or GST/HST credit on behalf of a child or youth in care.
5. The social worker shall complete and submit the cancellation section of the application form **within 3 days of** a child or youth leaving the care or custody of a manager. The form can be accessed online at: <https://www.canada.ca/en/revenue-agency/services/child-family-benefits/childrens-special-allowances.html>. Where a child or youth returns to live with their parent(s) or enters the custody of another person, they shall be advised that they must make an application to receive the CCB. The social worker may offer to assist the parent.

6. The social worker shall complete and submit the cancellation section of the application where a youth in the care or custody of a manager is sentenced to a secure custody facility for more than 30 days. Where the youth remains in the care or custody of a manager following the secure sentence, the social worker shall reapply for the CSA **within three (3) days** of completion of the secure sentence.
7. Where a youth under the age of 18 years is transitioning from the care or custody of a manager to the Youth Services Program to receive *Residential Services*, a cancellation form shall not be completed.

**EXCEPTIONS:** None

**RELEVANT DOCUMENTS:**

- *Children's Special Allowances Application/Cancellation* form  
<https://www.canada.ca/en/revenue-agency/services/child-family-benefits/childrens-special-allowances.html>