



Do not use this area

CHILDREN'S SPECIAL ALLOWANCES

Complete this form to **apply for** or to **cancel** Children's Special Allowances (CSA). Agencies can now file applications and cancellations electronically. For details, follow the "Children's Special Allowances" link on our Web site at www.ccra.gc.ca/benefits/.

The agency should complete this form as soon as possible after a child enters or leaves its care to minimize any financial hardship to the child's caregiver. A separate form is required for each child.

See the back for more information.

Agency information

Name of agency			Business number		
			R A		
Mailing address: Apt. No. – Street No. Street name		P.O. Box, R.R.	City		
Province or territory	Postal code	Telephone	Name of agency contact person		

Child information

First name and initial		Last name		Child identification number	
First name alias (if applicable)		Last name alias (if applicable)		Female <input type="checkbox"/> Male <input type="checkbox"/>	
Date of birth:		Place of birth:		Province or territory (or country, if outside Canada)	
Year	Month	Day	City		

Applying for Children's Special Allowances

Enter the date your agency started to care for the child			Year	Month	Day
Previous recipient of CSA or Canada Child Tax Benefit					
(the child's previous primary caregiver, another agency, or a foster parent)					
Name			Social insurance number or Business Number		
Mailing address: Apt. No. – Street No. Street name		P.O. Box, R.R.	City		
Province or territory	Postal code	If the payments are to go directly to a foster parent, complete the "Foster parent information" section on the back.			

Cancelling Children's Special Allowances

Enter the date your agency ceased to maintain the child			Year	Month	Day
Reason for cancelling: (check the box that applies)					
<input type="checkbox"/> under another's care	<input type="checkbox"/> missing / ran away	<input type="checkbox"/> kidnapped			
<input type="checkbox"/> adopted	<input type="checkbox"/> deceased	<input type="checkbox"/> other (please explain)			

Certification

As chief executive officer, I certify that, to the best of my knowledge, the information given on this application and in any documents attached is correct and complete.

Sign here _____ **Date** _____

It is a serious offence to make a false statement.

Information about Children's Special Allowances (CSA)

CSA are non-taxable amounts paid monthly to an agency that cares for a child under the age of 18 who resides in Canada. A child is considered to be cared for by an agency if, at the end of the month, the child is dependent on it for his or her care, maintenance, education, training, and advancement to a greater extent than any other agency or individual.

The term **agency** applies to:

- federal, provincial, and territorial departments;
- agencies appointed by a province or territory for the protection and care of children;
- group foster homes and institutions; and
- institutions licensed or otherwise approved by a province or territory to have the custody and care of children.

If the agency does not have a Business Number, it must provide proof (original or certified copy) that it is licensed or approved to have the custody or care of children.

Upon approval, CSA payments will start the month after the month that the child starts to be cared for by the agency and all of the eligibility conditions have been met.

We **only** make retroactive payments for a period of up to 11 months preceding the month we receive the application, and will be based on the amount payable for the month to which the retroactive payment applies.

We usually make CSA payments to the agency that cares for the child. However, payments may be paid directly to a foster parent at the agency's request. In this situation, complete the "Foster parent information" section below.

The monthly amount payable for each child is equal to the maximum basic amount of the Canada Child Tax Benefit (CCTB) plus the National Child Benefit Supplement and the proposed Child Disability Benefit supplement (if eligible).

We will stop paying the CSA automatically when the child turns 18.

For more information about the CSA or CCTB programs, visit our Web site at www.ccra.gc.ca/benefits or call **1-800-387-1193**.

Foster parent information

Complete this area only if the payments will go directly to the foster parent.

Name of foster parent	Business Number	
	R A	
Mailing address: Apt. No. – Street No. Street name	P.O. Box, R.R.	
City	Province or territory	Postal code
Language of correspondence	English <input type="checkbox"/>	Français <input type="checkbox"/>
	Telephone	