

## Children's Special Allowances Application

The Child Protection Worker will ensure an application for the Children's Special Allowances is completed and submitted to the Department of Health and Social Services within 30 days of a child receiving a Temporary Custody Order or Permanent Custody Order.

### REFERENCE

*Children's Special Allowance Act*  
*Income Tax Act, section 122.6(1)(2)(3)*

### PURPOSE

- To obtain financial support from the Federal Government when a legal temporary or permanent custody order is in effect. This includes a Temporary Custody Order, Permanent Custody Order and any interim custody orders related to these legal custody statuses.
- The Federal financial support is to assist the Government of the Northwest Territories in the daily maintenance costs of the child.

### PROCEDURE

1. Advise the parent(s) or guardian(s) to immediately notify the Canada Revenue Agency that they no longer have full custody of their child and where their child no longer lives with them, to cancel the Child Tax Benefit payment in order to prevent the parent(s) from being in arrears with the federal government during Income Tax assessment.
2. Complete the parts two (2) and three (3) of the *Children's Special Allowances application form*.
3. Ensure CFIS contains the child's current legal status and placement information.
4. Forward the form to the Department of Health and Social Services' Records Management Coordinator by email or fax and retain the original on the CFS file.

### FORMS

- Children's Special Allowances

Effective Date:  
August 12, 2016

Director of Child and Family Services

**TOOLS**

- Children's Special Allowances and Child Tax Benefit
- Sample of a Completed Children's Special Allowances Application

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