

## Children's Special Allowances Cancellation

The Child Protection Worker will ensure a cancellation of the Children's Special Allowances is submitted to the Department of Health and Social Services when a child returns to the parental home or when adoption probation period commences.

### REFERENCE

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

### PURPOSE

- To prevent incorrect payments to the Department of Health and Social Services.

### PROCEDURE

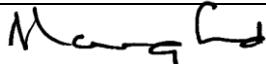
1. Complete parts two (2) and four (4) of the *Child Special Allowances application form*.
2. Ensure CFIS contains the child's current status and placement information.
3. Forward the form to the Department of Health and Social Services' Records Management Coordinator by email or fax and retain the original on the CFS file.

### FORMS

- Children's Special Allowances

### TOOLS

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

Effective Date: April 1, 2015	Director of Child and Family Services	
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