

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

