

<i>Child Protection Act R.S.P.E.I. 1988, Cap. C-51</i>	Program	Child Protection	
	Subject	Children's Special Allowance	Policy # 1.17
Effective Date: March 15, 2017		Authorized by:	
Revised Date:		Deputy Minister, Teresa Hennebery	

1.0 PURPOSE

- 1.1 To provide direction for the administration of the Children's Special Allowance, a Federal financial benefit available to the province to assist in meeting the needs of children in care.

2.0 POLICY STATEMENT

- 2.1 Funding received by the province through the Children's Special Allowance program will be used to help offset the cost of caring for a child while a child is in care. This Federal benefit is received in lieu of the parent receiving the Canada Child Benefit.
- 2.2 Funding obtained through the Children's Special Allowance can only be provided to agency-approved caregivers; children or parents are not eligible to receive the Children's Special Allowance benefit directly.
- 2.3 Eligibility for the Children's Special Allowance benefit ends when a child is no longer in care.
- 2.4 In the event a child in care refuses to live in an approved foster home or group home placement, eligibility for the Children's Special Allowance benefit remains with the province.
- 2.5 In the event another provincial agency or institution assumes custody of the child, that provincial agency or institution may be eligible to apply for the Children's Special Allowance.

3.0 PROCEDURES

- 3.1 When a child comes into care, the social worker informs the parent verbally that the province will be making an application for the Children's Special Allowance benefit and this will impact the parent's eligibility for the Canada Child Benefit, as these benefits cannot be paid for the same child in the same month.

- 3.2 When a child comes into care, the social worker is responsible to ensure the application for the Children's Special Allowance benefit is completed and submitted to Canada Revenue Agency.
- 3.3 The social worker provides written direction to the designated administrative assistant for pro-rated and/or monthly payment of the benefit. Pro-rate is based on a thirty (30) day month.
- 3.4 The social worker is responsible to ensure receipts for expenditures are retained with appropriate documentation on the child in care file pursuant to the Child Care Reimbursement Policy.
- 3.5 In the event a child in care placement changes, the Children's Special Allowance will be reconciled and any balance will be issued to the new care provider. In the event of a negative balance, the social worker will inform the new care provider and plan for the needs of the child.
- 3.6 The social worker is responsible to ensure an application to terminate the Children's Special Allowance benefit is completed and submitted to Canada Revenue Agency when the child:
- ceases to be a child in care;
 - ceases to reside in Canada; or
 - dies.
- 3.7 Upon termination of eligibility for the Children's Special Allowance benefit, the social worker is responsible to ensure receipts are reconciled and any remaining funds are returned to the general revenue of the province. The remaining funds shall not be provided to the parent or person assuming care of the child. Reconciliation information will be documented in the Integrated Systems Management (ISM) on the child in care file.
- 3.8 When a child under the age of eighteen (18) years leaves care, the social worker informs the person assuming care for the child that the province will be making an application to terminate the Children's Special Allowance benefit. The care provider will be encouraged to apply for the Canada Child Benefit.

4.0 REFERENCES

Child Care Reimbursement Policy

Children's Special Allowances Act S.C. 1992, c.48, Sch