



**Protected B** – when completed

## Children's Special Allowances

**Do not use this area**

**NOTE:** In this form, the text inserted between square brackets represents the regular print information.

An agency can use this form to **apply for** or to **cancel** payments for the children's special allowances (CSA). A separate form is needed for each child. The agency should fill out this form as soon as possible after a child starts or stops being maintained by the agency to minimize any financial hardship to the child's caregiver. For more information, see the back of this form.

Agencies can file applications and cancellations electronically. For more information on filing electronically, go to **canada.ca/cra-csa**, then select "CSA on the Net".

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## Part 1 – Agency information

Name of agency		
Business number (if applicable)		
<b>R</b>   <b>A</b>		
Mailing address (Apt No – Street No Street name, PO Box, RR)		
City	Province or territory	Postal Code
Area code	Telephone number	Name of agency contact person
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## Part 2 – Child information

First name

Last name

Child identification number

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First name alias (if applicable)

Last name alias (if applicable)

Female  Male

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Place of birth – City	Province or territory (or country if outside Canada)
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Date of birth	Year			Month	Day

### Part 3 – Applying for children's special allowances

Enter the date your agency **started** to maintain the child:

Year			Month	Day
<b>2</b>	<b>0</b>			

**Previous recipient of CSA or Canada child benefit**

(the child's previous caregiver, another agency, or a foster parent)

Name of previous recipient
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Social insurance number <b>or</b> Business number	Social insurance number 
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Business number (if applicable) 
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Mailing address (Apt No – Street No Street name, PO Box, RR)
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City	Province or territory	Postal Code 
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If the payments are to go directly to a foster parent, fill out "Foster parent information" on page 7 [the back] of this form.

#### Part 4 – Cancelling children's special allowances

Enter the date your agency **stopped** maintaining the child:

Year				Month		Day	
2	0						

Reason for cancelling (select 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 (specify): _____ |

## Part 5 – Certification

As chief executive officer of the agency, I certify that the information given on this form and in any attached documents is correct and complete. I understand that it is a serious offence to make a false statement.

<b>Signature</b>	<b>Year</b>			<b>Month</b>	<b>Day</b>

## Part 6 – Foster parent information

Fill out this part only if the payments will go directly to the foster parent.

First name
Last name

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Personal information is collected under the Children's Special Allowances Act to administer CSA payments to government agencies and institutions. It may also be used for any purpose related to the administration or enforcement of the Act or the Income Tax Act. It may be shared or verified with other federal, provincial or territorial government institutions to the extent authorized by law. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 620 on Info Source at **[canada.ca/cra-info-source](http://canada.ca/cra-info-source)**.

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## **General Information**

### **What are the children's special allowances?**

Children's special allowances (CSA) are non-taxable amounts paid monthly to agencies that maintain children under 18 years of age who reside in Canada. A child is considered to be maintained by an agency if, at the end of the month, the child is dependent on it for their care, maintenance, education, training, and advancement to a greater extent than any other agency or individual. This also applies to a child who is being maintained by an individual receiving financial assistance from an agency.

The monthly amount payable for each child is equal to the maximum monthly amount of the Canada child benefit. The CSA payment may also include the child disability benefit for children who are eligible for the disability tax credit.

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

## **What is an agency?**

The term **agency** applies to:

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

If an 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 maintenance of children.

## **When will payments start?**

We usually make CSA payments to the agency that maintains the child. However, payments may be paid directly to a foster parent at the agency's request. In this situation, fill out Part 6.

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On approval, CSA payments will start the month after the month that the child starts to be maintained 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 an application.

### **Direct deposit**

Direct deposit is a fast, convenient, reliable, and secure way to get your children's special allowances directly into your account at a financial institution in Canada. To sign up for direct deposit or update your banking information, you must attach a filled out Form RC113, Direct Deposit Request for Children's Special Allowances.

### **For more information**

For more information, go to **[canada.ca/cra-csa](http://canada.ca/cra-csa)** or call **1-833-378-8272**.

To get our forms and publications, go to **[canada.ca/cra-forms](http://canada.ca/cra-forms)** or call **1-800-387-1193**.