

Kinship Service Caregivers



Guide to Financial Resources and Identity Documents

*Produced by the Provincial Kinship Managers Group, Kinship Awareness Week Committee,
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Keeping Kids Connected

We know that children do best in families. If a child or youth cannot live at home, the goal is to have them live with people they have established relationships with, such as extended family or friends. This is known as a kinship arrangement, when a relative or someone who is emotionally close to a child takes primary responsibility to care for and raise the child. During this time, The Children's Aid Society continues to work with the child's family to re-establish a safe home environment. Our goal is to work with families to ensure children can live safely with their families. When parents make the changes that are needed to keep their children safe and well cared for, we hope that you will continue to be a support to the family.

Children and Youth placed in Kinship Service Arrangements do not have "in care" status and are placed with either the agreement of the parent(s) or through an order of Supervision under the [Child, Youth and Family Services Act](#) (CYFSA).

The regulations and Kinship Standards standardize how child welfare organizations approve Kinship Service homes and established a consistent best practice which supports and encourages permanency options for children within their own family and community.

WHAT IS KINSHIP?

Kinship is a living arrangement in which a relative, community member or someone with a connection to the child or their family, takes primary responsibility to care for the child



Financial Resources

Kinship Service caregivers may be eligible for different types of financial resources to support them in meeting the needs of the child (ren) or youth(s) they are caring for. Availability of assistance from the parents, extended family members, community services, private or government programs should be considered.

Financial Resources

Child Tax Benefit

Caregivers can apply through The Canada Revenue Agency (CRA) for the Canada Child Benefit (CCB). A letter from The Society Worker confirming the child(ren) or youth(s) are placed in your care may be provided to support this application. It may take approximately three or more months for you to receive this funding. Check with your local office for an estimated time frame. Not all families will qualify.

To apply you will need to complete and sign [Form RC66, Canada Child Benefits Application](#).

If the CRA has never paid benefits for the child, you must provide proof of birth.

Mail the form, proof of birth and supporting letter to [the tax centre nearest you](#) or apply online.

If eligible, your benefit payment is recalculated each July based on your adjusted family net income from the previous year, indexed to inflation. Payments are “retroactive”; you will receive the missed payments.

Please go to the [Canada Child Benefits Website](#) for more information.

Ontario Child Benefit

The Ontario Child Benefit (OCB) is a tax-free amount paid to help low to moderate income families provide for their children.

The OCB program is funded entirely by the Province of Ontario and is administered by the CRA. This will be included with the Canada Child Benefit. You can apply on the same form [Form RC66, Canada Child Benefits Application](#)



Temporary Care Assistance

Temporary Care Assistance (TCA) is administered by Ontario Works. It provides income assistance and benefits to an adult on behalf of a child they are caring for temporarily and where the caregiver is not receiving compensation for caring for the child under the *Child, Youth and Family Services Act*.

Children are eligible to receive mandatory health benefits; including drug coverage, dental care and vision care. Discretionary benefits may also be provided on behalf of the child.

The eligibility criteria are based on the child's income. The financial circumstances of the adult caregiver are not assessed and do not impact eligibility for TCA.

Payments are NOT retroactive. A letter from the Society Worker confirming the child(ren)'s placement will be required. [Apply online](#) or visit your [local Ontario Works office](#).

ACSD

ACSD or Assistance for Children with Severe Disabilities Program provides financial support for low to moderate income families to cover some of the extra costs of caring for a child who has a severe disability.

You may be eligible to receive help under this program depending on your family's income. The program is funded by the Ministry of Children, Community and Social Services.

Contact your [regional office](#) and ask for an application form.

Subsidized Childcare

Ontario childcare fee subsidy is funded jointly by the Ontario and municipal governments, and First Nations communities.

Your worker will be able to provide a letter of support if required.

To learn more about this program, please contact your local [Consolidated Municipal Service Managers \(CMSMs\)/District Social Services Administration Boards \(DSSABs\)](#), designated under the [Child Care and Early Years Act](#), to manage child care services across the province.

Further information for First Nations families and children can be located at [Indigenous Services Canada](#).



Canada Learning Bond

The Canada Learning Bond (CLB) is money the Government adds to a Registered Education Savings Plan (RESP) for children from low-income families to help pay the costs of a child's full or part-time studies after high school at apprenticeship programs, trade schools, colleges and universities.

The Government of Canada contributes up to two thousand dollars: This includes:

- \$500 for the first year of eligibility
- \$100 each year the child continues to be eligible
- Amounts subject to change; please check the [website](#).



Eligibility for the CLB is based on the number of qualified children in the family and [adjusted income](#) of the [primary caregiver](#), including the income of a [cohabiting spouse or common-law partner](#).

A child is eligible for the CLB if they:

- are from a low-income [family](#)
- are born on or after January 1, 2004
- are a resident of Canada
- have a valid [Social Insurance Number \(SIN\)](#)
- are named in a RESP



Application

Canada Learning Bond

Before requesting the CLB on behalf of an eligible child, the following is needed:

- a [Social Insurance Number \(SIN\)](#) for the subscriber
- a SIN for the child
- If the subscriber is not the child's primary caregiver, you will need their SIN too.

To request the CLB, open a [Registered Education Savings Plan \(RESP\)](#) with a [participating RESP promoter](#). A bank account is not necessary to open a RESP.

Once the application is approved, the CLB will be deposited into the RESP for every year that the child is eligible.

For more information, please go to [Canada Learning Bond \(CLB\)](#)



When a child is born in Ontario, their birth must be registered with the Government of Ontario. Once a child's birth is registered, the parent(s) or guardian(s) may request a birth certificate for that child.

A birth certificate is a record of a birth that happened in Ontario. It is a government document that can be used as proof of identity.

You can order an Ontario birth certificate online, in-person (at the 47 Sheppard Avenue East, Toronto or the 110 Laurier Avenue West, Ottawa locations), by mail or by fax.

Ontario birth certificates can only be issued for people whose births are/were registered in Ontario. See the [Service Ontario](#) website.

Ranges from \$25—\$75

Birth Certificates

Birth Certificate:

Contains information taken from the birth registration about the person named on the certificate; **it does not contain parental information.** This replaces the old “short form” or wallet-sized birth certificate. You may want this type of birth certificate if you are applying for a Canadian passport, a first Social Insurance Number, a driver's license or Health Card.

Birth Certificate with Parental Information:

Includes all the information in the birth certificate and the name(s) and place(s) of birth of the subject's parent(s).

This certificate is recommended for newborns and children under 16 years of age where parental information is required and can be used for the same identification purposes as a birth certificate, but also for:

- a child's passport in Canada
- child health insurance
- certain immigration or citizenship applications for your child's passport, your child's health card or health insurance and proving parentage for any other reason (such as if you are immigrating to another country or claiming citizenship of another country).

Certified Copy of Birth Registration

Note:

Service Ontario can only issue one of each type of birth certificate for a person. For security reasons, this means that if you or anyone who is authorized (e.g. a parent/guardian) orders a replacement certificate, the previously issued certificate is no longer valid. If you don't know which kind of birth certificate you need, please check with the government agency or person requesting the document before you order.

This is a certified copy of the Statement of Live Birth and therefore contains all details of the birth registration filed after the subject's birth. The copy is certified as authentic by the Registrar general and contains a raised seal so that it is identifiable as issued from the Registrar. Please note this copy is printed on legal-sized paper.

This document contains all amendments that have been made to the birth registration including name changes and corrections of misprints. **You should only apply for a certified copy of birth registration if you absolutely need it**, as it contains a great deal of information about the subject and should only be shared with authorities if expressly requested. The certified copy of birth registration is normally used for adoptions, applying for Indian status, or claiming citizenship by descent from another country, or immigrating to another country.

Who can apply?

You can apply for a birth certificate for:

- *yourself, if you are at least 13 years old*
- your child if you are named as a parent on your child's birth registration

a child, if you are the legal guardian and can provide court documents proving that you have custody of the child. If you are applying online, you will need to submit the supporting documentation together with a letter quoting the online order number, by fax or mail

How to Apply for a Birth Certificate

- Download and complete the [application form](#)
- Send it by mail to:

SERVICE ONTARIO

Office of the Registrar General
189 Red River Road, PO Box 4600
Thunder Bay, Ontario
P7B 6L8

Service Ontario Contact:

Greater Toronto Area 416-325-8305

Toll-free 1-800-461-2156

TTY 416-325-3408

[Find the nearest ServiceOntario centre](#)

Ontario Health Insurance Plan (OHIP)

Children who are **under 16 years old** will need the signature of a birth parent or legal guardian (through the courts) on the [application](#).

Children 16 years and older can sign for their own registration/application.

You must apply for OHIP in person and bring these documents:

- a completed [Registration for Ontario Health Insurance Coverage form](#)
- three separate, original (not photocopies or printouts of electronic documents) identification documents:
 - one that proves your **Canadian citizenship or OHIP-eligible immigration status** (e.g. Canadian birth certificate, Permanent Resident Card)
 - one that proves you **live in Ontario** (e.g. Ontario Driver's Licence, income tax assessment)
 - one that supports **your identity** (e.g. credit card, passport from any country)

[See the complete list of qualifying identification documents](#)

Children who are **under 16 years old** do not need a photo or signature on their card so a **parent/guardian can register for them**

As a **Kin Caregiver**, you will need the birth parent signature. If you have Legal Custody you are considered the guardian.



[Find the nearest ServiceOntario centre](#)

Passport

Applications by Mail:

Government of Canada
Passport program
Gatineau, Quebec
K1A 0G3

Courier Applications:

Government of Canada
Passport program
22 de Varennes Street
Gatineau, Quebec
J8T 8R1

Need help?

Visit [Passport Help Centre](#)

Call: 1-800-567-6868

TTY: 1-866-255-7655



All Canadian children under the age of 16 need their own passport to travel. A child's passport will be valid for a maximum of 5 years.

The only people who can apply for a child's passport are:

- One of the child's parents
- The parent who has custody of the child if the parents are separated or divorced
- The [child's legal guardian](#), with the correct documentation

For information on what you will need and a link to the application form, visit the [Government of Canada](#) website and click here for [fee information](#).

Travelling with Children

Children under the age of eighteen need appropriate documentation to travel abroad. The following is a list of documents that may be required:

- **Canadian passport**
- **[Consent letter](#)** confirming that the child has permission to travel abroad (e.g. when taking a trip alone or with only one parent)
- **Supporting identification**, such as a birth certificate or citizenship card
- **Other legal documents**, such as divorce papers, custody court orders or a death certificate (if one parent is deceased)

Check with the [nearest embassy or consulate](#) of each country you are planning to visit about additional entry requirements.

Review [Travel Advice and Advisories](#) for other laws and regulations affecting children.



If you are interested in more information, please go to:

[Travelling with Children](#)

Applying for a SIN

You have the option to [apply online](#), [by mail](#) or in person Service Canada Centers nearest you.

Please consult the [online application guide](#) to ensure you have all the required documents ready before you apply.

If your SIN application meets the requirements, you will receive a letter with your SIN by mail within 20 business days from the date the application is received.

If more than 25 business days have passed and you would like to find out the status of your application, [contact the SIN program](#).

Social Insurance Number (SIN)

The Social Insurance Number (SIN) is a nine-digit number needed to work in Canada or to have access to government programs and benefits.

Service Canada is now issuing SIN's in paper format (confirmation of SIN letter). Production of the plastic SIN card has stopped, however, SIN cards that are not expired and are currently in circulation can still be used.

Children who are 12 years of age or older may apply for their own SIN.

Parents and individuals who are [legally authorized](#) to act on behalf of the applicant (for example, a legal guardian or legal representative) can also apply for a SIN for children under the age of majority.

To learn which documents you will need and how to apply on behalf of a child in your care, visit [The Government of Canada website, SIN page](#).

There is no fee to apply for a SIN

Before you go

to a regional office, it is best to call ahead and make an appointment.

If you are travelling to ISC headquarters in Gatineau, Quebec, no appointment is necessary.

Some band offices continue to issue Certificates of Indian Status.

To learn more about Indian status and status card applications visit [Indigenous Services Canada](#).

For information on [how to apply for a status card](#), visit the Government of Canada website, contact your [First Nation](#) or [Public Enquiries](#).

For Assistance, contact: by phone or email through [Public enquiries](#) or in person at any [Indigenous Services Canada \(ISC\) regional offices](#)

Secure Certificate of Indian Status (secure status card) or Certificate of Indian Status (status card)

To apply for a Secure Status Card, you or the child or dependent adult must be registered as a Status Indian under the [Indian Act](#). If you are not registered, you can now apply for both registration and a secure status card at the same time. If you are not sure if you or the child or dependent adult are registered, contact [Public enquiries](#).

Forms:

Secure Certificate of Indian Status (SCIS)

Application for Already Registered Persons ([PDF print version](#); [PDF fillable/saveable, version](#))



Voluntary Placement

When a child has been placed in your home by agreement of the parents, the parents still need to sign consent for the child to receive any type of treatment, counselling or apply for any identity documents. It is of assistance to the Kinship Service caregiver, if the parent(s) will write a letter advising that they are giving the Kinship Service caregiver permission to sign consents for treatment, counselling or for the child's academic needs. Ideally, it is hoped that the parents and Kinship Service caregivers can work together and attend meetings and appointments for the child.

Court Ordered Placement

When a child has been placed in your home under an interim or final Order of Supervision, this order will allow you to provide consent for any treatment, counselling, or academic needs of the child.

Consent

