Canadian Benefit for Parents of Young Victims of Crime Application Form

The Canadian Benefit for Parents of Young Victims of Crime is a grant for parents or legal guardians. It provides financial assistance to eligible applicants who take time away from work because of the death or disappearance of their child under the age of 25 from a probable criminal offence (referred to as the incident in this form).

How much you could receive

The grant provides $500 per week for up to 35 weeks. It is paid every two weeks. You can take these weeks consecutively or in separate periods within the three years following the incident. You can also share them with other eligible applicants. Each applicant must submit their own application.

You can work up to 50% of your standard work week and no more than 20 hours while receiving the grant. You need to contact us if you work more than this or if you start receiving any Employment Insurance (EI) or Québec Parental Insurance Plan (QPIP) benefits while receiving the grant.

Income tax will be deducted and you will receive a tax slip at the end of the year.

How to apply

Service Canada will need:

- ☐ this application form, filled out by you
- ☐ Employment Form(s) filled out by your employer(s)
- ☐ an Incident Report Form for each of your children involved in the incident, filled out by a law enforcement agency

These forms are available at Canadian Benefit for Parents of Young Victims of Crime (https://www.canada.ca/en/employment-social-development/services/parents-young-victims-crime/apply.html)

Eligibility criteria

To be eligible for this grant, you must:

- be legally responsible for the child or children involved in the incident
- have a valid social insurance number
- be on leave from work as a result of the incident, or be working 50% or less of your standard work week and no more than 20 hours
- have earned at least $5,000 before taxes in the previous calendar year or in the 52 weeks before the incident
- not be receiving EI or QPIP benefits
- not have been charged with committing a probable Criminal Code offence that led to the death or disappearance of the child

Also, the incident must meet these criteria:

- the incident occurred in Canada
- the child was under 25 at the time of the incident
- the child has been missing for more than one week
- the death or disappearance of the child was the result of a probable Criminal Code offence

Service Canada may contact you to confirm the information provided in this form and may seek more information to administer this grant. If you prefer to have someone speak with us on your behalf, complete the Consent to Release Personal Information to a Designated Individual form.

Mail original completed and signed forms to:

PYVC Processing Centre
Service Canada
P.O. Box 8232, STN T
Ottawa, ON, K1G 3H7

For more information:

- visit Canadian Benefit for Parents of Young Victims of Crime
- call 1 800 O-CANADA (1-800-622-6232)
  (TTY: 1-800-926-9105)

Canadian Benefit for Parents of Young Victims of Crime – Application Form

Part 1 – Applicant information

Which official language do you wish to use for communication? ◯ English ◯ French

Social Insurance Number:	Last Name:
First Name:	Middle Name:
Date of Birth (yyyy-mm-dd):	
Phone number:	Alternate phone number:
Street Address:	

City:	Province:	Postal Code:
Mailing Address (if different):		
City:	Province:	Postal Code:

Have you received Employment Insurance or Québec Parental Insurance Plan benefits since the incident?

◯ Yes ◯ No

Up to 35 weeks of financial assistance are available. The weeks can be shared between applicants for the same incident. Each applicant must submit their own application.

How many weeks are you applying for?

Part 2 – Direct deposit

Provide your banking information or a void cheque to have payments deposited into your bank account. If you change bank accounts, contact us immediately so your payments continue. If you do not provide this information, payments will be mailed to you.

Name of financial institution:	Branch number (between 3 to 5 digits):
Institution number (3 digits):	Account number (between 5 to 12 digits):

Part 3 – Employment information

Employment Forms must be submitted for all employers you list.

You need to show you earned at least $5,000 before taxes in the previous calendar year, or the 52 weeks before the incident.

If you earned this amount with your most recent employer, include their information below.

If you earned this amount with more than one employer, include their information until you reach $5,000. If you need to add more employers, add their information on a separate page.

If you are self-employed, complete and sign your own Employment Form. You also need to provide your Notice of Assessment from Canada Revenue Agency from the previous tax year.

Most recent employer:	
Most recent employer phone number:	
Name of other employer:	Phone number of other employer:
Name of other employer:	Phone number of other employer:

Part 4 – Child information

Provide information about your child or children involved in the incident. An Incident Report Form must be submitted for each child listed here.

Police report number (as provided by the law enforcement agency):	
Date of the incident (yyyy-mm-dd):	
Date of Birth (yyyy-mm-dd):	Last Name:
First Name:	Middle Name:
Are you legally responsible for the child? ◯ Yes ◯ No	
Date of Birth (yyyy-mm-dd):	Last Name:
First Name:	Middle Name:
Are you legally responsible for the child? ◯ Yes ◯ No	
Date of Birth (yyyy-mm-dd):	Last Name:
First Name:	Middle Name:
Are you legally responsible for the child? ◯ Yes ◯ No	

Part 5 – Declaration

By completing and submitting this application, I agree that this application will become a legally binding agreement if it is approved by Employment and Social Development Canada (ESDC). It will be subject to the terms and conditions that are part of this application. I certify that:

- To the best of my knowledge, my child (or children) is missing or deceased as a result of a probable Criminal Code offence and I was not a willing party to the offence that led to their death or disappearance.
- I am working 50% or less of my standard work week and no more than 20 hours, and I will notify Service Canada if I work more than this amount
- I authorize ESDC to collect from my employer(s) and the law enforcement agencies information contained in their records for the purpose of my application and to determine or confirm my ongoing eligibility for this grant.
- To the best of my knowledge, the information I provided in my application is true, accurate and complete. I will notify Service Canada immediately of any changes that could have an impact on my eligibility
- I have read and agree to the Terms and Conditions and the Privacy Notice Statement that follow.

Signature	Date (yyyy-mm-dd)

Canadian Benefit for Parents of Young Victims of Crime
Terms and Conditions of Payment for the Grant

The Canadian Benefit for Parents of Young Victims of Crime (the grant) is an income support grant available to eligible applicants who have suffered a loss of income as a result of taking time away from work to cope with the death or disappearance of their child as a result of a probable *Criminal Code* offence.

Definitions
Incident: The death or disappearance of a child or children as a result of a probable *Criminal Code* offence.

Legally responsible for a child: means a person who is a parent of the child; has the decision-making responsibility of, or in Quebec, parental authority over the child, or is the guardian of or, in Quebec, the tutor to, the child; and individuals with whom a child was placed for the purpose of adoption under the laws governing adoption in the province in which the person resides.

Child: Means children and young adults under the age of 25 at the time of the incident.

Missing: A child under the age of 25 who has been taken or coerced to leave their parent(s)/guardian(s) or residence in connection to a *Criminal Code* offence including; but not limited to; stranger abduction, parental abduction, human trafficking and criminally connected runaway cases.

Income support period: The 156 weeks following the death or disappearance of your child.

In order to be eligible for the grant, you must meet both applicant and incident eligibility criteria.

Applicant eligibility criteria

- be legally responsible for the child or children involved in the incident
- have earned at least $5,000 in the previous calendar year or in the 52 weeks immediately prior to the incident
- be on leave from employment as a result of the incident, or only working up to 50% of their standard work week, up to a maximum of 20 hours
- have a valid Social Insurance Number (SIN)
- have not been charged with committing a *Criminal Code* offence that led to the death or disappearance of the child, and
- not be receiving any type of Employment Insurance benefits or Québec Parental Insurance Plan benefits

Incident eligibility criteria

The incident must meet the following criteria:

- the child must be deceased or missing as a result of a probable *Criminal Code* offence
- the child must be under 25 years of age at the time of the incident
- the incident must have occurred in Canada
- in the case of a missing child, the child must have been missing for over one week, and

Finally, you must attest that:

- to the best of your knowledge, your child is missing or deceased as a result of a probable *Criminal Code* offence and you were not a willing party to the *Criminal Code* offence that led to the child's death or disappearance
- you have stopped working from employment or work less than 50% of your standard work week up to a maximum of 20 hours, and
- you have declared any Employment Insurance or Québec Parental Insurance Plan benefits that you have received since the incident

Basis and timing of payment

Payments will be made on a bi-weekly basis for eligible weeks during which the recipient is away from work. Complete applications for the grant received within 156 weeks of the incident will be assessed to the week of the incident. Applications received more than 156 weeks following the incident will not be considered. Any amounts that are due for eligible weeks prior to the application being processed and approved will be paid in a lump sum when payments begin.

Maximum amount payable

The maximum amount payable is $500 per week, minus taxes, paid every two weeks for a maximum of 35 weeks during the Income Support Period. After the Income Support Period has ended, payments will no longer be made, even if the maximum of 35 weeks has not been paid.

There can be more than one Income Support Period if another incident occurs on a different date, provided all eligibility criteria are met at the time of application. However, payments for multiple incidents may not be paid concurrently. Payments in an Income Support Period that is subsequent to an existing one can only be made at the earliest of: the existing Income Support Period has reached 156 weeks, or all 35 weeks of payments under the existing Income Support Period have been issued.

Division of weeks

The amount may be shared between eligible recipients. Where eligible recipients share the amount, payment may be taken at the same time or separately to a maximum combined total of 35 weeks during the Income Support Period.

If eligible recipients do not agree regarding the division of weeks of payment, the weeks will be divided as follows:

- If more than 18 weeks have been paid to the first recipient, the remaining weeks will be paid to the second recipient, or divided amongst later recipients. The first recipient will cease to receive grant payments.
- If less than 18 weeks have been paid to the first recipient, the first recipient will continue to receive grant payments to week 18 at which time their grant payments will cease. The remaining 17 weeks will be paid to the second recipient, or be divided amongst later recipients.

Termination of funding

Canada may terminate funding when the first of any of the following occur:

- the recipient returns to work for more than 50% of their standard work week, or for more than 20 hours per week.
- the maximum number of weeks under the grant have been paid.
- 2 weeks following the week a missing child is found alive.
- the 156 week Income Support Period have passed since the incident.
- the recipient requests that their grant payments stop.
- the recipient is charged with a Criminal Code offence that led to the death or disappearance of the child (If the recipient is found not guilty of the offence or any related offence, payments may resume if the Income Support Period has not expired and provided the eligibility criteria are met), or
- any type of Employment Insurance benefits or Québec Parental Insurance Plan benefits become payable.

Ongoing eligibility

Recipients during the Income Support Period, continue to meet the eligibility requirements of the benefit to receive payments. As such, the recipient agrees to promptly notify Service Canada when any of the following occurs:

- the recipient returns to work for more than 50% of their standard work week, or more than 20 hours per week
- the missing child is found
- the recipient is charged with a Criminal Code offence that led to the death or disappearance of their child, or
- the recipient starts receiving any type of Employment Insurance benefits or Québec Parental Insurance Plan benefits for the same weeks the recipient is receiving grant payments (in which case the recipient will not be paid grant payments during those weeks)

Repayment requirements

Failure to notify Service Canada of a change to your eligibility or failure to meet the eligibility or ongoing eligibility criteria for funding under the Canadian Benefit for Parents of Young Victims of Crime grant may result in an overpayment. An overpayment shall be deemed to be a debt due and owing to Canada and the recipient shall pay the amount to Canada immediately unless Canada directs otherwise.

Interest shall be charged on overdue repayments owing under this Agreement in accordance with the Interest and Administrative Charges Regulations (SOR/96-188) made pursuant to the Financial Administration Act (R.S.C. 1985, c. F-11).

Repayment conditions

In cases where a recipient is found guilty of a Criminal Code offence that led to the death or disappearance of the child, the recipient will be deemed ineligible for the entirety of the grant and must repay any portion already paid to them.

Verification measures

In order to verify the information you provide, ESDC may contact you, your employer(s) who completed an Employment Form or the law enforcement agency that completed the Incident Report Form. As part of these verification measures, you may be asked to provide additional information to ensure all eligibility criteria were met for all weeks in which you received the grant. The information you may be asked to provide may include, but is not limited to, evidence that your child was under 25 at the time of the incident and that you are legally responsible for the child. In addition, your EI file may be accessed to verify that EI benefits were not paid during weeks where grant payments were made. These measures may be carried out during or after the grant Income Support Period. Failure to provide requested information could result in a change in eligibility status and the establishment of overpayments.

Payment subject to appropriation of funds by Parliament

Any amount payable under this agreement is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for the Canadian Benefit for Parents of Young Victims of Crime. In the event that the Government of Canada cancels this program or reduces its level of funding ESDC may terminate its agreement to pay the grant or reduce the amount of its financial assistance payable under this agreement.

Taxable income

Canadian Benefit for Parents of Young Victims of Crime payments are taxable and they must be declared as income for income tax purposes.

Access to information

The recipient acknowledges that ESDC is subject to the Access to Information Act (R.S.C., 1985, c. A-1), and information obtained by ESDC pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

Effective date

This Agreement shall come into effect on the day on which the applicant is approved for funding by ESDC.

Privacy Notice Statement

The information you provide is collected under the authority of the Department of Employment and Social Development Act to determine your eligibility for grant payments under the Canadian Benefit for Parents of Young Victims of Crime grant and to administer the grant.

The Social Insurance Number (SIN) is collected under the authority of the *Department of Employment and Social Development Act* and in accordance with the Treasury Board Directive on Social Insurance Number, which lists the Canadian Benefit for Parents of Young Victims of Crime grant as an authorized user of the SIN. The SIN will be used as a file identifier and, along with the other information you provide, will also be used to validate your application, and to administer and enforce the grant. The SIN will be used for confirming your identity and conducting payment audits and establishing overpayments where necessary. Since your privacy is important to us, Employment and Social Development Canada (ESDC) confirms your identity by comparing the information you submit to the information contained in the Social Insurance Register.

Completion of the Canadian Benefit for Parents of Young Victims of Crime application for grant payments and its supporting documents is voluntary; however, failure to complete this application will result in your not being considered for grant payments. Please be advised that your employer and / or your law enforcement agency may be contacted by Service Canada to validate the information provided on the Employment Form and the Incident Report Form. Service Canada agents may also access your Employment Insurance records to ensure eligibility criteria were met.

For those who receive the Canadian Benefit for Parents of Young Victims of Crime grant, personal information may be shared with the Canada Revenue Agency for the purpose of collecting overpayments established in relation to the grant.

The information you provide may be used and/or disclosed for policy analysis, research, and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of ESDC may be linked. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal information provided is administered in accordance with the *Department of Employment and Social Development Act* and the *Privacy Act*. You have the right to the protection of, and access to, your personal information. Your Information will be kept in the Personal Information Bank ESDC PPU 291.

Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following website address www.infosource.gc.ca. Info Source may also be accessed online at any Service Canada Centre.