



Kinship Caregivers: Resource Information

Document includes hyperlinks to websites for the most current information.

KINSHIP SERVICES

Regulations and Standards

The Ministry brought in regulations and standards for all child welfare organizations in the province to define Kinship Service practice and standardize how child welfare organizations approved Kinship Service homes. The regulations established a consistent best practice which supports and encourages permanency options for children within their own family and community. More info can be found:

[Child, Youth and Family Services Act \(CYFSA\)](#)

Kinship Service

Kin are individuals who have a relationship with a child or youth and may include biologically related kin or individuals without a biological connection but with a significant social connection. Examples include a stepparent, godparent, friend, teacher, coach and neighbour.

Kinship service occurs when a child or youth is placed in the home of an approved kin but the child does not have “in-care” status.

Kinship options are always explored for children who are in need of protection prior to having a child placed in foster care or a group home. Sometimes children need to be placed in temporary foster care while the Children’s Aid Society (CAS) seeks kin. Kinship service occurs when a child or youth is placed in the home of an approved kin but the child does not have “in-care” status.

The caregiver may require financial assistance to meet the extraordinary costs of integrating the child into their family. The child is not in the care of the society and will remain with kin or community member until safety issues have been addressed either to allow the child’s return to their parent(s) or protection concerns have been addressed and a permanency plan is established.

Financial Resources

Kinship Service families may qualify for different types of funding to meet the needs of the child or children they are caring for.

Availability of assistance from extended family members, community services, private or government programs must be considered.

Child Tax Benefit

Caregivers can apply through The Canada Revenue Agency for the Canada Child Benefit (CCB). They will need a letter from their worker advising Canada Revenue Agency that they child is in their care. It also takes approximately 3 months or more for you to receive this funding. Check with your local office for estimate of time frame. Not all families will qualify for the Canada Child Benefit.

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

You must provide proof of birth for a child with your application if the CRA has never paid benefits for this child

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

If eligible, every July, your benefit payment is recalculated 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 (OCB)

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. The CRA administers this program for Ontario. This will be included with the Canada Child Benefit (CCB) You can apply on the same form [Form RC66, Canada Child Benefits Application](#)

Temporary Care Assistance

Ontario Works (OW) may provide Temporary Care Assistance to Kinship Families. Temporary Care Assistance refers to assistance that is available to an adult who is caring for a child who is not their natural child and they are not receiving money to provide for the child's basic needs from another agency such as the Children's Aid Society. Although The income and assets of the adult applying for Temporary Care Assistance is not taken into consideration when determining eligibility for Temporary Care Assistance there is eligibility criteria that must be met based on the child's income.

Payments are NOT retroactive. Assistance may include prescription drugs, dental care and vision care. Discretionary benefits may also be provided.

You will need a letter from the Kinship worker to obtain OW funding.

To apply online: [Temporary Care Assistance Website](#)

For more information, please contact your local [Ontario Works office](#).

Assistance for Children with Severe Disabilities Program (ACSD)

This 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 local [regional office](#) and ask for an application form.

Subsidized Childcare

Families can apply for the Ontario childcare fee subsidy. The cost of this program is shared by the Ontario government, municipal governments, and First Nations communities.

Contact your municipality. Some municipalities have agreements with local child welfare agencies. Your worker will be able to guide you and provide a letter of support if required.

To get more information about this program, please contact your local:

- [Consolidated Municipal Service Managers \(CMSMs\)/District Social Services Administration Boards \(DSSABs\)](#)

- Further information for First Nations families and children can be located at <https://www.canada.ca/en/indigenous-services-canada.html>

Canada Learning Bond (CLB)

The Canada Learning Bond (CLB) is money that the Government adds to a Registered Education Savings Plan (RESP) for children from low-income families. This money helps to pay the costs of a child's full or part-time studies after high school at:

- apprenticeship programs
- CEGEPs
- trade schools
- colleges
- universities

The Government of Canada contributes up to \$2,000 to an RESP for an eligible child. This includes:

- \$500 for the first year of eligibility
- \$100 each year the child continues to be eligible (up to and including the benefit year in which they turn 15)
- Amounts subject to change- see [CLB](#) website for up to date info

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

To complete your application, you need to do the following:

1. Gather personal information.

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

- a [Social Insurance Number \(SIN\)](#) for the subscriber or the Business Number of the agency if the child is in care
- a SIN for the child

If the subscriber is not the child's primary caregiver, you will need their SIN too.

2. Contact a participating RESP promoter to open a RESP

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

3. Check that the CLB is deposited in the 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 \(CLB\)](#)

Identity Documentation

Birth Certificate

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. [More info](#).

Types of birth certificates

There are 3 types of birth certificates you can order:

1. Birth Certificate:

A birth certificate contains information taken from the birth registration. This birth certificate only contains information about the person named on the certificate; **it does not contain parental information**. This regular birth certificate 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, if you are applying for your first Social Insurance Number, if you need your driver's license or you need to apply for a Health Card.

2. Birth Certificate with Parental information:

A birth certificate with parental information is an extract of information from the original birth registration and includes:

- all of the information included in the birth certificate
- 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 with only subject information, 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).

3. Certified Copy of Birth Registration:

A certified copy of birth registration 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.

The certified copy of birth registration 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.

Cost: ranges from \$25.00 to \$75.00 (*price subject to change*)

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.

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

1. Download and complete the [application form](#)
2. Send it by mail to:
 - Service Ontario
Office of the Registrar General

189 Red River Road, PO Box 4600
Thunder Bay, Ontario
P7B 6L8

If you have any questions or need more information, please contact Service Ontario at:

- [Toll-free: 1-800-461-2156](tel:1-800-461-2156) if you're outside of Toronto but within North America
- [416-325-8305](tel:416-325-8305) if you're within the Greater Toronto Area or outside of North America
- [TTY: 416-325-3408](tel:416-325-3408)

OHIP Health Card

Children who are: **under 16 years old** will need the birth parent signature or legal guardian (through the courts) on the registration/application.

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

The Ontario Health Insurance Plan (OHIP) pays for many health services you may need. You must apply for OHIP in person. Here's how to apply for OHIP and get a health card.

You will need to **bring these documents** with you:

- 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, you will need the birth parent signature. If you have Legal Custody you are considered the guardian.

Take your three documents – originals only – and completed application form to ServiceOntario.

For additional information go to : [Find the nearest ServiceOntario centre](#).

If you have any questions about choosing documents for your health card, call ServiceOntario:

[1-800-268-1154](#) (toll-free in Ontario only)

[416-314-5518](#) (Toronto and GTA)

[1-800-387-5559](#) (toll-free TTY)

Passport

All Canadian children under the age of 16 need their own passport to travel. Your child's passport will be valid for a maximum of 5 years. It's valid until it reaches its expiry date, even after the child turns 16.

You can't renew your child's passport. You must get all the documents ready and apply for a new one.

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

- 1 of the child's parents
- the parent who has custody of the child if the parents are separated or divorced
- all documents (including any divorce judgement) that refer to the [custody of, mobility of, or access to the child](#)
- the [child's legal guardian](#), with the correct documentation
- **all** legal documents proving the applicant's legal guardianship of the child must be submitted

Each legal parent or guardian should sign the application form. We may contact the other legal guardian or parent.

What you will need:

- Both pages of the [application form](#) (pptc155) completed and signed within the last twelve (12) months and signed and dated by the guarantor
- Two (2) identical and unaltered [passport photos](#) of the child taken within the last six (6) months, one (1) signed by the guarantor
- Proof of Canadian citizenship (original only); the document will be returned to you
- Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child
- Acceptable [proof of parentage](#)
- All documents (including any divorce/judgment) that refer to custody of, mobility of, or access to the child

- The [fee](#)

You may submit your passport application by [mail or courier](#). It's best to use courier services to reduce the delivery time of your application.

If you live in Canada or the US:

Address for mail:

Government of Canada
Passport program
Gatineau, Quebec K1A 0G3

If using a courier:

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

Need help? View the [Passport Help Centre](#)

Call from Canada and the USA
Toll free: 1-800-567-6868
TTY services: 1-866-255-7655
Call the passport program at: 819-997-8338 (hours of operation: Monday to Friday from 7:30 a.m. to 8 p.m. Eastern Time)

Children and Travel

Persons under 18 or 19 years of age, depending on their province or territory of residence, are considered children and 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, and check our [Travel Advice and Advisories](#) for other laws and regulations affecting children.

If you are interested in more information, please go to : [Travelling with Children](#)

Social Insurance Number

The Social Insurance Number (SIN) is a 9 digit number that you need to work in Canada or to have access to government programs and benefits.

A SIN is issued to one person only and it cannot legally be used by anyone else.

Service Canada is now issuing SINs 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 in their province, and adults in their care.

What you need before you apply

You must provide **original** documents; **photocopies are not accepted**.

To apply for a Social Insurance Number (SIN) you must provide 2 documents:

- a valid [primary document](#) that proves your identity and legal status in Canada; and
- a valid [secondary document](#) to confirm your identity

If the name indicated on your primary or secondary document is different than the name you are currently using, you must also provide [supporting documents](#).

If you are [applying for someone else](#), you may need to provide additional documents.

Primary documents

A primary document is an official document that proves your identity and status in Canada.

Canadian citizens must provide an original of one of the following:

- Certificate of birth or birth certificate issued by the vital statistics agency in the province or territory where you were born
- Certificate of Canadian Citizenship issued by Immigration, Refugees and Citizenship Canada (IRCC) or Citizenship and Immigration Canada (CIC)

- Certificate of Registration of Birth Abroad issued before 1977 by CIC

Permanent residents must provide an original of one of the following:

- **Permanent Resident card** issued by Immigration, Refugees and Citizenship Canada (IRCC) or Citizenship and Immigration Canada (CIC)
- Confirmation of Permanent Residence issued by IRCC, accompanied by either a travel document (for example, a foreign passport) or an alternate photo identification issued by a provincial/territorial authority (for example, a driver's license). **Note:** The Confirmation of Permanent Residence is acceptable if used within one year of the date you became a permanent resident. The permanent resident card is required after this period.
- Record of Landing issued by CIC before June 28, 2002
- Verification of Landing issued by IRCC or CIC. This document is provided when an original Record of Landing or the Confirmation of permanent residence is not available (if it has been lost, for example). This document is only acceptable to amend a SIN record or to obtain a confirmation of an existing SIN
- Status Verification or Verification of Status issued by IRCC or CIC. This document is only acceptable to amend a SIN record or to obtain a confirmation of an existing SIN

Secondary documents

A secondary document is an official document that confirms your identity.

Notes

- you need to provide an **original secondary document** if you are applying for a SIN in person at a Service Canada Centre
- the secondary document requirement does not apply to:
 - applicants below the age of majority in their province or territory of residence, and/or
 - applicants applying by mail

Requirements

The secondary document presented must be valid, **original** and issued by a government (federal or provincial). The document must contain the following two elements:

- legal name (Surname and Given Name), and
- date of birth

Examples of acceptable secondary documents:

- a passport (Canadian or foreign)
- a provincial or territorial ID card or driver's license
- any other government-issued ID

There is no fee to apply for a Social Insurance Number (SIN)

Applying for a SIN

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

Apply online

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

[Apply online for a SIN](#)

What you need to apply by mail:

- a completed [SIN application form](#) (if you are unable to print the application form, you can order the form by phone at 1-506-548-7961; long distance charges apply)
- the required **original** documents

Send your completed application form and original documents (**photocopies are not accepted**) to:

Service Canada
Social Insurance Registration Office
PO Box 7000
Bathurst NB E2A 4T1
Canada

If you send your application by registered mail, Service Canada will return your document(s) in the same way. Service Canada is not responsible for documents lost in the mail.

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](#).

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](#).

You must find a [guarantor](#) if you are:

- applying by mail

or

- providing identification that does not meet all of the requirements, that is, name, date of birth, photo and signature

or

- submitting an application in person on behalf of an adult or on behalf of a parent or legal guardian applying for a child or dependent adult

or

- using the [SCIS Photo App](#)

Step 1: Get the application form

You can get the Secure Certificate of Indian Status (SCIS) Application for Already Registered Persons:

- online ([PDF print only, 137 Kb, 2 pages](#); [PDF fillable/saveable, 92 Kb, 2 pages](#))
- by mail, by calling [Public enquiries](#)
- in person, at any [Indigenous Services Canada \(ISC\) or Crown-Indigenous Relations and Northern Affairs Canada \(CIRNAC\) regional office](#)

For a child (15 or younger) or dependent adult

A parent or legal guardian must have the authority to act for the child or dependent adult in legal or financial matters to apply on their behalf. You will require:

1. a completed Secure Certificate of Indian Status (SCIS) Application for Already Registered Persons ([PDF print only, 239 Kb, 6 pages](#); [PDF fillable/saveable, 126 Kb, 6 pages](#))
2. **for a child:** a photocopy of the most recent legal documents, for example, divorce order, separation agreement, custody or guardianship order, proving custody or guardianship of the child to the applying parent or guardian, if applicable
for a dependent adult: a photocopy of the order of guardianship
3. photos of the child or dependent adult that meet the [photo requirements](#)
4. original [acceptable valid identification](#) of the applying parent or legal guardian

If the name of the child or dependent adult has changed, you must also provide:

- an original legal name-linking document, such as a change-of-name certificate, that links their previous name with their current name

or

- a photocopy of a legal name-linking document and a photocopy of [acceptable valid identification](#) with the name of the child or dependent adult that is on the application, for example, health card

If the name of the applying parent or legal guardian as it appears on their identity documents is not the same as on the legal custody or guardianship documents, you must also provide:

- a photocopy of a legal name-linking document, such as a change-of-name certificate, marriage certificate or divorce order, that links their previous name with their current name

Step 2: Fill out and sign the application form

Check the appropriate box under "Reason for application".

Section 1: Information on person to be issued a Secure Certificate of Indian Status

Provide personal information on the applicant, including permanent address and mailing address, if different.

The name under which the applicant is registered for Indian status, that is, the name on the Indian Register, will be printed on the secure status card. Names that are not on the Indian Register, such as cultural names, can be printed in the alias field of the card.

Section 2: Parent/Legal guardian information

Complete this section only if applying for a child or dependent adult.

Section 3: Identity documents for adult applicant or parent or legal guardian

List the identity documents you are including with the application. Identity documents must be acceptable and valid.

Section 4: Name-linking documents

List the name-linking documents you are including with the application, if applicable. If a name-linking document was provided with a previous application for registration on the [Indian Register](#) or for a status card, you don't need to provide one again.

Section 5: Photo and signature to appear on the Secure Certificate of Indian Status

The signature inside the box will appear on the secure status card. It must be the applicant's usual signature. The signature must not touch the borders of the box.

The signature of the child or dependent adult is not required.

Section 6: Declaration and signature

The adult applicant or the parent or legal guardian of the child or dependent adult must sign and date the declaration. Failing to do so will delay the application process.

Section 7: Indian Registration Administrator

If an [Indian Registration Administrator](#) assisted in completing the application form, the Indian Registration Administrator must complete and sign this section.

Step 3: Submit or send the application

Before submitting or sending the application, make sure you have:

- filled out all relevant sections
- signed and dated the form

You can:

- [submit the application in person](#)

or

send the application by mail to:

- National SCIS Processing Unit
Indigenous Services Canada
10 rue Wellington
Gatineau QC K1A 0H4

You can also submit the application and required documents in person at any of the following locations:

- ISC Ontario Region Office in Toronto
- Brantford Business Centre
- Sudbury Business Centre
- Thunder Bay Business Centre

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.

For more information, visit the Government of Canada [website](#), contact your [First Nation or band](#) or [Public enquiries](#).

Consent and Voluntary Placement

When a child has been placed in your home by consent 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.

Consent and Court Orders

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

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