

General information

The Ministère de l'Emploi et de la Solidarité sociale is responsible for programs provided for in the Individual and Family Assistance Act. These programs allow people who have no or low income to receive last-resort financial assistance, subject to certain criteria.

To submit an application for readmission to the Basic Income Program, you must

- Fill out this form, *Application for Readmission to the Basic Income Program* (3010-01)
- Put together all the requested documents and information. They are necessary to establish your eligibility and to determine the amount of assistance that could be granted to you. See the Required Documents section below
- Submit the form and documents using our online services, send them by mail or drop them off directly at any Services Québec office. To find out their location, go to www.localisateur.servicesquebec.gouv.qc.ca.

To get information or help filling out a form or to get a document regarding health issues, you can visit Québec.ca. You can also call the Centre de communication avec la clientèle at 1-877-767-8773 (toll free) or go to one of our offices.

Application processing

Your application for readmission to the Basic Income Program will be processed once you have provided all the documents and information required for processing.

During processing, the person in charge of analyzing your application may contact you to obtain documents or to clarify some information.

About the programs

Depending on your situation, you could receive assistance under one of the following programs:

- **Social Assistance Program**
For adults without severely limited capacity for employment
- **Aim for Employment Program**
For adults who are eligible for the Social Assistance Program for the first time
- **Social Solidarity Program**
For adults with severely limited capacity for employment
- **Basic Income Program**
For adults who are eligible for the Social Solidarity Program and have had severely limited capacity for employment for at least 66 months over the previous 72 months

The amount of financial assistance you receive when you are eligible for the Social Solidarity Program, the Social Assistance Program or the Aim for Employment Program is calculated based **on the date on which we received your forms**. When you are eligible for the Basic Income Program, it is calculated based on the month on which we received your forms.

Required documents

You must provide certain documents with your application for readmission to the Basic Income Program. You must provide documents for yourself and, if applicable, for each member of your family.

Important!

The Ministère reserves the right to ask you at any time to provide any additional information required to verify your eligibility and determine the amount that could be granted to you. Failure to provide documents or information in the required time may lead to the refusal of your application.

Proof of identity

- Based on your situation, you may be required to provide a document with photograph issued by a public agency to verify your identity.
- Depending on your situation, a birth certificate or equivalent document could be required.

If you were born in Québec

You do not need to provide a birth certificate unless the Ministère requests it.

If you were born in Canada, but outside Québec

You must provide the birth certificate issued by the office responsible for vital statistics in the province or territory of birth.

If you were born outside Canada

You must provide one of the following documents:

- Immigrant Visa and Record of Landing (IMM 1000)
- Confirmation of Permanent Residence (IMM 5292 or IMM 5688)
- Document of decision granting refugee protection status
- Document authorizing entry into Canada (IMM 1442)

Other documents

- Documents showing your current income or income that ended during the month in which you applied for readmission to the Basic Income Program (e.g., proof of payment of benefits or allowances, court decisions)
- Documents showing the value of your property and assets, including those held outside of Québec (e.g., bank account statement, investment account statement, mortgage statement).



Definitions

You must fill out the sections of this form according to your situation. The following definitions will help you know if you are considered as having a spouse or a dependent child. They are provided for information purposes only and do not replace the relevant legal provisions.

Spouse	Dependent child
If you have a spouse who is not a recipient under a last-resort financial assistance program, the Aim for Employment Program or the Basic Income Program, they must fill out the <i>Appendix – Spouse</i> (3010-02A) form. Your spouse is (even if temporarily absent): • The person who lives with you and with whom you are married or in a civil union • The person who lives with you and is the other parent of at least one of your children • The adult person who lives with you in a conjugal relationship and who, at a given time, lived with you for at least one year	If you have a dependent child or dependent children, you must complete the <i>Appendix Dependent Children</i> (3003-03A) form. The following children are considered as your dependents, if you support them: • A minor child • An adult child enrolled in an educational institution, either part-time or full-time The following children are not considered as your dependents: • A minor child who is married or is the parent of a dependent child • A fully emancipated minor child • An adult child who is enrolled in an educational institution and who is married or in a civil union or is the parent of a dependent child • A child who is sheltered in a rehabilitation centre or who is taken in charge by a foster family or an intermediate resource, unless the child’s return to your family is provided for in an intervention plan • A child who is taken in charge by a tutor under the Youth Protection Act • A child you had with a former spouse, if that spouse supports the child

Verification and exchange of personal information

Important!

- You are required to declare all your income, properties or cash (liquid assets). You must also inform the Ministère of any change in your situation. This information could influence your eligibility or the basic income amount granted to you.
- Failure to provide the required documents may lead to the refusal of your application.
- Any false declaration could result in fees being charged and lead to prosecution.
- The Ministère may claim back any overpayments it makes to you.

The information exchanged with other organizations remains confidential and is used only for the purposes described in this section.

We are required to determine your eligibility for the basic income and the amount that could be granted to you. To do so, we must verify the accuracy of the information you provide in your application (name, address, amount of an allowance or benefit, income, value of immovable property, etc.). The information is verified with other departments, public or private organizations or any other source.

We are also required to exchange or compare information with them.

You are entitled to be informed about the information concerning you held by the Ministère de l’Emploi et de la Solidarité sociale, to receive such information and to request corrections. To do so, you must contact the person in charge of access to documents and the protection of personal information at the Ministère.

Verification of information

Once your application for readmission to the Basic Income Program is submitted, the Ministère obtains

- Your tax information for the previous year or two years ago (based on the month of application) and, if applicable, that of your spouse, from Revenu Québec
- Information about your vehicles, from the Société de l’assurance automobile du Québec (SAAQ)
- Information about your properties, from the Ministère des Affaires municipales et de l’Habitation.

At any time and without your consent, the Ministère can verify any information it has about you and your family with public or private organizations, landlords, employers, financial institutions, municipalities, credit bureaus, etc.

The Ministère can also use some personal information from the Québec Parental Insurance Plan (QPIP) or programs under its responsibility. This verification can include the cross-referencing of files.

Comparison of computer files

The Ministère can compare various computer files to verify information provided in your application for readmission to the Basic Income Program or otherwise supplied while you are receiving assistance.

- Through this cross-referencing, it is possible to find out if a person
- Is receiving Employment-Insurance benefits, student loans and bursaries, pensions or benefits paid following an automobile accident or a work injury
 - Is enrolled in vocational studies in a secondary school or enrolled in a college or university
 - Is held in prison or required to reside in an institution in preparation for their reintegration in the community.

- This also makes it possible to verify
- Some information about income and property, as well as information about the spouse with Revenu Québec
 - Information about deaths, marriages or civil unions, or the dissolution of a marriage or a civil union with the Directeur de l’état civil

Exchange of information

The Ministère can also ask for personal information from or send information to the following departments and agencies:

- Retraite Québec
- Directeur de l’état civil
- Protecteur du citoyen
- Ministère de la Justice
- Correctional Service of Canada
- Employment and Social Development Canada
- Canada Revenue Agency
- Régie de l’assurance maladie du Québec
- Ministère de la Sécurité publique
- Société de l’assurance automobile du Québec (SAAQ)
- Ministère des Affaires municipales et de l’Habitation
- Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST)
- Ministère de l’Éducation
- Ministère de l’Enseignement supérieur
- Ministère de l’Immigration, de la Francisation et de l’Intégration
- Cree Hunters and Trappers Income Security Board
- New Brunswick Department of Social Development
- Ontario Ministry of Children, Community and Social Services



Réservé au Ministère

Date de réception

Section 1 – Reason for application

Indicate the reason for your application for readmission to the Basic Income Program.

☐ You have lost your income or your income has decreased.
☐ You are waiting for a decision on another application
(Employment Insurance, QPIP, court decision, SAAQ, CNESST, etc.).
☐ The value of your property or liquid assets has decreased.
☐ Health care facility ☐ Correctional facility

☐ You no longer have a spouse (because of death, separation or divorce).
☐ You have had a child or are taking charge of a child.
☐ You’ve just been released from a facility.
☐ Other reason (specify):

Section 2 – Personal information

Last nameFirst nameFile number (CP-12)

Date of birthYearMonthDayHealth insurance numberSocial insurance number (SIN)

The basic income that can be granted takes your situation into account. Read the definition of spouse in the “Definitions” section on the previous page.

Are you living with another adult? ☐ Yes ☐ No

If **yes**, please answer the following questions to determine if you and this adult fit our definition of *spouse*.

1 Are you married or living in a civil union with this adult?

☐ Oui ☐ Non

2 Is this adult the other parent of at least one of your children?

☐ Oui ☐ Non

3 Have you been living with this adult as a couple for at least one year?

☐ Oui ☐ Non

4 Have you lived with this adult in the past for at least one year and are you currently living together as a couple?

☐ Oui ☐ Non

If you answered **yes** to one of the four previous questions, you fit our definition of spouse. If your spouse is not a recipient under a last-resort financial assistance program, the Aim for Employment Program or the Basic Income Program, they must fill out the *Appendix – Spouse* (3010-02) form.

If you have been living as a couple with another adult for less than a year, please provide the following information.

Date cohabitation beganYearMonthDayAdult’s last nameAdult’s first name

Marital status☐ Single☐ Married or in a civil union☐ Common-law spouse☐ Widowed☐ Separated, *de facto*☐ Legally separated☐ Divorced

Specify the date of separation or deathYearMonthDay

Are you represented by the Curateur public du Québec? ☐ Yes ☐ No If **yes**, please provide your file number.

Do you consider yourself Indigenous? ☐ Yes ☐ No

If **yes**, are you an Inuit or member of a First Nation?

☐ Member of a First Nation living in a reserve
☐ Member of a First Nation living outside a reserve
☐ Inuit

Section 3 – Current situation

Do you still have a severely limited capacity for employment? ☐ Yes ☐ No If **yes**, please specify:

Have you stayed outside Québec? ☐ Yes ☐ NoDate of departureYearMonthDayDate of returnYearMonthDay

Have you been detained in a correctional facility? ☐ Yes ☐ NoDate of incarcerationYearMonthDayDate of releaseYearMonthDay

Do you have dependent children? ☐ Yes ☐ No
If **yes**, fill out the *Appendix – Dependent Children* (3003-03) form.

According to your situation, you could be entitled to additional sums. If you answer the following question, we can determine whether you are entitled to those sums.

Are you pregnant? ☐ Yes ☐ NoExpected date of birthYearMonthDay



Section 4 – Address

Number

Street

Apartment

Telephone

City, town or municipality

Postal code

Other Telephone

Do you live in a facility recognized by the Ministère de la Santé et des Services sociaux (e.g., hospital, residential and long-term care centre) or in an addiction treatment centre or a social reintegration centre with accommodations?

☐ Yes

☐ No

If yes, please specify:

Section 5 – Income tax return

In what year did you last file an income tax return with Revenu Québec?

Year

Section 6 – Income

Income means sums received from employment, benefits or allowances. Exemptions on income can apply, depending on your situation.

Do you have work income?

☐ Yes

☐ No

If yes, provide details below.

•

Employment income

Net salary is calculated by subtracting income tax (provincial and federal), Employment Insurance premiums, Québec Parental Insurance Plan and Québec Pension Plan premiums as well as premiums to mandatory retirement savings plans and union dues from gross income.

Source or name of employer

Net salary

Per week

Every two weeks

Per month

\$

\$

\$

\$

•

Tips or gratuities

Source or name of employer

Net amount

Per week

Every two weeks

Per month

\$

\$

•

Income from self-employment or a business

Type of income

Start date of revenue collection

Net income

Per week

Every two weeks

Per month

Year

\$

Year

\$

Are you receiving sums from government agencies or departments?

☐ Yes

☐ No

If yes, provide details below.

•

Provincial department or agency (QPIP, SAAQ, CNESST, Retraite Québec, etc.)

Source

Gross amount

Per week

Every two weeks

Per month

\$

\$

•

Federal department or agency (Employment Insurance, Canada Pension Plan, Veterans Affairs Canada, Old Age Security)

Source

Gross amount

Per week

Every two weeks

Per month

\$

\$

•

Other department (provincial, territorial or abroad) or agency (public or private)

Source

Gross amount

Per week

Every two weeks

Per month

\$

\$

Are you waiting for payment of certain income (e.g., following an application submitted to a government department or agency)?

☐ Yes

☐ No

If yes, provide details below.

Source

Amount, if known

Date of application

Year

\$

Do you have other types of income?

☐ Yes

☐ No

If yes, provide details below.

•

Pension benefits (personal or employer pension fund)

Source

Amount

Per week

Every two weeks

Per month

\$

\$

•

Income from an RRSP

Source

Gross amount

Per week

Every two weeks

Per month

\$

\$

•

Sums from a private plan (pension, salary insurance)

Source

Gross amount

Per week

Every two weeks

Per month

\$

\$

Section 6 (continued) – Income

Over the last two years, have you contributed to an RRSP (yours or your spouse's) other than a group registered retirement savings plan?

☐ Yes

☐ No

Source

Amount

Year of contribution

Over the last two years, have you contributed to an FHSA (yours or your spouse's)?

☐ Yes

☐ No

Source

Amount

Year of contribution

Section 7 – Property and cash (liquid assets)

Cash (liquid assets) is anything a person owns in cash or equivalent. Different exclusions may apply depending on your situation. You must take into account movable and immovable property as well as cash that you have in Canada and abroad.

Do you have one or more accounts in a bank or other financial institution?

☐ Yes

☐ No

Individual account

Joint account

Name of the institution

Account number

Active

Inactive

Amount (balance) on the last day of the last month

☐

☐

☐

☐

\$

☐

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Do you have cash readily available (amounts in an account or in a TFSA, cheques in your name, cash on hand, non-registered investments, cryptocurrencies, prepaid credit cards, etc.)?

☐ Yes

☐ No

Applicant

Applicant and spouse

Description

Amount on the last day of the last month

☐

☐

\$

☐

☐

\$

☐

☐

\$

☐

☐

\$

Do you own investments (RRSP, RESP, FHSA, term deposits, cryptocurrencies, etc.)?

☐ Yes

☐ No

Applicant

Applicant and spouse

Description

Value

☐

☐

\$

☐

☐

\$

☐

☐

\$

Do you have other cash (amount received as an inheritance, amount from life insurance, death benefit, amount received due to loss of physical integrity, etc.)?

☐ Yes

☐ No

Applicant

Applicant and spouse

Description

Amount

☐

☐

\$

☐

☐

\$

Are there sums that are owed to you?

☐ Yes

☐ No

Applicant

Applicant and spouse

Description

Total amount

☐

☐

\$

☐

☐

\$

☐

☐

\$

Do you own vehicles (including stored vehicles): cars, motorcycles, adapted vehicles for people with disabilities, trucks, snowmobiles, ATVs, etc.?

☐ Yes

☐ No

Applicant

Applicant and spouse

Type of vehicle, make, year

Adapted vehicle

Owner

Lessee

Market value as at last December 31

☐

☐

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Do you have immovable property other than a primary residence: cottage, land, etc.?

☐ Yes

☐ No

Applicant

Applicant and spouse

Description

Standardized value (according to latest tax account)

☐

☐

\$

☐

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\$

☐

☐

\$

Section 7 (continued) – Property and cash (liquid assets)

Do you own other movable goods: boats, caravans, collections, valuables, etc.?

☐ Yes ☐ No

Applicant	Applicant and spouse	Description	Market value
☐	☐		\$
☐	☐		\$
☐	☐		\$

Do you own a business (owner or shareholder)?

☐ Yes ☐ No

Corporate status and percentage of ownership, if applicable

Applicant	Applicant and spouse	Québec enterprise number (NEQ)	Sole proprietorship	Partnership	Corporation
☐	☐		☐	%	%
☐	☐		☐	%	%

Have you sold or disposed of property or cash (liquid assets) or waived your rights to such property or cash in the last 24 months (for example, this could be a car or an amount received as an inheritance)?

☐ Yes ☐ No

Applicant	Applicant and spouse	Description	Date of sale, disposal or waiving of rights	Value
			YearMonthDay	
☐	☐			\$
☐	☐			\$
☐	☐			\$

Section 8 – Direct deposit

If you want to benefit from direct deposit, please provide the information requested below. This information will allow us to proceed with the payment of your financial assistance or allowances for all the services that the Ministère will provide to you. You must include a blank cheque marked “VOID” with the form. If you do not have a blank cheque, your financial institution can provide you with an equivalent document.

Name of your financial institution

Address of your branch

Branch transit number

Financial institution number

Account number and designation number (These numbers are found at the bottom of cheques.)

Postal code

Exemple de numéro au bas d'un chèque

Numéro de la succursale

Numéro de l'établissement financier

Numéro de compte

Section 9 – Solemn affirmation

I acknowledge that the Ministère de l'Emploi et de la Solidarité sociale duly informed me that they reserve the right to ask me for any document or information deemed necessary to verify my eligibility for the Basic Income Program and to determine the amount of assistance to be granted. Verifications concerning me can be made with various public or private organizations or with individuals for this purpose, without my consent.

I solemnly affirm that the information provided on this application form is accurate and complete.

I agree to inform the Ministère without delay of any change in my personal or family situation.

Date

Signature du demandeur

☐ I did not fill out this form myself.

Protection of personal information

The personal information collected in this form is necessary to verify your eligibility for programs, measures and services offered by the Ministère de l'Emploi et de la Solidarité sociale under the *Individual and Family Assistance Act* (CQLR, chapter A 13.1.1) or to determine the amount of financial assistance to which you could be entitled. This information can also be used to conduct studies, research, surveys or to produce statistics. Failing to provide the required information can lead to rejection of your application.

Access to personal information is limited to the people authorized to consult it in the performance of their duties. You are entitled to be informed about the information concerning you held by the Ministère de l'Emploi et de la Solidarité sociale, to receive such information and to request corrections. You must contact the person in charge of access to documents and the protection of personal information.

Réservé au Ministère

Année

Mois

Jour

Date

Demandeur

Vérification de l'identité par

☐ Permis de conduire

☐ Carte d'assurance maladie

☐ Passeport

☐ Document d'immigration

☐ Autre (précisez) :

Ministère de l'Emploi et de la Solidarité sociale

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