



Guide

The *Individual and Family Assistance Act* provides for the payment of last-resort financial assistance.

To obtain a payment of funeral expenses, you must complete and file this application form and provide all of the documents and information that the Ministère du Travail, de l'Emploi et de la Solidarité sociale requires to check your eligibility and determine the amount that you could be granted. Failure to provide documents or information could result in the refusal of your application.

The information that you provide on this form will be used for the study of your application for payment of funeral expenses and for the purpose of applying the *Individual and Family Assistance Act*.

Read each question carefully and **complete all of the sections of the form. Please print, using a pen.**

Once you have completed and signed the form, please send it to the local employment centre (CLE) closest to your home. We will contact you if necessary.

Verifications and exchanges of information

Verifications following receipt of your application

As soon as you file an application for payment of funeral expenses, the Ministère du Travail, de l'Emploi et de la Solidarité sociale obtains the deceased person's taxation information from Revenu Québec. It also obtains information about the deceased person's vehicles from the Société de l'assurance automobile du Québec (SAAQ), in order to check the information that you provided in your application.

Exchanges of information with other organizations

The Ministère du Travail, de l'Emploi et de la Solidarité sociale may also request personal information (name and address, amount of indemnities received, etc.) from or provide such information to other government bodies with which it has signed information exchange agreements, in compliance with the *Act respecting Access to the documents held by public bodies and the Protection of personal information*.

Comparisons of computerized files

Comparisons of files with Revenu Québec are aimed at checking the deceased person's income and property.

In the case of the Directeur de l'état civil, the purpose of such comparisons is to obtain information on marriages and civil unions, dissolutions of marriages and civil unions, and deaths.

Despite these verifications and comparisons of files, you are still obliged under the *Individual and Family Assistance Act* to declare all the deceased person's property and income from all sources.

If any amounts are obtained from an organization for the deceased, the amount granted for funeral expenses may have to be repaid.

Note—Information exchanged with other organizations remains confidential and is used only for the above-described reasons.

Required documents *Please note that the documents for the deceased person must be provided by the applicant.*

1. Original ID document if the deceased person was born outside Canada

One of the following documents:

- Refugee protection claimant document
- Immigrant Visa and Record of Landing (IMM 1000)
- Autorization to enter Canada
- Confirmation of Permanent Residence (IMM 5292 or IMM 5688)

2. Other documents related to the payment of funeral expenses

- Attestation of death, declaration of death or other document confirming the death
- Notice of decision from the Régie des rentes du Québec (RRQ) regarding the RRQ death benefit
- Bank statements showing the balance on the date of death
- Life insurance policy, if any
- Documents used to determine income received but not yet cashed or spent at the time of death, such as paycheque stubs and proof of benefits (employment insurance, Québec Parental Insurance Plan, Old Age Security, Québec Pension Plan, etc.)

Note – The Ministère du Travail, de l'Emploi et de la Solidarité sociale reserves the right to ask you at any time to provide any documents or information required to check the deceased person's eligibility for the special benefit for funeral expenses and determine the amount that could be granted. Failure to provide documents or information may lead to the refusal of your application.

Date de réception

Réservé au Ministère – Numéro de dossier (CP-12)

The Ministère du Travail, de l'Emploi et de la Solidarité sociale requires the personal information that it gathers in order to fulfil its responsibilities under the *Individual and Family Assistance Act*. Failure to provide information could result in the refusal of the requested service.

The information may also be used for studies, research, surveys and statistical purposes. Access to the information that you provide is restricted to the persons who are authorized to consult it as part of their employment duties.

The person who completes and signs this application form must prove his her identity upon filing the form.

Please print, using a pen.

Date of death Year Month Day Has an application for a death benefit been filed with the Régie des rentes (RRQ)? Yes No If No, please file an application as soon as possible.

Could the cause of death lead to recourse? Yes No If so, what recourse?

Section 1 – Identification of the deceased person (according to birth certificate or immigration document)

Last name First Name

If the deceased person usually used a name other than the one on his or her birth certificate or if he or she was married before April 2, 1981, and used his or her spouse's last name or both last names, please enter it/them. Last name First name

Sex Female Male Social insurance number Date of birth Year Month Day

Marital status Single Surviving spouse Divorced or civil union dissolved Legally separated De facto spouse – Start of de facto union: Year Month Day Separated (no judgment) – Date of separation: Year Month Day

Was the deceased person a Canadian citizen?
 Yes No **▶ If No, was the person a permanent resident?** Yes No **▶ If No, was the person a refugee protection claimant?** Yes No **▶ If No, did the person obtain the status of refugee, protected person or person in need of protection?** Yes No
 Other situation (specify):

Status confirmed by form IMM 1000 (Immigrant Visa and Record of Landing) or, if the person obtained his or her permanent resident status on or after June 28, 2002, form IMM 5292 or IMM 5688 (Confirmation of Permanent Residence).

If the person was born outside Canada, give the country of birth. Date of arrival in Canada Year Month Day

Section 2 – Home address of the deceased person

Enter the person's home address. Number Street Apartment
 City Postal code

Section 3 – Income of the deceased person (including income from outside Canada)

Did the deceased person receive

- work income? Yes No Net earnings \$ per week two weeks month Date of last payment Year Month Day
- gratuities (tips)? Yes No Amount \$ per
- income from a farm operation? Yes No Farm producer number Type of products sold Gross annual sales \$
- income from self-employment? Yes No Type of work Net income (last 12 months) \$
- income from child care? Yes No If Yes, the child care was provided at home away from home Amount \$ per week two weeks month
- student loan and bursary income? Yes No

Other sources of income

Amount \$ per

Amount \$ per

Section 4 – Property and liquid assets of the deceased person (including property and liquid assets outside Canada)

Answer to the best of your knowledge.	Did the deceased person have • accounts at a bank, caisse or other financial institution? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name and address of financial institution	Account number	Amount (balance on date of death)
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
	• cash on hand or uncashed cheques? <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount:	\$
	• motor vehicles, movable or immovable property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please describe the vehicles or property		Value
				\$
				\$
				\$
				\$
	• life insurance policy? <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount:	\$

Section 5 – Amounts owed and debts (including amounts owed and debts incurred outside Canada)

Were amounts owed to the deceased person? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description	Amount
		\$
Did the deceased person have debts (other than a mortgage)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description	Amount
		\$

Section 6 – Additional information

Use this section to provide any additional information that you feel is relevant.

Under the *Act respecting Access to documents held by public bodies and the Protection of personal information*, all of the personal information provided on this form is confidential.

You are entitled to be informed about the information concerning you held by the Ministère du Travail, de l'Emploi et de la Solidarité sociale, to receive such information and to request corrections by contacting the person in charge of access to documents and the protection of personal information.

Section 7 – Identification of the applicant

Last name				First name			
Home or postal address		Number	Street			Apartment	
City				Postal code		Telephone Area code	Number

Section 8 – Solemn affirmation

I solemnly affirm that, to the best of my knowledge, the information provided on this application form is accurate and complete. I agree to inform the Ministère du Travail, de l'Emploi et de la Solidarité sociale immediately of any change in this information.

_____ Date _____ Applicant's signature _____

Réservé au Ministère

_____ Date _____

Authentification