

P A R E N T A L

CONTRIBUTION

Social Assistance Program

Taxation Year




2023

INFORMATION ON THE PARENTS' CIRCUMSTANCES

Under the *Individual and Family Assistance Act*, parents' financial and marital situations are taken into account when one of their children applies for social assistance.

This procedure is based on the *Civil Code of Québec*, which requires parents to fulfil certain obligations toward their children, including the obligation to feed them, even if they are of full age.

The amount of social assistance benefits granted to a child who is **recognized as dependent on his or her parents** is calculated in the light of the financial or material aid that the child's parents must normally provide, based on

-  their income
-  their marital status
-  the number of dependent children who receive social assistance

The parental contribution is generally taken into account for 3 years following the date of the child's first application for social assistance.

As your child is considered to be dependent on his or her parents within the meaning of the Act, we ask you to complete this form so that we can process his or her application for social assistance.

Please PRINT, in INK.

Do not write in the shaded areas.

SIGN the form in section 7.

Access to your personal information is strictly limited to authorized individuals, in compliance with the *Act respecting access to documents held by public bodies and the protection of personal information* (CQLR, chapter A-2.1).

You may request access to information that concerns you and, if applicable, ask to have this information corrected. To do so, you must file a written request with the Ministère employee in charge of access to documents and the protection of personal information. Information about how to contact this employee is posted on the Ministère's website ([quebec.ca/en/access-to-information/](https://quebec.ca/en/access-to-information/)).

# G U I D E

## 1 IDENTIFICATION OF YOUR CHILD

Your child is an adult who has applied for social assistance benefits and, under the Act, is **considered to be dependent on his or her parents**.

## 2b MARITAL STATUS OF PARENT(S)

We need to know your marital status (with your child's other parent) in order to calculate the amount of the parental contribution that you have to pay. If you live with the other parent, you need to complete only a single form. If you live apart, you each need to complete a form.

## 3 INFORMATION ABOUT DEPENDENT CHILDREN

For the purposes of this form, a dependent child is a child of full age who receives social assistance benefits and is considered to receive a parental contribution from one or both parents. The amount of the parental contribution takes into account the number of children recognized as dependants.

Enter the requested information about your children recognized as dependants. Example of a family with 3 children recognized as dependants:

- Maxime, 20 years old, son of 1st parent
- Alex, 21 years old, son of 2nd parent
- Catherine, 19 years old, daughter of 1st and 2nd parents (child who has applied for benefits)

Last name	First name	Ministère file number	Daughter or son of	
			1st parent	2nd parent
Turcotte	Maxime	T U R M 1 2 3 4 5 6 7 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Houle	Alex	H O U A 1 2 3 4 5 6 7 8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turcotte-Bergeron	Catherine	T U R C 1 2 3 4 5 6 7 8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 4 INCOME FOR THE 2023 TAXATION YEAR

- Line a :** Enter the total gross income from **line 199** of the Québec income tax return for the last taxation year.
- If you entered income on **line 123** (Retirement income transferred by your spouse), this amount must be subtracted from your income entered on **line 199** only if your spouse is not one of the parents of the child from whom you are completing this form.
- ATTENTION:**
- If you did not file a Québec income tax return for the last taxation year, you need to calculate the income requested on **line 199** of the Québec income tax return and enter this amount on line **a** of section 4 of the Parental Contribution form.
- Line b :** Enter the income earned while you were not resident in Canada if this income was not subject to Québec income tax. This income is shown on **line 19** of the Québec income tax return that you filed for the last taxation year.
- Line c :** Enter the total gross income declared in an income tax return for another province, territory or country.

**Note** – The information that you provide in this section will be checked with Revenu Québec.

## 5 EXPECTED INCOME FOR CURRENT TAXATION YEAR

- If you expect your income for the current year to be at least 10% lower than the 2023 taxation year you must complete section 5, and we will use your income for the current year to calculate your parental contribution.
  - In calculating the income that you expect to earn this year, you must take into account the income entered in section 4.
- Please note** – We will check your income for the current year every 6 months, and re-evaluate the parental contribution if required.
- The information that you provide in this section will be checked with Revenu Québec.

## QUICK CALCULATION GRID

for the parental contribution

To find out the amount of the parental contribution that will be used to calculate your child's social assistance benefits, you can complete the following grid, taking into account your marital status.									
A	Enter the total income declared in <b>section 4</b> of the form.			1st parent		2nd parent		= <b>A \$</b>	
					+		=		
B	<ul style="list-style-type: none"><li>Enter <b>\$32,233</b> if the parents live together.</li><li>Enter <b>\$26,310</b> if the parents live apart (or if one of the parents is deceased or unknow or cannot be located).</li></ul>								<b>B \$</b>
C	Net income taken into account to calculate the parental contribution: <b>Line A minus line B =</b>								<b>C \$</b>
D	Monthly parental contribution withheld:			line C		÷ 12 =		<b>D \$</b>	
E	Monthly parental contribution for the child:			Number of children recognized as dependants (section 3)				<b>E \$</b>	
				line D		÷			

To be completed  
by Ministère

Numéro de dossier (CP-12)

1

IDENTIFICATION OF YOUR CHILD (see guide)

Last name

Social insurance number

First name

IMPORTANT

- If the parents live together, each parent must complete his or her section (1st parent and 2nd parent).
- If the parents live apart, each parent must use a separate form and complete the section “1st parent”.

2a

IDENTIFICATION OF PARENT(S)

1st parent

2nd parent

Last name according to birth certificate

First name

Date of birth and sex

YearMonthDay

☐ Male

☐ Female

YearMonthDay

☐ Male

☐ Female

Social insurance number

Parent’s address

Telephone

Number

Apartment

Street or P.O. box

Area code

City

Province or country

Postal code

2b

MARITAL STATUS OF PARENT(S) (see guide)

Check the box that applies to the parents’ circumstances:

☐ Live together

☐ Live apart

☐ Widowed

☐ Single parent

3

INFORMATION ABOUT DEPENDENT CHILDREN (see guide)

Do you have children of full age (18 or over) who receive social assistance and are deemed to receive parental contribution?

☐ Yes

☐ No

If so, complete the following section:

Last name	First name	Ministère file number	Daughter or son of	
			1st parent	2nd parent
			<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>

4

INCOME FOR THE 2023 TAXATION YEAR (see guide)

	1st parent	To be completed by Ministère	2nd parent	To be completed by Ministère
a Total income (line 199). Subtract the amount entered on line 123, if applicable.	\$		\$	
b Total income outside Canada (line 19 of Québec income tax return).	\$		\$	
c Total income declared in tax returns outside Québec	\$		\$	
Total income	\$		\$	

5

EXPECTED INCOME FOR CURRENT TAXATION YEAR (see guide)

	1st parent	To be completed by Ministère	2nd parent	To be completed by Ministère
Taxation year:				
Do you expect your income for the current year to be at least 10% lower than the income entered in section 4?	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
If so, enter the income you expect to earn.	\$		\$	
Please explain the reason for the decrease in your income this year:				
1st parent:				
2nd parent:				

6

ADDITIONNAL INFORMATION

7

SOLEMN AFFIRMATION

- If I expect my income to decrease by at least 10% (section 5), I agree to provide the Ministère with an update on my income every 6 months.
- I am aware that the amounts that I have declared in sections 4 and 5 will be checked with Revenu Québec.
- I solemnly affirm that the information provided in this form is true and complete.

Date	Signature of 1st parent	Date	Signature of 2nd parent