



Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada

# **Social Development Policy and Procedures Manual**

## **BC Region**

**Volume 4 of 4**

### **National Child Benefit Reinvestment Initiative**

For any additional information or if you have any questions on the Social Development Policy and Procedures Manual, BC Region, you may contact the Resource Centre, First Nations Social Development Society (FNSDS), through any of the following:

Telephone (toll-free): 1-800-991-7099  
Facsimile: 604-926-4188  
Website: [www.fnsds.org](http://www.fnsds.org)

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**Please note:**

This program manual is an on-going document and will be updated from time to time. The latest version will be available on the FNSDS website: [www.fnsds.org](http://www.fnsds.org).

Hard copy updates will not be distributed to non-Administering Authorities, but may be printed from the FNSDS website.

Indian and Northern Affairs Canada assumes no responsibility for any reproduction derived from such material.

The Terms and Conditions of the program are the ultimate authority; the purpose of this manual is to explain those authorities.

Volume 1 of 4—*Social Development Policy and Procedures Manual BC Region, Income Assistance Program*

Volume 2 of 4—*Social Development Policy and Procedures Manual BC Region, Assisted Living Program*

Volume 3 of 4—*Appendices*

Volume 4 of 4—*Social Development Policy and Procedures Manual BC Region, National Child Benefit Reinvestment Initiative*

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**Note:** See the *Social Development Policy and Procedures Manual Vol. 1* for Income Assistance policy and program information.

See the *Social Development Policy and Procedures Manual Vol. 2* for Assisted Living policy and program information.

See the *Social Development Policy and Procedures Manual Vol. 3* for list of Appendices (e.g., List of Administering Authorities, Social Development Forms List, etc.).

## Introduction to This Manual

Welcome to the *Social Development Policy and Procedures Manual* which has been divided into four binders, the Income Assistance Program under Volume 1, the Assisted Living Program under Volume 2, the Appendices under Volume 3, and the National Child Benefit Reinvestment Initiative under Volume 4.

These manuals are designed for those involved in administering the Social Development Program in BC. The program is administered by the federal Department of Indian Affairs and Northern Development (DIAND), which is also known as Indian and Northern Affairs Canada (INAC) and provides financial support to eligible individuals living on-reserve. The manual may also be useful to others involved in the delivery of socio-economic programs on-reserve.

### Online Version of BC Region Manuals

Electronic copies of these manuals are posted to the First Nations Social Development Society's web site at [www.fnsds.org](http://www.fnsds.org) or INAC Extranet web site at [www.inac.gc.ca/extranet](http://www.inac.gc.ca/extranet)

- Select fiscal year
- Region: British Columbia
- Password: bc

### Manual Amendments

Registered manual holders are workers that are directly involved in administering the DIAND Social Development Program in BC. All registered manual holders will receive regular amendments or updates to the manual.

Workers who receive a manual amendment are expected to read the cover letter describing the changes; then remove the old sections and insert the new ones with the changes marked on each page.

Each manual amendment package also includes a new table of contents and index. Workers are expected to check and ensure that the manual contains all the sections listed on the table of contents, and that the date printed on the bottom of each section matches the date shown on the table of contents. The CIDM number and Version number at the bottom of each page refer to the Comprehensive Integrated Document Management (CIDM) System that is used by INAC.

## Manual Administrator

Contact the manual administrator if:

- The update packages are going to the wrong person.
- A worker is not getting update packages.
- There are missing sections of the manual, or some of the sections are out of date.
- A worker has found errors in the manual and is forwarding findings.

SDPP Manual Administrator  
Funding Services Programs and Partnerships  
Indian and Northern Affairs Canada  
#600-1138 Melville Street  
Vancouver, BC, V6E 4S3

## Purpose of the NCBR Manual

To amalgamate the standards and guidelines of the National Child Benefit Reinvestment presented in the national manual into practices and procedures experienced within BC Region. This manual is intended to be an authoritative guide for developing and operating First Nation NCBR Projects.

## Intended Audience

This is primarily intended as a document for INAC staff and First Nation employees who are involved with the National Child Benefit Reinvestment Program. The manual may also be useful to the following:

- Income assistance administrators
- First Nation Chiefs and Councils

## What This Manual Contains

**The National Child Benefit Reinvestment Initiative, Volume 4** is divided into a table of contents, 4 chapters, and 1 appendix. Each chapter and appendix is divided into a series of sections.

**Table of Contents** – provides heading for each chapter and section with current policy issue date.

**Chapter 1, Introduction** – serves as an introduction to the policies and procedures that are to be followed in the administration of the National Child Benefit Reinvestment Initiative in the British Columbia Region.

**Chapter 2, NCBR Proposals** – provides information on Proposal templates, samples, Q's and A's, Alternative Sources of Funding, and Social Development Proposal Flowchart

**Chapter 3, NCBR Annual Reports** – provides information on Annual Report templates, samples, Q's and A's, Annual Report Checklist, Annual Report Follow-up Letter, and the Social Development Report Process Flowchart.

**Chapter 4, National Child Benefit Supplement** – provides information on collection of Canada Child Tax Benefit information from income assistance families with children, reporting requirements and information on accessing NCB PIN numbers.

**Appendix 1, Resources** – provides web site links to access NCBS and NCBR information regarding success stories, national budgets, provincial programs and other INAC regional NCBR projects.



## Manuals and Publications

A number of manuals and guides are available to be used as resource to administer the National Child Benefit Reinvestment program.

### INAC Extranet Manuals and Resources:

Go to [www.inac.gc.ca/extranet](http://www.inac.gc.ca/extranet)

Password: bc

**1) Income Assistance Program National Manual**

*Sets out national standards and guidelines for INAC's Income Assistance Program*

**2) National Child Benefit Reinvestment Initiative National Manual**

*Sets out national standards and guidelines for the NCBR Initiative*

**3) Program Guide**

*Contains essential program and budget information intended for First Nations administrators, program managers, and Indian and Northern Affairs Canada (INAC) staff*

**4) Proposal and Application Driven Programs Handbook**

*Provides information regarding proposal and application driven programs available to Indian and Northern Affairs Canada (INAC) recipients in BC Region*

### INAC Internet Website:

**5) National Child Benefit: Self-Evaluation guide for First Nations**

<http://www.ainc-inac.gc.ca/hb/sp/ncb/pubs/seg/seg-eng.asp>

*A tool to help guide the success of a project by outlining, step by step, the self-evaluation process*

**6) First Nations National Child Benefit Reinvestment (NCBR) Initiative - Proposal Development & Reporting Guide**

<http://www.ainc-inac.gc.ca/hb/sp/ncb/pubs/ri/ncbrg-eng.asp>

*This guide was developed in cooperation with First Nation service providers. It is a tool which provides the following:*

- *steps to develop a viable proposal for a NCBR reinvestment project;*
- *information on reporting;*
- *information on self-evaluation of the project; and*
- *background information on the NCB initiative.*

**Other Websites:****7) National Child Benefit**

[www.nationalchildbenefit.ca/](http://www.nationalchildbenefit.ca/)

*The National Child Benefit (NCB) initiative is a partnership among the federal, provincial and territorial governments<sup>1</sup> which extends to First Nations, and First Nations that aims to help prevent and reduce the depth of child poverty, support parents as they move into the labour market and reduce overlap and duplication of government programs.*

**8) Canada Child Tax Benefit**

<http://www.cra-arc.gc.ca/bnfts/cctb/menu-eng.html>

*The Canada Child Tax Benefit is a tax-free monthly payment made to eligible families to help them with the cost of raising children under age 18. The CCTB may include the: National Child Benefit Supplement and Child Disability Benefit.*

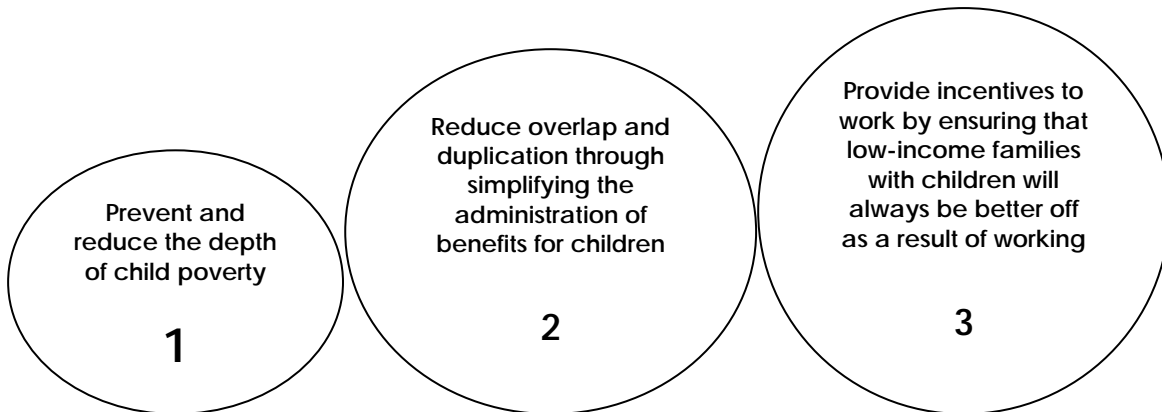
**9) INAC Social Development Proposal and Application Forms**

[www.fnsds.org/](http://www.fnsds.org/)

*Provides information regarding Indian and Northern Affairs Canada (INAC) proposal for the National Child Benefit Reinvestment Initiative and other social development application driven programs that are available to recipients in BC Region.*

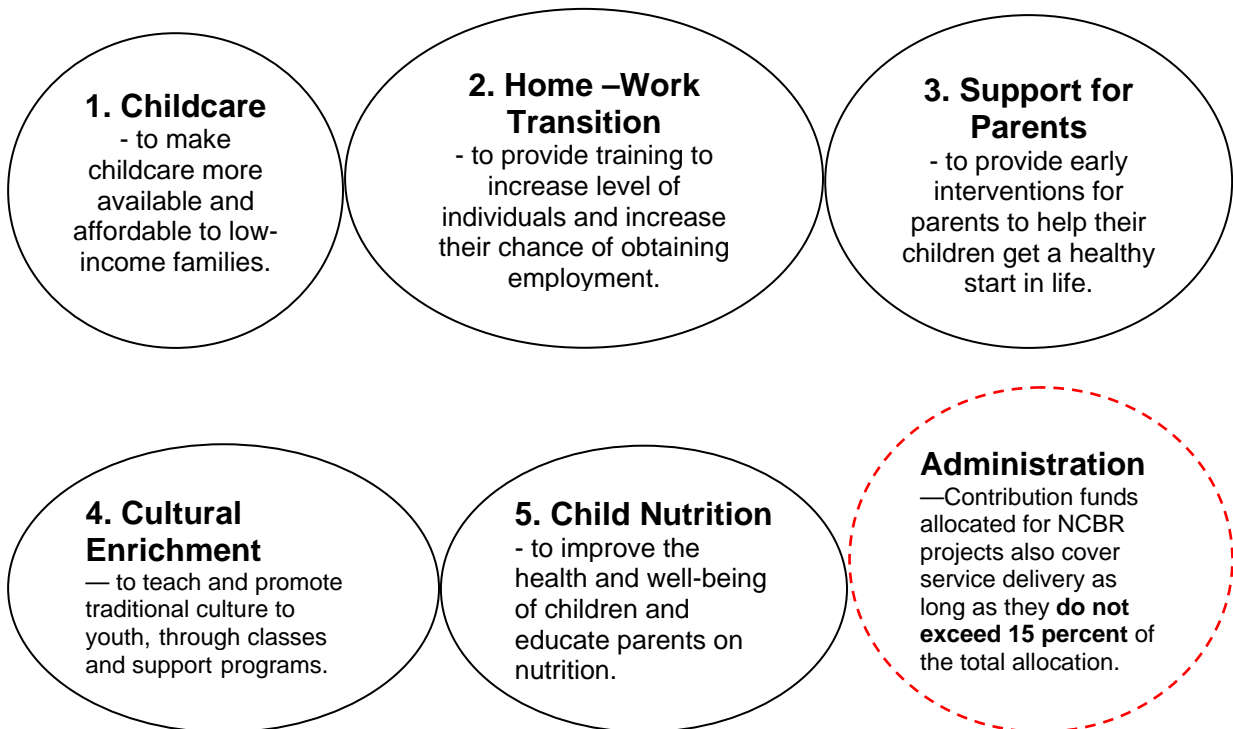
## National Child Benefit Reinvestment (NCBR) Quick Facts

The **three NCB objectives**<sup>1</sup> are to:



<sup>1</sup> Paragraph 1.1.1 of the National Child Benefit Reinvestment Initiative – National Manual

The **funding** for First Nation reinvestment projects can fall under five broad activity areas<sup>2</sup> and include administration costs of 15% for:



<sup>2</sup> Paragraph 2.6.4 of the National Child Benefit Reinvestment Initiative - National Manual

The following types of projects are **not eligible** under the current NCBR Initiative as per National Authority and Treasury Board<sup>3</sup>:

- 1) initiatives not targeted to low-income families with children
- 2) housing
- 3) direct financial subsidies to parents
- 4) capital and infrastructure
- 5) repayment of personal or community debts
- 6) securities or other for-profit initiatives
- 7) clothing
- 8) recreational activities (such as attending a hockey game)

<sup>3</sup> Paragraph 2.6.6 of the National Child Benefit Reinvestment Initiative - National Manual

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## NCBR Proposal Template

### Purpose

The NCBR proposal provides INAC with detailed plans of the proposed NCBR project(s). It also serves as a tool for administering authorities to use in planning, administering and evaluating the NCBR projects.

### Requirement

Eligible First Nations administering authorities must submit a proposal plan providing details of the proposed NCBR project and have it approved by an authorized INAC Allocation Officer in order to receive NCBR funds. Refer to the call package for due dates.

### To Obtain the Proposal Template

A call package is sent in approximately December each year, addressed to Chief and Council. Refer to the call package for a copy of the proposal template and important questions and answers that outline deadlines, eligible projects, reporting requirements, the funding formula, and contact information.

Additional copies of the call letter and proposal template are available on the First Nations Social Development website [www.fnsds.org](http://www.fnsds.org) or contact Beth Nelson, Allocation Officer, at [Beth.nelson@inac-ainc.gc.ca](mailto:Beth.nelson@inac-ainc.gc.ca) or 604 666-9623.

<p><b>NOTE:</b> Recipients under a Canada/First Nation Funding Agreement (CFNFA) and that have NCBR funding built into their Social core budget do not need to send in a proposal. Those First Nations who do not have NCBR in their CFNFA core budget can apply for targeted funding.</p>
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## National Child Benefit Reinvestment (NCBR)



### Proposal Questions & Answers

#### **ELIGIBILITY**

**1. Q. Who is eligible to apply?**

A. Most First Nations in BC are eligible if they have Social Assistance recipients. Funds may be allocated through a Band Council, Tribal Council or Administering Authority. Some CFNFA First Nations have received NCBR in their block and are therefore not eligible. Individual members are not eligible to apply.

**2. Q. What are the objectives of the NCBR Initiative?**

A. The objectives are: 1) to help prevent and reduce the depth of child poverty; 2) to provide incentives to work by ensuring that low income families with children will be better off as a result of working; and, 3.) to increase efficiency (reduce overlap and duplication) through the simplified administration of benefits for children.

**3. Q. What is the anticipated result?**

A. The anticipated results are to provide income assistance recipients with employment support and streamlined government programs. Low income families would see benefits in increased children's health and development and increased school readiness. Parents would fare better in the labour market, achieve a greater degree of financial independence for themselves and their children, and participate more fully in their communities and Canadian society.

#### **PROPOSAL TEMPLATE**

**4. Q. Can we check more than one activity area?**

A. Yes, You can check more than one Activity Area per proposal.

**5. Q. Will we need more than one proposal?**

A. Not necessarily, if all of your requests can fit on one proposal that will be fine, if you need to add additional forms to fit all your activities, please copy the template and make sure that all proposals only add up to your total budget allocation.



## National Child Benefit Reinvestment (NCBR)



### 6. Q. Can we have more than one project?

A. Yes, you may carry out more than one project as long as they do not exceed your total annual budget allocation. Please fill out an explanation of each project and send in only one Annual Report with a detailed explanation of each project.

### 7. Q. What is eligible under each activity area?

A. **Childcare** – includes activities that cover the cost of developing new and enhancing existing daycare services. Such initiatives allow more families with low incomes to gain access to day care spaces or to have their share of child care costs reduced. Examples include: enhancing existing day care services; and increasing day care spaces and child care for children of parents completing employment or training programs.

**Child Nutrition** – promoting healthy childhood growth and development through nutrition programs. Examples include: educational programs aimed at nutrition, food hampers, meal programs (hot lunches, breakfasts and snacks) provided in schools, nurseries, play groups and support centres.

**Support for Parents** – offer early intervention for parents to help their children with a healthy start in life. Examples include: parenting programs, drop-in centers for parents and children, and parent and child activities.

**Home-to-Work Transition** – offers training opportunities to increase the skill level of parents and/or eligible youth, which can increase their chances of obtaining work. Examples include: employment and training programs, youth summer work programs and personal development workshops (i.e. job-readiness training).

**Cultural Enrichment** – offer classes for traditional teachings and support programs for youth and programs available to children who are pre-school, in school or out-of-school. Examples include: cultural teachings, family and community support, such as life skills and traditional gatherings.



## National Child Benefit Reinvestment (NCBR)



**Administration** - Disbursements for administrative costs in support of program and service delivery which do not exceed fifteen percent (15%) of the total allocation are eligible under this contribution. Examples include: salaries, wages and benefits; travel; accommodation; transportation; training and professional development for professional or paraprofessional administrators; testing, policy development and program modification or adaptation; instructional and information materials; office supplies; office equipment; telecommunications; printing; professional services; research; data collection, analysis and reporting; evaluation; incremental fees for accounting and audit services and, related office costs.

**8. Q. What activities are not allowed?**

A. Direct subsidies to parents; programs and services not targeted to low-income families with children; housing; capital expenditures such as repair and/or purchase of buildings; infrastructure; clothing; recreation activities (i.e. attending a hockey game); and, paying down any debt.

**9. Q. Where would I see examples of NCBR program “Best Practice” success stories?**

A. The annual First Nations NCBR Progress Report gives examples of success stories at the INAC web site at: [http://www.collectionscanada.gc.ca/webarchives/20071218160157/http://www.ainc-inac.gc.ca/pe-cp/05/prg\\_e.pdf](http://www.collectionscanada.gc.ca/webarchives/20071218160157/http://www.ainc-inac.gc.ca/pe-cp/05/prg_e.pdf)

**10. Q. How do we know how much money we will be getting for this program?**

A. Your proposal template sheet indicates your total budget.

**11. Q. What costs are allowable?**

A. Costs may include community priorities in the areas of child nutrition, cultural enrichment, child care, supports for working parents, home-work transitions and enhanced income benefits for low-income families with children under the age of 19. Overall administrative costs must not exceed 15%.

**12. Q. Can I purchase clothing or computer related items?**

A. No, projects or expenditure types that duplicate or replace other programs or sources of funding are not allowed.



## National Child Benefit Reinvestment (NCBR)



### **13. Q. When must the activities take place?**

A. All activities must be completed between April 1<sup>st</sup> and March 31<sup>st</sup>.

### **14. Q. When must all funds be expended?**

A. All funds must be expended by March 31<sup>st</sup>.

## **REPORTING**

### **15. Q. When is the NCBR Annual Report due? What will happen to my funding if I haven't submitted the 2010-11 NCBR Annual Report?**

A. The NCBR Annual Report for 2010/11 is due May 31, 2011. In order to receive current year funding, any annual reports from all previous years must be submitted. All Annual Report templates can be found in the First Nations Reporting Guide at the following INAC web site:

[http://www.ainc-inac.gc.ca/dci/dcilog\\_e.asp](http://www.ainc-inac.gc.ca/dci/dcilog_e.asp)

- select the reporting year (fiscal year)
- select the region (British Columbia)
- enter the password ('BC')

### **16. Q: Must the report match the proposal?**

A: Yes, it must match the proposal in order for your First Nation to meet the Terms and Conditions of the Funding Agreement. If revisions are required to your proposal, they must be submitted in writing and approved.

### **17. Q: Are we eligible for NCBR funds if the band has outstanding Social Reports?**

A: No, INAC considers NCBR a non-essential service and therefore halts this funding if your band has any missing social reports (i.e. TESI Annual Report, monthly Social Development Financial Statistical Report, and monthly NCBS tracking sheet).

### **18. Q. What if we do not submit a proposal by the due date of January 31? What if we do not submit one at all?**

A. Proposals received by the due date will be reviewed and funding may be allocated by April 1. Proposals received after



## National Child Benefit Reinvestment (NCBR)



the due date will be reviewed on an on-going basis up until April 8, 2011. If a proposal is not submitted by April 8, 2011, you will not be eligible for NCBR in 2011-12.

### 19.Q: What is the formula used for NCBR?

A: Your NCBR budget = (25% of Regional NCBR budget/# of eligible FN) + (25% of Regional NCBR budget/2006 total Regional on-reserve Population x your on-reserve population) + (50% of Regional NCBR budget/Total regional on-reserve population age 0-18 x your on-reserve population age 0-18).

### 20.Q: Where can I find more information on NCBR?

A. The national manual for the NCBR can be found on the INAC web site at:  
<http://www.ainc-inac.gc.ca/hb/sp/ncb/pubs/ncb/ncb-eng.asp>

## FORMULA

### 22.Q: What is the formula used for NCBR?

A: Your NCBR budget = (25% of Regional NCBR budget/# of eligible FN) + (25% of Regional NCBR budget/2006 total Regional on-reserve Population x your on-reserve population) + (50% of Regional NCBR budget/Total regional on-reserve population age 0-18 x your on-reserve population age 0-18).

### 23.Q: Where can I find more information on NCBR?

A. The national manual for the NCBR can be found on the INAC web site at:  
<http://www.ainc-inac.gc.ca/hb/sp/ncb/pubs/ncb/ncb-eng.asp>

## FUNDING

### 24.Q: What will happen to my funding if I have outstanding Social Development Reports?

A. In order to receive monthly NCBR funding all of your social development reports must be submitted to INAC and kept current for each fiscal year.

### 25. Q. Where do I send the monthly reports?

A. Send all reports to: [bcfnitreports@inac.gc.ca](mailto:bcfnitreports@inac.gc.ca)



## National Child Benefit Reinvestment (NCBR)



**26. Q. Where can I get report forms for current and past fiscal years?**

A. Online at the First Nations Reporting Guide (downloading reporting templates):

[http://www.ainc-inac.gc.ca/dci/dcilog\\_e.asp](http://www.ainc-inac.gc.ca/dci/dcilog_e.asp)

- select the reporting year (fiscal year)
- select the region (British Columbia)
- enter the password ('BC)

### **INAC CONTACTS**

**27. Q. How do we apply?**

A. Fax your completed proposal to (604) 775-7400 or email: [bcfnitpreports@inac.gc.ca](mailto:bcfnitpreports@inac.gc.ca)

**28. Q. Who may I contact if I have questions about the proposal?**

A. Contact your Funding Services Officer at (604) 666-5171.

**29. Q. Who may I contact if I want an electronic copy of the proposal template?**

A. Please contact Beth Nelson at [Beth.Nelson@inac-ainc.gc.ca](mailto:Beth.Nelson@inac-ainc.gc.ca). Please note that all proposals and reports must be submitted on the correct form. If you have any questions, please do not hesitate to contact us.

**30. Q. Who do I contact about missing reports?**

A. Contact your FSO at (604) 666-5171.

**Note:** Keep a copy of your submitted proposal for your records to refer to when writing your annual report due May 31<sup>st</sup>.



## Alternative Sources of Funding



Alternative sources of funding can be found at:

### Indian and Northern Affairs Canada

- **Income Assistance**
  - Work Opportunity Program (WOP)
  - Training Employment Support Initiative (TESI)
  - Special Needs
- **Education**
  - University and College Entrance Preparation (UCEP)
- **Indian Government Support**
  - Professional and Institute Development (P&ID)
- **Funding Services**
  - First Nations Infrastructure Fund (FNIF)
- **Economic Development**
  - Community Economic Opportunities Program (CEOP)

For more information on INAC programs, read the INAC BC Region Program Guide 2011-2012 located online at [http://www.ainc-inac.gc.ca/dci/dcilog\\_e.asp](http://www.ainc-inac.gc.ca/dci/dcilog_e.asp) (choose: BC Region, choose fiscal year: password: bc), under the Manuals and Guidelines > (Regional) > Funding Arrangements section.

### Human Resources and Skills Development Canada

Interested First Nations organizations and communities can approach their local Aboriginal Skills & Employment Training Strategy (ASETS) for possible funding (e.g., Prince George Nechako Aboriginal Employment & Training Association). To find an ASETS holder near you, visit the Human Resources and Skills Development Canada site at: [http://www.rhdcc-hrsc.gc.ca/eng/employment/aboriginal\\_employment/locations/index.shtml](http://www.rhdcc-hrsc.gc.ca/eng/employment/aboriginal_employment/locations/index.shtml)



## Alternative Sources of Funding



### **Health Canada Non-Insured Health Benefits**

Health Canada has information that First Nations may be referred to for coverage of goods and services when they are not insured elsewhere. To find out more, visit: <http://www.hc-sc.gc.ca/fniah-spnia/nihb-ssna/index-eng.php>

### **Health Canada- Aboriginal Head Start on Reserve**

Health Canada Aboriginal Head Start on Reserve is intended to prepare young First Nations children for their school years, by meeting their emotional, social, health, nutritional and psychological needs. To find out more, visit: [http://www.hc-sc.gc.ca/fniah-spnia/famil/develop/ahsor-papa\\_intro-eng.php](http://www.hc-sc.gc.ca/fniah-spnia/famil/develop/ahsor-papa_intro-eng.php)

### **Ministry of Housing and Social Development**

The Employment and Labour Market Services Division has information on certain services that clients may be referred to. To find out more, visit:

<http://www.labourmarketservices.gov.bc.ca/resources.html>

### **Ministry of Advanced Education and Labour Market Development**

The Ministry of Advanced Education and Labour Market Development has information on certain services that clients may be referred to. To find out more, visit: <http://www.gov.bc.ca/aved/>

### **Vancouver Foundation**

The Vancouver Foundation provides funding for children, youth and families, arts and council and environment projects throughout British Columbia. To find out more, visit: [www.vancouverfoundation.bc.ca](http://www.vancouverfoundation.bc.ca).

Finally, although they do not offer any funding-related programs, the following First Nations organizations offer invaluable sources of information:

### **First Nations Education Steering Committee (FNESC)**

The First Nations Education Steering Committee has information on certain services that clients may be referred to. To find out more, call toll free 1-877-422-3672 and visit: <http://www.fnesc.ca>



## Alternative Sources of Funding



### **First Nations Technology Council (FNTC)**

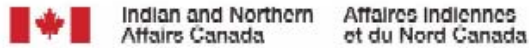
The First Nations Technology Council has information on certain services that clients may be referred to. To find out more, call toll free 1-888-921-9939 and visit: <http://www.fntc.info>

### **First Nations Social Development Society (FNSDS)**

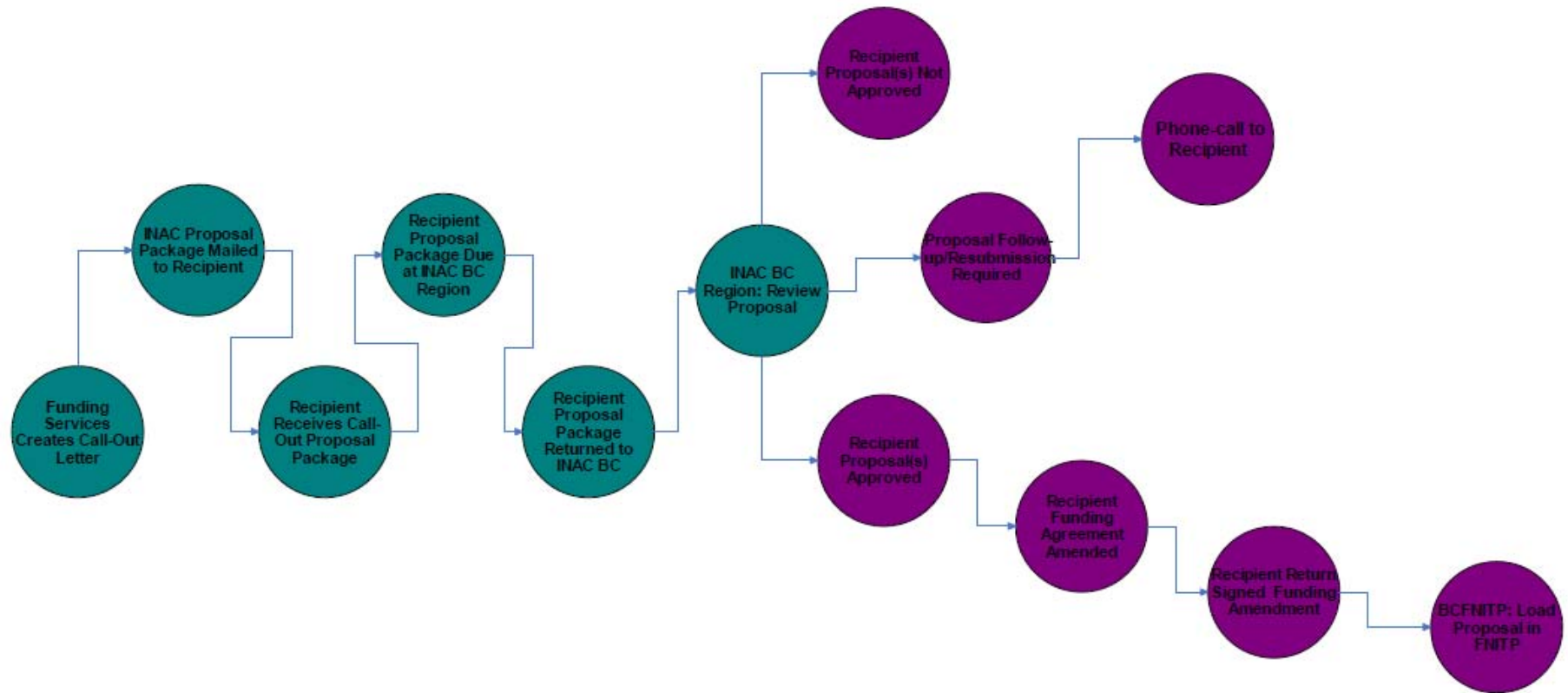
The First Nations Social Development Society has information on certain services that clients may be referred to. To find out more, call toll free 1-800-991-7099 and visit: <http://www.fnsds.org>







## SOCIAL DEVELOPMENT PROPOSAL PROCESS FLOWCHART



CIDM 1694523





## NCBR Annual Report

### Purpose

The information from Annual Reports is included in the annual *Federal/Provincial/Territorial NCB Progress Reports* and the *First Nations NCB Progress Reports*. The NCB reports confirm how First Nations reinvest their National Child Benefit Supplement (NCBS) funds and data used to assess the impact of the NCBR on low-income families living on reserve while highlighting best practices.

### Requirement

First Nations, as required by Treasury Board and National Child Benefit Program Authorities to report to INAC on activities and results related to projects as described in the First Nations funding agreement. INAC requires all annual reports to be completed and submitted by May 31<sup>st</sup> of each year.

First Nations are to submit their annual report to [bcfnitreports@inac.gc.ca](mailto:bcfnitreports@inac.gc.ca) or fax to (604) 775-7400 and cc your Funding Services Officer.

### National Child Benefit Reinvestment (NCBR) First Nations Annual Report

DCI# 472877

A report for each reinvestment project developed must be submitted. First Nations councils funded through Comprehensive Funding Arrangements (CFA) are required to submit monthly data in accordance with regional requirements. Both CFA and fixed volume First Nations are to submit annual NCBR Reports that provide statistics on expenditures, participants and projects.

### To Obtain the Annual Report Template

A template of the NCBR Annual Report is available on the INAC Extranet or you may obtain a hard copy contact your Funding Services Officer.

Extranet website: [www.inac.gc.ca/extranet](http://www.inac.gc.ca/extranet)  
password: bc  
choose: Recipient Reporting Forms

### NCBR Funding Halt

Any outstanding Social Development Reports will automatically halt the National Child Benefit Reinvestment funding in the First Nations and Inuit Transfer Payment System (FNITP) so keep your reporting up-to-date and current. Monthly NCBR payments not received from INAC means the band funds have been halted so contact your Funding Services Officer immediately.

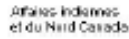
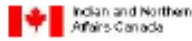


## Approved Annual Report Samples

The intention of this chapter is to demonstrate the content that would attribute to an approved annual report. The annual report template *may change* every fiscal year, therefore it is important to use the template with the correct fiscal year and which clearly identifies the DCI# 472877.

If you require assistance completing your annual report contact your Funding Services Officer. The NCBR Annual Report includes an *Instructions* sheet that is available on the INAC Extranet next at: [www.inac.gc.ca/extranet](http://www.inac.gc.ca/extranet); password bc.

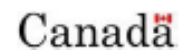
APPROVED SAMPLE



DCI 472877.FNITP (2010-2011)

### NATIONAL CHILD BENEFIT REINVESTMENT (NCBR) FIRST NATIONS ANNUAL REPORT

First Nation Name <div style="border: 1px solid red; padding: 2px; display: inline-block;">First Nation</div>	First Nation Number <div style="border: 1px solid red; padding: 2px; display: inline-block;">0000</div>
Reinvestment Project Name	<input type="checkbox"/> New <input type="checkbox"/> Continuing
What was the main objective of the project? Check all that apply. <input checked="" type="checkbox"/> prevention and reduction in the depth of child poverty <input checked="" type="checkbox"/> provide incentives to work <input checked="" type="checkbox"/> reduce overlap and duplication through the simplified administration of benefits for children	
Check the activity area(s) targeted and indicate the actual annual amount of INAC funds spent for each	<input type="checkbox"/> Child Nutrition      \$
	<input type="checkbox"/> Childcare      \$
	<input type="checkbox"/> Support for Parents      \$
	<input type="checkbox"/> Home-to-Work/Day Care      \$
	<input type="checkbox"/> Cultural/Heritage      \$
	Total (All) funds spent      \$
Total funds spent on the above activities from other sources (Other INAC program funds; other government departments)      \$	
Project Purpose  <div style="border: 1px solid red; padding: 20px; text-align: center; color: red; font-weight: bold;">See attached</div>	
Project Results or Accomplishment	
How many families benefited from this reinvestment project?	
How many children under the age of majority benefited from this reinvestment project?	
The information provided is accurate to the best of my knowledge.	
Given Name	Family Name
Title	Date (YYYYMMDD)





## NATIONAL CHILD BENEFIT REINVESTMENT (NCBR) FIRST NATIONS ANNUAL REPORT

Check one:  Original  Amended

<i>Recipient Name</i> <i>First Nation</i>	<i>Recipient Number</i> <i>00000</i>
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How many NCBR reinvestment projects, in total, is your First Nation submitting for this fiscal year?

5

**Note:** Submit **one report** per reinvestment project, but send as **one total package** only to INAC.

Reinvestment Project Title (see Approved Proposal):

School Lunch Program

 New Continuing

Start date: September 01, 2010

End date: March 31, 2011

Select the NCBR activity related to this project. Check only one:
 Child Care   
 Child Nutrition   
 Support for Parents   
 Home-to-Work Transition   
 Cultural Enrichment

**Provide Details of the Activity:** (What took place; where, when, how often; and how were they executed? You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

Healthy hot lunches (according to the Canadian Food Guide) were distributed to elementary school children (grades 1-5) to the school on our reserve 5 times per week during the school year.

Sept – Dec (Closed for 2 weeks for break)

Jan – Mid March (Closed for 2 weeks, spring break)

Community Health Nurse (CHN) and culinary student assisted with meal planning. Meals were prepared by TESI employees and other volunteers.

Attached:

Sample of simple survey we gave to all the children and parents that participated; volunteers; and feedback from teachers, including all the results

Sample Menu

Based on your indicators from the NCBR Proposal, provide details of your results and accomplishments.

(You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

Indicator(s) from NCBR Proposal	Actual Outcome(s)
100 children will have healthy lunches everyday during the school year (9 months)	100% children received healthy lunches 5 days per week
Children will receive nutritious meals as set out in	Children received meals planned out by the nurse and

Canada's Food Guide	culinary student			
Parents will not have to worry about spending money on lunches	According to survey (attached) 90% of the parents were satisfied with the lunch program. 5% were somewhat satisfied and 5% were not satisfied. Most of them were satisfied or somewhat satisfied because they did not have to worry about spending extra money on lunches.			
Children's concentration will increase as a result of healthy and nutritious meals	14/20 teachers believed the hot lunches had a positive impact on the students' performance at school. A few teachers noted that a number of students' concentration and grades improved, but were not sure if it was because of the hot lunches.			
	<b>Other/unexpected outcome:</b> 90% of the children enjoyed the food. Their favourite part of the meal was the fresh fruit.			
3 TESI Volunteers	Culinary student supervised TESI volunteers in kitchen area to clean, stock, gather equipment needed each day			
Chief and Council funding	Used to off-set the cost of food supplies as determined by meal planners			
Number of recipients by age:	0 – 5 yrs old	0	Single Parent	25
	6 – 11 yrs old	100	Two Parent	25
	12 – 17 yrs old	0	Families	50

PROJECT EXPENDITURES				
<b>What are the allowable expenses?</b>				
Allowable project costs would include: Childcare—to make childcare more available and affordable to low-income families; Child Nutrition—to improve the health and well-being of children and educate parents on nutrition; Support for Parents—to provide early intervention for parents to help their children get a healthy start in life; Home-Work Transition—to provide training to increase the skill level of individuals and increase their chances of obtaining work; Cultural Enrichment—to teach and promote traditional culture to youth, through classes and support programs.				
<b>What expenses are NOT allowed?</b>				
The following items and activities will <b>not</b> be considered for funding: initiatives not targeted to low-income families with children; housing; direct financial subsidies to parents; capital and infrastructure; repayment of personal or community debts; securities or other for-profit initiatives; <b>clothing; recreational activities.</b>				
Sources of Funding			Actual Expenditures (including Administration costs)	
First Nations Revenue	Other (ASETS, "in-kind," etc.)	NCBR Funding	Expenditure Type	Cost (\$)
\$500	\$0	\$10000	Food and groceries	\$10,500
\$0	Volunteer/ hired cooks in the community	\$5000	Cooks/Meal Prep	\$5000
\$0	Culinary student (volunteer)	\$1000	Meal Planners (Nurse and student) one time consultation fee	\$1000
\$0	Volunteer, TESI workers	\$0		\$25,000.00
<b>Total Expenditures</b>		<b>\$16,500.00</b>		
<b>NOTE:</b> This reporting template must be used to properly identify and file reporting requirements in FNITP. A Statement of Revenue and Expenditures may also be attached to meet the reporting requirement, if so indicate "see attached." <b>Your annual report may be included in BC Regional or National publications as a "best practice" example.</b>				

The information provided is accurate to the best of my knowledge.

Person Authorized by Council (full name): Winnie Cooper		Title: Community Health Nurse	
Email: <a href="mailto:CooperW@fn.com">CooperW@fn.com</a>	Phone Number: 604-555-5555	Date: March 31, 2011	

## Attachment:

Sample Survey given to 100 children and 50 Parents, and Volunteers/Workers

*To Children*

*Circle one*

- 1) *Did you like the food at lunch time? Yes Sometimes NO*
- 2) *What was your favourite food that we served? \_\_\_\_\_*

*To the parents*

*Circle One*

- 1) *Are you satisfied with the lunch program your child/ren received? Yes Somewhat NO*
- 2) *Are you satisfied that lunches during the school year were not an additional expense?*
- 3) *Comments: \_\_\_\_\_*

*To the Volunteers/Workers*

- 1) *Are you satisfied with the way this program was administered? YES SOMEWHAT NO*
- 2) *Are you interested in participating again? YES NO MAYBE If yes, please give us your contact information: \_\_\_\_\_*

*To the Teachers*

- 1) *Do you believe the lunch program had a positive impact on the children's performance at school?  
YES NO Maybe*
- 2) *Explain: \_\_\_\_\_*

Sample menu

*Hot roast beef sandwich on whole grain bread bun  
Apple and cheese slices, celery sticks, trail mix (no nuts), orange juice box*

**NATIONAL CHILD BENEFIT REINVESTMENT (NCBR)  
FIRST NATIONS ANNUAL REPORT**

Check one:  Original  Amended

<i>Recipient Name</i> <i>First Nation</i>	<i>Recipient Number</i> <i>00000</i>
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How many NCBR reinvestment projects, in total, is your First Nation submitting for this fiscal year? <b>5</b>	<b>Note:</b> Submit <b>one report</b> per reinvestment project, but send as <b>one total package</b> only to INAC.
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Reinvestment Project Title (see Approved Proposal): Summer Day Camps	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuing
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Start date: July 02, 2010	End date: July 30, 2010
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Select the NCBR activity related to this project. Check <u>only one</u> : <input checked="" type="checkbox"/> Child Care <input type="checkbox"/> Child Nutrition <input type="checkbox"/> Support for Parents <input type="checkbox"/> Home-to-Work Transition <input type="checkbox"/> Cultural Enrichment
---

**Provide Details of the Activity:** (What took place; where, when, how often; and how were they executed? You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

Day camps were available for elementary school aged children (ages 5-12) during the summer vacation. A variety of themes and activities happened throughout the summer. Some examples of themes and activities were: outdoor learning, cultural teachings, cooking, arts and crafts, dancing, language lessons, field trips, story telling, health and wellness, and mad science. Activities were held at the school gym, the community centre or outside. Healthy (according to Canada's Food Guide) lunches and snacks were provided. At the end of each day, ½ an hour to an hour was set aside for children to share with their parents what they have learned, either through a slide show for example or a show-and-tell.

See attached: Calendar of Events

Based on your indicators from the NCBR Proposal, provide details of your results and accomplishments.  
(You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

Indicator(s) from NCBR Proposal	Actual Outcome(s)
---------------------------------	-------------------

<p>Children will enjoy summer activities in a safe and healthy environment</p>	<p>Children enjoyed summer activities in a safe and healthy environment</p> <p>Appropriate child to adult ratio was exercised.</p> <p>See attached calendar.</p>
<p>Children will learn a variety of skills and gain knowledge from the activities</p>	<p>Children learned a variety of skills and gained knowledge from the activities.</p> <p>For example:</p> <p>Arts and Crafts: how to use tools, colours, re-using supplies (recycling)</p> <p>Science world, Aquarium, fire hall field trips: learned about mammals, fish, physics, biology, fire safety etc.</p> <p>Cultural lessons, drumming, languages: learned about our cultural history, musical beat, rhythm, stories, songs</p> <p>Mad Science: gravity, reactions, noise, static electricity</p> <p>Cooking: measuring, math, basic baking, basic kitchen and food safety</p> <p>Overall, children also learned about team work and friendship</p>
<p>Parents will not worry about childcare</p>	<p>Parents did not worry about childcare between the hours of 9am and 5pm (during day camp hours)</p>
<p>Unemployed parents will have more time to focus on finding jobs and developing their own skills</p>	<p>Unemployed parents reported to have more time to focus on finding jobs and developing their own skills. Some parents were able to attend courses and or found part time jobs as a result of the extra time.</p>
<p>High school student (gr. 11's and 12's) workers</p>	<p>High school student (gr. 11's and 12's) workers</p>

will also learn a variety of leadership skills and gain knowledge.	learned a variety of leadership skills and gained knowledge while leading sessions. They learned mediation, conflict resolution and basic First Aid.
The child-parent time (show and tells, slideshows etc.) at the end of each session will allow time for bonding and relationship building.	The child-parent time (show and tells, slideshows etc.) at the end of each session allowed time for bonding and relationship building. Parents and children reported they valued the time they spent together.
Children will receive healthy snacks and lunches.	Children received healthy snacks and lunches according to Health Canada's Canadian Food Guide.

Number of recipients by age:	0 – 5 yrs old	0	Single Parent	25
	6 – 11 yrs old	100	Two Parent	25
	12 – 17 yrs old	0	Families	50

#### PROJECT EXPENDITURES

##### What are the allowable expenses?

Allowable project costs would include: Childcare—to make childcare more available and affordable to low-income families; Child Nutrition—to improve the health and well-being of children and educate parents on nutrition; Support for Parents—to provide early intervention for parents to help their children get a healthy start in life; Home-Work Transition—to provide training to increase the skill level of individuals and increase their chances of obtaining work; Cultural Enrichment—to teach and promote traditional culture to youth, through classes and support programs.

##### What expenses are NOT allowed?

The following items and activities will **not** be considered for funding: initiatives not targeted to low-income families with children; housing; direct financial subsidies to parents; capital and infrastructure; repayment of personal or community debts; securities or other for-profit initiatives; **clothing; recreational activities.**

Sources of Funding			Actual Expenditures (including Administration costs)	
First Nations Revenue	Other (ASETS, "in-kind," etc.)	NCBR Funding	Expenditure Type	Cost (\$)
\$5000	\$0	\$1500	Admin – - Honourarium for 10 HS students - Transportation - Supplies	\$1500

			- Other wages	
\$500	\$0	\$1500	Lunches/snacks	\$1500
\$0	\$0	\$7000	Admission fees for parks/activities	\$7000
		<b>\$10000</b>		<b>\$10000</b>
Primary Contact Person (full name)  Peter Griffin			Title Community Services Leader	
Email: petergriffin@fn.ca		Phone Number: 604 555 5555		Date: Sept. 1, 2011

Attached:

JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Closed	2 1 <sup>st</sup> Day	3
				CANADA DAY		
4	5 Arts & Crafts Day	6 Field Trip Aquarium	7 Mad Science Day	8 Cooking & Nutrition Lessons	9 Language Lessons	10
11	12 Arts & Crafts Day	13 Cultural Dance & Song Lessons	14 Mad Science Day	15 Movies & Plays	16 Language Lessons	17
18	19 Arts & Crafts Day	20 Drumming Lessons	21 Mad Science Day	22 Cooking & Nutrition Lessons	23 Language Lessons	24
25	26 Arts & Crafts Day	27 Field Trip Fire Hall	28 Mad Science Day	29 Movies & Plays	30 Field Trip Science World	31

**NATIONAL CHILD BENEFIT REINVESTMENT (NCBR)  
FIRST NATIONS ANNUAL REPORT**

Check one:  Original  Amended

<i>Recipient Name</i> <b>First Nation</b>	<i>Recipient Number</i> <b>00000</b>
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How many NCBR reinvestment projects, in total, is your First Nation submitting for this fiscal year? <b>5</b>	<b>Note: Submit one report per reinvestment project, but send as one total package only to INAC.</b>
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Reinvestment Project Title (see Approved Proposal): Parenting Skills nights	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuing
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Start date: November 2010	End date: March 31, 2011
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Select the NCBR activity related to this project. Check only one:

Child Care     Child Nutrition     Support for Parents     Home-to-Work Transition     Cultural Enrichment

**Provide Details of the Activity:** (What took place; where, when, how often; and how were they executed? You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

A community counsellor from the health authority will come in to facilitate 5 parenting workshops though out the year. Based on the results and requests from last year's parenting skills nights, the themes for the workshops will be 1) Communicating with children 2) Networking 3) First time parents 4) new borns 5) teenagers

Childcare was provided. Beverages and light snacks were provided. Workshops took place at band office boardrooms.

Attached: Photos, sample agenda for one session, Phone conversation questions

Based on your indicators from the NCBR Proposal, provide details of your results and accomplishments.  
(You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

Indicator(s) from NCBR Proposal	Actual Outcome(s)
Parents will have the opportunity to network with other parents and find support from one another	All as a result of the phone conversation: 20/20 Parents networked and intend to keep in touch for support
Parents will feel have more confidence in their parenting skills	18/20 Parents have indicated an increase in confidence in parenting skills
Parents will improve ability to communicate, express feelings etc.	16/20 Parents have indicated an improvement in the ability to communicate, express feelings etc.
Parents will be able to access more resources such as books, online forums, etc.	Parents have are more aware of the resources available to them such as books, online forums, etc.

Attachments:

Number of recipients by age:	0 – 5 yrs old	15	Single Parent	15
	6 – 11 yrs old	5	Two Parent	5
	12 – 17 yrs old	0	Families	20

**PROJECT EXPENDITURES****What are the allowable expenses?**

Allowable project costs would include: Childcare—to make childcare more available and affordable to low-income families; Child Nutrition—to improve the health and well-being of children and educate parents on nutrition; Support for Parents—to provide early intervention for parents to help their children get a healthy start in life; Home-Work Transition—to provide training to increase the skill level of individuals and increase their chances of obtaining work; Cultural Enrichment—to teach and promote traditional culture to youth, through classes and support programs.

**What expenses are NOT allowed?**

The following items and activities will **not** be considered for funding: initiatives not targeted to low-income families with children; housing; direct financial subsidies to parents; capital and infrastructure; repayment of personal or community debts; securities or other for-profit initiatives; **clothing; recreational activities.**

Sources of Funding			Actual Expenditures (including Administration costs)	
First Nations Revenue	Other (ASETS, "in-kind," etc.)	NCBR Funding	Expenditure Type	Cost (\$)
\$0	- Facilitator wage from Health Canada program	\$120	Admin and Facilitator wage (from HC Head Start)Supplies	\$120
\$0	\$0	\$ 680	Child Care	\$680
\$0	\$0	<b>\$ 800</b>		<b>\$800</b>

Primary Contact Person (full name) <b>Marge Simpson</b>		Title Workshop Facilitator	
Email: <b>MargeSimpson@counsellor.ca</b>	Phone Number: 604 555 5555	Date: <b>March 15, 2010</b>	

Sample Questionnaire

*Phone conversation questions:*

*Did you feel there was an opportunity to network with other parents?*

*Did you, or do you intend to keep in touch with other parents for support?*

*Do you feel more confident in your parenting skills?*

*Do you feel an improvement in your ability to communicate and express feelings?*

*Do you feel more knowledgeable about the parenting resources available to you?*

**Sample Agenda Session:**

*Parenting Skills Night*

*November 4, 2011*

*6:30 – 9:30*

*Topic: Networking*

*6:30 – 7:00 – Welcome/ Intro*

*7:00 – 9:00 – Networking Skills*

*9:00 – 9:30 – Wrap- up*

**NATIONAL CHILD BENEFIT REINVESTMENT (NCBR)  
FIRST NATIONS ANNUAL REPORT**

Check one:  Original  Amended

<i>Recipient Name</i> <b>First Nation</b>	<i>Recipient Number</i> <b>00000</b>
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How many NCBR reinvestment projects, in total, is your First Nation submitting for this fiscal year? <b>5</b>	<b>Note: Submit one report per reinvestment project, but send as one total package only to INAC.</b>
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Reinvestment Project Title (see Approved Proposal): <b>Grade 10 and 11 Work Experience Program</b>	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuing
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Start date: July 2010	End date: August 31, 2010
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Select the NCBR activity related to this project. Check only one:

Child Care     Child Nutrition     Support for Parents     Home-to-Work Transition     Cultural Enrichment

**Provide Details of the Activity:** (What took place; where, when, how often; and how were they executed? You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

10 grade 10s and 11s had the opportunity to participate in a work experience program during the summer. All participants attended a mandatory session on goal setting, job searching, communication, interviewing and resumes at the youth centre. The students learned to find jobs and assess the skills they need independently. Students were encouraged to find work in a field they are interested in whether it is paid or not, and no matter how long the work experience will last.

An advisor was available during set office hours for students to seek advice. Counsellors communicated with employers to gain feedback on the student's performance as well as the effectiveness of this program.

Attached: Copy of one student's portfolio (with permission)

Based on your indicators from the NCBR Proposal, provide details of your results and accomplishments. (You may wish to attach additional information on separate sheet, or include pictures, etc. in order to meet reporting requirement, if so indicate "see attached")

Indicator(s) from NCBR Proposal	Actual Outcome(s)
Students will learn the skills to search and retain jobs (time-management, customer-relations, interpersonal skills, etc.)	<p>All participants learned the skills to search for jobs such as online searching, information interviews, and telephone inquiries.</p> <p>They learned transferable knowledge and skills that will help them gain employment, retain it, and apply them to other jobs: time-management, customer-relations, interpersonal skills, retail sales, office administration, trades, and first aid.</p> <p>Number of students and industry they gained experience from: 3 – retail; 3 – trades, mechanics; 3 – child</p>

		care/teaching; 1 – office admin.		
Students will develop a portfolio which they can keep and use for their personal career development.		All of the students were required to complete a portfolio demonstrating their experience. They can keep these portfolios to use as references for future job hunting. See attached portfolio		
		Other/unexpected outcomes: Feedback from employers was positive regarding the students and the program.  Students expressed the program was valuable.		
Number of recipients by age:	0 – 5 yrs old	0	Single Parent	0
	6 – 11 yrs old	0	Two Parent	0
	12 – 17 yrs old	10	Families	10
<b>PROJECT EXPENDITURES</b>				
<b>What are the allowable expenses?</b> Allowable project costs would include: Childcare—to make childcare more available and affordable to low-income families; Child Nutrition—to improve the health and well-being of children and educate parents on nutrition; Support for Parents—to provide early intervention for parents to help their children get a healthy start in life; Home-Work Transition—to provide training to increase the skill level of individuals and increase their chances of obtaining work; Cultural Enrichment—to teach and promote traditional culture to youth, through classes and support programs.				
<b>What expenses are NOT allowed?</b> The following items and activities will <b>not</b> be considered for funding: initiatives not targeted to low-income families with children; housing; direct financial subsidies to parents; capital and infrastructure; repayment of personal or community debts; securities or other for-profit initiatives; <b>clothing; recreational activities.</b>				
<b>Sources of Funding</b>			<b>Actual Expenditures</b> (including Administration costs)	
<b>First Nations Revenue</b>	<b>Other (ASETS, “in-kind,” etc.)</b>	<b>NCBR Funding</b>	<b>Expenditure Type</b>	<b>Cost (\$)</b>
\$350		\$1000	Student Fees for program	\$1350
		\$150	<i>Admin</i> - Transportation - Supplies - Advisor wage	\$150
		\$1150		\$1500
Primary Contact Person (full name) George Kostanza			Title Program Advisor	
Email: GeorgeKostanza@firstnation.ca		Phone Number: 604 555 5555	Date: August 31, 2011	
Attached: Jane Austen’s Work Experience Portfolio				
1) First Resume		5) Employer/Employee evaluation		
2) Updated Resume		6) Cover Letter		
3) Other (testimonial)		7) AHRDA employment plan record		
4) Job that student accepted and description				

APPROVED SAMPLE



## National Child Benefit Reinvestment (NCBR) & Training and Employment Support Initiative (TESI)



# NCBR & TESI Annual Report Questions & Answers

### REPORTING:

- 1. Q. When are the NCBR and TESI Annual Reports due?**  
A. The NCBR Annual Report is due May 31<sup>st</sup>. Reports are a collaborative effort to maximize funding in the BC Region. Your final reports are used to determine funding for the next fiscal year.
- 2. Q. What will happen to my funding if I haven't submitted the NCBR or TESI Annual Report?**  
A. In order to receive current year funding, any annual reports from all previous years must be submitted. Both Annual Report templates and instruction sheets to complete the forms can be found in the First Nations Reporting Guide at the following INAC web site:  
[http://www.ainc-inac.gc.ca/dci/dciolog\\_e.asp](http://www.ainc-inac.gc.ca/dci/dciolog_e.asp)
- select BC Region
  - select fiscal year
  - Password: BC
- 3. Q. Are we eligible for NCBR funds if the band has outstanding Social Reports (e.g., TESI Annual Report, any monthly Social Development Financial & Statistical Report, monthly NCBR tracking sheet, Family Violence Prevention Project Annual Report, etc.)?**  
A. No, INAC considers NCBR a non-essential service and therefore halts this funding if your band has any missing social reports. Please see attached checklist of required social reports which must be submitted before 2010/11 NCBR funds will be released.
- 4. Q. What if we do not submit a proposal by the due date of January 31? What if we do not submit a proposal at all?**  
A. Proposals received by the due date will be reviewed and funding may be allocated by April 1<sup>st</sup> and proposals received after the due date will be reviewed on an on-going basis up until April 08. If a proposal is *not submitted* you will not be eligible for funding until the *next fiscal year*.
- 5. Q. What are my reporting requirements?**  
A. The Social Development Program reporting requirements are described in the First Nations Reporting Guide.
- 6. Q. Who is an authorized signatory?**  
A. Authorized signatories include: a chief or council, band manager or finance manager.

### INITIAL REVIEW:

- 7. Q. What are common reasons for my report not being accepted in the initial review stage?**  
A. Reasons for reports not being accepted in the initial review stage include: using the wrong report template (wrong DCI, fiscal year), not using a reporting template, data fields are missing or incomplete, missing authoring information/name.
- 8. Q. If my report is rejected at the initial review stage will my funds be halted?**  
A. Yes, all non-essential social development funding will be halted until the report is acceptable.



## National Child Benefit Reinvestment (NCBR) & Training and Employment Support Initiative (TESI)



### DETAILED REVIEW:

- 9. Q. Why are the proposals and reports both used in the detailed review stage?**
- A. During the detailed review stage, both the initial proposal and final report are used to ensure that the approved program activities took place.
- 10. Q. What are common reasons for my report being conditionally accepted during the detailed review stage?**
- A. Reasons for reports being conditionally accepted in the detailed review stage include: proposal and final report differ, cost breakdown or budget amount not detailed, authoring information missing, and details of specific activities or expected accomplishments not indicated (including number of families, children, participants).
- 11. Q. What are common reasons for my report being rejected during the detailed review stage?**
- A. Reasons for reports being rejected in the detailed review stage include: activity described is not eligible under current Treasury Board Authority, recreation projects, project not targeted to intended participants (low income families with children or income assistance recipients when applicable), and more than one project submitted on an annual report template.
- 12. Q. How can I ensure my report is accepted in the detailed review stage?**
- A. Before submitting your report, refer to the National Child Benefit Reinvestment (NCBR) and Training and Employment Support Initiative (TESI) Check-list. Reports that are accepted in the detailed review stage include only activities and eligible projects outlined in the NCBR or TESI framework, and also have used the full amount of NCBR funds allocated in the funding arrangement.

### MORE INFORMATION:

Proposal and Social Development Report templates can be found at:  
[http://www.ainc-inac.gc.ca/dci/dciolog\\_e.asp](http://www.ainc-inac.gc.ca/dci/dciolog_e.asp) (password: bc) or <http://www.fnsds.org/>

Resource and policy material can be found at: <http://www.fnsds.org/>

NCBR Proposal Development and Reporting Guide can be found at:  
<http://www.ainc-inac.gc.ca/hb/sp/ncb/pubs/ri/ncbrg-eng.pdf>

INAC National Manuals and Guidelines can be found at:  
[http://www.ainc-inac.gc.ca/dci/bc/index\\_e.asp?pg=mg](http://www.ainc-inac.gc.ca/dci/bc/index_e.asp?pg=mg)

## Annual Report Checklist

### Purpose

The Annual Report Checklist is used by INAC staff; it provides a list of items for you to verify prior to submitting your National Child Benefit Reinvestment Annual Report (DCI #472877) to Indian and Northern Affairs Canada.

This checklist may also be used when submitting your Training and Employment Support Initiative (TESI) Annual Report (DCI #469011).

### National Child Benefit Reinvestment (NCBR) ANNUAL REPORT CHECK-LIST

Before a National Child Benefit Reinvestment Annual Report is submitted please ensure you have completed the following steps:

<input type="checkbox"/>	<p>Correct Annual Report template is used to submit Annual Report</p> <ul style="list-style-type: none"> <li>• DCI#472877 (NCBR); DCI #469011 (TESI)</li> <li>• Correct fiscal year</li> </ul>
<input type="checkbox"/>	<p>Only one Annual Report project submitted per form</p> <ul style="list-style-type: none"> <li>• Submitted as one package</li> </ul>
<input type="checkbox"/>	Dates of project(s) are identified.
<input type="checkbox"/>	Administration fees are not in excess of 15% maximum of Total Allocation (NCBR only)
<input type="checkbox"/>	Details of specific activities or expected accomplishments are indicated.
<input type="checkbox"/>	<p>NCBR - Activities described are eligible as per <i>National Child Benefit Reinvestment Initiative - National Manual</i> (See section 2.6.4 – 2.6.6)</p> <p>TESI – Activities described are eligible as per Chapter 12.3 of the <i>Social Development Policy and Procedures Manual Vol. 1, BC Region</i>, and TESI Q's and A's provided in the call package.</p>
<input type="checkbox"/>	Cost breakdown or budget amount is detailed (e.g., cost for workshop, training, cultural event, etc.)
<input type="checkbox"/>	Authoring contact information is listed
<input type="checkbox"/>	<p>Project is targeted towards eligible recipients.</p> <p>NCBR: Low income families and children</p> <p>TESI: Income Assistance recipients with priority given to employable singles and childless couples, particularly those under the age of 25.</p>
<input type="checkbox"/>	Approved Proposal activities match Annual Report activities.

**Submit Annual Report by email to [bcfnitreports@inac.gc.ca](mailto:bcfnitreports@inac.gc.ca) or fax to (604) 775-7400 and cc your Funding Services Officer.**

1708336



# National Child Benefit Reinvestment (NCBR) Detailed Review FOLLOW-UP LETTER

Administering Authority Name	Number
------------------------------	--------

## SECTION A: NATIONAL CHILD BENEFIT REINVESTMENT PROJECT INFORMATION

Reinvestment Project Title:	Report completed by (Name)
-----------------------------	----------------------------

## SECTION B: ANNUAL REPORT DETAILS

<b>NCBR Annual Report Status</b>	<input type="checkbox"/> Rejected (see Box 1) <input type="checkbox"/> Conditionally accepted (see Box 2a and/or 2B) <input type="checkbox"/> Overdue/Returned and Potentially Holding Funds
----------------------------------	--

**1. The Annual Report is rejected and the NCBR funds may be subject to a recovery for the following reasons:**

NCBR activity is not eligible under current Treasury Board Authority (See Q's and A's for eligible activities or NCBR Proposal Development and Reporting Guide)  
 Ineligible activity: \_\_\_\_\_

Project was not targeted to low income families with children

**2A. The Annual Report is conditionally accepted for the following reasons:**

More than one project was submitted per form  
 Details of specific activities or expected accomplishments were not indicated  
 Who/how many participated  What took place  Where  When  How often  How were they executed

**2B. The Annual Report is conditionally accepted and partial NCBR funds may be subject to a recovery for the following reasons:**

The total reported expenditures are less than your initial allocation  
 Administration fees were in excess of 15% of Total Annual Allocation. INAC will approve the allowable maximum (e.g., if total allocation is \$89,000 and \$33,000 is reported for admin fees; \$19,650 will be recovered as the maximum 15% is \$13,350)

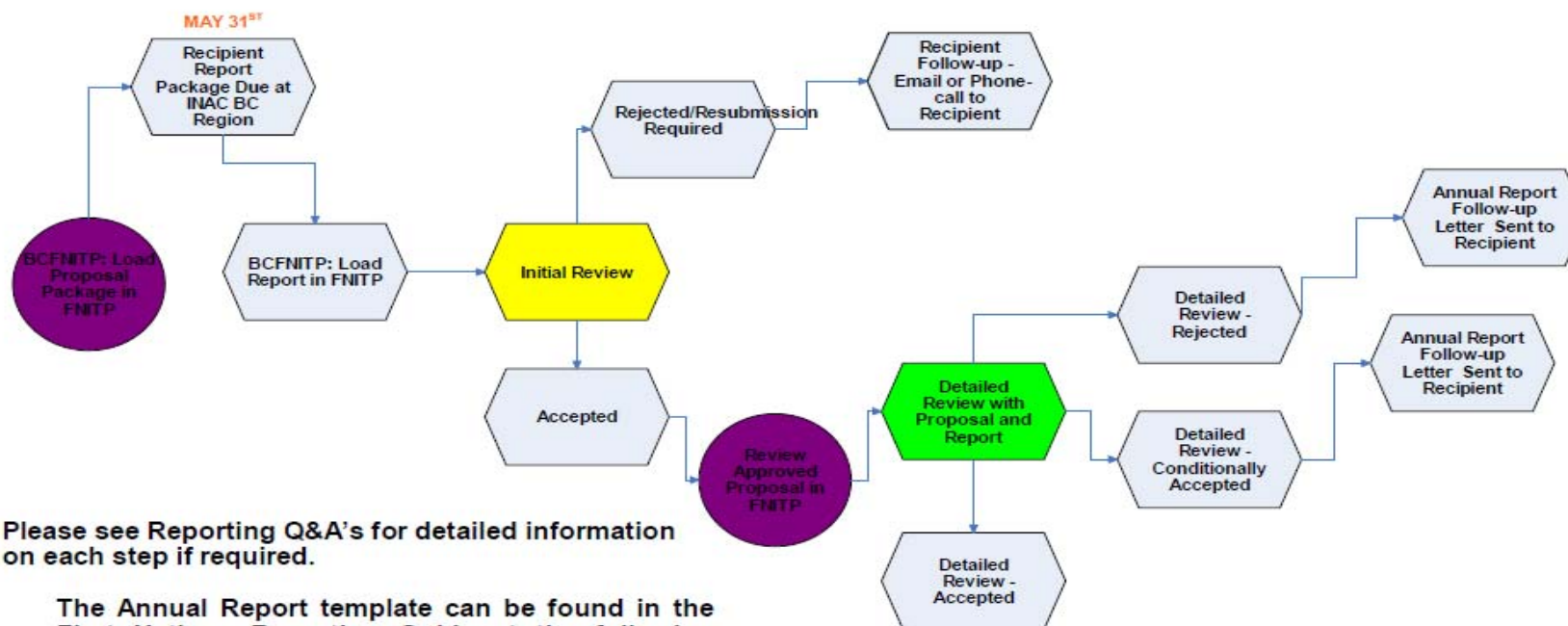
## SECTION C: FOLLOW-UP ACTION REQUIRED

- Submit an annual report ASAP
  - Resubmit annual report to address the selected reasons above. Due: within 10 business days of receipt of this letter
  - Contact your FSO if you require further details
- \* Find Social Development Report forms at:
- INAC Extranet [http://www.ainc-inac.gc.ca/dci/dci/og\\_e.asp](http://www.ainc-inac.gc.ca/dci/dci/og_e.asp) (password: bc)
  - First Nations Social Development Society <http://www.fnsds.org/>
  - Contact your FSO
- \* For more information, refer to the:
- NCBR Proposal Development and Reporting Guide at <http://www.ainc-inac.gc.ca/hb/sp/ncb/pubs/ri/ncbrg-eng.pdf>
  - NCBR and TESI Annual Report Q's and A's
  - This year's INAC Program Guide
  - First Nations Social Development Society <http://www.fnsds.org/>

Submit Annual Report by email to [bcfnitreports@inac.gc.ca](mailto:bcfnitreports@inac.gc.ca) or fax to: (604) 775-7400



## SOCIAL DEVELOPMENT ANNUAL REPORT PROCESS FLOWCHART



Please see Reporting Q&A's for detailed information on each step if required.

The Annual Report template can be found in the First Nations Reporting Guide at the following INAC web site:

[http://www.ainc-inac.gc.ca/dci/dcilog\\_e.asp](http://www.ainc-inac.gc.ca/dci/dcilog_e.asp)

- select BC Region
- select fiscal year
- Password: BC
- go to "Recipient Reporting Forms"



# **THE NATIONAL CHILD BENEFIT**

## **AN INFORMATION GUIDE FOR FIRST NATIONS ADMINISTRATION**

**July 2010**

The information contained within this guide was developed in cooperation between the Department of Indian Affairs and Northern Development Canada and the Canada Revenue Agency (CRA). The material has been adapted from CRA's guide developed for provincial and territorial Social Services Agencies on the Canada Child Tax Benefit.

The information contained within the guide was updated by the Canada Revenue Agency in cooperation with Indian and Northern Affairs Canada.

July 2010

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## ***Program Overview***

### **National Child Benefit (NCB)**

This information guide is meant to provide a general overview of the National Child Benefit (NCB), as well as some of the procedures for its administration in First Nation communities across Canada. It is to be used in conjunction with the social assistance policy manual in your jurisdiction.

Canada Revenue Agency (CRA) currently administers 16 provincial programs and numerous data exchanges related to the NCB across Canada as the Federal support of the initiative. These 16 programs are as follows:

BC Family Bonus	BC Earned Income Benefit
Alberta Family Employment Tax Credit	Saskatchewan Child Benefit
New Brunswick Child Tax Benefit	NB Working Income Supplement
Nova Scotia Child Benefit	Newfoundland & Labrador Child Benefit
Ontario Child Benefit	Newfoundland & Labrador Mother – Baby Nutrition Supplement
Yukon Child Benefit	
Northwest Territories Child Benefit	NWT Territorial Workers Supplement
Nunavut Child Benefit	NU Territorial Workers Supplement

The above programs with the exception of Alberta Family Employment Tax Credit (AFETC) are integrated with the CCTB.

These programs have been designed in line with the three objectives of the NCB initiative:

- To help prevent and reduce the depth of child poverty;
- To promote attachment to the workforce, resulting in fewer families having to rely on social assistance and by ensuring that families will always be better off as a result of working; and,
- To reduce overlap and duplication through closer harmonization of program objectives and benefits.

To meet these objectives, the NCB is structured using the following components:

- The federal government provides a benefit for low-income families with children, enabling it to assume more financial responsibility for providing basic income support for children.
- Corresponding with the increased federal benefit, participating First Nations, provinces and territories will adjust social assistance payments for families with children, while ensuring families receive at least the same level of overall income support from governments.
- First Nations, provinces and territories will reinvest the social assistance funds that are freed up by the increased the NCB supplement, a component of the Canada Child Tax Benefit (CCTB) to fund complementary programs targeted at improving benefits and services for children in low-income families.

The NCB is an important step in improving the circumstances of low-income families with children in Canada. All of the programs and services related to the NCB are designed to improve benefits and services for low-income families with children.

### **Canada Child Tax Benefit (CCTB)**

The Canada Child Tax Benefit (CCTB) is a key federal element of the NCB. The CCTB is administered by CRA and has two main components: the basic Child Tax Benefit (CTB) and the National Child Benefit Supplement (NCBS).

The NCBS is the amount by which social assistance payments will be adjusted. Savings from the social assistance adjustments will provide the funds that First Nations, provinces and territories use to finance their reinvestment programs.

An RC66 *Canada Child Tax Benefit application* must be filed for all new claimants including situations where:

- There is the birth of a qualified dependent;
- The qualified dependent now resides with another caregiver;
- A child has become a qualified dependent since Children's Special Allowance payments are no longer made on the child's behalf.

The CCTB is a monthly payment; payable to an [eligible individual](#) in respect of a [qualified dependant](#) child.

### **Children's Special Allowances (CSA)**

In addition to the CCTB, the CRA also administers the Children's Special Allowances program. In accordance with the Children's Special Allowances (CSA) Act, CSA are a tax-free monthly payment for a child who:

- is under the age of 18;
- physically resides in Canada; and
- is maintained by an agency.

CSA are currently a benefit of \$286.33 per month (for the 2009 base year) paid to a government department, agency or institution, approved by a province or territory to have the custody or care of children. This amount will change when CCTB changes or if the program is enriched.

Payment of the Canada Child Tax Benefit (CCTB) for a child automatically ceases on receipt of an application for CSA for the child. Therefore, the agency should apply for or cancel CSA on a timely basis after the child enters or leaves its care.

## ***Eligibility***

### **Definitions**

#### **Definition of Cohabiting Spouse**

For CCTB purposes, a cohabiting spouse is a person of the same or opposite sex who:

- is legally married to the eligible individual, or
- is cohabiting with the eligible individual in a conjugal relationship and has been cohabiting in this manner throughout 12 continuous months, or
- is cohabiting with the eligible individual in a conjugal relationship and is the natural or adoptive (legal or factual) parent of a child of the eligible individual, and
- is not currently living separate and apart from the eligible individual for a period of 90 days or more due to a breakdown of their marriage/common-law relationship.

#### **Qualified Dependant**

The Canada Child Tax Benefit is a payment to an eligible individual for children who are considered to be ***qualified dependants***.

All of the following three conditions must be met:

- the child must be under 18 years of age;
- a claim for a spousal amount on an income return cannot have been made in respect of the child; and

- Children's Special Allowances are not being paid on behalf of the child.

## **Eligible Individual**

A person established to be an **eligible individual** becomes the recipient of the CCTB in respect of a qualified dependent. There can only be one eligible individual for any given month that may be entitled to receive the benefit for the month. The CRA is responsible for establishing eligibility. The following two conditions are the most common for establishing eligibility:

### **1. Residing with a Qualified Dependent**

Residing with means that the qualified dependent and the individual ordinarily reside together in the same home. There may be a physical separation between a parent and a qualified dependent. Where this separation is temporary in nature, the parent may still be considered to be residing with the qualified dependent. Situations where absence is considered temporary include work assignments, medical care or school.

### **2. Primary Caregiver**

The primary caregiver is the person who is primarily responsible for the care and upbringing of a child (qualified dependent). Although this person is usually the mother, it could be a father, grandparent, a guardian, or an agency.

Once the client has met the two conditions of residing with and of being the parent or guardian who is the primary caregiver, the next three conditions can be verified (again, these conditions of eligibility for the CCTB are verified by the CRA):

### **3. Be a Canadian citizen or a person who:**

- Is a permanent resident within the meaning of the *Immigration & Refugee Protection Act*,
- Is a protected person (Convention –Refugee) within the meaning of the *Immigration & Refugee Protection Act*;
- Is a temporary resident within the meaning of the *Immigration & Refugee Protection Act*, who was resident in Canada throughout the 18-month period proceeding that time and has a valid permit in the 19th month, or has a cohabiting spouse who satisfies the above requirements.

### **4. Is a resident of Canada for income tax purposes (including Indians registered under the Indian Act).**

- As detailed in section 87 of the *Indian Act*, an Indian is not required to pay tax on income earned on reserve, while living on reserve. The implementation of the National Child Benefit, including the need to make an application through the CRA to access the Canada Child Tax Benefit, in no way affects this current legal status.

### **5. Is not an employee of a country other than Canada who is exempt from tax and whose duties require them to reside in Canada, or a member of that person's family.**

## Effective Month of Eligibility

Clients who are eligible individuals are generally entitled to begin to receive the CCTB in the month after the month they become the eligible individual in respect of a qualified dependant.

## Cessation of Eligibility

Eligibility ends the day an eligible individual no longer meets one of the conditions of eligibility. A client's entitlement to the CCTB ends in the month after they cease to be the eligible individual in respect of a qualified dependant.

## Entitlement

In order to target children who would most benefit from this program, the family net income is considered when the CCTB's monthly entitlement is determined. An annual *T1 Income Tax and Benefit Return* must be filed by the primary caregiver and their spouse or common-law partner, if applicable, in order to receive the CCTB.

Family net income is the net income from the individual added to the net income of their spouse or common-law partner. Net income is the amount on line 236 of a person's *T1 Income Tax and Benefit Return*.

If the individual or their spouse or common-law partner were a non-resident of Canada for part or all of the year, family net income includes the *world income* for any part of the year they were not residents of Canada.

To accommodate the tax-exempt status of First Nations families living on reserve in accessing federal child benefits, the CRA has developed a special form, the T1S-D, *Credit and Benefit Return*. This form is for First Nations clients living in Quebec, Manitoba, Saskatchewan or Alberta. This form is available at the Tax Services Offices in those provinces.

Residents of all other provinces are calculated using their personal (T1) tax return. To apply for the CCTB Form RC66 *Canada Child Tax Benefit Application*, must be completed and submitted to the CRA.

## Base Year-Benefit Year

The *base year* is the calendar year immediately preceding the start of the benefit year.

The *benefit year* is the payment cycle running from July of one year until June of the following year.

BASE YEAR	BENEFIT YEAR
2009	July 2010 to June 2011

## Contingency payments

An eligible individual will not receive the CCTB until the individual and their spouse or common-law partner files the appropriate returns. There is a grace period for individuals who file late. If the individual received a CCTB entitlement for at least one month in the previous year, a contingency payment will be issued in July for the new benefit year. The CRA will use the income information from the prior year's assessed return to calculate the contingency CCTB payment for July.

The CRA will also issue a notice to the recipient advising that their return is missing and payments will be suspended beginning in August. Any contingency payment made will be recovered if the information is not provided.

## CCTB Calculation

The CCTB calculation is made up of four elements:

- the *Child Tax Benefit (CTB)* entitlement;
- the *Benefit Reduction*;
- the *National Child Benefit Supplement (NCBS)*; and
- the Child Disability Benefit (CDB).

The amount of the benefit for CCTB depends on the following factors:

- Annual indexing of benefit amount;
- Number and age of [qualified dependants](#);
- Family net income in the appropriate year for the [eligible individual](#) and if applicable, the spouse or common-law partner;
- Childcare expenses for the qualified dependants claimed in the appropriate year; and
- Province/territory of residence.

The following information provides a general overview of the component parts of the CCTB calculation. The CRA is responsible for this calculation.

**NOTE:** The current year and prior year calculations are available thru the CRA website at [http://www.cra-arc.gc.ca/benefits/cctb/calculation\\_sheet-e.html](http://www.cra-arc.gc.ca/benefits/cctb/calculation_sheet-e.html)

## Child Tax Benefit Entitlement

The basic benefit is the Child Tax Benefit entitlement, this is the standard amount paid per qualified dependant. It is currently set (2009 base year) at \$1,348 per qualified dependant. For prior year information please refer to the CTB Calculation table in [Appendix A](#).

There is a provincial variation to this amount for the province of Alberta.

## ***Basic Benefit for Alberta***

Alberta has chosen to vary the amount of the basic CTB amount paid to residents of Alberta as follows:

- \$1,236 for children under 7;
- \$1,320 for children 7-11;
- \$1,476 for children 12-15; and
- \$1,564 for children 16-17.

### **Supplement for Third and Each Additional Child**

If an eligible individual has more than two qualified dependants, they qualify for an additional supplement of \$94 for the third and each subsequent qualified dependant. This amount is also subject to annual indexing.

### **Benefit Reduction**

Since the CCTB was designed to assist low-income families, there is a benefit reduction when the family net income exceeds a set amount. These amounts are indexed annually. The benefit reduction links the CCTB to family net income. In this part of the calculation the basic benefit and the supplements are reduced by:

- 2% of family net income in excess of \$40,970 for families with only one qualified dependant, or
- 4% of family net income in excess of \$40,970 for families with two or more qualified dependants.

Family net income is the combined net income reported by the eligible individual and the spouse or common law partner, if applicable, in the base year. Net income is reported on line 236 of the client's T1 *Individual Income Tax and Benefit Return* or the filing of the T1S-D return where applicable. It also includes any income reported on the *Statement of World Income*.

## ***National Child Benefit Supplement (NCBS)***

The third element in the CCTB calculation is the National Child Benefit Supplement (NCBS).

The calculation for the National Child Benefit Supplement is indexed annually. Please see [Appendix B](#) for prior year calculations. For base year 2009, the amounts are as follows:

- \$2,088 per year for 1st qualified dependant,
- \$1,848 per year for 2nd qualified dependant, and
- \$1,758 per year for 3rd and each additional qualified dependant.

The total of the National Child Benefit Supplement is reduced by:

- 12.2% of family net income in excess of \$23,855 for one qualified dependant,

- 23.0% of family net income in excess of \$23,855 for two qualified dependants, or
- 33.3% of family net income in excess of \$23,855 for three or more qualified dependants.

## ***Child Disability Benefit (CDB)***

The fourth element in the CCTB calculation is the Child Disability Benefit (CDB).

The calculation of the CDB is indexed annually. Please see Appendix C for prior year calculations. For base year 2009, the amount is \$2,470 for each qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out are entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$40,970 for families with one child.

To view a sample worksheet of how the CCTB calculation is made (this is a sample - you will not have to make this calculation) please see [Appendix C](#).

## ***Notices***

A Notice is issued to every entitled individual at the beginning of each new benefit year in July. This provides an explanation of the calculation of benefits for the next twelve months. Clients in receipt of an integrated CCTB provincial/territorial entitlement will be provided with a breakdown of the payment between CTB, NCBS, and the provincial/territorial component. Please see [Appendix D](#) for sample CCTB Notice.

Clients will not receive any further documentation during the benefit year unless one of the following occurs:

- a change to the family net income for the base year;
- the birth of a child, child turns 7 or 18 years of age;
- the death of a child;
- change of primary caregiver;
- an election to change marital status is made by a client to report:
  - marriage in the year;
  - marital breakdown; or
  - death of a spouse.
  - an individual ceases to reside in Canada.

### **IMPORTANT**

Social assistance clients are encouraged to keep this annual Notice in order to help social assistance administrators verify NCBS amounts. Social assistance administrators are encouraged to keep a copy of social assistance clients' Notice on file.

As of February 2006 CCTB notice information will be an added feature of the MY ACCOUNT service on CRA's website (<http://www.cra-arc.gc.ca/>).

## ***Payment of CCTB***

As has been illustrated CCTB is issued on a monthly basis. This ensures that any changes to the eligibility/entitlement factors are reflected immediately.

Normally, if the CCTB factors remain unchanged during a benefit year, the total entitlement of the CCTB is divided equally over the twelve months. The monthly CCTB payments are then issued and the client should receive them on or about the twentieth of each month.

A CCTB yearly entitlement of less than \$2 is not issued. If the CCTB entitlement for every month is less than \$10, the total benefit for the year is issued to the recipient as one payment in the first month. If the CCTB entitlement for two or more consecutive months is less than \$10, the benefit for those months is paid in a lump sum.

If an adjustment to the CCTB occurs and the result is a monthly CCTB entitlement of less than \$10 for each month remaining in the benefit year, the remainder is issued as one cheque in the following month.

### **Underpayments**

When it is determined that additional entitlement is owed to the client, the underpayment will be issued in one lump sum with the next monthly CCTB payment.

### **Overpayments**

A notice will be sent to the client instructing that an overpayment was made. The client can opt to make a payment to CRA or;

If the client does not meet hardship criteria, the system will automatically transfer 100% of their current CCTB entitlements to their CCTB debt.

If the client does meet hardship criteria, the system will only automatically transfer 50% of their current entitlements to their CCTB debt.

## Hardship Thresholds for 2009 Base Year (July 2010 to June 2011)

Family Size	Threshold Amount
2	27,674
3	34,022
4	41,307
5	46,850
6	52,838
7 and Up	58,827

**Note:** Hardship Thresholds are indexed annually.

### ***Change to Marital Status***

If a client wants to have their CCTB recalculated due to a change in marital status, you should advise them to write to the CRA. The client must provide:

- Their name,
- Their social insurance number,
- Their date of birth,
- Their address,
- Their new marital status, and
- The date of the change.

The client should also provide the name, address and social insurance number of spouse/common-law partner. If the client changes marital status to married/common-law both the client and the spouse/common-law partner must sign the correspondence and state this is for CCTB purposes.

The client can also file this election by completing the RC65 *Marital Status Change form* and mailing it or dropping it off at the nearest tax services office. An application indicating a change in marital status is also acceptable.

The election to change marital status to married/common-law may be completed as soon as:

- Cohabiting spouse becomes a common-law spouse, or
- A legal marriage or reconciliation has occurred.

The election to change marital status to widow due to the death of a spouse or common-law partner can be filed immediately.

The election to change marital status to separated, divorced or if the client was common-law, single (excluding the death of a spouse), may not be filed until **90 days after the separation**.

The benefit adjustment will be effective for the month that is the **latest of:**

- the month following the change of marital status, and,
- eleven months preceding the date the election form is received.

## ***NCB in First Nation Communities***

### **The Canada Revenue Agency 1-800 Number for First Nations**

The CRA has a 1-800 Number to facilitate INAC/First Nation administration of the National Child Benefit system. **The number is 1-800-959-2076.**

Unlike the provinces that receive information from the CRA by tape transfer, First Nation social assistance administrators must call to cross check information related to the National Child Benefit Supplement and adjustments to social assistance. This is necessary both from a client perspective to ensure that they are getting the right amount of child benefits and from a First Nations perspective to ensure that maximum reinvestment amounts are obtained.

### **Personal Identification Number (PIN)**

First Nation social assistance administrators will be provided with a personal identification number (PIN). The regional INAC office will distribute this PIN number.

This PIN number must be protected in order to ensure privacy and confidentiality of client information. The PIN will be verified before the CRA discloses any information. The CRA will only provide NCBS related information to the social assistance administrator or back-up individual listed with the PIN.

When staff turnover occurs and the name of the social assistance administrator changes, written notice signed by a managing authority of the First Nation must be sent to the regional CRA Tax Centre. This written notice will outline the name of the previous social assistance administrator and the name of the new social assistance administrator. In most cases, the name associated with the band PIN will be changed.

However, if either the managing authority of the First Nation or the CRA believes that the PIN has been jeopardized, a new PIN number may be issued to the First Nation in order to protect personal information.

### **Consent Forms**

First Nations clients will have to sign a consent form which provides social assistance administrators the authority to disclose as much client information as necessary in order to facilitate the disclosure of NCBS related information from the CRA (see [NCB Form 1](#)). This form **does not** have to be sent to the CRA, however, it must be kept on file.

The CRA has the authority to disclose client information related to the NCBS to First Nation social assistance administrators under section 241 (4) (j.1) of the Income Tax Act.

For First Nations in British Columbia and Saskatchewan, forms have been developed in order for the CRA to release information related to the social assistance programs in those provinces (British Columbia Family Bonus, Saskatchewan Child Benefit) which are integrated payments delivered with the CCTB. The client must sign these before the 1-800 number call is made. These forms will have to be sent to the CRA Tax Centre before the CRA coordinator will release any information related to the provincial child benefit program (See [Form 2](#) and [Form 3](#)).

## **Confidentiality**

Legislation is in place in order to ensure the confidentiality and privacy of CCTB client information. However, this confidentiality must be balanced against the need to ensure the administration of justice, the efficient delivery of social programs to clients, and excellence in client service. In order to achieve this, legislation also authorizes the communication of information in special circumstances. One such special circumstance is related to the NCB and allows client information to be used solely for the purpose of calculating the appropriate social assistance reduction. This information should only be used in a general way when explaining a social assistance payment amount to a client.

Questions arising about the social assistance payment and the corresponding reduction on account of the NCBS must be handled carefully so that client information is not inadvertently disclosed. Responses to client queries can refer to generalities of the information, but not specific data.

If objections are raised in regard to these procedures, the client should be advised that they are necessary in order to protect disclosure of private and confidential information to unauthorized individuals.

## **Procedure when accessing Canada Revenue Agency's 1-800 Number for First Nations**

Before the CRA official provides information, they will obtain the social assistance administrators [PIN](#) and Band name to verify them against an established list. Once identity has been confirmed the CRA official will require the following information:

- The social assistance client's name;
- The social assistance client's social insurance number;
- The social assistance client's date of birth;
- Current address of the client; and,
- For which month the information is required.

The CRA will provide the following information to the First Nations social assistance administrator;

- The CCTB client's name;
- The CCTB client's social insurance number;
- The CCTB client's date of birth;
- The NCBS calculated amount and the NCBS payment for month in question;
- Number of children for the month in question;
- If the July payment or any subsequent payments are contingency payments.

If there is a discrepancy in the CRA files concerning benefit eligibility, benefit amounts, new spouse, or number of children, it is the client's responsibility to write to the CRA detailing the new information.

Once the CRA has supplied the requested information, each INAC Region/First Nation will have their own procedures to address contingency payments, if applicable.

### ***Sample Cases for a 1-800 Call***

The main purpose of the 1-800 numbers is to allow First Nation social assistance administrators to verify the amount of the NCBS received by the client in a specific month. The following examples illustrate situations where the First Nation social assistance administrator may have to call:

- The client states that they did not receive the full NCBS, but did not keep the CCTB Notice, which indicates the actual NCBS amount.
- The client did keep the CCTB Notice but feels that they were not properly assessed based on income or number of children in the family.
- The client did not receive, or believes that they received the incorrect amount, of the CCTB or an integrated provincial payment.

These should make up the majority of the information requests, the CRA has also agreed to use the 1-800 numbers to fast track a change of custody in the case of care outside of the parental home (COPH).

### ***Care Outside of the Parental Home (COPH)***

In the cases of Care Outside of the Parental Home (COPH) First Nations social assistance administrators should use the 1-800 number **(1-800-959-2076)** to contact the CRA coordinator to end care over the telephone.

COPH means the child must be in the care of the new caregiver for a period of at least two consecutive months.

In order to receive benefit payments the “eligible individuals” and “qualified dependants” must still meet the required conditions for CCTB eligibility.

First Nations social assistance administrators will want to ensure that children residing outside of their parental homes are quickly reported to the CRA for the purpose of:

- Ensuring CCTB adjustments are made promptly if the new caregiver is receiving social assistance on behalf of the child;
- Ensuring the child is receiving all the income support for which they are eligible; and,
- Ensuring CCTB adjustments can be made allowing the bands to maximize the amount of funds available for reinvestment initiatives.

## Procedure for Ending Care

The First Nation social assistance administrator must have the new caregiver fill out the form to end care in the cases of COPH ([Form 4](#)). This form must be completed, signed and in possession of the First Nation social assistance administrator.

Before the CRA official provides information, they will obtain the social assistance administrators [PIN](#) and Band name to verify them against an established list. Once identity has been confirmed the CRA official will require the following information:

- Full name and social insurance number of the previous caregiver;
- Full name of the child(ren) in question;
- Date that the child(ren) were no longer in the care of the previous caregiver;
- Date that the new caregiver became the primary caregiver of the child(ren);
- Approximate period of time that the child(ren) will be in the care of the new caregiver (*must be in the care of the new caregiver for a period of at least two consecutive months*);
- Location of the child(ren)'s parents (previous caregivers);
- Full name and social insurance number of the new caregiver and the spouse or common-law partner if applicable to determine if the new caregiver is a taxfiler and if all applicable returns, including the spouse's, have been filed (*if not, then the First Nations social assistance administrator should be advised, CCTB entitlement for the new caregiver will be delayed*).
- Location of the child(ren)'s new caregivers; and
- Is the previous caregiver aware of the end care request and that they will no longer receive CCTB benefits for the particular child(ren).

After all information has been collected the CRA coordinator will review the previous caregivers account and confirm the existing eligibility for the child(ren) in question. If care is to be ended, the coordinator will inform the First Nation social assistance administrator of the care end date. They will advise the use of this date on the new caregiver's application as the care start date of the primary caregiver of the child(ren).

## Procedure for Returning Care

The First Nation social assistance administrator should follow the same procedures as set out above and telephone the 1-800 number to advise that the child(ren) have returned to the parental home.

CRA will follow the same procedures as set out above. However, the only information required when the child(ren) are returning to the parental home is as follows:

- Full name and social insurance number of the previous caregiver;
- Full name of the child(ren) and date(s) of birth;
- Date that the child(ren) were no longer in the care of the previous caregiver;
- Approximate period of time that the child will be in the care of the new caregiver (*must be in the care of the new caregiver for a period of at least two consecutive months*);
- Date that the new caregiver became the primary caregiver of the child(ren);

## Application Filing requirements for the new caregiver

The basic filing requirements for CCTB applications will be maintained for these new applicants and eligibility will be handled through the existing CCTB process.

Where the First Nation social assistance administrator has called the CRA to request the end of care for care outside the parental home, the procedure is:

- Send the application for the new caregiver prominently displaying the acronym, "COPH," and the band name at the top of page 1 of the CCTB application. If this information is *not* prominently displayed, CRA cannot ensure that these applications are adjudicated on a high priority basis.
- A copy of the Consent Form – [Care Outside of the Parental Home](#) should be submitted along with the application.
- In order to have the applications sent to the appropriate Tax Centre, First Nations social assistance administrators are to request the Tax Centre address from the CRA coordinator.
- If the First Nations social assistance administrator has not previously called to advise CRA to end care and they have submitted a new application for COPH, a letter of explanation from the First Nations social assistance administrator is required.

## ***Roles and Responsibilities***

As First Nations social assistance administrator, you will be responsible for administering any changes to the social assistance program. In addition, you may be answering basic client enquiries on the CCTB that arise due to changes in social assistance payments. [Questions and Answers](#) have been prepared to assist you and are located at the end of this information guide. You can also refer individuals to CRA's online services, such as MY ACCOUNT, the Online Calculators and general information about the NCB and CCTB related programs [www.ccra-adrc.gc.ca](http://www.ccra-adrc.gc.ca).

CRA is solely responsible for determining client eligibility, calculating the CCTB payments and issuing these payments.

CRA responds to both telephone and written enquiries. They provide clients with general CCTB information and answer specific enquiries about accounts, lost cheques, re-determination of entitlement and recovery of overpayments.

### **CRA General Enquiries**

CCTB information is available in English and French. Local phone numbers are provided in the 'blue pages' of the Telephone Directory. For long distance calls, CRA's CCTB number is:

<b>English</b>	<b>1-800-387-1193, and</b>
<b>French</b>	<b>1-800-387-1194.</b>

Visually impaired persons can get information by calling CRA at:

**1-800-267-1267.**

Clients who are deaf or hard of hearing can use a Teletypewriter (TTY) to call CRA's general enquiries TTY line at:

**1-800-665-0345.**



minus benefit reduction: 1 child family: 2.0% of net income > \$ 36,378  
: 2+ children family: 4.0% of net income > \$ 36,378

**2006 base year (rates effective July 2007)**

Basic benefit per child		\$ 1,283**
plus supplement for 3rd & each additional child	\$ 90	
minus benefit reduction: 1 child family: 2.0% of net income > \$ 37,178		
: 2+ children family: 4.0% of net income > \$ 37,178		

**2007 base year (rates effective July 2008)**

Basic benefit per child		\$ 1,307**
plus supplement for 3rd & each additional child	\$ 91	
minus benefit reduction: 1 child family: 2.0% of net income > \$ 37,885		
: 2+ children family: 4.0% of net income > \$ 37,885		

**2008 base year (rates effective July 2009)**

Basic benefit per child		\$ 1,340**
plus supplement for 3rd & each additional child	\$ 93	
minus benefit reduction: 1 child family: 2.0% of net income > \$ 40,726		
: 2+ children family: 4.0% of net income > \$ 40,726		

**2009 base year (rates effective July 2010)**

Basic benefit per child		\$ 1,348**
plus supplement for 3rd & each additional child	\$ 94	
minus benefit reduction: 1 child family: 2.0% of net income > \$ 40,970		
: 2+ children family: 4.0% of net income > \$ 40,970		

## **APPENDIX B: NATIONAL CHILD BENEFIT SUPPLEMENT (NCBS)**

### **1997 base year (rates effective July 1998)**

First child		\$ 605
plus second child		\$ 405
plus each additional child	\$ 330	
minus NCBS reduction: one child:	12.1% of net income > \$ 20,921	
: two children:	20.2% of net income > \$ 20,921	
: three+ children:	26.8% of net income > \$ 20,921	

### **1998 base year (rates effective July 1999)**

First child		\$ 785
plus second child		\$ 585
plus each additional child	\$ 510	
minus NCBS reduction: one child:	11.4951% of net income > \$ 20,921	
: two children:	20.0615% of net income > \$ 20,921	
: three+ children:	27.5297% of net income > \$ 20,921	

### **1999 base year (rates effective July 2000)**

First child		\$ 977
plus second child		\$ 771
plus each additional child	\$ 694	
minus NCBS reduction: one child:	11.1% of net income > \$ 21,214	
: two children:	19.9% of net income > \$ 21,214	
: three+ children:	27.8% of net income > \$ 21,214	

### **2000 base year (rates effective July 2001)**

First child		\$ 1,255
plus second child		\$ 1,055
plus each additional child	\$ 980	
minus NCBS reduction: one child:	12.2% of net income > \$ 21,744	
: two children:	22.5% of net income > \$ 21,744	
: three+ children:	32.1% of net income > \$ 21,744	

### **2001 base year (rates effective July 2002)**

First child		\$ 1,293
plus second child		\$ 1,087
plus each additional child	\$ 1,009	
minus NCBS reduction: one child:	12.2% of net income > \$ 22,397	
: two children:	22.5% of net income > \$ 22,397	
: three+ children:	32.1% of net income > \$ 22,397	

### **2002 base year (rates effective July 2003)**

First child		\$ 1,463
plus second child		\$ 1,254
plus each additional child	\$ 1,176	
minus NCBS reduction: one child:	12.2% of net income > \$ 21,529	
: two children:	22.7% of net income > \$ 21,529	
: three+ children:	32.6% of net income > \$ 21,529	

**2003 base year (rates effective July 2004)**

First child		\$ 1,511
plus second child		\$ 1,295
plus each additional child		\$ 1,215
minus NCBS reduction: one child:	12.2% of net income >	\$ 22,615
: two children:	22.7% of net income >	\$ 22,615
: three+ children:	32.5% of net income >	\$ 22,615

**2004 base year (rates effective July 2005)**

First child		\$ 1,722
plus second child		\$ 1,502
plus each additional child		\$ 1,420
minus NCBS reduction: one child:	12.2% of net income >	\$ 21,480
: two children:	22.8% of net income >	\$ 21,480
: three+ children:	32.9% of net income >	\$ 21,480

**2005 base year (rates effective July 2006)**

First child		\$ 1,945
plus second child		\$ 1,720
plus each additional child		\$ 1,637
minus NCBS reduction: one child:	12.2% of net income >	\$ 20,435
: two children:	22.9% of net income >	\$ 20,435
: three+ children:	33.2% of net income >	\$ 20,435

**2006 base year (rates effective July 2007)**

First child		\$ 1,988
plus second child		\$ 1,758
plus each additional child		\$ 1,673
minus NCBS reduction: one child:	12.2% of net income >	\$ 20,883
: two children:	23.0% of net income >	\$ 20,883
: three+ children:	33.3% of net income >	\$ 20,883

**2007 base year (rates effective July 2008)**

First child		\$ 2,025
plus second child		\$ 1,792
plus each additional child		\$ 1,704
minus NCBS reduction: one child:	12.2% of net income >	\$ 21,287
: two children:	23.0% of net income >	\$ 21,287
: three+ children:	33.3% of net income >	\$ 21,287

**2008 base year (rates effective July 2009)**

First child		\$ 2,076
plus second child		\$ 1,837
plus each additional child		\$ 1,747
minus NCBS reduction: one child:	12.2% of net income >	\$ 23,710
: two children:	23.0% of net income >	\$ 23,710
: three+ children:	33.3% of net income >	\$ 23,710

**2009 base year (rates effective 2010)**

First child		\$ 2,088
plus second child		\$ 1,848
plus each additional child		\$ 1,758
minus NCBS reduction: one child:	12.2% of net income >	\$ 23,855
: two children:	23.0% of net income >	\$ 23,855
: three+ children:	33.3% of net income >	\$ 23,855

## **Appendix C: Child Disability Benefit**

### 2002 base year

\$1,600 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$33,487 for families with one child.

### 2003 base year

\$1,653 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$35,000 for families with one child.

### 2004 base year

\$2,000 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$35,595 for families with one child.

### 2005 base year

\$2,300 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$36,378 for families with one child.

### 2006 base year

\$2,351 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$37,178 for families with one child.

### 2007 base year

\$2,395 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$37,885 for families with one child.

#### 2008 base year

\$2,455 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$40,726 for families with one child.

#### 2009 base year

\$2,470 per qualified dependant with a disability. Families whose net income is below the amount at which the National Child Benefit Supplement is fully phased out will be entitled to the full CDB amount for each qualified dependant with a disability. This threshold amount is \$40,970 for families with one child.

## APPENDIX C: Sample calculation

### CCTB Calculation Sheet -- 2009 Base Year

#### Child Tax Benefit (CTB) Entitlement

Basic benefit: number of qualified dependants	<u>3</u>	X \$ 1,348.00*	1 \$
<b>4,044.00</b>			
Supplement for 3rd and each additional qualified dependant	<u>1</u>	X \$ 94.00	2 \$ <b>94.00</b>
Subtotal (add lines 1, and 2)			3 \$ <b>4,138.00</b>

#### Benefit Reduction

Family net income			4 \$ <u>20,000</u>
Subtract base amount			5 \$ <b>40,970.00</b>
Family net income over base amount			6 \$ <u>0</u>
Minus: benefit reduction (2% or 4%) of line 6**			7 \$ <u>0</u>
Net CTB (subtract line 7 from line 3)			8 \$ <b>4,138.00</b>

#### National Child Benefit Supplement (NCBS)

1st child			9 \$ <b>2088.00</b>
2nd child			10 \$ <b>1848.00</b>
3rd and each additional child <u>1</u> X \$ 1758.00			11 \$ <b>1758.00</b>
Total (add lines 9, 10 and 11)			12 \$ <b>5,694.00</b>
Family net income			13 \$ <u>20,000</u>
Subtract base amount			14 \$ <b>23,855.00</b>
Income over base amount			15 \$ <u>0</u>
NCBS reduction _____% of line 15***			16 \$ <u>0</u>
Net NCBS (line 12 minus line 16)			17 \$ <u>5,694</u>
Annual entitlement (line 8 plus line 17)			18 \$ <b>9,832.00</b>
Monthly entitlement (line 18 divided by 12)			22 \$ 819.33

***FORMS RELATED TO THE ADMINISTRATION OF THE  
NATIONAL CHILD BENEFIT SYSTEM IN FIRST NATION  
COMMUNITIES***





**FORM 3: Consent form for release of Saskatchewan Child Benefit Information**

**CONSENT FORM**

**for release of Saskatchewan Child Benefit (SCB) Payment Information**

I authorize the Canada Revenue Agency to release to the Administering Authority for Social Assistance any information that is relevant to my Saskatchewan Child Benefit payments and I authorize the Administering Authority for Social Assistance, for the purpose of obtaining such information, to disclose as much identifying information as is necessary to enable the supply of the information.

<p><b>Client Identification</b></p> <p>Name and address of the client</p> <p>_____ _____ _____</p> <p>Social Insurance number    _____</p>
<p><b>Representative identification</b></p> <p>Name and address of authorized representative and Administrative Authority</p> <p>_____ _____ _____ _____</p> <p>Telephone number (____) _____</p> <p>Fax number        (____) _____</p>
<p><b>This form will not be accepted if it is not signed by the social assistance client</b></p> <p>_____ (____) _____</p> <p>Signature of social assistance client    Telephone number                      Date</p>





## National Child Benefit Supplement (NCBS) Personal Identification Number

### Purpose

Each Band Social Development Worker (BSDW) is assigned a Personal Identification Number (PIN) in order to obtain confidential client information from Canada Revenue Agency.

The PIN number allows BSDW to find out the monthly payment for the National Child Benefit Supplement to report on the (see 4.3 NCBS Templates):

- National Child Benefit Supplement Monthly Tracking Report DCI# 468941, or
- National Child Benefit Supplement Quarterly Tracking Report DCI# 469010.

The number of children and families reported on the above report should be equal or less than the number reported on:

- Social Development Financial and Statistical Report DCI# 455895, or
- Social Development Annual Statistical Report DCI# 455897.

Refer to the section “NCB in First Nation Communities” in the National Child Benefit – An Information Guide for First Nations for details how to use the PIN.

### To obtain a PIN

Complete the Request for Personal Identification Number (PIN) and send it to Indian and Northern Affairs Canada at the address listed on the form.

The form is available on the First Nations Social Development Society website [www.fnsds.org](http://www.fnsds.org) or call 1-800-991-7099.

The BSDW shall receive letter via post with the confidential PIN number.



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## National Child Benefit Supplement Report Templates DCI#468941 & DCI# 469010

### Purpose

Administering authorities are required to collect and report on National Child Benefit Supplement (NCBS) received by families with children for each month that the family is in receipt of Income Assistance while living on reserve. This information is rolled up by the region to determine the annual regional budget for the National Child Benefit Reinvestment (NCBR) program.

### Funding Methodology for NCBR

The regional budget is calculated as follows:

- the NCB supplement reported on the January to December 2010 NCBS Monthly Tracking Report as submitted by recipients not receiving NCBR through Block funding;
- the NCB supplement reported on the January to December 2010 NCBS Quarterly Tracking Reports as submitted by Block funding recipients that do not have NCBR built into their core budget; and,
- any adjustments affecting the NCB supplement rate.

The regional budget is distributed to recipients as follows:

25% is divided between eligible First Nations as a base;

25% per capita - total on-reserve population; and,

50% per capita - total on-reserve population of 0 - 18 years of age.

### Reporting Requirement for NCBS

Reporting requirements for the NCBS vary per funding arrangement. Refer to the most recent Program Guide on the INAC Extranet for the requirements and due dates for the administering authority.

### NCBR Funding Halt

Any outstanding Social Development Reports (including NCBS reports) will automatically halt the National Child Benefit Reinvestment funding in the First Nations and Inuit Transfer Payment System (FNITP) so keep your reporting up-to-date and current. Monthly NCBR payments not received from INAC means the band funds have been halted so contact your Funding Services Officer immediately.

**To Obtain NCBS Report Template**

A template of the NCBS report is available on the INAC Extranet or you may obtain a hard copy contact your Funding Services Officer.

Extranet website: [www.inac.gc.ca/extranet](http://www.inac.gc.ca/extranet)

password: bc

choose: Recipient Reporting Forms

## Success Stories

### NCB Progress Reports

These reports describe First Nations' progress in reinvesting resources made available under the NCBR initiative. They measure the impact of NCBR at the local, regional and national levels.

Example of BC Region Success Story published in the INAC First Nations National Child Benefit Reinvestment Progress Reports, Appendix B - FIRST NATIONS NCBR: SUCCESS STORIES

Example of Projects Presented at the November 15-17, 2005 NCBR Conference

#### **Child Nutrition**

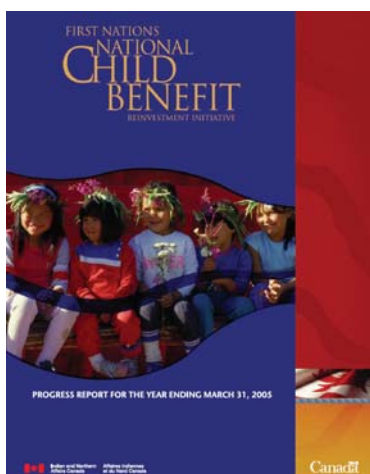
Presenter: Tsawwassen First Nation, BC

Project: Healthy Habits

The project provides a lunch program, three days per week to children in elementary and high school. In addition, there is a Community Kitchen twice a month and the First Nation is now in the planning stages of developing a Community Garden and an on-reserve food bank that will be led by the Social Development Worker and Home and Community Care nurse. Among participants are income assistance and low-income families, including children in elementary and high school.

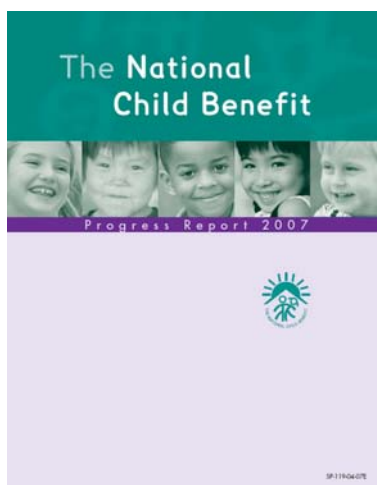
Positive verbal feedback has been received from families, as well as from children who look forward to their lunches every week. Almost every high school student receives a nutritious, balanced lunch from the project. The lunches are based on the four food groups. Parents and children are able to choose from a selection of granola, sandwiches, bagels, cheese, yogurt, pudding, fruit, vegetables, juice, and water. The Community Kitchen is staffed by volunteers, who meet to discuss menu planning and go over bargain shopping. In the summer of 2005, the Community Kitchen members had several outings for the families to harvest strawberries, blueberries, etc. After a picnic lunch it was off to the kitchen where the fruit was then turned into pies and jam.

Cultural events included arts and crafts, learning to drum and play Slahal (Indian Bone game), and outings that bring parents and children together in a fun atmosphere. The project has been successful from the beginning and teachers report that the absentee rate has dropped dramatically since the project's inception. Tremendous support has been received from the community and Chief and Council. To date, the success of the project has been communicated through community newsletters and a yearly report to the funding agencies. Throughout the term of the project, pictures of the community at work and play have been displayed in order to encourage and support people in their efforts towards independence and community participation. Successes are communicated to various local committees and ideas are always shared with other communities. There are currently plans to include a page on the Tsawwassen First Nation website that demonstrates and shares with the community at large the success and pride being taken in this project. The total cost of the project has been about \$30,000. NCBR funding for the project is supplemented by funding from Health Canada under the Brighter Futures and Pre-Natal Programs.



### INAC First Nations National Child Benefit Reinvestment Progress Reports

Available online at <http://www.ainc-inac.gc.ca/hb/sp/ncb/prq-eng.asp>



### The National Child Benefit Progress Reports

Available online at <http://www.nationalchildbenefit.ca>