



Today's Date

Client Name
Address

SR#: [Click here to enter](#)
Case #: [Click here to enter](#)
MIS Case #: [Click here to enter](#)

Dear Client Name:

Our records show that you are not receiving the Family Bonus. The Family Bonus assists low- and modest-income families with the cost of raising their children. It is paid to you monthly if you have children in your care and have filed an income tax return. If you are not receiving the Family Bonus because the number of children in your care has changed, please let us know immediately as it may impact your assistance.

If you have not filed your most recent income tax return, you can contact the Canada Revenue Agency (CRA) by telephone, toll free, at 1-800-387-1193, or through their web site at: www.cra-arc.gc.ca. Once you have filed your income tax return, please let us know.

A temporary supplement is available to you while you are waiting for the Family Bonus payment from the CRA. This is called the Temporary Family Bonus Top-Up Supplement. This top-up can be provided for up to four months once your income tax return has been filed.

Please be aware that if your income taxes were filed after the April 30 filing deadline, there may be a delay in receiving the monthly Family Bonus. This may result in a retroactive or lump sum Family Bonus payment being issued to you by the CRA. This retroactive payment will be exempt as income minus any payments you received under the Temporary Family Bonus Top-Up Supplement.

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.

The maximum reduction will be the lesser of:

- The amount of the Family Bonus retroactive payment, and
- The amount provided via the Temporary Family Bonus Top-Up Supplement.

The maximum reduction will not exceed one month's assistance for the family unit.

If you have any questions, please contact the ministry [Click here to enter text.](#)

Sincerely,

Enter Name

Ministry Choose an item

HR2949 (13/11/20)
Security Classification: MEDIUM

SAMPLE

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