



The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the Employment and Assistance Act and the Employment and Assistance for Persons with Disabilities Act. The collection, use and disclosure of personal information is subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions about this information should be directed to your local Employment and Assistance Office.

DATE (YYYY MMM DD) 2015-Sep-04 ICM CASE NUMBER Case Number SR NUMBER SR Number

CLIENT NAME Client Name

Client must answer Yes [checked] to questions 1 through 5

- 1. Are you requesting family maintenance services to obtain a support order or agreement for any dependent child or for spousal support for which you do not already have an order or agreement or has a payor filed an application to reduce or change your support order? [checked] Yes [] No
2. Are you currently in receipt of or have been found eligible to receive ministry income, disability or hardship assistance? [checked] Yes [] No
3. Do you know the name (or names) of the potential payor(s)? [checked] Yes [] No
4. Does the potential payor of child and/or spousal support live in British Columbia? [checked] Yes [] No
5. Do you believe the potential payor has an annual income to pay child and/or spousal support? [checked] Yes [] No
6. Do you have or can you obtain any contact information for the potential payor? [] Yes [] No

Client must answer Yes [checked] to at least one of questions 7, 8 or 9 relating to family circumstances under the Family Law Act or the Divorce Act

- 7. Do you have children who are dependents on your Employment and Assistance case who have a parent or legal guardian who does not reside with you? [checked] Yes [] No
8. Were you married but separated from a spouse, or divorced within the past 2 years and a divorce order did not grant spousal maintenance, or did you live in a "marriage-like" relationship for a continuous period of at least 2 years and separated within the last 24 months? [] Yes [checked] No
Date of divorce:
If not divorced, date of separation:

- 9. Have you separated from a person who was a "stepparent" to your child? [] Yes [checked] No

- Stepparent:
a. A person you were married to, who lived with you and your child and contributed to the support of your child for at least one year. The contribution must have occurred within the past 12 months.
b. A person you lived with in a marriage-like relationship for at least two years, who contributed to the support of your child for at least one year. The contribution must have occurred within the past 12 months.
c. A person you lived with in a marriage-like relationship for less than two years, who contributed to the support of your child for at least one year, and with whom you had a child together. The contribution must have occurred within the past 12 months.



CLIENT NAME Client Name		
ICM CASE NUMBER Case Number	SR NUMBER SR Number	
EMPLOYMENT AND ASSISTANCE WORKER SIGNATURE	IDIR IDIR	DATE 2015-Sep-04

Referral Expiry Date (YYYY-MMM-DD)

This form authorizes you to speak to a lawyer concerning family maintenance services. Please contact the designated ministry lawyer at the number below within 60 days to book your appointment. You must provide this form and a signed Assignment of Maintenance Rights (HR2748) form to the ministry lawyer at your appointment. The designated lawyer represents the ministry while providing family maintenance services. Information collected may be shared with the ministry

Following your first appointment with the lawyer, please direct all questions relating to your family maintenance services to this lawyer.

Below is a list of information that you should begin to gather in preparation for your first family maintenance services appointment. Please be prepared to discuss any safety concerns you may have. Please note that other documents specific to your situation may be requested.

Relationship information:

- ✓ Marriage certificate
- ✓ Copy of separation agreement, protection order, restraining order
- ✓ Information on relationships (e.g., “when did you most recently separate?”, “if you had more than one spouse, when did you separate from your most recent spouse?”)

Dependent Information:

- ✓ Name(s) and date(s) of birth of the child(ren)

Respondent/Payor information:

- ✓ Most recent place of employment and information about income
- ✓ Most recent address of respondent
- ✓ Photo of respondent
- ✓ Name of respondent’s other children/spouse if they are living with someone else or if they have other children

Financial information:

- ✓ For step children – was the other parent supporting the children and when did this start or stop
- ✓ Information on anything you have accepted in lieu of child support (assets/services/assistance with fees such as for school or extra-curricular, etc.)
- ✓ Information on any informal support payments (how much, how long, when did the payment start or stop)
- ✓ Information on your financial arrangement when you were together and what changed
- ✓ For spousal or shared parenting– three years of tax information

General Information:

If you have dependent children and separated from a spouse, you may be required to take the Ministry of Justice Parenting After Separation course. For information, please visit <http://www.justicebc.ca/en/fam/help/pas/index.html>.