

# Manitoba Child Benefit Program

## APPLICATION GUIDELINES

### WHAT IS THE MANITOBA CHILD BENEFIT?

The Manitoba Child Benefit (MCB) is a provincial income supplement program providing monthly benefits to lower-income Manitoba families needing assistance with the cost of raising children.

### WHO IS ELIGIBLE?

You may be eligible for the MCB if:

- you reside in Manitoba
- you have dependent children under the age of 18
- you receive Canada Child Tax Benefits payments for your dependent children
- your total family income is below a specific level

NOTE: Under the program rules, you cannot receive MCB benefits if you receive income assistance. If you receive only the health care benefits portion of provincial Employment and Income Assistance, you can apply for MCB benefits. Wards of the Province and children in temporary placement under *The Child and Family Services Act* are NOT eligible for MCB. Members of a First Nation may be eligible for benefits, except those persons living on a reserve or in receipt of income assistance from the Government of Canada or from a First Nation.

YOU WILL RECEIVE A LETTER REGARDING YOUR ELIGIBILITY FOR BENEFITS.

### WHEN WILL I RECEIVE MY BENEFIT?

If you are already receiving benefits, you must reapply for each new benefit year. If you wish to start receiving benefits, you can submit your application anytime during the year. If you are eligible, benefits may be effective from the month in which your signed and completed application is received.

Benefits are mailed at the end of each month.

### HOW IS YOUR FINANCIAL ELIGIBILITY DETERMINED?

Income eligibility is based on the previous year's total family income. This is the same amount that is used to determine your eligibility for the Canada Child Tax Benefit.

There are situations where a child may reside with two different individuals on a more or less equal basis, and both of these individuals share equally in the child's care and upbringing. If this situation applies to you, it MAY be possible for Manitoba Child Benefit payments to be shared between two individuals.

### WHAT ARE THE BENEFIT LEVELS AND ALLOWABLE INCOME RANGES?

The following table provides examples for families with up to six eligible children.

NOTE: This table is only a general guide. Actual family income and actual MCB benefits are only determined following an individual assessment of each application.

Number of children under 18 years of age	Maximum yearly Manitoba Child Benefit	Maximum benefits paid at or below these gross annual incomes	Partial benefits paid with gross annual incomes of
1	\$420	\$15,000	\$15,001 to \$20,435
2	\$840	\$15,000	\$15,001 to \$20,435
3	\$1,260	\$15,000	\$15,001 to \$20,435
4	\$1,680	\$15,000	\$15,001 to \$22,242
5	\$2,100	\$15,000	\$15,001 to \$24,052
6	\$2,520	\$15,000	\$15,001 to \$25,864

## **Guidelines for Completing the Application**

Read the application carefully and ensure that all information you provide is printed clearly. If you need help, contact the Income Supplement Programs office at the telephone numbers below.

### **CURRENT INFORMATION**

Please complete lines 1 to 13 of the application as they apply to your CURRENT family situation.

### **INCOME INFORMATION**

There are two options for you to provide income information to determine eligibility for the program:

- attach a copy of your current Canada Child Tax Benefit notice OR
- indicate on the application form that you would like the Manitoba Child Benefit Program to request this information directly from the Canada Revenue Agency.

Your copy will be returned only upon request.

### **DECLARATION**

Both the applicant and spouse (including common-law partner) are required to sign the application. Your application cannot be processed without the appropriate signature(s).

Where the applicant or spouse or common-law partner signs with an X, a witness (friend or member of the family) must sign the application in the witness space provided.

### **CANADA REVENUE AGENCY AUTHORIZATION**

Please print your name in the space provided.

Both the applicant and spouse or common-law partner are required to sign the Canada Revenue Agency Authorization.

This authorization provides the Manitoba Child Benefit Program with your consent to access your Canada Child Tax Benefit Notice and any other income tax return information that may be needed to confirm eligibility.

## **REPORTING CHANGES**

To ensure that you receive the appropriate MCB benefits, please notify the Income Supplement Programs office immediately, if:

- your marital status changes
- a child or children, for whom you receive benefits, leaves your household to reside elsewhere
- your number of dependants increases due to a birth, the return of a dependant, or a marriage that results in a combined family
- you start to receive income assistance from the Manitoba government, Government of Canada or a First Nation
- you or your dependants are out of the province for more than one month

You and your children must be physically living in Manitoba in order to be eligible for that month's benefits.

To ensure the continued delivery of your MCB cheques, it is essential that you notify the Income Supplement Programs office of a change in your address at least three weeks before the end of the month in which you move. Cheques returned to the government due to an incorrect address may be delayed in being redirected to your new address.

## **INCOME SUPPLEMENT PROGRAMS**

### **MANITOBA CHILD BENEFIT PROGRAM**

100 – 114 Garry Street  
Winnipeg, MB R3C 4V4  
Phone: 204-948-7368  
Toll Free: 1-877-587-6224  
Email: [incsup@gov.mb.ca](mailto:incsup@gov.mb.ca)

Office Hours: 8:30 a.m. - 4:30 p.m. Monday through Friday

<http://www.gov.mb.ca/fs/eia/mcb.html>