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Maintenance Enforcement Program (MEP)

**Completing the Child Status Report Form**

This information is intended to help MEP clients complete the Child Status Report (CSR) Form. For general information about when and why MEP may conduct a Child Status review, see MEP's Information Sheet *Child Status Reviews*.

**Review the form carefully**

Please be sure to fully answer all the questions that apply. If any section does not apply to your situation, write N/A in the space provided.

**Choosing what information to release to the other party**

At the top of the first page, choose whether you allow MEP to release Part One of the CSR to the other party on your MEP file.

Part One of the CSR collects important personal information about you and your child, such as where the child is living, if they are attending school and if they have any medical conditions which affect their ability to be financially independent. **You must always complete Part One of the CSR.**

If you do not want to allow MEP to release Part One of the CSR to the other party, you must complete both Parts One and Two, and MEP will only release Part Two to the other party. Part Two of the CSR requires you to answer many of the same questions that Part One does. However, Part Two does not require you to give the same amount of personal information. It provides enough information to the other party about why MEP will continue or stop enforcing child support, but the child's and your personal information will still be protected.

**If You Agree To Let MEP Release Part One of the CSR to the other party**

- Check the box marked "Yes, I do".
- Print and sign your name and the date at the bottom of the first page of the CSR. If the CSR is about the status of a child who has reached the age of majority, the child must also print and sign their name in the space marked next to yours.

Use the Age Of Majority Chart to determine the child's age of majority date. If you are in doubt about the child's age of majority, contact MEP.

The child does not need to print and sign their name if they are under the age of majority.

- You do not need to fill out Part Two of the CSR.

**If You Do Not Agree To Let MEP Release Part One of the CSR to the other party**

- Check the box marked "No, I Do Not".
- Do **not** sign your name, or get your child to sign their name, at the bottom of the first page of the CSR.
- You will need to fill out both Part One and Part Two of the CSR.

**Filling Out Part One**

At the top of the second page, enter your MEP file number, the name of the child that the CSR is for, and your name in the spaces provided. Continue to Question 1.

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Question 1:

- If you believe that MEP should stop enforcing ongoing support for the child, check “No” in the appropriate box. Explain why (the child has reached the age of majority and is not going to university, the child is in an adult interdependent relationship, etc.), and include the date that you think MEP should stop collecting support on. After that, print and sign your name and the date in the space provided.
- If you checked “No”, you do not need to complete any other questions in Part One. Continue to Part Two of the CSR if you chose not to share Part One with the other party.
- If you believe that MEP should continue enforcing support for the child, check “Yes” in the appropriate box. Continue to Question 2.

Question 2(a):

- If the child is currently living with you, check “Yes” in the appropriate box. Enter the date from which the child has been living with you in the appropriate space. This could be the child’s birthdate if they have always lived with you. Continue to Question 3(a).
- If the child is not living with you, check “No” in the appropriate box. Enter the date that the child stopped living with you in the appropriate space. Continue to Question 2(b).

Question 2(b):

- Write the name of the person the child is living with in the appropriate space. Write what kind of relationship that person has with the child (e.g., grandparent, aunt, sibling, etc.) in the appropriate space.
- If your court order specifies shared custody and parenting of the child, check “Yes” in the appropriate box. If it does not, check “No” in the appropriate box. Continue to Question 2(c).

Question 2(c)

- If there was a period of time that the child did not live with you, write the name of the person the child lived with in the appropriate space. Write what kind of relationship that person has with the child (e.g., grandparent, aunt, sibling, etc.) in the appropriate space. Continue to Question 2(d).

Question 2(d)

- Write the date that the child stopped living with you in the appropriate space. Write the date that the child resumed living with you in the appropriate space. Continue to Question 2(e).

Question 2(e)

- Write the reasons why the child was living with the person named in Question 2(c), for the time period set out in Question 2(d), in the appropriate space. Continue to Question 3(a).

Question 3(a)

- If you are financially supporting the child, check “Yes” in the appropriate box. If the child is **not** living with you, write the details of why the child is not living with you, and how you are financially supporting them, in the appropriate space. Continue to Question 4.
- If you are not financially supporting the child, check “No” in the appropriate box. Write why you believe MEP should continue to enforce support for the child in the appropriate space. Continue to Question 3(b).

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**Question 3(b)**

- If there was a period of time when the child was not financially dependent on you, write the date that the child stopped being financially dependent on you in the appropriate space. Write the date the child became financially dependent on you again in the appropriate space. Continue to Question 4.

**Question 4**

- If the child has been legally adopted by someone besides you or the other party on the file, check “Yes” in the appropriate box. Write the date the child was legally adopted in the appropriate space.
- If you checked “Yes”, include a copy of the adoption order when sending the CSR to MEP. Continue to Question 5.
- If the child has not been legally adopted by someone other than you or the other party on the file, check “No” in the appropriate box. Continue to Question 5.

**Question 5**

- If the child is married or in an adult interdependent relationship, check “Yes” in the appropriate box. Write the date that the child got married or started the interdependent relationship in the appropriate space. Continue to Question 6.
- If the child is not married or in an interdependent relationship, check “No” in the appropriate box. Continue to Question 6.

**Question 6**

- If the child is attending school full-time, check “Yes” in the appropriate box. Write the date the child is expected to complete school in the appropriate space.
- If you checked “Yes”, include an official document from the child’s school confirming that the child is or has been a full-time student. You must provide a document from the school for every year that the child has been a full-time student, unless you already sent one for that year to MEP. These documents must be sent to MEP with the CSR. Continue to Question 7.
- If the child is no longer in school full time, check “No” in the appropriate box. Write the date the child stopped being a full-time student in the appropriate space. Continue to Question 7.

**Question 7**

- If the child has obtained a received a certificate, degree or diploma, check “Yes” in the appropriate box. Write the date that the child got their degree, diploma or certificate in the appropriate space. Continue to Question 8.
- If the child has not obtained a post-secondary degree, diploma or certificate, check “No” in the appropriate box. Continue to Question 8.

**Question 8**

- If the child is currently working, check “Yes” in the appropriate box.
- If you checked “Yes”, check the appropriate boxes whether the child’s job is full- or part-time, and whether it is a summer job or in between school terms. Write the date the child started the job in the appropriate space. Finally, write the gross amount of money the child earns per month in the appropriate space. Continue to Question 9.
- If the child is not currently working, check “No” in the appropriate box. Continue to Question 9.

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Question 9

- If the child has a medical disability or illness that prevents them from becoming financially independent, check “Yes” in the appropriate box.
- If you checked “Yes”, include with the CSR an original, signed letter from a qualified doctor or other medical practitioner stating that the child is unable to work or attend school full-time because of an illness or a disability.
- If you checked “Yes”, and the child is receiving money from AISH or a similar government disability income support program, check “Yes” in the appropriate box. Write the amount of money per month the child receives from the program, in the appropriate box.
- If you checked “Yes”, and the child is not receiving money from AISH or another similar government disability program, check “No” in the appropriate box. Continue to Question 10.
- If the child does not have a medical disability or illness that prevents them from becoming financially independent, check “No” in the appropriate box. Continue to Question 10.

Question 10

- Review your court order to determine if it lists specific conditions for the child to receive support (e.g., if the child has to be in school full-time, if the child has to be living with the creditor, if the child has to be under the age of 21, etc.).
- If it does, check “Yes” in the appropriate box. Write what the conditions are and how they are still being met in the space provided. Continue to Question 11.
- If it doesn't, check “No” in the appropriate box. Continue to Question 11.

Question 11

- If your answer to question 4 determined that you need to include a copy of the child's adoption order, check the appropriate box.
- If your answer to question 6 determined you need to include an official document from the child's school confirming that the child is or has been a full-time student, check the appropriate box. You must provide a document from the school for every year that the child has been a full-time student, unless you already sent one for that year to MEP.
- Check the appropriate box if your answer to question 9 requires you to include an original, signed letter from a qualified doctor or other medical practitioner stating that the child is unable to work or attend school full-time because of an illness or a disability.  
**If MEP does not receive the documents required by your answers on the CSR, MEP may stop enforcing support for the child.**  
Continue to Question 12.

Question 12

- Remember that you are required to inform MEP if and when:
  - The child is over the age of majority and stops being a full-time student, except for regular vacations;
  - The child gets an educational diploma, degree or certificate;
  - The child is too ill or disabled to work or be a full-time student, but becomes well enough to work or become a student, or begins receiving disability payments;
  - The child marries, enters into a an adult interdependent relationship, or otherwise stops being financially supported by you; or
  - The child otherwise stops being eligible for support under your court order.

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Question 13

- Find a Commissioner for Oaths to swear your CSR. Staff at the MEP office offer Commissioner for Oaths services. Commissioners for Oaths are also available at courthouses and the offices of elected officials. You can also find Commissioners for Oaths at banks, law offices and registry offices, although these may charge a fee for the service. Have photo ID with you to verify your identity.
- Swear or affirm your CSR before the Commissioner for Oaths. Ask the Commissioner for Oaths to write the date and place that the CSR was sworn in the appropriate spaces. Also, get the Commissioner for Oaths to print and sign their name in the appropriate spaces. **Do not make any alterations to the CSR after it has been sworn.** If you do, MEP may require you to fill out a new one.
- If you checked “Yes, I do” on page 1 of the CSR, and you have completed Part One of the CSR, the CSR is complete. Mail it to MEP with any other documents you may need to include.

Completing Part Two of the CSR

If you did not agree to share Part One of the CSR with the other party, you will need to complete Part Two of the CSR.

At the top of the fifth page (first page of Part Two) of the CSR document, enter your MEP file number, the name of the child that the CSR is for, and your name in the spaces provided.

Continue to Question 1.

Question 1:

- If you believe that MEP should stop enforcing support for the child, check “No” in the appropriate box. Print and sign your name in the appropriate place, and add the date.
- If you checked “No”, you have completed the CSR. Mail it and Part One to MEP.
- If you believe that MEP should continue to enforce support for the child, check “Yes” in the appropriate box. Continue to Question 2.

Question 2:

- If the child is currently living with you, check “Yes” in the appropriate box. Write the date from which the child started living with you in the appropriate place.
- If the child is not living with you, check “No” in the appropriate box. Write the date the child stopped living with you in the appropriate place. Continue to Question 3.

Question 3

- If you are financially supporting the child, check “Yes” in the appropriate box.
- If your court order specifies shared custody or parenting of the child, check “Yes” in the appropriate box. If it does not, check “No” in the appropriate box.
- If you are not financially supporting the child, check “No” in the appropriate box. Continue to Question 4.

Question 4

- If there was a period of time where the child was not financially dependent on you, write the date the child stopped being financially dependent on you in the appropriate space. Write the date when the child became financially dependent on you again in the appropriate space. Continue to Question 5.

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**Question 5**

- If the child is still in school as a full-time student, check “Yes” in the appropriate box. Write the date the child is expected to complete school in the appropriate space. Continue to Question 6.
- If the child is no longer in school, check “No” in the appropriate box. Write the date the child was last in school in the appropriate space. Continue to Question 6.

**Question 6**

- If the child has received a certificate, degree or diploma, check “Yes” in the appropriate box. Write the date the child received the degree, certificate or diploma in the appropriate space. Continue to Question 7.
- If the child has not received an educational degree, certificate or diploma, check “No” in the appropriate box. Continue to Question 7.

**Question 7**

- If the child has a medical illness or disability that prevents them from becoming financially independent, check “Yes” in the appropriate box. Continue to Question 8.
- If the child does not have a medical illness or disability that prevents them from becoming financially independent, check “No” in the appropriate box. Continue to Question 8.

**Question 8**

- If the child is married or in an adult interdependent relationship, check “Yes” in the appropriate box. Write the date that the child got married or began the relationship in the appropriate space. Continue to Question 9.
- If the child is not married and is not in an adult interdependent relationship, check “No” in the appropriate box. Continue to Question 9.

**Question 9**

- Review your court order to determine if it lists specific conditions for the child to receive support (e.g., if the child has to be in school full-time, if the child has to be living with the creditor, if the child has to be under the age of 21, etc.).
- If it does, check “Yes” in the appropriate box. Write what the conditions are and how they are being met. Continue to Question 10.
- If your court order doesn’t have these specific conditions, check “No” in the appropriate box. Continue to Question 10.

**Question 10**

- If your answer to question 5 determined you need to include an official document from the child’s school confirming that the child is or has been a full-time student, check the appropriate box. You must provide a document from the school for every year that the child has been a full-time student, unless you already sent one for that year to MEP.
- Check the appropriate box if your answer to question 7 determines you need to include an original, signed letter from a qualified doctor or other medical practitioner stating that the child is unable to work or attend school full-time because of an illness or a disability.
- MEP will NOT send either of these documents to the other party, unless you agree that they can be released.