

INDIVIDUAL OR FAMILY REQUEST - JORDAN'S PRINCIPLE INSTRUCTIONS

Note: If immediate or urgent care is required for a child, call 911 or your local emergency services number.

REQUEST FOR A SINGLE CHILD OR MORE

If you are making a request for one child or more, complete one Individual or Family Request Form. Add details for each child in sections E, F, G and H, of the Individual or Family Request Form. Be clear in those sections about which pieces of information are related to each child and include all documents for each child. You can also fill-out an Individual or Family Request Form for each child if preferred.

REQUEST FOR MULTIPLE CHILDREN FROM AN ORGANIZATION

If this request is for an organization to hold a funding agreement for a group of children, complete the Group Request Form.

SECTION A - REQUESTER INFORMATION

The Requester is the primary contact person who has authority to make the request for the child/children. A requester can be a:

- parent/guardian for the child
- child at the Age of Consent
- emancipated child
- authorized representative of the parent/guardian/child at Age of Consent/emancipated child

Note 1: A guardian is defined as someone in a formal or informal care arrangement for the children in their care. Provide documents to confirm you are an authorized guardian which may include: proof of formal or customary adoption; proof of kinship/care arrangements; a signed and witnessed letter from the child's parent; Court Order; Last Will and Testimony; Power of Attorney; a signed and witnessed letter from a health, social or educational professional; or confirmation from a Band or Nation.

Note 2: A child at the Age of Consent can make decisions on their own about the care they need. Age of Consent varies by province or territory.

Note 3: An emancipated child is legally allowed to make decisions for themselves.

Note 4: Authorized Representative: a parent, a guardian, or a child at the Age of Consent, or an emancipated child, can give permission to (authorize) another person to make a request on their behalf. This is done by completing the Section **J- Consent for authorized representation**.

Relationship to the child: tell us your relationship to the child and enter contact information that will allow us to communicate with you.

SECTION B - PARENT INFORMATION (OR GUARDIAN)

Enter contact information that will allow us to communicate with the parent or guardian. If this request is made by a child at the age of consent and/or an emancipated child, you can skip to section C.

Parent/Guardian: If you are the parent or a guardian for the child and have filled-in section A, check the box that indicates "If same as section A, then skip to section C".

Authorized Representative: If you are someone other than the parent or guardian and have permission to complete this request (e.g. service coordinator, teacher, social worker, etc...) this section must be completed. The parent or guardian must give their permission by completing Section **J**.

Child at the Age of Consent: If you are a youth who is old enough make a request for yourself (i.e. at the Age of Consent) you can complete section A with your own information and check the box that indicates "If same as Section A, then skip to section C".

Emancipated Child: If you are legally allowed to make decisions for yourself through emancipation, check the box that indicates "If same as Section A, then skip to Section C". Include proof of emancipation.

SECTION C - CHILD INFORMATION

This section includes information about the child who will receive the requested support.

The child's personal information is needed to verify if they are eligible for Jordan's Principle. Provide the legal information found on the child's registration (i.e. Indian Status card), membership, citizenship, beneficiary enrolment card or other official documents.

Ordinary resident on reserve means that:

- the child usually lives at a civic address on reserve; or
- the child is in joint custody and lives on reserve most of the time; and/or
- the child is staying on reserve and has no usual home elsewhere

SECTION D – ELIGIBILITY UNDER JORDAN'S PRINCIPLE

D1 to D3 - Only fill out ONE from the list D1, D2 and D3

(if you requested follow-up from Jordan's Principle for support in filling this section out, skip to Section E)

Jordan's Principle is available to First Nations children in Canada who:

- Are registered or entitled to be registered under the Indian Act (D1)
- Have one parent/guardian who is registered or eligible to be registered under the Indian Act (D1)
- Are recognized by their Nation for the purposes of Jordan's Principle (D2)
- Ordinarily living on reserve (D3)

If you have sent the child's eligibility information in a past request you can skip to Section E.

D1 - REGISTERED FIRST NATION

A child who is registered under the Indian Act is eligible for Jordan's Principle. If Question 2 is filled out, you can skip Questions 3-15. Questions 3-13: A child who is entitled to be registered or entitled to be registered under the Indian Act is eligible for Jordan's Principle. Including information about parent(s) and/or grandparent(s) status can help us see if the child is eligible for funding under Jordan's Principle. Fill out as much information as you can.

D2 - RECOGNIZED CITIZEN/FIRST NATION MEMBER/SELF-GOVERNING FIRST NATION MEMBER

First Nations can determine their own citizenship/membership. This information is needed to know if the child is eligible for Jordan's Principle. You can contact Jordan's Principle to obtain copies of the forms needed to confirm recognition by your First Nation for the purposes of Jordan's Principle.

D3 - LIVES ORDINARILY ON RESERVE

Ordinary resident on reserve means that:

- the child usually lives at a civic address on reserve; or
- the child is in joint custody and lives on reserve most of the time; and/or
- the child is staying on reserve and has no usual home elsewhere.

A community official may include a Band Council member, community health, education or

social professional, or an official whose duties include verifying residency (including Jordan's Principle Service Coordinators/Navigators or Medical Transportation Coordinators).

SECTION E – REQUEST'S DESCRIPTION

Provide a description of the child's unmet needs and how they affect the child.

SECTION F - DOCUMENTS

You do not need to provide any documents to submit a Jordan's Principle request. If you do not provide any documents with your request, you will be contacted by a Jordan's Principle representative who will work with you to get more information to complete the request process. If you need support collecting documents, contact us (see **WHERE TO GET MORE INFORMATION** below)

We may ask for documents to support your request. These documents can be from a professional (e.g. nurse, teacher, social worker), Elder, parent/guardian, etc. that tells us about the child's needs and how the request will help them.

If documents are not available, specify the reason why. To learn more about documents to support your request, visit our website (see **WHERE TO GET MORE INFORMATION** below).

For many requests, this additional information tells us about the child's needs and helps us understand how the support will help the child. You can describe the child's life, their needs, and why it is important that they receive this support. You can take this opportunity to outline any substantive equality information that may apply to your request.

Note: Substantive Equality means giving extra help when it is needed, so that First Nations children have an equal chance to thrive as other children in Canada. When a request is submitted to Jordan's Principle, ISC considers the cultural, social and economic needs and circumstances of First Nations children who may be at a disadvantage because of the past mistreatment of First Nations in Canada.

SECTION G - REQUEST HISTORY (OPTIONAL)

Tell us if you have asked other services or charities for financial support for this request. Provide any related documents if available. (e.g. Denial letter from Non-Insured Health Benefits (NIHB)).

SECTION H – REQUESTED SUPPORT

Child's name: For requests for multiple children in the same family, indicate name of the child or children that will receive the requested support.

Requested support?: provide details or a description of each item requested.

How often is it recommended?: tell us the length of time the support is needed. For example, speech language therapy sessions may be needed once a week. In that case, enter "1 session per week" in this column. For supports which are needed only once, this box tells us how many of the item is requested (e.g. Therapy Ball - 1, Weighted Blanket - 1).

How long is it recommended?: tell us the length of time the support is needed. For example, speech language therapy sessions may be needed for a period of 12 weeks. In that case, enter "12 weeks" in this column.

Is a quote included for the cost? Include any quotes or invoices with the costs of the requested support (if available).

Is this a reimbursement?: If this request is for reimbursement that has already been paid for, check "YES" and include proof of payment such as receipts (if available).

What is the estimated cost?: Enter the cost of the support (if available). If a quote or receipt is available, enter this amount.

SECTION I - AUTHORIZATION

By checking and entering name/date, parent/guardian, or child at the Age of Consent, and authorized representative (if applicable), confirms they have read the section, understood the content and have chosen to give their consent.

Parent/Guardian, or a child at the Age of Consent: You must read and check all relevant boxes and enter your name and date if you give your consent to what is written.

Authorized Representative: If you are authorized as a representative for this request, you must get the permission from the parent/guardian, or a child at the Age of Consent. Read and check all relevant boxes and enter your name and date when you do it to give your consent. To confirm an authorized representative, complete Section J.

SECTION J – CONSENT FOR AUTHORIZED REPRESENTATION

This section is used to give permission for a person or organization to make a request and/or access an ongoing request under Jordan's Principle.

- This section is required only for requests made by a person or an organization on behalf of a parent, a guardian, or a child at the Age of Consent.
- One Consent section (J) is required for every child named in an individual or group request when the requester is not the parent, a guardian, or a child at the Age of Consent.

Note: A Child at the Age of Consent can make decisions on their own about the care they need. Age of Consent varies by province or territory.

Where to send your request

When complete, send your Individual or Family Request Form to a Jordan's Principle regional representative or to your local service coordinator.

Contact information for regional representatives can be found here:
<https://www.canada.ca/en/indigenous-services-canada/services/jordans-principle/submit-request-under-jordans-principle-step-3.html>

Where to get more information

To learn more about services available to children through Jordan's Principle, visit our website at <https://www.canada.ca/en/indigenous-services-canada/services/jordans-principle.html>

Information is also available over the phone at 1-855-572-4453 (open 24 hours a day, 7 days a week) and by email at sac.principedejordancan-nccjordansprinciple.isc@canada.ca (monitored Monday-Friday, 9:00am - 5:00pm EST)