



CRA Primary Caregiver Document Checklist

CRA may ask for proof that a child lived with you and that you were primarily responsible for the child's care. You do not need every item below. Keep the documents that accurately reflect your situation.

Documents CRA specifically lists as useful examples

- ☐ Letter from a school or daycare showing the child's home address and caregiver contact information on file.
- ☐ Certified school registration, enrolment, information or emergency-contact document.
- ☐ Report card that shows the child's home address and contact information on file.
- ☐ Activity or club registration form or receipt for the period being reviewed.
- ☐ Court order, decree or agreement that explains the custody or living arrangement.
- ☐ Letter from a person in a position of authority who personally knows the child lived with you, such as a social worker, doctor, nurse, band council, shelter, community support organization or lawyer.
- ☐ Other reliable document showing the child lived with you during the period CRA is reviewing.

Also keep

- ☐ The date the child moved in and, if applicable, the date the child left or the arrangement changed.
- ☐ Copies of CRA applications, letters and uploaded documents.
- ☐ Any GACP or Child Protection document relevant to who is caring for the child.
- ☐ A simple calendar if the child lives between more than one home.



Before You Contact CRA

Child's name

Date child began living with you

Current living arrangement

CRA reference number, if any

Questions to have ready

- ☐ Does the child live with me more than 60% of the time, between 40% and 60%, or less than 40%?
- ☐ Am I the person who supervises the child's daily activities and makes sure medical and child care needs are met?
- ☐ Is Children's Special Allowance being paid to an agency for this child?
- ☐ Am I applying for a period that began more than 11 months ago?
- ☐ Has the child recently returned to a parent or moved to another caregiver?

Important

CRA decides CCB eligibility using its own rules about where the child lives and who is primarily responsible. A family-law order or GACP arrangement can be important evidence, but do not assume the name of the legal arrangement alone decides CCB.