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Tikinagan
Child & Family Services

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Sioux Lookout
ON P8T 1B1

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TF 1-800-465-3624
www.tikinagan.org

Memo

TO: All Staff

FROM: Dawn Gardhouse, Quality Assurance Manager **DATE:** July 15, 2024

RE: Identification for Children in Care

The agency has been working on ID for children and youth in care. To assist with the process of obtaining identification a new email has been set up.

All ID requests/inquiries are to be submitted to identification@tikinagan.org.

When children are in care, our agency will assist with, but not limited to: Health Cards, Birth Certificates/Statement of Live Births, SIN, Status Registrations / SCIS & Passports

Attached is Child Care Policy, Section 4.4.2. Identifying Information

Health Cards: Information Systems will apply/renew health cards for children in care. Youth who are 15.5yrs and older will be provided with a letter from Information Systems. The Youth are required to attend in person to a Service Ontario Office with the letter for a photo and signature.

Birth Certificates: In order to process applications, we require the following information; Place of birth (city & hospital), weight at birth, No. of older siblings, Type of attendant & name/address (Physician/Midwife/Other), Parental information at time of child's birth (parents birth name and current name, parents marital status, parents address at the time of child's birth, parents date of birth, parents place of birth). Birth records can be obtained from the hospital overseeing the birth to assist with the gathering of information required. Once a youth turns 18 years old, they are required to complete their own application.

SIN: Information Systems will apply for children 11 years and younger, using a Birth Certificate and a valid legal status. Once a youth turns 12 years of age, they must attend a Service Canada/or apply online with a valid health card and birth certificate.

Status Registrations & Secured Certificate of Indian Status: requires Statement of Live Birth, Choice of First Nation/Band, parents full name(s), date of birth, registration number, passport style photos, valid legal status. Once a youth turns 16 years old, they are required to complete their own application.

Passports: requires Statement of Live Birth, date of travel (if known), natural eye colour, height (inches or cm), name of foster parent and physical address of placement, passport style photos, valid legal status. Once a youth turns 16 years old, they are required to complete their own application.

When applying for identification for children in care and a parent has passed away, a Death Certificate/Proof of Death is required for all identification applications/renewals.

Please submit Passport and Status Card pictures to:

Tikinagan Child and Family Services
Attn: Greg Huizinga
63 King Street
PO Box 627
Sioux Lookout, ON P8T 1B1

Indicate date photos were taken, name of client, client number and if they are for passports or status card application. If both status card and passport are requested, please submit two sets of photos.

Submit all requests and required information to identification@tikinagan.org. The assigned Information Systems Worker will review the information and provide assistance as needed.

Please include the file# and ID requested in the subject line of the email.

If you have questions, please contact Dawn Gardhouse, Quality Assurance Manager.

Thank you.

4.4.2 Identifying Information

Policy

It is the policy of Tikinagan Child and Family Services that the child care worker is responsible to obtain the child or youth's identifying information. The child care worker must make reasonable efforts to obtain original versions of this information within thirty (30) days of admission to care from the child's parent or the person who had charge of the child immediately before the child was admitted into the agency's care.

When the documents below are not available, the child care worker must submit a request to Information Systems within ninety (90) days of admission to care to apply for:

- The child's birth verification (Statement of Live Birth)
- The child's Birth Certificate
- Status Card
- The child's Health Card
- Social Insurance Number (SIN)
- Passport

Procedures

1. It is critical that all identifying information be kept up to date and the Social History of a Child/Child Background Information Form be updated as new information becomes known. All updates must also be provided to the foster parent and the residential care worker.
2. Child care workers, in consultation with family services workers, will make reasonable efforts to obtain within 30 days after a child is admitted into care the original version of the following documents from the child's parent or the person having charge of the child immediately before the child was admitted into care:
 - The child's statement of live birth or other document used to register the child's birth
 - The child's birth certificate or other document confirming that the child's birth has been registered
 - If the child is a Canadian citizen born outside of Canada, the child's citizenship certificate or other document confirming the child's Canadian citizenship
 - If the child is a permanent resident, the child's permanent resident card
 - The child's social insurance number or a letter from Service Canada confirming the child's social insurance number
 - Status card or membership documents issued by the bands and First Nations which the child is a member or with which the child identifies.

If it is not possible to obtain an original version of the documents listed above, copies of the documents from the child's parent or the person who had charge of the child immediately before the child was admitted into care is acceptable.

3. The child care worker, within 30 days of admission into care, will:

- review the documents from above that were able to be obtained to determine whether the child's name and date of birth are consistently expressed within those documents and whether any of the documents are expired
 - apply for new documents to correct any errors respecting the child's name and date of birth or to replace any expired documents, unless the authority responsible for issuing the document is located outside of Canada.
4. If the child care worker cannot obtain any of the documents, except a status card, listed above, they will, within 90 days of the child or youth's admission into care, apply for the document, unless the authority responsible for issuing the document is located outside of Canada.
 5. If the child care worker cannot obtain a status card or membership documents issued by the bands and First Nations, the worker will, within 90 days of the child or youth's admission into care:
 - initiate a process for determining, in consultation with the child's parent or the person having charge of the child immediately before the child or youth's admission into care, as well as the child or youth's First Nation, the documents for which the child or youth may be eligible for
 - initiate the process of applying for any such documents for which the child or youth is determined to be eligible for.
 6. To apply for an identification document, the child care worker submits the required information to Information Systems.
 7. When the Information Systems worker applies for an identification document they must, until the document is received or they are informed by the authority responsible for issuing the document that it is not possible to issue it, record the efforts to obtain the document on the case file at least once every 90 days following the day on which the application was made.

Social Insurance Number

8. When a child or youth admitted into care was not entitled to be assigned a Social Insurance Number at the time of admission and the child or youth subsequently becomes entitled to be assigned a Social Insurance Number, the child care worker will, on behalf of the child or youth, apply for the child or youth to be assigned a Social Insurance Number within 30 days following the day on which the child becomes entitled to be assigned a Social Insurance Number. A child becomes eligible for a Social Insurance at 12 years of age and older.
9. Until the Information Systems worker receives a card or letter from Service Canada containing the child or youth's name and Social Insurance Number, the Information Systems worker will record the efforts to obtain the document at least once every 90 days following the day on which the application was made on the case file.

Canadian Passport

10. A child care worker will apply for a Canadian passport on behalf of a child or youth who is in care through a Mamow Obiki-ahwahsoowin Care Agreement (Long Term) or extended

- society care within 30 days of the court order or the signing of the Mamow Obiki-ahwahsoowin Care Agreement (Long Term).
11. The child care worker must apply for a Canadian passport if:
- the child or youth is a Canadian citizen when placed in extended society care or Mamow Obiki-ahwahsoowin care (long term) and does not have a valid Canadian passport at that time (within 30 days)
 - the child or youth is not a Canadian citizen when placed in care but subsequently becomes a Canadian citizen (within 90 days of becoming a Canadian citizen)
 - the child or youth's passport expires while in extended society care or Mamow Obiki-ahwahsoowin Care (Long Term) (when the existing passport expires).
12. If a child or youth does not wish to obtain a Canadian passport, the child care worker is not required to apply for the passport on behalf of the child or youth but shall instead, at least once every 90 days,
- a) determine whether the child or youth still does not wish to obtain a passport
 - b) document the child's wishes with respect to obtaining a passport.
13. Until the passport is obtained, the Information Systems Worker will document on the case file the status of the passport application at least once every 90 days following the date on which the application was made.

Driver's Licence and Photo Cards

14. The child care worker will, for a child placed in extended society care or Mamow Obiki-ahwahsoowin Care (Long Term), do the following:
- determine whether the youth wishes to obtain a driver's licence and whether obtaining a driver's licence is in the youth's best interests
 - support the youth in applying for a Class G1 driver's licence
 - ensure the youth applies for a photo card, if
 - the youth wishes to obtain a photo card and
 - the youth does not wish to obtain a Class G1 driver's licence, it has been determined to not be in the youth's best interests to obtain one or, are being supported by the agency, the youth has not been successful in obtaining one.

A photo card means a photo card issued under the *Photo Card Act, 2008*. The Photo Card Act, 2008 authorizes the issuance of photo cards to individuals by the Minister of Transportation. There are three kinds of photo cards: basic, enhanced and combined. A basic photo card contains the holder's name and photograph and other prescribed information about the holder.

15. The child care worker will complete the above steps within 90 days after
- a) the youth turns 16 years old, if the youth is in possession of the necessary supporting documentation to apply for a driver's licence or a photo card
 - b) the youth is placed in extended society care or Mamow Obiki-ahwahsoowin Care (Long Term) after the youth is 16 years old or older and in possession of the necessary supporting documentation to apply for a driver's licence or a photo card

- c) the youth comes into possession of the necessary documentation to apply for a driver's licence or a photo card, if the youth is 16 years of age or older and has not been in possession of the documentation since being placed in extended society care or Mamow Obiki-ahwahsoowin Care (Long Term).
16. If within 90 days after the youth turns 16 years of age, the youth does not have a Class G1 driver's licence and has not applied for a photo card because the youth does not wish to obtain one, the child care worker must, at least once every 90 days after that
- a) determine whether the youth still does not wish to obtain a photo card and
 - b) document the youth's wishes with respect to obtaining the card.
17. If the youth subsequently wishes to obtain a photo card, the child care worker will ensure the youth applies for the photo card.
18. Unless it has been determined to not be in the youth's best interests, the child care worker, at the request of a youth in extended society care or Mamow Obiki-ahwahsoowin Care (Long Term) who is 16 years of age or older and who holds a driver's licence
- a) support the youth in obtaining a Class G2 driver's licence, if the youth holds a class G1 licence
 - b) support the youth in obtaining a Class G driver's licence if the youth holds a class G2 driver's licence.
19. The child care worker must document
- a) any support provided to a youth to obtain a driver's licence as well as the progress made by the youth to obtain the driver's licence
 - b) the reasons for any determination made by the child care worker that obtaining a driver's licence is not in the youth's best interests.