

Children's Special Allowance Class Action Settlement

Flette and Lavallee

Claim Registration Form Instructions for Completing Form

This Instruction information is designed for both the Child-in-Care or their Legal Representative for completing the Claim Registration Form. Please read the entire Claim Registration Form prior to completing it.

Please review the Claims Administration Procedure at www.CSASettlement.com which outlines the claims process, timelines and criteria for eligibility, compensation formulas and payments.

NOTE: There can be only one Claim Registration Form submitted for each current or former Child-in-Care

Exchange Solutions Inc. (EXG) is the Claims Administrator.

Questions?

Need help completing the Claim Registration Form?

Please direct any questions you have regarding the Claim Registration Form to **Exchange Solutions Inc.** at any one of the following:

Phone: 1-204-947-7101 or 1-800-947-7101

Email: Questions@CSASettlement.com

Website: www.CSASettlement.com

Key Definitions

Child-in-Care: means a child who is currently or formerly was in the care of a Manitoba CFS Agency during the Class Period. Sometimes referred to as a Ward.

Class Period: means the following dependent on which CFS Agency the Child-in-Care had a placement:

Indigenous CFS Agency: April 1, 2006 to March 31, 2019. The Province did not start withholding or clawing back the CSA amounts from Indigenous CFS Agencies until April 1, 2006.

Non-Indigenous CFS Agency: January 1, 2005 to March 31, 2019.

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Step 1: Eligibility Declaration

Claimant: Check this box if you are the Child-in-Care yourself completing the Claim Registration Form. You must be 18 years or old to submit the Claim Registration Form as a Claimant.

Representative of the Claimant who is a current Child-in-Care: Check this box if you are a CFS Agency submitting the Claim Registration Form on behalf of a current Child-in-Care at your agency.

Representative of the Claimant who is a former Child-in-Care: Check this box if you are the Legal Representative of an individual who was a former Child-in-Care at a CFS Agency. See Step 3 to complete the information about yourself as the Legal Representative.

Declaration: Check this box that you have read the Class Action Settlement Eligibility Criteria and declaring the Claimant is eligible.

Step 2: Information about the Current or Former Child-in-Care

CURRENT OR FORMER CHILD-IN-CARE INFORMATION

Full legal name that appears on current government-issued identification: The Child-in-Care's first (and other given) and last name that appears on government-issued identification that you are including with the application. If you are a parent and do not have government-issued identification for your Child-in-Care, please provide other forms of identification such as school records, etc. showing you are the parent.

Legal name(s) while a Child-in-Care, if different from your current legal name: If the Child-in-Care's name has changed since they were in care at a CFS Agency, provide the Child-in-Care's first (and other given) and last name at that time. For example, maiden name, etc. See Step 3: Name Change for additional information.

Common or Nick Name: The common or nick name the Child-in-Care goes by that may assist in identification.

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Date of Birth: Date the birth of the Child-in-Care. This must match the government-issued identification that you are including with the application. If you do not have government-issued identification, please provide another form of identification with the date of birth. See Step 2 for the other types of identification options.

Social Insurance Number: While not required, provide the Child-in-Care's Social Insurance Number issued by the Government of Canada. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

Indian Status Card Number, Band Number or Metis Citizenship Number: While not required, provide the Child-in-Care's Indian Status Card Number, Band Number or Metis Citizenship Number. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

Child and Family Services Information System (CFSIS) or CFS Agency's Previous System

Identification Number (if known): If the Claim Registration Form is being completed by a CFS Agency as the Legal Representative of a current Child-in-Care or a CFS Agency is assisting a former Child-in-Care to complete the Claim Registration Form, please provide the Child-in-Care's Child and Family Services Information System (CFSIS) or CFS Agency's Previous System Identification Number. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

CSA Number (if known): If the Claim Registration Form is being completed by a CFS Agency as the Legal Representative of a current Child-in-Care or a CFS Agency is assisting a former Child-in-Care to complete the Claim Registration Form, please provide the Child-in-Care's CSA Number. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

CFS File Number (if known): If the Claim Registration Form is being completed by a CFS Agency as the Legal Representative of a current Child-in-Care or a CFS Agency is assisting a former Child-in-Care to complete the Claim Registration Form, please provide the Child-in-Care's CFS File Number. The CFS Number can be found on the Provincial Monthly Billing Form that was

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submitted by the CFS Agency. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

CURRENT ADDRESS AND CONTACT INFORMATION

Address: Provide the Child-in-Care's current address information that appears on government-issued identification that you are including with the application. If the government-issued identification does not include the Child-in-Care's current address, please provide other forms of identification that shows the Child-in-Care's current address.

Telephone and Alternate Telephone Number: Provide the Child-in-Care's telephone number which could also include a cell number. If the Child-in-Care does not have a telephone number, provide your telephone number(s) as the parent or Legal Representative(s).

Email and Alternate Email Address: Provide the Child-in-Care's email address and an alternative email address if you wish to be contacted at both email addresses. If the Child-in-Care does not have an email address, provide your email address(s) as the parent or Legal Representative(s).

PARENT INFORMATION (Biological or Adoptive)

Mother's Legal First and Last Name at time of Placement(s): If known, provide the mother's first and last name each time the Child-in-Care was placed at a CFS Agency. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

Father's Legal First and Last Name at time of Placement(s): If known, provide the father's first and last name each time the Child-in-Care was placed at a CFS Agency. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

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CLAIMANT'S FAMILY HOME ADDRESS(S) WHEN THE CLAIMANT ENTERED AS A CHILD-IN-CARE AT THE CFS AGENCY

Home Address: If known, for each time the Child-in-Care entered a CFS Agency, provide the home address where the Child-in-Care resided. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations including if the Child-in-Care was classified as a provincial or federal Child-in-Care.

FOSTER PARENT INFORMATION

Foster Parent's Mother and Father at time of Placement(s): If known, for each time the Child-in-Care entered a CFS Agency, provide the Foster Parents' first and last names, city, town or Community. This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

CLAIMANT IDENTIFICATION VERIFICATION

Government-Issued ID: Provide a copy (photocopy or picture) of one of the Child-in-Care's government-issued identification. Do not provide the original documents. The government-issued identification must not be expired.

The Claim Registration Form lists examples of the types of government-issued identification that can be provided.

This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

If the Child-in-Care does not have a government-issued identification:

- a. You may provide other forms of identification that may help the Claim Administrator to confirm the Child-in-Care's identity.
- b. You may also arrange for the completion of the Declaration of Guarantor for Proof of Identity Form found at www.CSASettlement.com

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Step 3: Representative Contact Information (if applicable)

Complete this section only if you are completing the Claim Registration Form on behalf of a Child-in-Care. You do not need to complete this section if you are completing the Claim Registration Form for yourself as the Child-in-Care.

REPRESENTATIVE INFORMATION

Name that appears on current government-issued identification: As a Child-in-Care's Legal Representative, provide your first (and other given) and last name that appears on government-issued identification that you are including with the Claim Registration Form.

Organization and Role/Title: As a Child-in-Care's Legal Representative, provide the name of the organization you represent (if any) and your role/title. For example, CFS Agency, Chief and Council, Legal Counsel, etc. If you are not representing an organization, enter N/A or leave blank.

CURRENT ADDRESS AND CONTACT INFORMATION

Address: As a Child-in-Care's Legal Representative, provide your current address information that appears on government-issued identification or the address of the organization that you represent.

Telephone and Alternate Telephone Number: As a Child-in-Care's Legal Representative, provide your telephone number which could also include a cell number.

Email and Alternate Email Address: As a Child-in-Care's Legal Representative, provide your email address and an alternative email address if you wish to be contacted at both email addresses.

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YOUR RELATIONSHIP TO THE CURRENT OR FORMER CHILD-IN-CARE

Your Relationship: Check only one box that identifies your relationship to the Child-in-Care. If none of the options listed applies to you, check “Other” and provide a description of your relationship.

Claimant's Date of Death (MM/DD/YYYY) if deceased: If the former Child-in-Care has passed away, provide the date of their death.

AUTHORIZATION VERIFICATION

Government-Issued ID: As a Child-in-Care's Legal Representative, provide a copy (photocopy or picture) of one of your government-issued identification. Do not provide the original documents. The government-issued identification must not be expired. Step 2 of the Claim Registration Form lists examples of the types of government-issued identification that can be provided.

As a Child-in-Care's Legal Representative, if you do not have a government-issued identification:

- a. You may provide other forms of identification that may help the Claim Administrator to confirm your identity.
- b. You may also arrange for the completion of the Declaration of Guarantor for Proof of Identity Form found at www.CSASettlement.com.

If the former Child-in-Care has passed away, and you as the Legal Representative are filing the Claim Registration Form, submit a copy of the Death certificate, and:

Executor: If there was a Will, as the Executor of an Estate, you must submit the proof of Probate.

Administrator: If there was not a Will, as the Administrator of the Estate, you must submit the Letters of Administration.

If you are filing as a Power of Attorney submit a copy of the executed (signed) Power of Attorney document.

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Step 4: Name Change or No Identification

Name Change: If the Child-in-Care's name has changed since they were a Child-in-Care at a CFS Agency, provide government-issued documentation such as a marriage certificate or name change certificate.

No Identification: If the Child-in-Care or Legal Representative do not have one of the identified government-issued photo identifications, arrange to have the Claims Administrator's Declaration of Guarantor for Proof of Identity Form to be completed and included with your submission. To obtain the form, visit the Claims Administrator's website (www.CSASettlement/Documents) or contact the Claims Administrator.

Step 5: Payment Information and Options

Compensation Payment: As outlined in the Claims Administration Procedure, if a Child-in-Care is eligible to receive compensation, there are two compensation payments that may be made:

Settlement Payment: The Child-in-Care will receive a Settlement Payment which will represent 85% of their calculated compensation amount. These payments will be made after a Child-in-Care's claim has been assessed by the Claims Administrator.

Additional Payment: Subject to there being any Settlement Funds remaining after all Children-in-Care's Settlement Payments have been made, a Child-in-Care may receive an Additional Payment amount nine months after the end of the Claim Registration Period (which ends on January 5, 2027). The Additional Payment could include up to the 15% balance of the Child-in-Care's calculated compensation, the Child-in-Care's share of the interest the Settlement Fund has earned, and an additional 25% amount of the calculated compensation.

If there are no Settlement Funds remaining, there will not be an Additional Payment made to the Child-in-Care.

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If there are some Settlement Funds remaining, a prorated Additional Payment may be made to the Child-in-Care.

Compensation Payment in Name of Child-in-Care Only: Compensation payments can only be made in the name of the Child-in-Care. Compensation payments cannot be made in the name of a parent, legal guardian, executor or any other individual.

Under 18 Years Old: If the Child-in-Care is currently under 18 years old, unless otherwise ordered by the Court, the Claims Administrator is required to retain any compensation amounts in trust in the Child-in-Care's name, and can only pay the compensation amount to the Child-in-Care after they turn 18 years old.

Over 18 Years Old: If the Child-in-Care is currently over 18 years old, the Child-in-Care may select the following options to receive their compensation payment(s):

All or part of the potential compensation payment held in trust: Check this box if you would like to be contacted by the Claims Administrator to discuss options for payment of the total compensation amount that could be held in trust over a time period of up to three (3) years. This allows a Child-in-Care to receive their compensation at a later date or over time instead of a lumpsum amount.

Cheque sent to the Claimant's current mailing address: Check this box if you would like the Claims Administrator to mail a cheque for the Child-in-Care's compensation amount to the Child-in-Care's current mailing address.

Cheque sent to the Representative's current mailing address: Check this box if you would like the Claims Administrator to mail a cheque for the Child-in-Care's compensation amount to the Legal Representative's current mailing address.

Direct Deposit (attach a Direct Deposit Form or Void Cheque): Check this box if you would like the Claims Administrator to issue the Child-in-Care's compensation amount via direct deposit to Child-in-Care's bank account (see below) and send information about the compensation amount to the Child-in-Care's and Legal Representative's current mail or email address. The method of communication is listed in Step 6: Communication Preference.

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Unsure at this time: Check this box if you would like to be contacted by the Claims Administrator to discuss options for payment of the compensation amount.

Direct Deposit: As noted on the Claim Registration Form, the name of the bank account holder must be the same as the Child-in-Care. Funds cannot be recovered if incorrect information is provided, and funds are deposited in the wrong bank account. Replacement payments will not be issued. For example, if the Child-in-Care provides a family member's banking information and not the Child-in-Care's own bank account, the Claims Administrator cannot recover the funds for the Child-in-Care. If the Child-in-Care selects Direct Deposit but does not provide a valid Direct Deposit Form or Void Cheque with the above requirements, the Child-in-Care will be mailed a Cheque to expediate payment.

No Bank Account: If the Child-in-Care does not have a bank account, have the Child-in-Care contact the Claims Administrator or their CFS Agency for assistance to receive their compensation payment.

Financial Resources Support: If the Child-in-Care wishes to receive Financial Resources Support prior to or when they receive their compensation amount, the Child-in-Care should contact the Claims Administrator or their CFS Agency for assistance. The Claims Administration Procedure provides for the Claims Administrator to consult with the Special Advisor Boards to determine Financial Resources Support options available for a Child-in-Care. These Special Advisor Boards are set to begin the consultation process with the Claims Administrator in early 2025.

Step 6: Communication Preferences

Who: Check the box if you want the Claims Administrator to send all communications directly to the Claimant and/or the Legal Representative.

How: Check the box how you want the Claims Administrator to send all communications.

Address, Telephone, Email, Fax: Enter here if you would like the Claims Administrator to communicate to a different mailing address, telephone, email or fax number than in the Child-in-Care or Legal Representative sections.

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Step 7: Acknowledgement, Authorization, and Declaration

Acknowledgment: Review the terms and condition of the 10 acknowledgements prior to signing the Claim Registration Form.

Claimant Name and Signature: If the Child-in-Care has completed the Claim Registration Form, print your name, date and sign the form.

Representative Name and Signature: If the Legal Representative has completed the Claim Registration Form on behalf of the Child-in-Care, print the Legal Representative's name, date and sign the form. The Child-in-Care does not need to sign the form.

If there are more than one Legal Representative, make copies of this Step 7: Acknowledgement, Authorization, and Declaration and have each Legal Representative complete and sign accordingly.

Step 8: Delivery of Claim Registration Form

Completeness: Prior to submitting the Claim Registration Form, ensure all sections of the form are fully completed.

Submission: As outlined on the Claim Registration Form, there are multiple ways to submit the Claim Registration Form to the Claims Administrator. It is important that your Claim Registration Form is received by the Claims Administrator by January 5, 2027.

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Claim Administrator Next Steps

As outlined on the Claims Registration Form:

Eligible Claim: If the Child-in-Care is eligible for compensation, the Child-in-Care, and if applicable their Legal Representative, will receive either a Notice of Eligibility and Settlement Payment or Notice of Eligibility and Settlement Amount Held in Trust that the Child-in-Care may be entitled to receive (if any) from the Children's Special Allowance Class Action Settlement fund.

Ineligible Claim: If the Child-in-Care, and if applicable their Legal Representative, are advised that the Child-in-Care is not eligible, the Child-in-Care, and if applicable their Legal Representative, will be provided with the opportunity to submit, within a set timeframe, any additional information/documentation that the Child-in-Care, and if applicable their Legal Representative, believe may assist the Claims Administrator in assessing the Child-in-Care's eligibility. Subsequently, the Claims Administrator will provide a final communication of the Child-in-Care's eligibility or ineligibility.

Appendix A: CFS Agencies and Communities Served

Appendix A provides a listing of the CFS Agencies and the Communities they currently serve. This provides for the Child-in-Care, and if applicable their Legal Representative, to identify which CFS Agency(s) that the Child-in-Care may have been in care at that time of their placement(s).

Appendix B: CFS Agencies Where Claimant was a Child-in-Care

The table in Appendix B provides for the Child-in-Care, and if applicable their Legal Representative, to list the CFS Agency, as well as the Starting and Ending Months, for each of the Child-in-Care's placement(s), if known.

This will assist the Claims Administrator to accurately identify the Child-in-Care to the CFS records for compensation calculations.

Check here if you are uncertain of the in-care CFS Agency or CFS Agencies: Check this box if it is unknown which CFS Agency or when were the Child-in-Care's placement(s).