

Child Support Services (CSS) Glossary of Terms

AADAC – Alberta Alcohol and Drug Abuse Commission

AAHB – Alberta Adult Health Benefit

ACS – Alberta Children’s Services

ACSG – Alberta Child Support Guidelines

ADM – Assistant Deputy Minister

Adult Interdependent Partner – A person is the adult interdependent partner of another person if the person has lived with the other person in a relationship of interdependence for a continuous period of not less than three years, or has a relationship of some permanence if there is a child of the relationship by birth or adoption, or the person has entered into an adult interdependent agreement with the other person.

Affidavit of Arrears – Also known as an application for enforcement. A statement under oath made by a creditor or by a CSW representing the department and sworn before a commissioner for oaths. The affidavit outlines details of the court order and states the amount in arrears.

Affidavit of Service – A sworn statement swearing that the respondent named in the affidavit was served the document as set out in the affidavit.

Affiliation Order – An order made by the Court of Queen’s Bench identifying the father of the unmarried mother’s child. Also known as a parentage order.

AG – Attorney General

AHRE – Alberta Human Resources and Employment

AIP – Adult Interdependent Partner

AIRA – Adult Interdependent Relationships Act

AISH – Assured Income for the Severely Handicapped

Alimony – An allowance or support that a person is ordered by the court to pay to the spouse while the couple is separated or after they are divorced. Referred to as adult support.

AOB – Assignment of Benefits

Applicant/Petitioner – A person starting an action for child or adult support and/or for parentage.

Application to Vary – A statement made by a client or by a CSW, outlining a change in circumstances and requesting a review of an existing support order.

ARC – Alberta Rules of Court

Arrears – Money unpaid at the time it is due according to a support order or agreement.

AS – Administrative Support (staff)

Assistance – Income Support benefits and Adult Health Benefits issued under the *Income and*

Employment Supports Act, Part 2 and benefits issued under the *Assured Income for the Severely Handicapped Act*. Also includes financial benefits issued under other legislation specified in the CSS Regulation Section 1.

Bailiff/Sheriff's Officer – A peace officer who is an officer of the court acting upon the instructions of the sheriff. This officer may serve court documents, seize property for non-payment, or enforce court orders.

BF – Bring Forward

Breach – The breaking or violating of an order.

CAIS – Career Assistance Information System

Caregiver – A person who has care and control of a child, but who is not necessarily a “legal guardian”. Under the *Family Law Act*, caregivers may make applications for child support.

CASC – Canada/Alberta Service Centre

CASS – Child and Adult Support Services

CC – Client Category

CCC – Criminal Code of Canada

CCD – Central Client Directory (system)

CD-AS – Client Direction Administrative Support

CDMS – Client Data Management System

CDS – Centrally Delivered Services

CIA – Canada Immigration Act

CIC – Citizenship and Immigration Canada (formerly EIC)

Claim – A request to initiate court action, made by the applicant under the *Family Law Act*. The claim identifies the type of order requested and gives notice to the respondent about the scheduled court date.

Claim Package – Documents to be served by a proper authority on a person named in a court action requiring that person to appear in the specified court on a specified day to answer the Claim.

Clerk of the Court – A Clerk of the Court of Queen’s Bench or Provincial Court Family Division.

CMP – Custody Mediation Program

CO – Court Order

Commissioner for Oaths – A person appointed for the purpose of administering oaths within the province.

Conduct Money – A sum of money which a person is entitled to receive in accordance with the rules of court to compel that person’s attendance at a particular court proceeding.

Confirming Order – A final support order that gives effect to a provisional order made under

the *Reciprocal Enforcement of Maintenance Orders Act* (REMO), or the *Interjurisdictional Support Orders Act* (ISO).

Consent Order – An order by a judge at the request of the parties concerned when they have reached an agreement.

Contact Order – An order under the *Family Law Act* providing for contact between a child and the applicant who is not the guardian of the child.

Corollary Relief – An order or that portion of a divorce judgment that deals with the award for support.

Court Hearing – A hearing of the court at which a support order or parenting order may be made. It is referred to as the List Date in Court of Queen's Bench.

Court of Queen's Bench – A superior trial court with wide-ranging jurisdiction over civil and criminal matters. This court hears CSS cases and divorce actions including the granting of support.

CRA – Canada Revenue Agency

CRC – Client Reporting Card

Crown Debt – Unpaid funds occurring from the support terms of an order or agreement where the Crown is the creditor.

CSR – Child Support Resolution

CSS – Child Support Services

CSS Office – The AHRE office where CSS workers are based. May be responsible for provision of CSS for other AHRE offices.

CSW – Child Support Worker

CTB – Child Tax Benefit

CUP – Children of Unmarried Parents

Current Payments – On-going support payments made on a weekly, monthly or yearly basis for the support of a spouse, adult interdependent partner, ex-spouse and/or children as set down by Family Court or by order of the Court of Queen's Bench.

CW – Child Welfare

DAC – Divorce Act of Canada

Department – Alberta Human Resources and Employment

Department Lawyer – The Family Law lawyers for Edmonton and Calgary, or the legal agents in the rest of the province who act for the department when requested by the CSW for CSS court matters.

Director – The Director under Part 5 of the IES Act or a person authorized to act on the Director's behalf.

District Office – The Human Resources and Employment office serving the area where the applicant resides.

Divorce Judgement (formerly Divorce Decree Nisi and Absolute) – The judgement issued in a divorce, which contains all orders for support and parenting of the children. The divorce does not become final until 31 days after granting of the judgement.

DM – Deputy Minister

DO – District Office

DOB – Date of Birth

DRA – Domestic Relations Act

DRO – Dispute Resolution Officer

EI – Employment Insurance

ETW – Expected to Work

Examination – Interrogation under oath.

Ex-Parte – A court hearing where the respondent does not attend.

Family Court – Referred to officially as the Provincial Court Family Division. This court hears parenting and support matters; charges under the *Mental Health Act*; and parenting and contact applications and Child Protection matters.

Father – The biological or adoptive father of a child, or the person who caused the pregnancy of the mother.

FC – Family Court

Financial Worker – A generic term used by CSS to denote the program area worker responsible for the administration of the applicant's program benefits.

FLA – Family Law Act

FLIC – Family Law Information Centre

FOIP – Freedom of Information and Protection of Privacy

GIC – Guaranteed Investment Certificate

GIS – Guaranteed Income Supplement (pension)

GST – Goods and Services Tax

Guardian (GD) – Unless otherwise ordered by the court, the mother and father of the child or a person who has care and control of a child who has been appointed by court order.

HH – Head of Household

HQ – Headquarters

HRE – Human Resources and Employment (Form Identifier)

HU – Household Unit

ID – Identification

IESA – Income and Employment Supports Act

In Loco Parentis – See Person Standing in the Place of a Parent

Injunction – An order issued by the Court of Queen’s Bench prohibiting a specified behavior. It may be obtained by a person against another person where the behavior of the accused is determined unjust, inequitable or injurious to the complainant.

Interim/Interlocutory – Determining a support matter temporarily pending a final order.

IS – Income Support

ISHTB – Income Supports, Health and Training Benefits (Regulation)

ISMP – Income Support Main Frame (system)

ISO – Interjurisdictional Support Orders

ISP – Income Support Program

ISS – Income Support Supervisor

IW – Intake Worker

JOIN – Justice Online Information Network

Judge – A judge of the Provincial Court.

Judgement – The final decision of the court resolving the dispute and determining the rights and obligations of the parties.

Judgement Creditor – The person to whom a court decides the defendant (debtor) owes money. The person can use various means to collect the judgment. The judgement is good for a specific period of time and may be renewed by a filed request.

Judgement Debtor – A person against whom a judgement has been made and who owes the money (respondent).

Justice – A Judge of the Alberta Court of Queen’s Bench.

LA – Legitimacy Act

LAN – Local Area Network (system)

Learner –Income Support Policy defines a Learner as a client attending school or training which includes three Learner types: Non-EI Learners, EI Learners and Apprentices.

LISA – Local Income Support Applications (system)

LISO – Learner Income Support Office

LRT – Learner Referrals to TOMIS

Maintenance Agreement – See Support Agreement

Maintenance Enforcement Program (MEP) – The program operated by Alberta Justice and Attorney General responsible for registering, enforcing, collecting and disbursing for support orders and agreements.

MEA – Maintenance Enforcement Act

MID – Management Information Database

MIMS – Maintenance Information Management System

MLA – Member of the Legislative Assembly

MOA – Maintenance Orders Act

Mother – The person who gives birth to a child, or adoptive mother of a child, or the genetic donor declared to be the sole mother by the court.

MOU – Memorandum of Understanding

MOVES – Motor Vehicle Database

MP – Member of Parliament

MVB – Motor Vehicles Branch

NETW – Not Expected to Work

Non-EI Learner – A non EI client attending full time school or training in receipt of Income Support core benefits (living allowance). [IESA Section 6(1)(a)(iii)]

Orders of the Court – A judge may order a person to pay a specified sum to the department or to a person named on the order. The amount of the order and the period specified is legally binding and cannot be altered except by an application to vary or through a successful appeal to the courts.

Parenting Order – An order relating to the exercise of the powers, responsibilities and entitlements of guardianship in respect of a child under the *Family Law Act*. This includes an allocation of parenting time for the applicant with the child and can include shared or split parenting.

PAS – Parenting After Separation

PCA – Provincial Court Act

PD – Participant Data Base

Peace Officer – A person employed for the preservation and maintenance of the public peace or for the service and execution of summonses. This person is usually a sheriff, warden, Justice of the Peace or a police officer.

Person Standing in the Place of a Parent – A person, usually the spouse/partner of a parent of the child, who has accepted the responsibilities of a being a parent. This may serve as the basis to request support under the *Family Law Act* and the *Divorce Act*.

PF – Putative Father

PHN – Personal Health Number

PID – Person Identifier

PMA – Parentage and Maintenance Act

Prescribed – Set by the Minister or Lieutenant Governor in Council in a Regulation.

Provisional Support Order – An order having the same characteristics as a support order except that it is granted on the basis of evidence given by the applicant only, and has no force or effect until confirmed by a family court or equivalent court in the province or country where the respondent lives.

PT – Parent

QB – Court of Queen’s Bench

Quantum – A sum of money ordered by the court.

RC – Recoveries

RCMP – Royal Canadian Mounted Police

RDE – Remote Data Entry

Recalculation Program – The program through Alberta Justice and Attorney General which provides an administrative review of a child support agreement or order, on an annual basis, according to the parties’ current income tax information.

Reciprocity – The relationship that exists between all provinces, and territories, and some countries that provides for each to recognize the other’s support orders and deal with them in the same manner as if they had been granted within their area of jurisdiction.

Reconciliation – The getting back together of two persons who were separated, to again form a household.

REF – Referral

REG – Registration Form

Relationship of Interdependence – A relationship outside marriage in which any two persons share one another’s lives, are emotionally committed to one another and function as an economic and domestic unit.

Reply – The respondent’s sworn evidence in response to the Claim made to the Court requesting an order under the *Family Law Act*.

Reserved - A divorce order is reserved when the divorce judgement or decree nisi states child support is reserved. This means they recognize that child support needs to be dealt with, but does not deal with it at that time.

Respondent – The person answering to a court action.

Response – Reply by the respondent to a Claim made by the applicant to the court for an order to be granted under the *Family Law Act* showing the respondent agrees or disagrees with the request.

Restraining Order – An order similar to an injunction issued by the Court of Queen’s Bench usually for a period of time, forbidding the spouse or partner of the applicant to enter the latter’s home, to telephone or in any way molest or harass the applicant anywhere or at any time.

Restricted File – A file on TOMIS that has access limited to the assigned CSW, their Supervisor and Manager, their Regional Specialist and Headquarters CSS staff with TOMIS

access.

RRIF – Registered Retirement Income Funds

RRSP – Registered Retirement Savings Plan (also referred to as RSP)

SALL – Social Allowance

SARS – Social Assistance Recipients

S/D – Separated/Divorced

SDG – Student Development Grants

Sealed File – The paper file is stored in a brown envelope and placed in a secure cabinet, because it is a restricted file on TOMIS.

Separated Person – A person who is living apart from his/her legal spouse or adult interdependent partner.

Separation Agreement (Legal Separation) – A contract normally entered into by a husband and wife and witnessed by their solicitors, which outlines the terms of the separation, such as support, custody/access, distribution of property and possessions. It is enforceable in the Court of Queen's Bench by way of breach of contract, but not by the Maintenance Enforcement Program.

SF – Students Finance (formerly SFB – Students Finance Board)

SFCC – Student Funding Contact Centre

Sheriff – An official employed by the Office of the Sheriff – Civil Enforcement who monitors civil enforcement agencies. The Office of the Sheriff does not serve documents, but can provide information about process servers in Alberta. The office of the Sheriff may arrange service for out of country documents.

Silent – A divorce order is silent when the divorce judgement or decree nisi **and** the certificate of divorce or decree absolute makes no mention of child support.

SIN – Social Insurance Number

Sine Die – Without appointing a day for continuation.

SP – Spouse/Partner

Spouse – Defined in the *Adult Interdependent Relationships Act* as the husband or wife of a married person.

Statement – Sworn evidence of the applicant to support the Claim for an order under the *Family Law Act*.

Stay of Proceedings – The suspending of proceedings by the court.

STEP – Summer Temporary Employment Programs

Style of Cause – The parties of an action as it appears on a document; i.e. Jane Brown – Applicant/Creditor, John Brown – Respondent/Debtor.

Subpoena – A process wherein a person is commanded by a judge or a Clerk of the Court to

appear as a witness and give evidence in a case at a specified time and place. May also refer to a document that is served in the above process.

Substitutional Service – Service other than personal service that is authorized by the court, or service as is otherwise prescribed by a statute or other legislative enactment.

Summary Conviction – The result of a trial of a person before a judge without a jury, usually for a minor misdemeanor, that ends in a sentence that the accused is guilty as charged.

Support – Means support, maintenance or alimony payable for a person or for the dependent child of the person

Support Agreement – An agreement providing for the regular support of the child or for the payment of expenses arising from the birth. The prescribed support agreement for CSS includes the finding of parentage and is usually between the parents with the CSS worker acting as witness.

Support Order – Means a court order that has a provision that requires the payment of support. The order has been filed or may be filed under the *Maintenance Enforcement Act*.

Taxation – Procedure by which officers of the court (Taxing Officers) review and adjust costs or fees allowed in an action or by a solicitor against his client.

TC – Team Consultation

TOMIS – Tracking of Maintenance Information System

UCCB - The Universal Child Care Benefit (UCCB) is designed to help Canadian families, as they try to balance work and family life, by supporting their child care choices through direct financial support. The UCCB is for children under the age of 6 years and is paid in installments of \$100 per month per child.

UM – Unmarried Mother

Variation Order – An order of the court that alters the terms of a previous order. This may be a request to vary a support order downwards or upwards or to change a parenting arrangement.

VISTAS – Vital Statistics Database

Voluntary Support – A voluntary agreement made between the creditor and debtor whereby a specified periodic sum is paid by the person responsible to the client or to the department (does not include prescribed support agreements)

VS – Voluntary Support

WCB – Workers' Compensation Board

Withdraw – Cease the action before the court.

WP – Widows' Pension

YTD – Year to Date