Application for review — Québec Parental Insurance Plan

Send to Centre de service à la clientèle

Centre de service à la clientèle 19, rue Perreault Ouest, 1er étage Rouyn-Noranda (Québec) J9X 0A1

Date received:

IMPORTANT

• If you disagree with a decision that has been rendered in your file, you can apply for a review, which is a re-evaluation of the decision. Before sending

in your application for review, feel free to contact a QPIP employee if you would like additional information about the decision. You can also consult the QPIP website (www.rqap.gouv.qc.ca).							
The second page of the factorial in	orm contains important inf	formation about applying	for review. Please rea	ld it carefully.			
1 APPLICANT IN	FORMATION						
Family name	amily name First name			Personal code Ex.: NAMFddmmyy99			
Hama adduaga mumbau	atus at	Anautosant	Oit.				
Home address – number,	street	Apartment	City				
Postal code Telephone Other telephone (specify)							
Area code Area code							
• • • • • • • • • • • • • • • • • • • •							
2 CONTESTED D	ECISION or Month Day						
Enter the date:	Enter the date: and number of the contested decision:						
In addition, if you are contesting one or more claim notices, for each contested claim for repayment please enter:							
the date:	and	the number of the claim	:				
To facilitate the processing	of your application, please	attach a copy of the dec	sion or claim for repa	yment that you are contesting (if possible).			
2 DEACON FOR	APPLICATION FOR	D DEVIEW Indicate	the item you are cent	taatina			
Benefit application refu		on of benefits	Benefit starting d				
Reduction in benefits	nt At-source income tax deduction						
Claim notice for low-income families							
☐ Nature of claim ☐ Amount of claim ☐ Recovery from payments							
Other reason (specify)):						
4 COMMENTS DECA	DDING ADDITION	FOR DEVIEW Explois	who you are applying	e for a review, if mad be add and ar mare about af non			
4 CUMMENTS REGA	RDING APPLICATION	FUR REVIEW EXPIAIL	wny you are appiying	for a review, if need be, add one or more sheets of pap			
5 ADDITIONAL I							
Do you wish to present your observations to Name of representative or person Will you be represented by an attorney or assisted by another person in the review process? Yes No Phone							
your review officer during a telephone	Area code						
review hearing?	Address			Fax Area code			
☐ Yes ☐ No				Alia cout			
6 APPLICANT'S SIGNATURE							

Signature

Date Ministère du Travail, de l'Emploi et de la Solidarité sociale

Information regarding your application for review

1 What is a review?

A review is a right provided for in the *Act respecting parental insurance* to request a re-examination of a decision by the officer responsible for your file if you are dissatisfied with it. However, an application for review does not stop the decision from being implemented. For example, if the decision indicates that the amount of your cheque will be decreased, the reduction will be maintained until the new decision is handed down.

Your application for review will be assessed based on the facts available at the time the officer responsible for your file issued the decision. If changes have occurred since this time, you must inform us. You can produce any relevant document to support your application.

The review process allows you to present your observations and explain your arguments during a telephone review hearing. A new decision will then be handed down by the review office informing you of the outcome.

The review office will send you confirmation as soon as it receives your application for review. To facilitate communication during the review process, you will be given the coordinates of the person responsible for processing your application, and informed of your obligations and the procedure to follow.

2 Deadline for filing a review application

You have 90 days from the date you received the decision from your CLE to file your review application. If your application is not filed within this period, it will not be accepted, unless you can prove that you were unable to act sooner because of a valid reason or an event that was unforeseeable or beyond your control.

Personnel of the Québec Parental Insurance Plan and the review office have the duty to assist you if you need help filling out your application for review.

3 Steps in processing an application for review

Centre de service à la clientèle

Centre de service à la clientèle will first forward your application to the review office.

Review office

The review office will conduct a review of your application and hand down a decision.

4 Can you be involved in the study of your application for review?

- Yes, you have the right to be heard and to provide any documents and/or information that you consider necessary to defend your point of view.
- You are entitled to be accompanied by a person of your choice, be represented by a lawyer or be assisted by a representative of an organization of your choice.

5 How is the review decision handed down?

The decision will be forwarded to you by mail. A copy will also be sent to your lawyer or, at your request, to the individual or organizational representative who helped you during the review process.

Centre de service à la clientèle also receives a copy of the decision. It is responsible for implementing the decision handed down and, where applicable, paying any amounts owing.

6 Possibility to appeal decisions to the Tribunal administratif du Québec

If you feel that the review decision rendered by the review office is unfounded, you will have 60 days to lodge an appeal with the Tribunal administratif du Québec (TAQ).

If no review decision has been rendered within 90 days following the date of receipt of your application for review, the date on which you presented your observations or the date on which you submitted your documents (if you requested an extended deadline for this purpose), you may submit the contested decision directly to the TAQ.

7 For further information

You may contact an officer of the Québec Parental Insurance Plan or the Bureau des renseignements et plaintes of the Ministère du Travail, de l'Emploi et de la Solidarité sociale at the following numbers:

If you live in the Québec City area: 418-643-4721 Elsewhere in Québec (toll-free): 1 888-643-4721

You can also obtain information on the departmental Web site (www.mtess.gouv.qc.ca), by clicking Client services and then Direction générale adjointe de la révision et des recours administratifs.

Further information is also available at www.rqap.gouv.qc.ca.