

SAMPLE

Request payment of Section 7 child support

Below is an example of an email to the other parent requesting payment of section 7 child support, also known as **special expenses**, that you can use if you are **not** registered with the Maintenance Enforcement Program (MEP). Use it as a guide to write your own message to the other parent.



Learn more about **Section 7 child support** at family.cplea.ca

You can avoid a lot of conflict by asking for the other parent's consent to a special expense ahead of time.

Be very clear in your request. For each expense, include the following information:

- the name of your child that the expense is for
- what the expense is and the reason for it
- how much the expense is and how it is calculated
- how you propose to split it based on how you usually share special expenses
- a deadline for them to get back to you

Use a new paragraph for each expense.

Attach proof of each expense, such as a sign-up form or quote.

You can also contact the **Maintenance Enforcement Program** for more help.

From: Alex <parentalex@emailaddress.ca>

Date: May 3, 2024 10:18:52 AM MDT

To: Jordan <parentjordan@emailaddress.ca>

Subject: Child Support Special Expenses

Jordan,

I am writing this email to discuss some upcoming special expenses.

Ben's math grade has fallen over the past year, and his teacher thinks that he needs some help. His teacher recommended a tutor that costs \$25 per hour. The tutor is available on Thursdays after school and can travel to meet Ben at whichever house he is staying at that day. The sessions would be once a week until the end of the school term. The total cost is approximately \$350. As you pay 2/3 of the special expenses, your cost would be \$233 and I would pay \$117. Will you pay your portion for a math tutor? Please let me know by Monday of next week.

Second, Ben is already asking about going with his friends to camp in July. The camp costs approximately \$400 (you can find the list of camp costs here). Your cost would be \$267 and I would pay \$133. There's a subsidy available that I'll apply for, but I didn't get it last year so I doubt I'll get it this year. Will you pay your portion for summer camp? Please let me know within two weeks because registration is due on June 1st.

Thank you,

Alex