

Send to Centre de service à la clientèle

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

Date received:

BEFORE APPLYING FOR A REVIEW

- Feel free to contact an officer of the Québec Parental Insurance Plan if you need more information on the decision handed down.
- Please read the information on the second page of this form carefully.
- Visit www.rqap.gouv.qc.ca.

1 APPLICANT INFORMATION

Family name		First name		Personal code Ex.: NAMFddmmyy99
Home address – number, street			Apartment	Municipality
Postal code	Telephone <small>Area code</small>	Other telephone (specify)		<small>Area code</small>

2 CONTESTED DECISION

Enter the date:

Year	Month	Day
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 and number of the contested decision:

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In addition, if you are contesting one or more claim notices, for each contested claim for repayment please enter:

the date

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 and the number of the claim:

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To facilitate the processing of your application, please attach a copy of the decision or claim for repayment that you are contesting (if possible).

3 REASON FOR APPLICATION FOR REVIEW *Indicate the item you are contesting.*

<input type="checkbox"/> Benefit application refusal	<input type="checkbox"/> Cancellation of benefits	<input type="checkbox"/> Benefit starting date	<input type="checkbox"/> Choice of plan	
<input type="checkbox"/> Reduction in benefits	<input type="checkbox"/> Amount of benefits granted	<input type="checkbox"/> Increase for low-income	<input type="checkbox"/> At-source income tax deduction	
Claim notice				
<input type="checkbox"/> Nature of claim	<input type="checkbox"/> Amount of claim	<input type="checkbox"/> Recovery from payments		
<input type="checkbox"/> Other reason (specify): <table border="1"><tr><td></td></tr></table>				

4 COMMENTS REGARDING APPLICATION FOR REVIEW *Explain why you are applying for a review, if need be, add one or more sheets of paper.*

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5 ADDITIONAL INFORMATION

Do you wish to present your observations to your review officer during a telephone review hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be represented by an attorney or assisted by another person in the review process? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of representative or person <table border="1"><tr><td></td></tr></table>		Phone <small>Area code</small> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
Address <table border="1"><tr><td></td></tr></table>		Fax <small>Area code</small> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													

6 APPLICANT'S SIGNATURE

<table border="1"><tr><td></td></tr></table> Date		<table border="1"><tr><td></td></tr></table> Signature	

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.

Service de révision médicale et socioprofessionnelle

If your review application involves the evaluation of your capacity for employment for medical reasons, it will be heard, generally in a telephone interview, by:

- a committee made up of a doctor and a socio-occupational specialist, in the case of a severely limited capacity for employment;
- a doctor alone, in the case of a temporarily limited capacity for employment.

The committee or doctor does not call into question the diagnosis made by your treating physician in the medical report you submitted. They evaluate your condition and the resulting limitations in order to hand down a decision that complies with the Act.

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 Service de révision 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 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.mess.gouv.qc.ca), by clicking **Client services** and then **Direction de la révision et des recours administratifs**.

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