



# FAMILY MAINTENANCE ENFORCEMENT PROGRAM

## Special or Extraordinary Expenses Form

### Information for Recipients

#### Completing the Expenses Form

- You must have a court order or agreement stating the payor is required to pay all or a share of certain expenses
- The FMEP must have confirmed that the expense(s) is enforceable by the Program. Please do not send in receipts or use this Expenses Form unless you have already received that confirmation from the FMEP.
- The copies of receipts provided and the amounts entered on the Expenses Form must be specifically related to the expense stated in your court order or agreement.  

For example – the payor is to pay ‘hockey expenses’, acceptable receipts would be for hockey registration or hockey equipment. Not acceptable are gas receipts for driving child back and forth to practice, or tournaments or receipts for meals or accommodation. The receipt must reference the expense.
- On the Expenses Form enter the details of each expense, including date, description, name of child, total amount of the expense and the portion owing by the payor. You will need to calculate the total amount owing by the payor.
- You must provide legible copies of all receipts for the amounts indicated on the Expenses Form. Please do not send the original receipts, as you should retain those for your own records.
- Where an expense is subject to reimbursement from an insurance plan, ensure that:
  - you and/or the payor have submitted the expense(s) to appropriate insurance plans for reimbursement.
  - the amount entered on the Form is the remaining amount owing to you after the reimbursement process.
- Send the Expenses Form with a copy of receipts to the FMEP office handling your case:

Lower Mainland Client Office  
Box 80449  
Burnaby BC V5H 3X9  
Fax 604 678-5679

Northern & Interior Client Office  
Box 830  
Kamloops BC V2C 5N1  
Fax 250 434-6033

Victoria Client Office  
Box 9216  
Victoria BC V8W 9J1  
Fax 250 220-4050

#### Timeframe for sending copies of receipts

- Copies of receipts must be submitted no later than the end of the month following the month when the expense was incurred.  

Example: if the expense is incurred February 12, the receipt must be sent to the FMEP no later than March 31.
- FMEP may decide not to enforce receipts older than 3-months.

#### Notifying payor of the expenses:

- The payor will be sent a copy of the completed Special or Extraordinary Expenses Form. If the payor questions an expense, we will provide him or her with a copy of the receipt. **If you have concerns about sharing any information on the receipts with the payor it's your responsibility to let us know.**