

Learner Income Support Application
Full-Time Study

Your Authorized Official will need to ensure that your required information has been entered into Alberta Employment and Immigration's client tracking system, Mobius, prior to submitting this application.

Completion Instructions

The following information provides assistance in completing the Learner Income Support Application. Instructions are provided for areas that are more difficult, not for all sections of the application. You may benefit from reading the following instructions as you complete the application.

See your Authorized Official if you have any questions or require help filling out your application.

You may find it helpful to have the following information or documents available while you are filling out the application:

All Applicants:

- Learner Income Support Application (found in the centre of these Completion Instructions)
- your Social Insurance Number
- your Alberta Personal Health Number
- line 150 from your most recent income tax return
- Employment Insurance monthly income and dates (if applicable)
- information about your anticipated income while in training

Applicants Married or Living With a Partner:

- your spouse/partner's Social Insurance Number
- your spouse/partner's Alberta Personal Health Number
- information about your spouse/partner's income (e.g. pay stubs)
- line 150 from your spouse/partner's most recent income tax return

Applicants Who Have Dependent Children

- birth date of each child
- Alberta Personal Health Number of each child

Applicants Who are Immigrants to Canada may also need:

- IMM5292 (Confirmation of Permanent Residence) or IMM 1000 (Record of Landing) for you
- IMM5292 (Confirmation of Permanent Residence) or IMM 1000 (Record of Landing) for your spouse/partner

Applicants Whose Social Insurance Number Begins With a "9" will also require:

- "Notice of Decision" granting Convention Refugee Status
- "Work Permit" covering the entire training period
- "Study Permit" covering the entire training period
- Social Insurance Number covering the entire training period

Completion Instructions for the Learner

Table of Contents

Section 1 - Applicant Information	3
Section 2 - Contact Person Information	5
Section 3 - Information about your Spouse/Partner	5
Section 4 - Employment Insurance History	6
Section 5 - Dependent Children Information	7
Section 6 - Additional Household Information	8
- Codes for Bands in Alberta	8
Section 7 - Expenses While in Training	9
Section 8 - Monthly Financial Resources	9
Section 9 - Household Assets	11
Section 10 - Declaration	11

Other Schedules

Direct Deposit Registration	12
Child Care Expenses	12
Declaration of 18 and 19 Year Old Dependant	12
Additional Continuous Benefits.....	13
Child Support Services	13
Change in Circumstances for Learners	14

Other Financial Information

Canada Child Tax Benefit.....	14
Tax Information	15

Conclusion

Are you finished?	16
What Happens Next?	16

Learner Income Support applications should be received at least two months prior to the beginning of training or before the end of training. **Applications received after training is over will not be processed.**

Please print clearly in ink. If we cannot read the information on your application, it will be returned to you. This will delay your funding.

Section 1 Applicant Information

Alberta Employment and Immigration Identification Number (EIID)

EIID (This is your Alberta Employment and Immigration Identification Number)

See your Authorized Official to obtain your EIID.

Address

Enter your address where you now live. This is where Alberta Employment and Immigration will send information about your funding to you.

If your address and the housing type you live in changes (e.g. moving from private housing to social housing), you must fill out a **Change in Circumstances (CIC) for Learners** form. **CIC for Learners** forms are available from your Authorized Official, service manager, training provider or on the website: www.employment.gov.ab.ca/learners-cic. You may also call the Student Funding Contact Centre (see below) to have them mail you a copy of the **CIC for Learners** form. If your address changes and the housing type you live in stays the same, notify the Student Funding Contact Centre of your new address.

Student Funding Contact Centre

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485

Marital Status - Check one box only

Check married if:

- you are two adults in a legal union.

Check partner if:

- you are living in a common-law relationship of two adults of the opposite sex in a conjugal or marriage-like relationship, regardless of the length of time of your relationship, and may include:
 - sharing each other's lives,
 - an emotional commitment to each other, and
 - functioning as an economic and domestic unit.

Or

- You are in a relationship recognized under the *Adult Interdependent Relationships Act* which includes:
 - two adults in a same sex relationship, who declare they are partners
 - two adults not related by blood, living in a platonic relationship, regardless of gender, who declare they are partners
 - two adults who have entered into a formal Adult Interdependent Partnership agreement as authorized under the *Adult Interdependent Relationships Act*. Those can be blood relatives.

- Note:**
1. You do not have to be residing together when declaring yourself to be married or with a partner e.g. your partner could be working out of town.
 2. If you are living with a person and you have a child of the relationship by birth or by adoption, you must declare your marital status as either married or partner.

Citizenship Status

You must be one of the listed citizenship statuses to receive Learner Income Support. Other immigration categories such as international visa students, skilled workers, Temporary Foreign Workers, visitors, etc. are not eligible.

Sponsored Immigrant

All applicants, including Canadian citizens, answer the question: "Are you currently a sponsored immigrant?".

Sponsored immigrants, where the sponsorship has **not** expired, are normally only eligible for tuition, mandatory fees, student association fees, books and supplies. Your living costs are the responsibility of your sponsor. Sponsorship refers to the following groups of people:

- Immigrants and refugees and their families who are sponsored by a person or party under the *Immigration and Refugee Protection Act*
- Refugees under the *Immigration and Refugee Protection Act* who are receiving financial assistance from the Government of Canada

If you accompanied your parents to Canada as a minor, the sponsor has responsibility for your living costs until the period of sponsorship is over.

If your sponsor is not living up to the conditions of the sponsorship by fully supporting you, ask your Authorized Official to determine what information is required by Alberta Employment and Immigration to consider your funding request. You may also call the:

Student Funding Contact Centre

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485.

Born in Canada

If you answer 'No' to the question: "Were you born in Canada?" and

- you arrived in Canada within the last 10 years, and
- this is your first application for Learner Income Support,

You must include a copy of your IMM5292 Confirmation of Permanent Residence or your IMM1000 Record of Landing, with your application.

Alberta Personal Health Number (PHN)

You will find this number on your Alberta Personal Health Card.

You will receive health benefits coverage while you are in full-time training funded through Alberta Works, unless you are a sponsored immigrant whose sponsorship period has not expired or have Registered Status under the Indian Act. If you have coverage through another health plan, AE&I coverage will be used as a top-up. You and any dependents named on your Health Benefits Card will receive coverage for prescription drugs, eye exams and glasses, dental care, emergency ambulance services and essential diabetic supplies. If you do not provide an Alberta Personal Health Care Number for yourself, and spouse and dependent children if applicable, AE&I health benefits coverage cannot be provided.

Social Insurance Number (SIN)

Learners must provide a valid SIN. Learner Income Support applications will **not** be processed without a valid SIN for the learner applicant. This number allows Alberta Employment and Immigration to issue tax slips and report your benefits to the Canada Revenue Agency.

If you do not have a SIN, please see your Authorized Official for information on applying for a SIN.

All valid SIN cards beginning with a 9 have an expiry date. The expiry date must cover the entire training period.

All applicants whose SIN begins with a 9 must also provide a copy of:

- The "Notice of Decision" granting Convention Refugee Status,
- "Study Permit" with dates that will cover the entire training period*, and
- "Work Permit" with dates that will cover the entire training period.

* Please note that Citizenship and Immigration Canada requires a letter of acceptance from your training provider before a Study Permit will be issued.

Training Information

If your training provider has not signed an Accountability Framework Agreement (AFA) with Alberta Employment and Immigration, you must include a copy of your admission letter with this application. If you are not able to provide a copy of your admission letter, ask your Non-AFA training provider to complete the Non-AFA Training Provider Information Form available at www.employment.alberta.ca.

Section 2 Contact Personal Information

Alberta Employment and Immigration (AE&I) is asking you to provide the name of a contact person, not living with you, who may be contacted in the event that we are unable to reach you at the address you provided.

This information may be used to contact you:

- before or during your training period if we need to speak to you, for example, to change an appointment.
- after your training period for follow-up purposes to see if the training has been helpful.
- for program audit purposes to confirm that the training provider delivered the training and services.

The contact person will only be asked for your current phone number or address. We recommend that you tell your contact person that you have given AE&I permission to ask for this information. You can remove or change the contact name by calling the:

Student Funding Contact Centre

- in Edmonton at 780-427-3722 or
- toll-free at 1-800-222-6485

Section 3 Information about Your Spouse/Partner

Spouse/partner information is collected to determine the financial support your household may be entitled to. Information on both partners is required to determine this eligibility.

Citizenship Status

When your spouse/partner is in Alberta and their citizenship status is “Other”, only those who are Refugee Claimants will be eligible for support as a member of a learner household. If you have checked “Other”, please provide documentation from Citizenship and Immigration Canada to confirm your spouse/partner’s status in Canada.

Sponsored Immigrant

If your spouse/partner is currently sponsored under **Refugee Class or Family Class**, the sponsor is responsible to pay his or her living expenses during the period of sponsorship. See your Authorized Official for more information. If you have sponsored your spouse/partner and the period of sponsorship is still in effect, Alberta Employment and Immigration must notify Citizenship and Immigration Canada. You will not be able to sponsor another person until all money issued for your spouse/partner while you were a learner is repaid.

Employment Status of Your Spouse/Partner

If your spouse/partner is not working 30 hours a week or more while you are in training and you have no children under the age of twelve months, your spouse/partner is expected to go to an Alberta Service Centre or Canada-Alberta Service Centre for an Employability Assessment and development of a Service Plan. These services will help him or her find employment. If your spouse/partner is unable to work for medical reasons, he or she is not required to have an Employability Assessment but will be required to produce a doctor's letter confirming inability to work if your file is audited.

Full-Time Student Status of Your Spouse/Partner

Alberta Employment and Immigration needs to know the dates your spouse/partner is or plans to be a full-time student as this will affect the amount of benefits you receive. There are three different applications for full-time student funding. These are:

- Learner Income Support Application
- Apprentice Income Support Application
- Application for Financial Assistance: Full-Time Post-Secondary Studies.

Each of the applications has different budgets that are used to determine living allowances. You must ensure that you and your spouse/partner are completing the correct application for your type of training and support.

Where applicable enter all the monthly financial information for your household in both applications. Alberta Employment and Immigration and Alberta Advanced Education and Technology (if appropriate) may provide each of you one-half of the family needs (based on the appropriate budget for your application) for any overlapping time you are in school. You will each be assessed using the full costs of tuition, mandatory fees, student association fees, books and supplies, for your separate programs.

Language Instructions for Newcomers to Canada (LINC) training is not eligible for Learner Income Support. Therefore, if you answer “Yes” to your spouse/partner attending training, ask your Authorized Official.

Section 4 Employment Insurance History

You are required to apply for Employment Insurance (EI) benefits if you have eligible hours. If you are receiving EI benefits, this amount will be used as a resource when calculating your financial need.

You may be eligible for EI funded Learner Income Support if:

- You are currently receiving regular EI benefits, **or**
- You have received EI benefits in the past 3 years, **or**
- You have received maternity or parental benefits within the past 5 years, **or**
- You are receiving EI special benefits (e.g. medical) and Service Canada has agreed to switch your claim to regular benefits (Contact Service Canada at 1-800-206-7218 to investigate switching your special benefits to regular benefits), **or**
- You are employed full time and an Alberta Employment and Immigration official has authorized a ‘Counsel to Leave Employment’.

Your application cannot be processed if:

- You have recently applied for EI and your claim has not been finalized, **or**
- You have recently been laid off and have not applied for EI, **or**
- You are appealing a denial of your EI claim.

You may apply for Learner Income Support once your EI claim has been finalized.

Section 5 Dependent Children Information

The amount of Learner Income Support is based on the number of adults and children in your household. We collect information on your dependent children to determine how much money you should receive. Dependent children are children living with you, whom you or your spouse/partner financially support **and** who are either under age 18 **or** are ages 18 and 19 and attending Elementary, Junior or Senior High school (Grades K-12).

- If you have children who are 18 or 19 or will turn 18 during the time you are attending training and are attending Elementary, Junior or Senior High School (Grades K-12), complete the **Declaration of 18 and 19 Year Old Dependant** form to maintain required funding levels.

- Children ages 18 and 19 may attend Elementary, Junior or Senior High School (Grades K-12) either on a full-time or part-time basis.
- Children ages 18 and 19 are also included in the determination of financial need during summer if they plan to continue schooling in Elementary, Junior or Senior High School (Grades K-12) in September.
- Children are not included in the determination of financial need for your household the month following their 20th birthday.

Registered Indian Status of Children

If your children have registered status under the *Indian Act*, their health coverage will continue to be funded by the federal government.

Alberta Personal Health Number

Health coverage for your dependent children under age 18 is through the Alberta Child Health Benefit (ACHB). Coverage for your dependent children under the ACHB is effective from the start date of training until September of the following year. If you do not provide each child's Personal Health Number, we cannot enroll them in the ACHB program.

Health benefits for children who are 18 or 19, and who complete the **Declaration of 18 and 19 Year Old Dependant** form, will automatically be provided under the ACHB from the start date of training until September of the following year or until they turn 20.

Number of Days per Month

If any of your children do not live with you on a full-time basis because of a shared custody arrangement (e.g. resides at another address for more than one day per month), please indicate the number of days per month the child is living with you. This information is required to determine the amount of income support you receive for this child.

Section 6 Additional Household Information

Receiving Income Support as an ETW or NETW from Alberta Employment and Immigration (AE&I)

If you are receiving Income Support from AE&I at the time of your application, check the appropriate box so your funding can be coordinated at the start of your training. Continue to submit your client reporting information until your funding as a learner begins.

Preferred Source of Funding While Attending Training

Your answers to the questions on Assured Income for the Severely Handicapped (AISH) will determine the funding source for all your living costs. Therefore, **please make this decision after discussing the pros and cons of your choice with your AISH worker**. Whatever decision you make will be effective for the funded period of training.

- If you answer "Yes", you or your spouse/partner will stop receiving AISH funding. Instead you will receive funds from Learner Income Support for the time you are attending training. By selecting this option, your AISH income will not be used to determine your eligibility for full tuition, mandatory fees, student association fees, books and supplies; however, your assets will be considered in the determination of your eligibility for these benefits.
- If you answer "No", you will only be eligible for tuition, mandatory fees, student association fees, books and supplies from Learner Income Support and your household will continue to receive AISH benefits for living costs for the time you are attending training.

Income Tax History

If you did not keep a copy of your most recent income tax return, you can get this information by contacting the Canada Revenue Agency at 1-800-959-8281.

On/Off Reserve Status

All applicants must answer the question: "Have you ever lived on a reserve?". If you answer "Yes", you must answer the next three questions or your application will be returned to you. If you are living on a reserve or usually live on a reserve and you have an Indian Registration Number, your finances will be assessed to determine your eligibility for training benefits (tuition, mandatory fees, student association fees, books, and supplies) only. Living costs are the responsibility of the Income Support program on the reserve. You will receive a Funding Assessment Decision letter from Alberta Employment and Immigration after the financial assessment of the Learner Income Support Application. You will need to take your Funding Assessment Decision letter to the Income Support Office on the reserve to be assessed for eligibility for your living costs.

Indian Registration Number

This number is required to determine whether your health benefits or your spouse/partner's health benefits will be covered by the federal government or by Alberta Employment and Immigration.

Aboriginal Funds Codes for Bands in Alberta

Alexander	438	Loon River Cree	476
Alexis Nakota Sioux Nation	437	Louis Bull	439
Athabasca Chipewyan First Nation	463	Lubicon Lake	453
Bearspaw	473	Mikisew Cree First Nation	461
Beaver First Nation	445	Montana	442
Beaver Lake Cree Nation	460	O'Chiese	431
Bigstone Cree Nation	458	Other	OTH
Blood	435	Paul	441
Chiniki	433	Piikani Nation	436
Chipewyan Prairie First Nation	470	Saddle Lake - includes Goodfish	462
Cold Lake First Nations	464	Samson	444
Dene Tha'	448	Sawridge	454
Driftpile First Nation	450	Siksika Nation	430
Duncan's First Nation	451	Smith's Landing First Nation	477
Enoch Cree Nation #440	440	Sturgeon Lake Cree Nation	455
Ermineskin Tribe	443	Sucker Creek	456
Fort McKay First Nation	467	Sunchild First Nation	434
Fort McMurray #468 First Nation	468	Swan River First Nation	457
Frog Lake	465	Tallcree	446
Heart Lake	469	Tsuu T'ina Nation	432
Horse Lake First Nation	449	Wesley	475
Kapawe'no First Nation	452	Whitefish Lake First Nation	128
Kehewin Cree Nation	466	Whitefish Lake First Nation (Atikameg)	459
Little Red River Cree Nation	447	Woodland Cree First Nation	474

If you are receiving band funding from a band in another province, please enter code 999 in Box 61.

Section 7 Expenses While in Training

Housing While in Training

If you will be **living with relatives** (which include a parent, step-parent, adoptive parent, grandparent, adult child, or adult grandchild, of you or your spouse/partner) **and your name is not on the lease** check the appropriate box. You will be allowed a shelter rate that will offset the additional utility costs as a result of you residing in the household. If you are living in **private** accommodation (including student residence) check the appropriate box. The shelter rate will be based on private accommodation rates. If you are living in **social housing** (previously known as subsidized housing), check the appropriate box. Many social housing authorities include power (electricity) as part of your rent but some do not. If you check "Yes" to the question: "Do you pay your own power/electricity?", enter the amount you pay each month for power.

Maximum core benefits are established in the *Income Supports Health and Training Benefits Regulation*. To determine the amount for which your household may be eligible refer to the **Financial Benefits Summary**, available in the Alberta Works Policy Manual at www.employment.alberta.ca, (The Financial Benefits Summary is subject to change.)

Child Care/Babysitting while in training

If you require child care for children under age 12, you must complete the **Child Care Expenses** Schedule to have this expense included in your budget. If you have a child age 12 or over who requires special child care, talk to your Authorized Official for information about coverage for this expense.

Other Expenses while in training

If you require continuous monthly benefits such as additional shelter, transportation, special diets or other ongoing needs, complete the **Additional Continuous Benefits** Schedule. There are spaces to enter separate dollar amounts for yourself and your spouse/partner. Please ensure that these amounts are declared separately.

Section 8 Monthly Financial Resources

Monthly financial resource information is collected to determine the financial support your household may be entitled to. Any exemptions to your income will be applied by the Learner Income Support Office when determining your eligibility. Additional information about exemptions is available in the Alberta Works Policy Manual at www.employment.alberta.ca.

Wages/Salary (net pay, employment only) for you and your spouse/partner.

"Net pay" is the amount of money after the standard deductions for Canada Pension Plan, Employment Insurance and Income Tax. Other deductions may be considered if they are required by an employer as a part of a job. Examples include company pension plan contributions, uniform rental and cleaning, union dues, and meal expenses.

For deductions required by the employer to be considered, you may be asked to provide a letter, brochure or other documents from the employer, which proves employees must pay the deductions.

- If your spouse/partner is earning income by providing child care services in your home, enter the net amount earned under Wages/Salary. Net income allows for deductions for the cost of food for the children cared for and any other items that are required to run a dayhome.
- If your spouse/partner's income is from self-employment (other than self-employment income from providing child care in your home), enter the amount under Self Employment Income.
- If your spouse/partner has earnings (or will be receiving employment income) while in training, enter the amount under Wages/Salary.

Child Support and Spousal/Partner Support (Adult Support)

If you receive child/adult support, enter the monthly amounts into Child Support or Spousal/Partner Support (adult support). If you are not receiving the amount of child/adult support in your order or agreement, you are required to register this order or agreement with the Maintenance Enforcement Program (MEP). To register you can:

- contact Child Support Services in Edmonton at 780-415-6400, in Calgary at 403-297-6060 or call toll-free from anywhere else in Alberta at 310-0000 and ask for the Child Support Services office nearest you or
- contact MEP at 780-422-5555 in Edmonton, or toll-free in Alberta at 310-0000 and ask for MEP, for a registration package or
- go online at www.justice.gov.ab.ca/mep/ and print the registration package.

Or

If you are currently in receipt of Income Support through Alberta Employment and Immigration, child/adult support may be going directly to the government. In this situation please contact MEP to determine the support being collected. Once MEP has confirmed you are receiving Learner Income Support, MEP will send the child/adult support to you. You need to put this income under Child Support or Spouse/Partner Support.

Self-Employment

Self-employment income means all self-employment income including all income earned from a home-based business, with the exception of income earned by people providing child care in their own home. **People earning income by providing child care in their home should report this income in Wages/Salary.** All other net self-employment income should be reported under Self Employment Income. All learners and/or spouse/partners with self-employment income are allowed to deduct specified expenses from gross self-employment income to determine net self-employment income. These allowable expenses are:

- All deductions required by law, including business taxes and business license fees.
- The reasonable cost of materials, supplies, goods and services that are **essential** to the business or farm operation.

Employment Insurance (EI)

If you are receiving EI, enter the amount in this line. If your EI claim has not been finalized, an estimate of EI payments may be made based on information you provide in Section 5. If this is done, you will be advised on your Funding Assessment Decision letter. You must notify Alberta Employment and Immigration (AE&I) of the actual amount you receive when your payments begin to ensure you are receiving the correct funding from AE&I. To estimate your EI (if required), you can access the EI website at www.hrsdc.gc.ca/eng/ei/types/regular.shtml and click on “How we calculate the amount you will receive.”

Rental Property Income (only for property you are currently living in)

If you and your spouse/partner are receiving rental income from the home in which you live (your principal residence), enter the total (gross) rent received in this line. Fifty percent of this income will be used when determining your family's monthly financial needs. If you have rental property other than the house you are living in, **do not** enter the amount on this line. Enter the rent received on this property under Other Income. All of the rent received for this property will be used when determining your family's monthly financial needs.

Room and Board Income

If you and your spouse/partner are receiving room and board income from boarders in the home in which you live, enter the total (gross) room and board income received in this line. Twenty-five percent of this income will be used when determining your family's total monthly financial needs.

Other Income

Other sources may include orphan's benefits, gifts, pensions, Workers' Compensation Benefits, rent from other property, interest income, etc. If there is not enough space to enter your other income sources, attach a separate piece of paper with the details.

Do **not** include any income from Canada Child Tax Benefit, Universal Child Care Benefit or Goods and Services Tax credits.

Section 9 Household Assets

You may be required to use some of your assets to help cover the costs of your training.

Savings

Enter the amount of money you expect to have the day you start training. This will include bank accounts, Tax Free Savings Account, cash on hand and negotiable cheques.

Scholarship/bursary

Enter the full amount of all scholarships.

Registered Retirement Savings Plan (RRSP)

Enter the full amount of your RRSPs. Learner households have an RRSP exemption of \$100,000. Any amount of RRSP that exceeds \$100,000 will be used as a resource when determining your family's monthly financial need.

Registered Education Savings Plan (RESP)

If you will be attending Occupational Training, you must use your RESP. The amount of your RESP will be used when determining your family's monthly financial need. Ask your Authorized Official for further details about whether or not your training program qualifies. Do not include RESP's for other household members.

Assets

Assets including resources such as: term deposits, bonds, stocks, GICs, etc. If you are unsure whether the asset you and/or your spouse/partner own is used to calculate your financial need, please ask your Authorized Official.

Waiting for Funds

If you or your spouse/partner are waiting for funds from sources such as: another government, government department, or insurance company, you may be required to repay some or all Learner Income Support that you received as part of your assessed need while waiting for this payment. Your application will be stopped during processing until you complete and return a repayment agreement.

Section 10 Declaration

Read the declaration carefully. It describes the responsibilities that you and your spouse/partner have as a learner receiving income support and training benefits, including providing complete and true information about your family and financial situation and reporting changes in your circumstances. The declaration also specifies how the information you and your spouse/partner provide is used to administer Learner Income Support. Alberta Employment and Immigration (AE&I) and Alberta Advanced Education and Technology (on behalf of AE&I as part of a Shared Services Agreement) may conduct verification reviews or investigations relating to financial eligibility for this program, from time to time and has the right to recover benefits you receive to which you are not entitled. If there are parts of this declaration that you do not understand, ask your Authorized Official to explain them to you before you sign the declaration.

Both you and your spouse/partner must sign and date the declaration in two places. You both must also include your Social Insurance Numbers. You must use ink to sign the declaration or the application will be returned to you.

Social Insurance Number

The Alberta Government has agreements with the Canada Revenue Agency, which allows Alberta Employment and Immigration to confirm the income of your spouse/partner. This is done through the Social Insurance Number (SIN). Your spouse/partner must have and must provide a valid SIN. Your application will not be processed without a valid SIN for both you and your spouse/partner.

Other Schedules that may form part of the Learner Income Support Application

Direct Deposit Registration Schedule 1

Electronic Funds Transfer is the preferred method of payment for Learner Income Support. This schedule is required so that your Learner Income Support can be deposited directly into your bank account. If you do not have a bank account, you can open an account and provide the required information. If you are not able to open a bank account, talk to your Authorized Official.

If you do not have a bank account a cheque for your Learner Income Support will be mailed to the address you provided on this application form.

Child Care Expenses Schedule 2

This schedule is required to provide you with the right payment for your child care expenses. If this schedule is not completed, you will not receive any funds for child care.

Complete information for each child that requires child care. If you are applying for a child care subsidy and your child care provider has been unable to provide you with the amount of the parent portion, you can determine this amount by accessing www.child.gov.ab.ca.

If you are applying for child care costs for a dependant age 12 and over, please explain the need for this circumstance in a letter attached to the **Child Care Expenses** Schedule.

Note: You must keep receipts for child care costs in the event that you are selected for an audit.

Declaration

Before you sign the declaration on this schedule, please read the declaration information on page 11 of this guide.

Declaration of 18 and 19 Year Old Dependant Schedule 3

To encourage young people to remain in school until they have completed Grade 12, Alberta Works will financially support your dependants during your funded training period while they live with you and attend school in Elementary, Junior or Senior High School (Grades K-12) up to the age of 20. Your dependant is not required to be a full-time student; however, your child must regularly attend the classes for which he/she is registered.

In order to provide Learner Income Support that includes dependants age 18 and 19, this schedule must be completed by any dependant who:

- is or will be age 18 or 19 during the period of study indicated on page 1 of the Learner Income Support Application, and
- is living with you, and
- is attending classes in an Elementary, Junior or Senior High School or is on summer break and will be attending school in an Elementary, Junior or Senior High School in the fall.

Declaration

You (the learner and parent) are signing this declaration confirming that your dependant is living with you and attending Elementary, Junior or Senior High School (Grades K-12). You are committing yourself to notify Alberta Employment and Immigration if your child quits school or leaves home.

If your child completes school in June and does not intend to return in September, you must advise Alberta Employment and Immigration through a **Change in Circumstances for Learners** form in June, so your budget can be adjusted and you will not be assessed an overpayment.

Additional Continuous Benefits Schedule 4

The amount of funds for food, clothing, transportation and shelter are regulated and cannot be exceeded. However, there are some additional costs that may be allowed if Alberta Employment and Immigration is informed of your need and proof of this need is provided. For information on what additional costs may be allowed and what proof is required, check Page 3 of the **Additional Continuous Benefits Schedule**.

Declaration

Before you sign the declaration on this schedule, please read the declaration information carefully.

Child Support Services Schedule 7

Child Support Services helps parents receiving Income Support get child support agreements or orders which will be very beneficial to them later when they are no longer receiving Income Support.

A Child Support Services Schedule must be completed for **Non-EI Learners** when one (or both) of the child's biological or adoptive parents is not part of the household unit.

Situations where the **Child Support Services Schedule** must be completed for Non-EI Learners are:

- you are a single parent, or
- your spouse/partner is not the biological or adoptive parent of one or more of the children living with you, or
- neither you nor your spouse/partner is the biological or adoptive parent of one or more of the children living with you.

In order to proceed, you will need to meet with a Child Support Worker to discuss the best way to get support for your children. This could mean:

- reviewing your court documents,
- going to court,
- registering an existing child/adult support order or agreement when the other parent/adult is not paying with the Maintenance Enforcement Program.

There will be no contact with the person named on the **Child Support Services Schedule** before you meet with a Child Support Worker. Before your appointment, a Child Support Worker will tell you what documents to bring with you.

Failure to comply with Child Support Services may lead to ineligibility for future funding.

EI Learners and Learners only eligible for training benefits do not complete the Child Support Services Schedule. Instead to receive Child Support Services on a voluntary basis they contact **Child Support Services**:

- in Edmonton at 780-415-6400,
- in Calgary at 403-297-6060 or
- toll-free at 310-0000 and ask for the Child Support Services office nearest to you to speak to a Child Support Worker.

Completion Instructions Section 1 - Training dates

Ask your training provider for the start and end dates of your training.

Section 2 - Dependent Child Information

In the appropriate boxes enter:

- the last and first name of any child who is living with you, and who has a biological parent living in another household.
- provide the name and address (if known) of the other parent of the child.

If you are the parent of the child, check the “**Yes**” box.

Check the “**No**” box, and:

- check “**Your current spouse/partner**” box, if you are a blended family and the child is your spouse/partner’s child from a previous relationship.
- “**Another child in this household unit**” box, if one of your dependent children on this application is the parent of this child, e.g. your daughter and her infant are living with you and both are included in this application. You would check this box for the infant child.
- “**None of the above**” box, if you are looking after someone else’s child and have included this child on this application, e.g. you are looking after your grandson and his parents are not living with you, or you are looking after a niece.

You may initiate contact with a Child Support Worker yourself. If you have an order for support and you are not receiving the amount of child/adult support in your order/agreement, you are required to register this with the Maintenance Enforcement Program.

Declaration

Before you sign the declaration on this schedule, please read the declaration information carefully.

Change in Circumstances for Learners

If learner households have changes in their circumstances either before training begins or during training, these changes must be reported by filling out a **Change in Circumstances for Learners** form. These changes include:

- change in name
- change in address when the housing type changes
- removal or addition of a spouse/partner
- change in the number of dependent children
- change in dates of training program
- change in monthly income (when the change is \$75 higher or lower per month)
- change in household assets
- emergency or one-time needs and other changes not included in the list above.

Your service manager/training contact person can assist you with completing this form.

Declaration

Before you sign the declaration on this form, please read the declaration information on page 11 of this guide.

Other Financial Information

Canada Child Tax Benefit

You and your family may be receiving the Canada Child Tax Benefit (CCTB) from the Canada Revenue Agency (CRA) each month to help with the cost of raising your child(ren) under the age of 18. The CCTB has three components; the basic Child Tax Benefit (CTB), the National Child Benefit Supplement (NCBS) and the Child Disability Benefit for eligible families. The NCBS is a monthly benefit for low-income families with children. If you are a Non-EI funded learner your financial assistance is established assuming your household is receiving the maximum NCBS.

If you are a Non-EI funded learner and you are not receiving the maximum NCBS, you are eligible for the **NCBS Replacement benefit** if:

- You are ineligible for NCBS because of your immigration status, or
- Your previous year's income was too high to qualify for full NCBS.

You are eligible for a **repayable** NCBS Temporary Replacement benefit if:

- You have not filed your income tax return, or
- You have not reported the addition of a child, or
- You recently separated from your spouse/partner.

If you think you may be eligible for one of these benefits, or do not know the amount of the NCBS you are receiving, contact the **Student Funding Contact Centre**:

- In Edmonton at 780-427-3722
- Toll free at 1-800-222-6485

If you have a debt with the CRA, you may not be eligible for this benefit. These rates change each year in July. Your Authorized Official will be advised of the new NCBS rates in June. Check with your service manager or training provider contact person after July 15 to determine whether you are now receiving the new maximum rate.

Tax Information

Learners are issued a tax slip in February of each year confirming income received in the previous calendar year.

The address given on your application is where your tax information slip will be mailed unless you have notified Alberta Employment and Immigration (AE&I) of an address change. You must report information from the tax slip to the Canada Revenue Agency (CRA) with your income tax return.

- Non-EI Learners are issued a T5007 which indicates the amount of Income Support you received as a learner.
- EI Learners are issued a T4E which indicates all money you received as a learner including your tuition, mandatory fees, books, supplies and Income Support. **All money issued to you as an EI Learner is taxable.** In order to offset these taxable benefits, AE&I will remit income tax directly to CRA on your behalf for the Income Support you receive. This income tax amount is based on the Income Support payment you receive each month.

Even after your training is completed it is important to keep your address current in order for these tax slips to reach you. Send notification of address change if you move after training is completed to:

Alberta Employment and Immigration
Learner Income Support Office
P.O. Box 17000, STN Main
Edmonton, AB T5J 4R4

Conclusion

Are you finished? Checklist for all applicants:

- Application is complete when all applicable questions are answered and all required forms are complete
- Application Declaration and Acknowledgement is signed and dated in ink.
- Canada Revenue Agency Authorization is signed and dated in ink and includes Social Insurance Numbers for you and your spouse/partner.
- Non-AFA Training Provider Information has been provided.
- Direct Deposit Registration Schedule is complete.

Take this form to your Authorized Official **or**

Mail to: Alberta Employment and Immigration
Learner Income Support Office
P.O. Box 17000, STN. Main
Edmonton, Alberta, Canada T5J 4R4

What Happens Next?

1. If more information is needed:

- you may be asked to clarify your application
- applications with missing or incorrect information may be returned to you.

Note: The earlier you send in the requested information, the faster you will receive an answer.

2. After your application is processed:

- a Funding Assessment Decision Letter will be mailed to the address you provided, advising you of:
 - the amount of money you may receive, or the reasons you will not receive funding
 - your right to appeal and will provide directions on how to appeal
 - where and when you can expect to receive funding.

3. If the costs for training were included in your assessment:

- Books and supply costs will be included in your first income support payment each semester.
- Tuition and fees will be paid directly to your training provider on your behalf.