

Alberta Works, Learner Income Support Sponsorship

The following programs are eligible for Alberta Works, Learner Income Support Sponsorship. To find out more, please visit the NLC website at <https://www.northernlakescollege.ca/prospective-students/financial-aid-scholarships-and-funding/funding>.

Check out the attached 'How-To Guide' to help you through the application process.



PROGRAM NAME	OFFERING	DEADLINE
College and Career Preparation Eligible locations: Part-time sponsorship, asynchronous format	September 4, 2018 – December 14, 2018	June 15, 2018
	January 7, 2019 – April 18, 2019	October 15, 2018
	May 1, 2019 – June 21, 2019	February 15, 2019
Upgrading – Adult Basic Education Eligible offering: Part or full time, <u>on-site</u> at one of Athabasca, Atikameg, Cadotte Lake, Chateh, Driftpile, Fort Vermillion, Gift Lake, Grouard, High Level, High Prairie, Loon River, McLennan, Peace River, Peavine, Peerless Lake, Slave Lake, Valleyview, or Wabasca. Lakeland Lloydminster (pending)	Term 1 only: September 4, 2018 – January 25, 2019	June 15, 2018
	Term 2 only: February 4 – June 21, 2019	November 30, 2018
	Both terms: September 4, 2018 - June 21, 2019	June 15, 2018
Upgrading – High School Eligible offering: Part or full time, <u>on-site</u> at one of Athabasca, Atikameg, Cadotte Lake, Chateh, Driftpile, Fort Vermillion, Gift Lake, Grouard, High Level, High Prairie, Loon River, McLennan, Peace River, Peavine, Peerless Lake, Slave Lake, Valleyview, or Wabasca. Lakeland Lloydminster (pending)	Term 1 only: September 4, 2018 – January 25, 2019	June 15, 2018
	Term 2 only: February 4 – June 21, 2019	November 30, 2018
	Both terms: September 4, 2018 - June 21, 2019	June 15, 2018

HOW TO GUIDE:

APPLYING FOR ALBERTA WORKS LEARNER INCOME SUPPORT SPONSORSHIP

STEP 1: Begin by gathering all the information you will need. Use this checklist.

APPLICANT:

- Full Legal Name (on birth certificate)
- Date of Birth
- Social insurance Number
- Alberta Health Care Number
- Mailing Address
- Land Location (if using a box number)
- Line 150 from your most recent Income Tax assessment
- Indian registration Number (if applicable)
- What grade did you last complete in the K-12 system?
 - What date did you begin/end in this grade?
- Employment:
 - Name of most recent employer
 - Date began work & date last worked
 - How many hours/week
 - Rate of pay
 - If on EI (or have been within the last 5 years), you will need to know your payment amounts, and date of last payment
- # of kilometers from house to NLC campus (if you are residing outside of the community that campus is in)
- Any income you are receiving (such as, Income Support or child support)

IF MARRIED OR IN COMMON-LAW RELATIONSHIP:

- Full legal name
- Date of birth
- Social Insurance Number
- Alberta Health Care Number
- Line 150 from most recent Income Tax
- Indian Registration Number (if applicable)
- Employment:
 - Name of most recent employer
 - Date began work & date last worked
 - How many hours/week
 - Rate of pay
 - If on EI (or have been within the last 5 years), you will need to know your payment amounts, and date of last payment

IF YOU HAVE CHILDREN:

- Full legal name(s)
- Date of Birth
- Alberta Health Care Number
- Indian Registration Number (if applicable)
- Child Tax Amount
- If childcare will be required while you are in school:
 - How many hours/month
 - Name of childcare provider
 - Phone number of childcare provider
 - Amount/month
- If you are claiming as a single parent:
 - Full names of children
 - How many days/month are they in your care
 - Name of their other biological parent (if known)
 - Address of other biological parent (if known)

Are you currently working? Have you worked between 420 and 700 hours in the last 12 months?

If these apply to you, you must go to your nearest Alberta Works Office, and speak with an Employment Counsellor before applying for Learner Income Support Benefits. It is critical that you obtain a Council to Leave Employment before you quit a job to return to school. **If you miss this step, you may not be eligible for funding through this grant.** Contact your nearest Service Canada Office or dial 1-800-206-7218 for more information.

Great! Now you are ready to go to STEP 2 and apply online.

STEP 2: Open up a web browser and go to the following web-site:

<https://myalbertasupports.humanservices.alberta.ca/CitizenPortal/application.do>

Your screen will look like this:



STEP 3: Click on 'Watch help videos'



Great! Now you know what to expect when you complete your online application.

STEP 4: Click on 'Apply online'



Step 5: Log In or Create Account

Click Next to continue.



Log In or Create Account

To start applying, you will be taken to a secure website to **log in** or **create an account**.

You need an account to

- save your Find Supports answers and results
- apply online for supports and benefits

Your session will **timeout** if you stay on the same page for more than 20 minutes.

Click Next to continue.

Back

Next



Step 6: Follow the directions on the screen to create a user account.

SIAMS is the Secure Identity & Access Management System for the Government of Alberta. You must have a user account in order to complete the online application.

myAlberta SUPPORTS
connecting you to services

Print Help

Alberta Government

Contact Us Help

powered by SIAMS

Access to Advanced Education Services may be intermittent between 5:00 p.m. and 10:00 p.m. (MDT) on Thursday March 29, 2018.

Use SIAMS to Login

Username: *

Password: *

* - Required

Forgot [Username](#) or [Password](#) ?

[Sign In](#)

New to SIAMS? Sign-up

If you've ever used one of the following services, try recovering your SIAMS account below

- Students Finance System (SFS)
- ApplyAlberta (APAS)
- myAlbertaSupports

[Recover Account](#) [Create an Account](#)

[What is SIAMS?](#)

SECURITY TIP: For security, always logout, then close all browser windows.

Know your user name and password? Great! Log in here.

If you have applied online for funding before, but don't know your login information, click on 'RECOVER ACCOUNT'

First time?
Click on 'Create an Account' and follow the directions on the screen.



Don't Forget!

Make a note for your own personal record:

My username: _____

Password: _____

KEEP THIS IN A SAFE AND CONFIDENTIAL PLACE

STEP 7: Select your application

myAlbertaSUPPORTS
connecting you to services

My Account | Logout | Print | Help | Alberta Government

Choose the application you would like to complete.

You can only select one application on this page. If you would like to select **more than one** application, complete a [Find Supports](#) session first.

APPLY ONLINE **SUBMIT APPLICATION** **NEXT STEPS**

- ☐ **Family Support for Children with Disabilities (FSCD)** [Learn More](#)
Supports and services for families of children with disabilities. This program helps families find services and supports that may help meet their needs, and may be able to help with the financial costs of having a child with a disability.
- ☐ **Income Support** [Learn More](#)
For individuals and families who do not have the financial resources to meet their basic needs of food, clothing and shelter.
- ☐ **Persons with Developmental Disabilities (PDD)** [Learn More](#)
Provides support workers to help adults with developmental disabilities live as independently as possible, connect with their communities and pursue training and employment opportunities. If you have received PDD services before, you do not need to re-apply. Please call your local PDD office directly.
- ☐ **Full-Time Learner (Learner Income Support)** [Learn More](#)
Provides financial help for individuals who attend approved full-time training programs. Your application cannot be processed until you have been accepted as a student in a training program and referred for Learner Income Support by a training provider. For information about choosing a training program or getting a referral, please call 780-427-3722 (in Edmonton) or 1-800-222-6485 (toll-free).
- ☐ **Feepayer** [Learn More](#)
FeePAYERS are Employment Insurance (EI) recipients who pay the total cost of their training, including their cost of living, tuition, books and supplies. With approval from the Government of Alberta, EI recipients may be eligible to continue receiving their regular EI benefits while in full-time training. This authority has been given to the Government of Alberta by the Government of Canada.
- ☐ **Part-Time Learner (Skills Investment Bursary)** [Learn More](#)
Provides financial help for individuals who attend approved part-time course(s). Your application cannot be processed until you have been accepted as a student to take part time training and referred for Learner Income Support by a training provider. For information about choosing part time course(s) or getting a referral, please call 780-427-3722 (in Edmonton) or 1-800-222-6485 (toll-free).

Exit **Next**

Click NEXT

If you are taking 3 courses, select the 'Full-time: 'Learner Income Support (full-time)' application

If you are taking 1 or 2 courses, select the Part-time: Skills Investment Bursary (part-time) application

STEP 8: Consent

Review the information on the next page, and check off the box at the bottom (you might have to scroll down to see this)

☒ * I acknowledge that I have read the above information and understand how my information will be used.

Exit

Next

Step 9: Follow the directions on screen to complete, review, and submit your application.

Using the information from Step 1, answer the questions on the application.

At the bottom of every screen, you will see this bar.

Exit **Save & Exit**

Back **Next**

You can **SAVE & EDIT** if you need to leave and come back.
Use **NEXT** to go to the next set of questions.

If you don't understand a question, or need help with your online application, you can call the Alberta Supports Contact Centre at 1-877-644-9992 or 780-644-9992. They will help you.



Remember! If you need help, go back and watch the help videos at <http://www.humanservices.alberta.ca/MyAlbertaSupports/help-videos.aspx>

STEP 10: Print off your information

- ☐ Application (PDF) *keep for your records
- ☐ Next Steps (PDF) *keep for your records

Declaration (PDF) *see Step 11

If these do not show up right away once you submit your application, you will need to log out and back in.

- ☐ Direct Deposit Form (Download one at <https://cfr.forms.gov.ab.ca/form/emp2443is.pdf>)

STEP 11: Sign and submit your 'Declaration' to NLC Student Records (Grouard)

You can take your documents to any NLC campus, and they will courier it to Student Records, Grouard.

STEP 12: CONGRATS!

You have now submitted your online application for funding!

Now it is our turn to add the school form. Once we attach a 'TRAINER PROVIDER FORM' to your declaration and send it to the LEARNER INCOME SUPPORT OFFICE for approval, you will get a confirmation note from NLC. Please read this letter for important information.

THIS DOES NOT MEAN YOU ARE APPROVED FOR FUNDING.

FREQUENTLY ASKED QUESTIONS

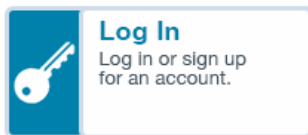
Do I have to live in Alberta to be eligible?

Yes. You must be a current resident of Alberta, attending one of Northern Lakes College's approved regional sites.

How will I find out if I got approved? The Learner Income Support Office will send you a letter by mail, using the mailing address you provided on your application.

Who can I call to find out if I am approved? Yes. You can call the Learner Income Support Office at 1-800-222-6485 (toll-free) or 780-427-3722 (Edmonton).

Can I find out myself online if I am approved? Yes. Log on to the portal to find out! <https://myalbertasupports.humanservices.alberta.ca/CitizenPortal/application.do>



How long does it take to get approved? It takes 8-10 weeks for your application to be processed from the time you submit your *declaraton* to Student Records in Step 8.

What happens if I don't get approved?

Visit NLC's *Financial Aid* website [HERE](#) for more funding options including tuition bursaries.

How much money will I get if approved?

The financial benefits eligibility chart is found [HERE](#).

Can I get living expenses if I live on reserve?

Learner Income Support program does NOT provide living expenses to individuals living on reserve. Please speak to your Band for additional information.

Can I get Learner Income Support while on EI?

You may be eligible for sponsorship if you are currently receiving EI. Please speak to your EI advisor with Service Canada for more information. To find an office in your area, click [HERE](#).

More questions?

Contact the Learner Income Support Office at 1-800-222-6485 (toll-free) for more information.