

NORTHERN LAKES COLLEGE ACADEMIC UPGRADING ALBERTA SUPPORTS APPLICATION PROCESS

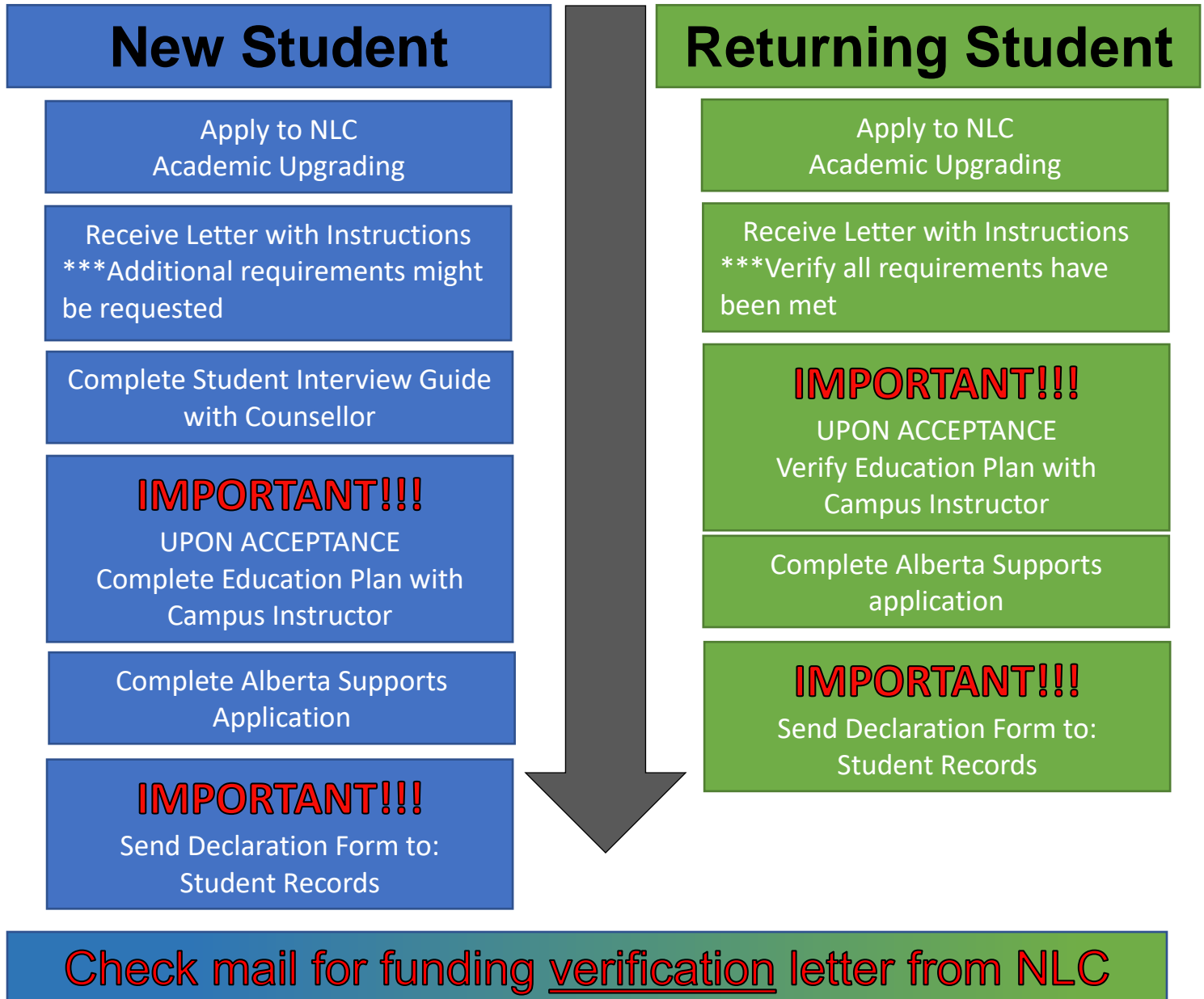
The following programs are eligible for Alberta Supports, Learner Income Support Sponsorship.



PROGRAM NAME	OFFERING	CAN START APPLICATIONS	DEADLINE
College and Career Preparation Eligible locations: Home-based, asynchronous format	Fall Term: September 3, 2019 – December 13, 2019 Winter Term: January 6, 2020 – April 24, 2020 Spring Term: May 4, 2020 – June 26, 2020	Fall Term: April 2019 Winter Term: August 2019 Spring Term: December 2019	Fall: June 15, 2019 Winter: October 15, 2019 Spring: February 15, 2020
Academic Upgrading <ul style="list-style-type: none"> ○ Adult Basic Education ○ High School Part or full time, <u>on-site</u> at: Athabasca, Atikameg, Cadotte Lake, Chateh, Driftpile, Fort Vermillion, Gift Lake, Grouard, High Level, High Prairie, Lloydminster, Loon River, Peace River, Peavine, Peerless Lake, Slave Lake, Valleyview, or Wabasca.	Term 1 only: September 3, 2019 – January 24, 2020 Term 2 only: February 3, 2020 – June 26, 2020 Both Terms: September 3, 2019 – June 26, 2020	Term 1 only: April 2019 Term 2 only: September 2019 Both terms: April 2019	Term 1: June 15, 2019 Term 2: November 30, 2019 Both terms: June 15, 2019

ACADEMIC UPGRADING AND ALBERTA SUPPORTS

WHAT DOES THE APPLICATION PROCESS LOOK LIKE?



**NOTE: Missing any of these steps can put your funding application on hold.
Please talk to your Educational Support, Access Facilitator, Campus Instructor, or
Counsellor for assistance.**

FUNDING STEP 1: Gather your information.

1. Are you currently working?
2. Do you work more than 20 hours per week?

You **must** contact your nearest Alberta Supports Contact Centre at **1-877-644-9992** and speak with a Career and Employment Consultant to discuss your options **before** applying for Learner Income Support Benefits.

Before you quit a job to return to school, it is **critical** that you obtain "**Counsel to Leave Employment**".

Information Checklist (for your own personal use)

APPLICANT:

- ☐ Name on Birth Certificate _____
- ☐ Date of Birth _____
- ☐ Social Insurance Number (SIN) _____
- ☐ Alberta Health Care Number _____
- ☐ Legal Land Location or Street Address _____
- ☐ Mailing Address _____
- ☐ Line 150 and Line 236 from most recent Income Tax Assessment
Phone Canada Revenue Agency (1-800-959-8281) _____
- ☐ Indian Registration Number (if applicable) See: **EMP5570**
- ☐ Grade last completed in the K-12 system _____
 - o Begin/end date for this grade _____
- ☐ Employment

Name of most recent employer:	Begin/end date:
Job title:	Hours per week:
Rate of pay:	If on EI (or have been in the last 5 years) the date of last payment: _____ Service Canada's Telephone Information Service (1-800-206-7218)

- ☐ Any income you are receiving (Income Support, Child Support, etc.) _____

IF MARRIED OR IN A COMMON-LAW PARTNERSHIP:

- ☐ Name on Birth Certificate _____
- ☐ Date of Birth _____
- ☐ Social Insurance Number (SIN) _____
- ☐ Alberta Health Care Number _____
- ☐ Line 150 and Line 236 from most recent Income Tax Assessment
Phone Canada Revenue Agency (1-800-959-8281) _____
- ☐ Indian Registration Number (if applicable) See: **EMP5570**
- ☐ If also attending training: School and program _____

Funding source _____ Training dates _____

- ☐ Employment Hours per week _____

IF YOU HAVE CHILDREN:

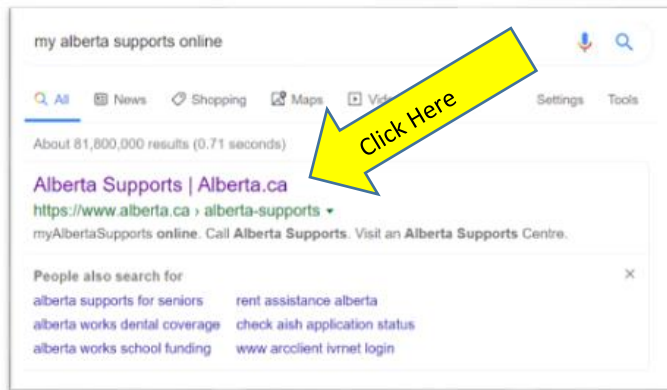
Full legal name(s)	Date of birth	Alberta Health Care Number	Indian Registration Number (if applicable)

- ☐ Child Tax Amount _____
- ☐ Number of days per month in your care _____
- ☐ Name and address (if known) of their other biological parent _____
- ☐ If childcare is required: Number of hours per month _____

Name/phone number of child care provider: _____ Cost of care per month: _____

FUNDING STEP 2: Open up a web browser and search: “My Alberta Supports Online”

Your screen will look like this:



OR click/enter:

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

Click on ‘Apply Online’



FUNDING STEP 3: Log In or Create Account

my Alberta SUPPORTS
connecting you to services

Print Help Alberta Government

Log In or Create Account

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



Note: You will be transferred to MADI (My Alberta Digital ID)

FUNDING STEP 4: Follow the directions on the screen to create a user account.

MADI is the My Alberta Digital ID system that has replaced the old Secure Identity Access Management System (SIAMS) system. Your SIAMS Account information must be transferred if you had an account before.

You must have a user account in order to complete the online application.

My Alberta DIGITAL ID

Sign in

Username

Password

Next

[Forgot your username or password?](#)

[Terms of Use](#)

New here?

Sign up for MyAlberta Digital ID and access government services online.

Create account

Already have a MADI account? Sign-in here

Click here to recover account information.

New to MADI? Create your account here.

NOTE: You may need to transfer SIAMS (Secure Identity Access Management System) information after creating your MADI account.

<https://extranet.ae.alberta.ca/Siams.Web.Content/Faq/AccountTransfer>



Don't Forget!

Make a note for your own personal record:

My username: _____

Password: _____

KEEP THIS IN A SAFE AND CONFIDENTIAL PLACE

Your MADI login is the one you will use for any future applications.

FUNDING STEP 5: Select your application

The screenshot shows the 'myAlberta SUPPORTS' website interface. At the top, there's a navigation bar with 'My Account', 'Logout', 'Print', 'Help', and the 'Alberta Government' logo. Below the header, a message states: '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.' To the right of this message are three buttons: 'APPLY ONLINE' (highlighted with a blue arrow), 'SUBMIT APPLICATION', and 'NEXT STEPS'. The main content area lists several application categories, each with a checkbox and a 'Learn More' link:

- ☐ **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.
- ☐ **Persons with Developmental Disabilities (PDD)** Learn More
Provides support workers to help adults with developmental disabilities live as independent as possible in their communities and pursue training and employment opportunities. If you have received a referral, please call your local PDD office directly.
- ☐ **Full-Time Learner (Learner Income Support)** Learn More
Provides financial help for individuals who attend approved training programs until you have been accepted as a student in a training program. For information about choosing a training program or getting a referral, please call 780-491-6485 (toll-free).
- ☐ **Feepayer** Learn More
FeePAYERS are Employment Insurance (EI) recipients who pay the total cost of their books and supplies. With approval from the Government of Alberta, EI recipients may receive regular EI benefits while in full-time training. This authority has been given to the Government of Alberta.
- ☐ **Part-Time Learner (Skills Investment Bursary)** Learn More
Provides financial help for individuals who attend approved training programs. For information about choosing part time course(s) or getting a referral, please call 780-491-6485 (toll-free).

Annotations on the screenshot include:

- A yellow arrow pointing to the 'Full-Time Learner (Learner Income Support)' checkbox.
- A text box: 'If you are taking 3 courses per term, select Full-time: Learner Income Support (full-time) application'.
- A yellow arrow pointing to the 'Part-Time Learner (Skills Investment Bursary)' checkbox.
- A text box: 'If you are taking 1-2 courses per term, select Part-time: Skills Investment Bursary (part-time) application'.
- A text box: 'Click "Next" after your selection is made.' with a yellow arrow pointing down to the 'Next' button.
- An 'Exit' button at the bottom left.

FUNDING STEP 6: Consent

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

The screenshot shows a consent page with a checkbox and a statement: '☒ I acknowledge that I have read the above information and understand how my information will be used.' Below this statement are two buttons: 'Exit' and 'Next'. A yellow arrow points from the 'Next' button to the right.

FUNDING STEP 7: Follow the directions on screen to complete, review, and submit your application.

Answer the questions on the application using the information from your Checklist.

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

The screenshot shows a navigation bar with four buttons: 'Exit', 'Save & Exit', 'Back', and 'Next'. A yellow arrow points up to the 'Next' button.

You can SAVE & EXIT 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.

You can also contact your nearest NLC campus and they will put you in touch with one of our Educational Support Workers.



Remember! If you need help, go back and watch the help videos at
<https://myalbertasupports.alberta.ca/CitizenPortal/application.do>





Find and apply for services and benefits for work or training, low income, disabilities, personal safety, and more.

**Find Supports**
Answer questions to find services that may help you and your family.

**Apply Online**
Start your online application for services.

**Log In**
Log in or sign up for an account.

**Watch help videos**

FUNDING STEP 8: Print your documents

- ☐ Declaration (PDF)

*****Two signatures are required from APPLICANT*****

Log out/log in if your Declaration does not appear after your application is submitted.

Section 9 - Declaration and Acknowledgement

12. In addition to the information listed on page 1 of this declaration, I understand that if I am eligible for benefits as a Non-Employment Insurance funded learner I must also comply with all income support conditions including:

- attending all my regularly scheduled classes,
- passing all of my courses as required to maintain full-time status, and
- maintaining full-time enrolment status with my training provider.

13. I understand that if my application is received after my training program has started, any benefits that I am eligible to receive will be effective starting the month that the application was received. I also understand that if my application is received after training has ended, I am not eligible for funding.

14. I understand that while I am registered and attending an employment and training program funded by the GoA, I am deemed to be a worker of the GoA for the sole purpose of receiving Workers' Compensation benefits under the Workers' Compensation Act; and that if I am injured in an accident, I am entitled to claim Workers' Compensation benefits and have resigned my right to take legal action against the GoA and any other employer or worker covered by the Workers' Compensation Act. I further understand that I am not deemed to be a worker of the GoA while I am engaged in homework, study or e-learning (including distance learning, correspondence learning or synchronous e-learning) outside of the training provider's institution.

Please check all schedules accompanying this application:

☐ Training Provider Information Form ☐ Direct Deposit Registration ☐ Child Care Expenses
☐ Declaration of 18 and 19 Year Old Dependant ☐ Additional Continuous Benefits ☐ Child Support Statement

Applicant Name (please print)	Date yyyy-mm-dd	Applicant Signature (sign in ink)
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Canada Revenue Agency Declaration

I consent to the release, by Canada Revenue Agency to an official of the Government of Alberta, of information from my income tax returns and other taxpayer information about me whether supplied by me or a third party. The information will be relevant to, and will be used solely for the purpose of determining, verifying and/or auditing my/our eligibility and for the general administration and enforcement of programs under the *Income and Employment Supports Act*. This consent is valid for the taxation period year prior to the year of signature, the current taxation year and for each subsequent taxation year for which assistance is requested.

Applicant Name (sign in ink)	Social Insurance Number (SIN)	Date yyyy-mm-dd
Spouse/Partner Signature (sign in ink)	Social Insurance Number (SIN)	Date yyyy-mm-dd

- ☐ Application (PDF) *optional: keep for your records*
- ☐ Next Steps (PDF) *optional: keep for your records*
- ☐ Direct Deposit Form (Find one in your online banking or download one at <https://cfr.forms.gov.ab.ca/form/emp2443is.pdf>)

FUNDING STEP 9: Sign and submit your 'Declaration' to NLC Student Records (Grouard)

You can take your documents to any NLC campus, and they will courier it for FREE.
Otherwise, you could mail your application and supporting documents to:

Northern Lakes College

Attn: Doris Caudron

Bag 3000

Grouard, AB

T0G 1C0

Congratulations! Your application is complete.

Once we attach a 'TRAINER PROVIDER FORM' to your declaration, it gets sent to the LEARNER INCOME SUPPORT OFFICE for approval.

Once it is sent, you will get a confirmation letter from NLC.

Please read this letter for important information.

THE NLC CONFIRMATION LETTER DOES NOT MEAN YOU ARE APPROVED FOR FUNDING.

To find out if you are approved, contact the Learner Income Support Office at:

1-800-222-6485