

Alberta Supports, Learner Income Support Sponsorship

The following programs are eligible for Alberta Supports, 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/grants/alberta-works>.

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

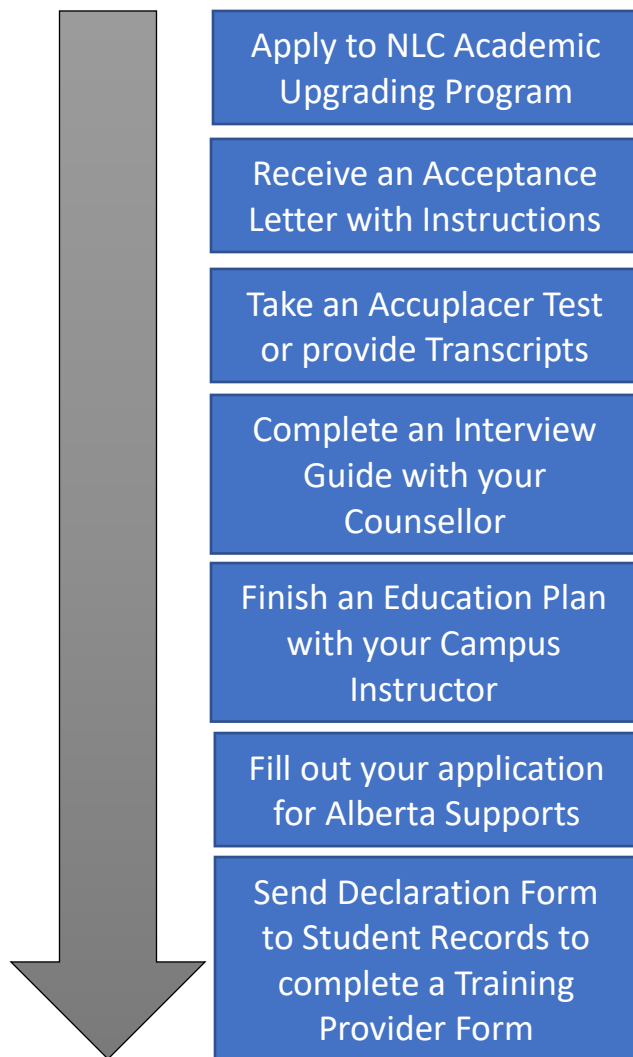


PROGRAM NAME	OFFERING	CAN START APPLICATIONS	DEADLINE
College and Career Preparation Eligible locations: Home-based, asynchronous format	Fall Term: Sept 3, 2019- Dec 13, 2019 Winter Term: Jan 6, 2020-Apr 24, 2020 Spring Term: May 4, 2020-June 26, 2020	Fall Term: Apr 2019 Winter Term: Aug 2019 Spring Term: Dec 2019	Fall: June 15, 2019 Winter: Oct 15, 2019 Spring: Feb 15, 2020
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, Lloydminster, Loon River, Peace River, Peavine, Peerless Lake, Slave Lake, Valleyview, or Wabasca.	Term 1 only: Sept 3, 2019-January 24, 2020 Term 2 only: February 3, 2020-June 26, 2020 Both Terms: Sept 3, 2019-June 26, 2020	Term 1 only: April 2019 Term 2 only: Sept 2019 Both terms: April 2019	Term 1: June 15, 2019 Term 2: November 30, 2019 Both terms: June 15, 2019
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, Lloydminster, Loon River, Peace River, Peavine, Peerless Lake, Slave Lake, Valleyview, or Wabasca.	Term 1 only: Sept 3, 2019-January 24, 2020 Term 2 only: February 3, 2020-June 26, 2020 Both Terms: Sept 3, 2019-June 26, 2020	Term 1 only: April 2019 Term 2 only: Sept 2019 Both terms: April 2019	Term 1: June 15, 2019 Term 2: November 30, 2019 Both terms: June 15, 2019

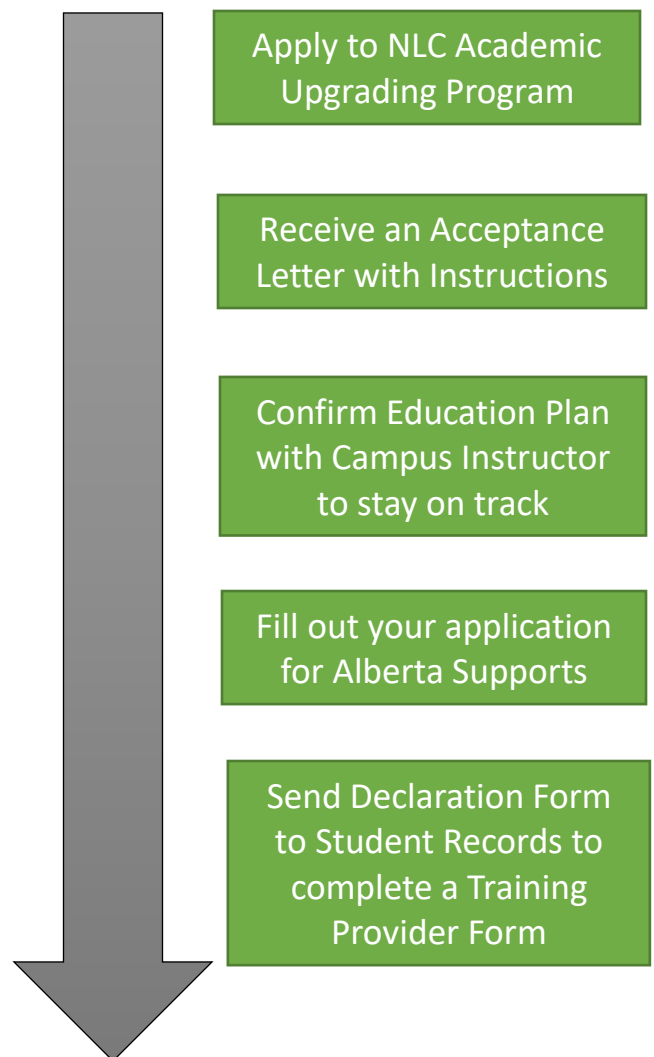
ACADEMIC UPGRADING AND ALBERTA SUPPORTS

WHAT DOES THE APPLICATION PROCESS LOOK LIKE?

New Student



Returning Student



NOTE: Missing any of these steps can put your funding application on hold. If you have missed a step, please talk to your campus supports: your Access Facilitator, Campus Instructor, or Counsellor.

Let's get started with our Alberta Supports application!

HOW TO GUIDE:

APPLYING FOR ALBERTA SUPPORTS LEARNER INCOME SUPPORT SPONSORSHIP

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

But first, are you currently working? Do you work more than 20 hours per week?

If these apply to you, you must go to your nearest Alberta Supports Office, and speak with an Employment counsellor before applying for Learner Income Support Benefits. It is critical that you obtain **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 call 1-800-206-7218 for more information.

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 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 this grade?
- Employment
 - Name of most recent employer
 - Date began work and date last worked
 - Job title
 - How many hours per week
 - Rate of pay
 - If on EI (or have been in the last 5 years), the date of last payment
- Any income you are receiving (Income Support, Child Support, etc.)

IF MARRIED OR IN COMMON-LAW PARTNERSHIP:

- Name on Birth Certificate
- Date of Birth
- Social Insurance Number (SIN)
- Alberta Health Care Number
- Line 150 and 236 from most recent Income Tax Assessment
- Indian Registration Number (if applicable)
- If also attending training
 - School and program
 - Funding source
 - Training dates
- Employment
 - How many hours per week

IF YOU HAVE CHILDREN:

- Full legal name(s)
- Date(s) 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 per month
 - Name and phone number of child care provider
 - Amount per month
- If you are claiming as a single parent:
 - Full names of children
 - How many days per month are they in your care
 - Name and address of their other biological parent (if known)

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

STEP 2: Open up a web browser and go to: www.myalbertasupports.com

Your screen will look like this:



STEP 3: Click on 'Watch help videos'



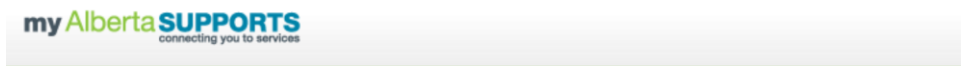
Now you know what to expect when you complete your online application.

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.



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

MADI is the My Alberta Digital ID system that has replaced the old SIAMS system. You must have a user account in order to complete the online application.

The screenshot shows the My Alberta Digital ID website. At the top, there is a navigation bar with links for 'Available services', 'Privacy and security', and 'About us'. On the right side of the navigation bar are two buttons: 'Sign in' and 'Create account'. The main content area is divided into two sections. The top section is titled 'Sign in' and contains fields for 'Username' and 'Password', a 'Next' button, and links for 'Forgot your username or password?' and 'Terms of Use'. The bottom section is titled 'New here?' and contains the text 'Sign up for My Alberta Digital ID and access government services online.' and a 'Create account' button. Red arrows point to the 'Sign in' section with the text 'Already have a MADI account? Sign-in here!' and to the 'New here?' section with the text 'New to MADI? Create an account here!'.

My Alberta DIGITAL ID

Available services Privacy and security About us

Sign in Create account

Sign in

Username

Password

Next

[Forgot your username or password?](#)

[Terms of Use](#)

New here?

Sign up for My Alberta Digital ID and access government services online.

Create account

New to MADI? Create an account here!

Already have a MADI account? Sign-in here!

Forgot MADI login? Follow the steps to recover your account.

STEP 6a. New to MADI but have applied for funding before? Transition your account.

Because MADI has replaced SIAMS, we need to transition our account. First we need to create a basic MADI account. Fill in the information required for this page.

The screenshot shows a progress bar for creating a new account. The progress bar is divided into four stages: 'Create account', 'Confirm email', 'Confirm ID', and 'Complete verification'. The first stage, 'Create account', is highlighted with a green circle, indicating it is the current step. The second stage, 'Confirm email', is highlighted with a grey circle. The third and fourth stages, 'Confirm ID' and 'Complete verification', are also highlighted with grey circles. The text 'Basic Account' is positioned above the first two stages, and 'Verified Account' is positioned above the last two stages. A large 'Create account' button is visible at the bottom left of the progress bar.

Basic Account

Verified Account

Create account Confirm email Confirm ID Complete verification

Create account

STEP 6b. Confirm your new account.

You will need to log in to the email used to apply and follow the instructions to confirm your account.

The screenshot shows the 'Confirm email' page. At the top, there is a progress bar with four stages: 'Create account', 'Confirm email', 'Confirm ID', and 'Complete verification'. The first stage, 'Create account', is highlighted with a green circle and a checkmark. The second stage, 'Confirm email', is highlighted with a green circle. The third and fourth stages, 'Confirm ID' and 'Complete verification', are highlighted with grey circles. The text 'Basic Account' is positioned above the first two stages, and 'Verified Account' is positioned above the last two stages. Below the progress bar, the text 'Confirm email' is displayed. The main content area contains the following text: 'Follow the link in the email from My Alberta Digital ID to create your account.', 'Email: [redacted]', 'It may take several minutes to receive the email. If you do not see the email, check your junk folder.', and 'For security purposes, this link will expire in 96 hours at [redacted]'. An icon of a laptop with an envelope symbol is located at the bottom right of the page.

Basic Account

Verified Account

Create account Confirm email Confirm ID Complete verification

Confirm email

Follow the link in the email from My Alberta Digital ID to create your account.

Email: [redacted]

It may take several minutes to receive the email. If you do not see the email, check your junk folder.

For security purposes, this link will expire in 96 hours at [redacted]



Don't Forget!

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

Make a note for your own personal record:

My username: _____

Password: _____

KEEP THIS IN A SAFE AND CONFIDENTIAL PLACE

STEP 6c. Complete the Identity Check, specifying whether you have had a SIAMS account.



Identity Check

Select an option below to begin your identity check

Do you have a SIAMS Account?

- ☐ Yes, I have a SIAMS account
- ☐ No, I do not have a SIAMS account

NEXT >

If no, you will be taken to the Alberta Supports application page. If yes, proceed to step 6d.

STEP 6d: Enter your SIAMS username.



SIAMS Account Transfer

Enter your SIAMS username to continue

Username: *

enter your SIAMS username

[Forgot your SIAMS Username?](#)

BACK NEXT >

If your username is recognized, it will ask you to confirm your account either by the email on file or the phone number. Select your option, enter the confirmation code, and then you will be taken to the Alberta Supports application page.

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**

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

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

STEP 8: 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)

☒ * 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 & 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 or 780-644-9992. They will help you.



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 <http://www.humanservices.alberta.ca/MyAlbertaSupports/help-videos.aspx>

STEP 10: Print off your information

- ☐ Application (PDF) *optional: keep for your records*
- ☐ Next Steps (PDF) *optional: keep for your records*
- ☐ Declaration (PDF) *see Step 11*

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

- ☐ Direct Deposit Form (Find one in your online banking or 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 for FREE.

If you are doing the application at home, please mail the Declaration to:

Attn: Doris Caudron

Bag 3000

Grouard, AB

TOG 1C0

STEP 12: CONGRATS!

You have now submitted your online application for funding!

Now it is our turn. Once we attach a 'TRAINER PROVIDER FORM' to your declaration, we send it to the LEARNER INCOME SUPPORT OFFICE for approval. Once we have sent it, 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.

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?

You can call the Learner Income Support Office at 1-800-222-6485 (toll-free) or 780-427-3722 (Edmonton). The 310-0000 number is also an option.

How long does it take to get approved?

From the time your declaration is sent to Student Records (Step 8), if you have also completed all of the steps in your Academic Upgrading application, it can take 8-10 weeks (this includes the time it takes to send your Training Provider Form and Alberta Supports processing time).

Is my Declaration sent to Alberta Supports right away?

The Declaration is first sent to Student Records in Grouard. There they complete a Training Provider Form, attach your Declaration, and send it in. However, a Training Provider Form cannot be completed if you haven't finished your Academic Upgrading application. Talk to your Counsellor and Campus Instructor about how to complete your application to the college.

What happens if I don't get approved?

Talk to your Educational Support Worker or your counsellor about your options. You can also visit NLC's *Financial Aid* website for more funding options including tuition bursaries. <https://www.northernlakescollege.ca/prospective-students/financial-aid-scholarships-and-funding>

How much money will I get if approved?

The financial benefits eligibility chart is found:

<https://open.alberta.ca/publications/learner-financial-benefits-summary-fact-sheet>

Can I get a living allowance if I live on reserve?

Learner Income Support program does NOT provide living allowance to band members 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, visit: <http://www.servicecanada.gc.ca/tbssc-fsco/sc-lst.jsp?prov=AB&lang=eng>

What is the number of hours you can work while receiving Learner Income Support?

Full-time students can work up to 20 hours per week while receiving Learner Income Support. Part-time students receiving Skills Investment Bursary however are not restricted to a certain number of hours.

Is it possible to end up owing Alberta Supports money?

There are a few instances where you may be required to pay back Alberta Supports, such as if you withdraw from the program and are issued a living allowance payment when no longer considered a student.

Where can I find an Alberta Supports counsellor?

You can find your closest Alberta Supports office to talk to a counsellor here: <https://www.alberta.ca/alberta-supports.aspx>

More questions?

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