What are these programs?

**Leisure Access Program (LAP)**
edmonton.ca/lap

This program allows eligible low-income Edmontonians to access certain City of Edmonton recreation facilities and attractions at no cost or a reduced cost. Some LAP applicants may also be eligible for program discounts.

**Ride Transit Program**
edmonton.ca/ridetransit

This program allows eligible low-income Edmontonians to purchase a discounted Adult or Youth monthly transit pass at select locations for a set length of time. Passes are accepted by Edmonton Transit Service (ETS) and Disabled Adult Transit Service (DATS) for registered DATS clients.

How do I qualify for these programs?

These programs are based on income. They are only available to Edmontonians with one of the following qualifications on Pages 1 to 3 (some exceptions apply - see Who Does Not Qualify section on Page 4).

Make sure you are able to provide each of the following:

- Income Qualification
- Edmonton Residency Verification
- Eligible Dependant(s) Verification *(if applicable)*

### INCOME QUALIFICATIONS

#### Additional Information

- Any person 18 years of age or older MUST submit their own application and supporting documents.
- **2017** Notice of Assessments will be accepted until May 31, 2019.

Visit [www.cra.gc.ca/myaccount](http://www.cra.gc.ca/myaccount) to register/sign on and access your Notice of Assessment.

<table>
<thead>
<tr>
<th>Document Required: Notice of Assessment (NOA) or Notice of Reassessment from Canada Revenue Agency</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| A copy of your and your spouse/common-law partner’s (if applicable) **2018** Notice of Assessment (NOA) or Notice of Reassessment. | **Any person 18 years of age or older MUST submit their own application and supporting documents.**
| **2017** Notice of Assessments will be accepted until May 31, 2019. |

#### 2018 Low Income Thresholds

<table>
<thead>
<tr>
<th>Program</th>
<th>1 Person</th>
<th>2 Persons</th>
<th>3 Persons</th>
<th>4 Persons</th>
<th>5 Persons</th>
<th>6 Persons</th>
<th>7 Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAP Annual Program $35 Ride Transit Pass</td>
<td>$28,513</td>
<td>$35,497</td>
<td>$43,639</td>
<td>$52,984</td>
<td>$60,093</td>
<td>$67,774</td>
<td>$75,458</td>
</tr>
<tr>
<td></td>
<td>$32,401</td>
<td>$40,338</td>
<td>$49,590</td>
<td>$60,209</td>
<td>$68,288</td>
<td>$77,016</td>
<td>$85,748</td>
</tr>
<tr>
<td>INCOME QUALIFICATIONS (continued)</td>
<td>Additional Information</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Government of Alberta - Income Support</strong> or <strong>Learner’s Income Support</strong></td>
<td>● To qualify your dependants aged 17 or younger, they must be listed on the card or provide a copy of their own card. Please also see Eligible Dependents Verification for other documentation.</td>
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<td></td>
</tr>
<tr>
<td><strong>Document Required:</strong> Health Benefits Card - Listing <strong>either</strong> Core Shelter or Core Essentials under Budget Information -or- Learner Income Support - Funding Decision Letter</td>
<td>A copy of your Health Benefits Card within the last 3 months showing the receipt of Income Support benefits or a copy of your funding decision letter from Alberta Works for the current or upcoming academic year.</td>
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<td></td>
</tr>
</tbody>
</table>

| **Assured Income for the Severely Handicapped (AISH)** | |
| **Document Required:** Health Benefits Card - Listing AISH Benefits | ● Approved AISH applicants will qualify for two years. ● Eligible dependants aged 17 or younger and/or spouse/common-law partner will also qualify if listed on the Health Benefits Card. ● Any household family members that do not have these documents or are not listed will need to qualify under another income qualifier. ● Individuals who are in the care of another should also submit the LAP - Release of Information and Responsibility form. ● AISH recipients who are approved for the Ride Transit Program are eligible to purchase their passes through Auto Debit and receive passes via mail. For more information, please contact ETS Customer Programs at 780-496-8321 or etscustomerprograms@edmonton.ca. |

| **Canada Pension Plan - Disability Benefit** | |
| **Document Required:** Canada Pension Plan T4A(P) Form - Listing Disability Benefit amount | ● Any household family members that do not have these documents or are not listed will need to qualify under another income qualifier. |

A copy of your Canada Pension Plan T4A(P) Form for the 2018 tax year showing credits for Disability Benefit.
<table>
<thead>
<tr>
<th><strong>INCOME QUALIFICATIONS (continued)</strong></th>
<th><strong>Additional Information</strong></th>
</tr>
</thead>
</table>
| **Newcomer to Canada within the Last Year** |  ● Any household family members that do not have these documents will need to qualify under another income qualifier.  
  ● Approved applicants will only qualify for one (1) year and will need to re-apply under one of the other Income Qualifications. |
| **Document Required:**  
  Confirmation of Permanent Resident (PR)  
  -or-  
  Refugee Protection Claimant |  
  A copy of Confirmation of Permanent Resident (PR) or Refugee Protection Claimant documents, with arrival dates within one (1) year, for each person applying. |
| **Child Aged 17 or Younger Under Government Care** |  ● Delegations must be dated within 90 days. If older, a formalized letter must accompany it that outlines the child’s current living status/situation on a designated organization or agency letterhead, dated within 90 days, signed by a caseworker with their information. This can also include the child’s current physical address for Edmonton Residency verification.  
  ● Individuals under government care should also submit the LAP - Release of Information and Responsibility form.  
  ● The listed delegate should complete the application and all other required forms. |
| **Documents Required:**  
  Delegation of Powers  
  LAP - Release of Information and Responsibility Form |  
  A current copy of the Delegation of Powers that lists the child and displays one of the following: foster parent, kinship care provider, director of a foster care, or director of child and youth facility. Some conditions do apply. |
| **Government of Canada Employment Insurance (EI)** |  ● Any household family members that do not have these documents for themselves will need to qualify under another income qualifier.  
  ● This qualifier is only eligible for the $35 Ride Transit program. The Leisure Access Program is not included. |
| **Document Required:**  
  Employment Insurance (EI) Decision Letter - Listing Eligibility approval |  
  A copy of your decision letter from Service Canada showing approval for an EI program within the last 60 days; or your My Latest Claim statement from your My Service Canada account showing Last Report Processed on date within the last 60 days. |
EDMONTON RESIDENCY VERIFICATION

**Documents Required:**

A copy of a provincial or federal government document(s) with the name and address of the main applicant. Examples: Notice of Assessment (NOA), AISH or Income Support Health Benefits Card (HBC); or a copy of a current utility, telephone or cable bill.

**Additional Information**

- Documents must be dated within six (6) months of applying. NOA’s can be used if dated within the year of issue.
- If using a NOA, Income Support or AISH HBC as one of your income qualifications, the same copy can be used for Edmonton Residency verification if your current address matches the application form.
- PO Boxes or Rural Route addresses not accepted.

ELIGIBLE DEPENDANT(S) VERIFICATION

**Documents Required:**

A copy of your or your spouse/common-law partner’s Canada Child Tax Benefit Notice (CCB) or related tax credit documentation that lists ALL applicable dependants aged 17 or younger; or a copy of your Health Benefits Card from within the last 3 months listing ALL applicable dependants aged 17 or younger.

**Additional Information**

- If any child is listed on the application form, eligible dependant verification MUST be submitted.
- Documentation must list parent/guardian and be dated within one (1) year.
- If you are a legal guardian of someone else’s child aged 17 or younger, a Delegation of Powers listing Kinship care or Foster care must be provided in order to include them (listed above in Child Under Government Care - Additional Information).

Who does not qualify?

Individuals are not eligible for the **Ride Transit Program** if they are:

- Aged 65 and over
- Aged 5 and under
- Students currently taking full-time classes at NAIT, MacEwan University, NorQuest College or University of Alberta and who pay fees toward reduced transit fares such as the U-Pass.
  - Their spouse/common-law partner and dependants aged 17 or younger, may still be eligible if they meet the required Income Qualifications.
- Canadian National Institute for the Blind (CNIB) card holders
- Children under government care who receive a transit pass from Child and Family Services
- Exceed the Income Threshold for the Ride Transit Program in the Income Qualifications section (Statistic Canada’s Federal Low Income Cut-Offs for municipality of more than 500,000 inhabitants).

Individuals are not eligible for the **Leisure Access Program** if they are:

- Exceed the Income Thresholds for the LAP Annual Program or LAP Monthly Pass in the Income Qualifications section.
- Students currently taking full-time classes at NAIT, MacEwan University or the University of Alberta, and who pay fees toward their school’s recreation facilities; however, they can still qualify if they have eligible dependents aged 17 or younger.
How do I submit my application?

All applications must include:

- Completed application form (included insert - Application Form pages 1 & 2)
- Income Qualification documentation
- Edmonton Residency Verification documentation
- Eligible Dependant Verification documentation (where applicable)
- LAP - Release of Information and Responsibility Form (where applicable)

You can drop off completed & signed applications at one of the following:

- Your nearest City of Edmonton Recreation Centre or Attraction (visit edmonton.ca/lap for participating facilities)
  Public hours range from 5:30am - 10:30pm, Sunday to Saturday

- Edmonton Service Centre
  Edmonton Tower, 2nd Floor
  10111 104 Avenue NW
  Monday - Friday; 8:00am - 4:30pm; Closed Holidays

You may also mail completed & signed applications to:

- Leisure Access & Ride Transit Program
  PO Box 2359
  Edmonton, AB T5J 2R7

Ride Transit Program applicants:
Immediate, temporary approval of the Ride Transit Program is offered at the Edmonton Service Centre ONLY. Temporary approvals may be granted if your application is fully completed, all supporting documentation is included and your application is showing as meeting the Income Qualifications. Some conditions will apply.

Faxed or emailed forms are not accepted.
The approval process may take 2-3 weeks depending on time of year and number of applications received. For questions about the programs and the application process, please call 311, email lap@edmonton.ca or visit a participating City of Edmonton recreation centre or attraction.