

Leisure Access & Ride Transit Programs

APPLICATION INFORMATION

What are these programs?

Leisure Access Program (LAP) This program allows eligible low-income Edmontonians to access participating City of Edmonton recreation facilities and attractions at no cost or a reduced cost. Some Leisure Access Program applicants may also be eligible for registered program discounts. Leisure Access Program applicants are eligible for program benefits for 12 months from approval date (24 months if the participant is on AISH).

edmonton.ca/lap

Ride Transit Program

This program allows eligible low-income Edmontonians to purchase an Adult or Youth monthly transit pass at the subsidized rate at select locations for a predetermined length of time. Passes can be used within Edmonton on Edmonton Transit Service and Disabled Adult Transit Service (DATS) for registered DATS clients.

edmonton.ca/ridetransit

How do I qualify for these Subsidized Programs?

These programs are income based subsidies only available to Edmonton residents who meet one of the following qualifiers (some exceptions apply - see *Who Does Not Qualify* section):

INCOME QUALIFICATIONS

Additional Information

Annual Household Income at or below Income Thresholds

Document Required:

Canada Revenue Agency Notice of Assessment or Notice of Reassessment

A copy of your's and your spouse/common-law partner's (if applicable) **2017** 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**. If you are renewing, ensure you did not use your 2017 NOA in your previous application.

Visit www.cra.gc.ca/myaccount to register/sign on and access your Notice of Assessment.

2017 Low Income Thresholds	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
Ride Transit Program	< 25,338	< 31,544	< 38,780	< 47,084	< 53,402	< 60,228	< 67,055
LAP Annual Program	< 27,872	< 34,698	< 42,658	< 51,792	< 58,742	< 66,251	< 73,761
LAP Monthly Pass	27,873 - 31,673	34,699 - 39,430	42,659 - 48,475	51,793 - 58,855	58,743 - 66,753	66,252 - 75,285	73,762 - 83,819

Government of Alberta Income Support

Document Required:
Health Benefits Card - Listing *either* Core Shelter or Core Essentials under Budget Information

A copy of your Health Benefits Card from within the last 3 months that shows the receipt of Income Support benefits.

- To qualify your dependants aged 17 years of age or younger, they must be listed on the card or provide a copy of their own card. Please also see Eligible Dependants Verification for other documentation.

Government of Alberta Learner's Income Support

Document Required:
Learner Income Support Funding Decision Letter

A copy of your funding decision letter from Alberta Works that is for the current or upcoming academic year.

- To qualify your dependants aged 17 years of age or younger, please see Eligible Dependants Verification for documentation to provide.

Assured Income for the Severely Handicapped (AISH) & Canada Pension Plan - Disability Benefit

Document Required:
Health Benefits Card - Listing AISH Benefits
-or-
Canada Pension Plan T4A(P) Form - Listing Disability Benefit amount

A copy of your Health Benefits Card from within the last 3 months that shows the receipt of AISH benefits; or a copy of your Canada Pension Plan T4A(P) Form for the **2017** tax year that shows credits for Disability Benefit.

- Approved AISH applicants will qualify for two years.
- Eligible dependants aged 17 years of age 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 the Ride Transit Program are eligible to purchase their passes through Auto Debit and to receive the passes via mail. For more information please contact ETS Customer Programs at 780-496-8321 or at etscustomerprograms@edmonton.ca.

Newcomer to Canada Within the Last Year

Document Required:
Confirmation of Permanent Residency (PR)
-or-
Refugee Protection Claimant

A copy of Confirmation of Permanent Residence (PR) or Refugee Protection Claimant documents, with arrival dates within 1 (one) year, for each person applying.

- 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 year and will need to reapply under one of the other Income Qualifications.

Child 17 Years of Age or Younger Under Government Care

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 delegations: foster parent, kinship care provider, director of a foster care, or director of child and youth facility. Some conditions do apply.

- 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 individual listed as the delegate should be the one completing the application and all other required forms.

EDMONTON RESIDENCY VERIFICATION

Additional Information

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.

- Documents must be dated **within 6 (six) 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 as Edmonton Residency verification if it includes your current address as matching on the application form.
- PO Boxes or Rural Route addresses are not accepted.

ELIGIBLE DEPENDANT(S) VERIFICATION

Additional Information

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 years of age or younger; or a copy of your Health Benefits card from within the last 3 months listing ALL applicable dependants aged 17 years of age or younger.

- **If any children are listed on the application form, eligible dependant verification MUST be submitted**
- Documentation must list parent/guardian and be dated **within 1 (one) year**.
- If you are a legal guardian to someone else's children that are 17 years of age or younger, a Delegation of Powers listing Kinship care or Foster care must be provided in order to include them (see listed above in **Child Under Government Care - Additional Information** for more 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, Norquest or the U of A and who pay fees towards reduced transit fares such as the U-Pass.
 - Their spouse/common-law partner and dependants 17 years of age 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
- Exceeding the income threshold as noted for Ride Transit Program in the *Income Qualifications* section (Statistic Canada's Federal Low Income Cut-Off figures for municipality of more than 500,000 inhabitants).

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

- Exceeding the income thresholds as noted for the LAP Annual Program or LAP Monthly Pass in the *Income Qualifications* section.
- Students currently taking full time classes at NAIT, MacEwan, or the U of A and who pay fees towards using their school's recreation facilities; however, they can still be qualified if they have eligible dependents aged 17 years or younger

How do I submit my application?

All applications must include:

- The 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)
Various public hours ranging from 5:30am to 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 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.