

Leisure Access and Ride Transit Programs

APPLICATION INFORMATION

The **Leisure Access Program (LAP)** allows eligible Edmontonians access to the City of Edmonton recreation facilities and attractions at a free or a reduced cost. Restrictions apply. Visit Edmonton.ca/lap for more information.

The **Ride Transit Program** allows eligible Edmontonians to purchase an Adult or Youth monthly transit pass at a reduced rate. Passes are accepted by Edmonton Transit Service (ETS) and Dedicated Accessible Transit Service (DATS) for registered DATS clients. Visit Edmonton.ca/ridetransit for more information.

There are eight (8) ways in which you can apply for these programs:

1. Annual Household Income
2. Income Support & Learners Income Support/Foundational Learning Assistance
3. AISH
4. Canada Pension Plan - Disability Benefit
5. Newcomer to Canada - PR or Refugee
6. Child under Government Care
7. Employment Insurance (only eligible for Ride Transit Program*)
8. Registered Social Worker Letter (only eligible for Ride Transit Program*)

Any person 18 years of age or older **MUST** submit their own application and supporting documents.

Those applying with children/dependants aged 17 or younger must provide 'Eligible Dependant(s) Verification' - see page 4 for more information.

ELIGIBILITY QUALIFICATIONS

Additional Information

Option 1: Annual Household Income

Document Required:
Notice of Assessment (NOA) or Notice of Reassessment from Canada Revenue Agency

A copy of your and your spouse/common-law partner's (if applicable) **2022** Notice of Assessment (NOA) or Notice of Reassessment are required.

- **2021** Notice of Assessments will be accepted until **May 31, 2023**
- Must provide eligible dependant verification for dependants aged 17 years of age or younger. Please see *Eligible Dependants Verification* for acceptable documentation.

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

2022 Low Income Thresholds	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
LAP Program \$35 Ride Transit Pass - 2 Year Term	\$29,380	\$36,576	\$44,966	\$54,594	\$61,920	\$69,835	\$77,751
LAP Annual Program \$35 Ride Transit Pass - 1 Year Term	\$32,318	\$40,234	\$49,463	\$60,053	\$68,112	\$76,819	\$85,526
LAP Monthly Pass \$50.00 Ride Transit Pass - 1 Year Term	\$32,319 - \$36,725	\$40,235 - \$45,720	\$49,464 - \$56,208	\$60,054 - \$68,243	\$68,113 - \$77,400	\$76,820 - \$87,294	\$85,527 - \$97,189

2021 Low income threshold numbers will be used for 2021 Notice of Assessments until May 31, 2023

Option 2: Income Support or Learner's Income Support/Foundational Learner Assistance

Document Required:

Health Benefits Statement (found on the monthly Direct Deposit statement) - **Listing either Core Shelter or Core Essentials under Budget Information. Must be dated within the last 3 months.**

-or-

Learner Income Support - Funding Decision Letter for the current or upcoming academic year.

-or-

Foundational Learning Assistance Approval Letter

- To qualify with your dependants aged 17 or younger, each dependant must be listed on your Health Benefits Monthly Statement. If your dependants are not listed, or the Health Benefits portion of the statement is voided, please submit additional documentation to qualify with them. Please see *Eligible Dependants Verification* for other acceptable documentation.
- Spouses or common-law partners must be listed on the application form to qualify.

Option 3: Assured Income for the Severely Handicapped (AISH)

Document Required:

Health Benefits Statement (found on the monthly Direct Deposit statement) - **Listing AISH Benefits. Must be dated within the last 3 months.**

- Approved AISH applicants will qualify for a five year term.
- Spouse/common-law partners will also qualify if listed on the Health Benefits Statement. To qualify, spouses or common-law partners must be listed on the application form if not on card.
- Must provide eligible dependant verification for dependants aged 17 years of age or younger if they are not listed on the card.
- Eligible dependants aged 13 or younger will qualify for a 5 year term. Eligible dependants aged 14 or older will qualify for 1-4 years, expiring on/after the youth is 18 yrs.
- **If you are assisting an AISH recipient with applying for these programs, please also submit the [LAP - Release of Information and Responsibility](#) form.**

Option 4: Canada Pension Plan - Disability Benefit

Document Required:

Canada Pension Plan T4A(P) Form - Listing Disability Benefit amount - for the tax year 2022 showing credits for Disability Benefit.

- Spouse/common-law partners will also qualify if listed on the application form.
- Must provide eligible dependant verification for dependants aged 17 years of age or younger. Please see *Eligible Dependants Verification* for acceptable documentation.

Option 5: Newcomer to Canada within the Last Year

Document Required:

Confirmation of Permanent Residence (PR) document (including signature and/or remarks), with arrival dates within one (1) year - for each person applying.

-or-

Refugee Protection Claimant document, with Issue dates within one (1) year - for each person applying.

- Any household family members that do not have these documents will need to provide another qualifier.
- Must provide eligible dependant verification for dependants aged 17 years of age or younger who do not have PR docs. Please see *Eligible Dependants Verification* for acceptable documentation.
- Approved applicants will qualify for one (1) year and will need to re-apply under one of the other eligibility qualifiers for the following years.

Option 6: Child Under Government Care Aged 17 or Younger

Documents Required:

-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.

- Individuals under government care should also submit the [LAP - Release of Information and Responsibility](#) form - the individual who completes this form will be considered the emergency contact.
- The listed delegate should complete the application and all other required forms when possible.

Option 7: Employment Insurance (EI) - Ride Transit Program only

Document Required:

Employment Insurance (EI) Decision Letter dated within the last 60 days

-or-

Employment Insurance (EI) My Latest Claim statement dated within the last 60 days

-or-

Employment Insurance (EI) Last Report Processed on statement dated within the last 60 days

- Spouse/common-law partners will also qualify if listed on the application form.
- Must provide eligible dependant verification for dependants aged 17 years of age or younger. Please see Eligible Dependants Verification for acceptable documentation.
- **Applicants who apply using this qualifier are eligible for the \$35 Ride Transit program ONLY. The Leisure Access Program is not included.**

Option 8: Registered Social Worker Letter - Ride Transit Program only

Document Required:

Letter from a Registered Social Worker which includes the following:

- be on letterhead
- include the writer's name, title, signature, and contact information
- be dated within the last 60 days
- list all applicant's full names and birthdates

- The Registered Social Worker must verify on the letter that the applicant is at or below the low income cut-off (LICO) requirements, are eligible for the Ride Transit Program and residing in Edmonton
- **Applicants who apply using this qualifier are eligible for the \$35 Ride Transit program ONLY. The Leisure Access Program is not included.**

ELIGIBLE DEPENDANT(S) VERIFICATION

Documents Required:

2021 or 2022 Canada Child Tax Benefit Notice (CCB) or other related tax credit document listing ALL applicable dependants aged 17 or younger and the name of the parent receiving the benefit issued within 1 year of application date (2021 CCBs are accepted until September 30, 2023);

-or-

Income Support or AISH Health Benefits Statement (found on the monthly Direct Deposit statement) 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 a child under government care (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 (See: [Seniors Fares - Edmonton Transit Service](#)) or 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 Eligibility Qualifications.
- Canadian National Institute for the Blind (CNIB) card holders.
- Children under government care who receive a transit pass from Child and Family Services.
- Applicants who exceed the Income Threshold for the Ride Transit Program in the *Income Qualifications* section (Statistic Canada's Federal Low Income Cut-Offs for municipalities of more than 500,000 inhabitants).
- Some clients of the Office of the Public Guardian and Trustee.

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

- Exceed the Income Thresholds for the LAP Annual Program or LAP Monthly Pass in the *Income Qualifications* section.
- Cannot provide one of the listed qualifying documents.
- Are students currently taking full-time classes at NAIT, MacEwan University or the University of Alberta, and pay fees/tuition toward their school's recreation facilities. However, they may still qualify if they have eligible dependants aged 17 or younger and meet income qualifications.

On the spot, conditional approval of the Ride Transit Program is offered at the Edmonton Service Centre.

*Conditional approvals are offered **only** at the time of completed application submission and **only** at the Edmonton Service Centre. The completed application must be filled out, signed, with all qualifying and supporting documentation.*

Photo ID is required. Some conditions will apply.

Edmonton Service Center: Edmonton Tower, 2nd Floor, 10111 104 Avenue

Faxed or emailed forms are not accepted.

The length of the approval process is subject to change depending on time of year and number of applications received. For questions about the programs and the application process, please call 311 or email lap@edmonton.ca.

All applications to the Leisure Access & Ride Transit Programs are evaluated based on the household as defined by the Canada Revenue Agency.

If you and your family/spouse have different approval terms, our office will require the whole family and/or both spouses to fully reapply to be re-evaluated for renewal.

Any appeals to declined applications must be received within 90 days of the date on the decline letter.

For ways to purchase your Ride Transit pass please visit: www.edmonton.ca/ridetransit

Leisure Access and Ride Transit Programs

APPLICATION FORM

APPLICANTS - include spouse and dependants 17 and under in household (if applicable)

FIRST NAME	LAST NAME	POST-SECONDARY SCHOOL ENROLLED (if applicable)	RELATION TO APPLICANT	MEMBER BARCODE (if applicable)	DATE OF BIRTH MM/DD/YYYY
			MAIN APPLICANT		

Additional family members to be written on a second application form

REQUIRED APPLICANT INFORMATION

Current Physical Address (including suite, unit or apartment #):	Postal Code:	Application: <input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Adding Members
Mailing Address (if different from physical address):	Postal Code:	Phone #:
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Legally Separated / Divorced* <input type="checkbox"/> Married / Common-law* <input type="checkbox"/> Widowed	Email Address:	
*If your spouse / common-law partner does not live with you: Has your spouse ever been to Canada? <input type="checkbox"/> No <input type="checkbox"/> Yes Is your spouse living in long-term custodial/medical care? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Are you or anyone listed above CURRENTLY enrolled full-time in a post-secondary school? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, please list the school name next to that family member's name in the chart above. If yes, do you have access to any of the following amenities included in your tuition fees: Recreation Facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No U-Pass (Student bus pass) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are any listed members of the household a Dedicated Accessible Transit Service (DATS) client? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list Client Number(s): _____		
Are any listed members of the household a Canadian National Institute for the Blind (CNIB) cardholder? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list who: _____		
<p align="center">Please ensure all portions of the application are complete, all qualifying documents (income verification & dependant verification if applicable) are attached, and the back of this form is signed. See the Leisure Access & Ride Transit Program - Application Information document for details.</p>		
<p align="center">All applications to the Leisure Access & Ride Transit Programs are evaluated based on the household as defined by the Canada Revenue Agency. If you and your family/spouse have different approval terms, our office will require the whole family and/or both spouses to fully reapply to be re-evaluated for renewal.</p>		

Do you want to explore options to improve your financial situation? This free and confidential service will connect you to information to help you reach financial security.

Call 780-496-2800, email communitywellness@edmonton.ca or visit edmonton.ca/empowermentprogram for more information.

SUBMITTING THE APPLICATION

Applications can be dropped off at the following locations:

- A City of Edmonton Recreation Centre or Attraction - visit edmonton.ca/reccentres for a list of open facilities and hours of operation.
- Edmonton Service Centre - Mail Drop Off, Edmonton Tower, 2nd Floor, 10111 104 Avenue NW. Monday - Friday; 8:00am - 4:30pm; Closed Holidays.

Applications can be mailed in through Canada Post to the following mailing address: **Leisure Access & Ride Transit Program
PO Box 2359, Edmonton, AB T5J 2R7**

On the spot, conditional approval of the Ride Transit Program is offered at the Edmonton Service Centre.

Conditional approvals are offered **only** at the time of completed application submission and only at the Edmonton Service Centre. The completed application must be filled out, signed, with all qualifying and supporting documentation. Photo ID is required. Some conditions will apply.

Any appeals to declined applications must be received within 90 days of the date on the decline letter.

CONSENT

- I am the main applicant and it is my responsibility to inform all members of my household about the program and conditions of use. If any members have a current paid membership it will be their responsibility to withdraw/cancel it.
- I give the City of Edmonton my permission to check the information within this application for the purpose of assessing my application.
- The information I have provided in this application is true and complete.
- All applicants on this application live with-in the boundaries of the City of Edmonton and understand that moving outside of these boundaries negates all privileges of this program.
- If anyone in my household has a change of address, or school status, I will notify the program administration immediately.
- I understand misuse of the program privileges or misinformation provided on this application may result in a loss of privilege or penalty.
- If a spouse/common-law partner was listed on this application I confirm that I have reviewed the terms and conditions with this individual and they have also agreed to these terms and conditions. If I am the guardian of the main applicant and signing on their behalf, I will ensure to complete and include a Release of Information and Responsibility Form.

MAIN APPLICANT / GUARDIAN SIGNATURE

DATE (MM/DD/YYYY)

****If you are a guardian, trustee or signing on behalf of a Child under Government Care, you must also submit the LAP - Release of Information and Responsibility form****

Personal information is collected for the purpose of administering the Ride Transit Program. Collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed and protected in accordance with the Act. Information is shared with external parties (the Government of Alberta) as required to administer the program. You may be contacted for evaluation and program administration purposes from time to time. Aggregate data will be used for program planning and evaluation. If you have questions about the collection, please contact the Program Administrator at lap@edmonton.ca.

For Office Use Only

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|--------------------------------------|--|-------------------------------------|---|---------------------------------|------------------------------------|
| <input type="checkbox"/> LAP Annual | <input type="checkbox"/> Ride Basic | <input type="checkbox"/> NOA | <input type="checkbox"/> EI | <input type="checkbox"/> CUAET | Approved By: |
| <input type="checkbox"/> LAP 2 Year | <input type="checkbox"/> Ride Basic 2 Year | <input type="checkbox"/> AISH | <input type="checkbox"/> CPP | <input type="checkbox"/> RSW | Entered By: |
| <input type="checkbox"/> LAP+ | <input type="checkbox"/> Ride + | <input type="checkbox"/> PR/Refugee | <input type="checkbox"/> Income Support | | Expiry Date: |
| <input type="checkbox"/> LAP Monthly | <input type="checkbox"/> Ride Lite | <input type="checkbox"/> CUGC | <input type="checkbox"/> 4MPS Basic | <input type="checkbox"/> 4MPS + | <input type="checkbox"/> 4MPS Lite |

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|---|--|--|----------------------------------|--------------------------------------|---------------------------------------|-----------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Not Approved - LAP | <input type="checkbox"/> Not Approved - Ride | <input type="checkbox"/> Over Income Threshold | <input type="checkbox"/> Student | <input type="checkbox"/> Out of Town | <input type="checkbox"/> Senior/Child | <input type="checkbox"/> CNIBCard | <input type="checkbox"/> Visa/Permit | <input type="checkbox"/> OPGT |
|---|--|--|----------------------------------|--------------------------------------|---------------------------------------|-----------------------------------|--------------------------------------|-------------------------------|