

The Next Steps

TRANSITIONING INTO ADULTHOOD



PLAIN LANGUAGE VERSION

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Introduction

Get straight into the application process for accessing services with LINX.

The main problem in accessing services like LINX is that clients do not start the application process soon enough. This document will make sure you don't miss any steps.

What to Expect:

An easy to read, step by step guide that makes it easy to apply to access services with LINX. We will provide you with the important websites, plus a checklist to make sure you don't miss any steps.

About LINX:

LINX is an organization based in Leduc that assists people with developmental disabilities to identify and reach goals by offering various programs. Through community connections, LINX offers education, employment, residential, and other outreach services.

LINX's main goal is to assist people with developmental disabilities to fulfil their potential in life. With LINX, clients obtain a valued role in society and take the opportunity to be a part of a community. LINX values the life of every individual and offers the full inclusion of all people in the wider community.

LINX Services

LINX offers a wide range of services, from employment preparation, to respite, and (almost) everything in between, to suit your needs best.



Employment Preparations Classes: We run up to 12 classes in a day that vary from art and music to budgeting for independence and sexual health.



Employment Placement: We provide job coaches to help our clients find and keep jobs.



Community Access: This is often for clients who are unable to work but still want to be included in the community. It may have a more volunteerism focus.



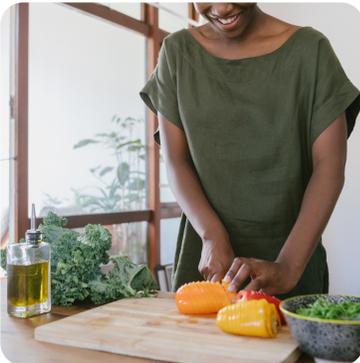
LINX Services

Cont'd.



Respite (daily): Daily respite gives clients, parents, and caregivers a bit of a break.

Respite (hourly): Similar to daily respite, this gives clients, parents, and caregivers a bit of a break but on an hourly basis. This is often done in the community.



SIL/Outreach: We have many clients who live on their own. SIL provides them hourly in-home support to do meal preparation, budgeting, grocery shopping, home maintenance planning, etc.



Support Homes: These are situations where a client lives in a supported roommate situation.



The Process

PDD

Persons with Developmental Disabilities

PDD helps you use services to live as independently as possible.

How to Get in Contact with PDD?

Alberta Supports Contact Centre at 1-877-644-9992, or in Edmonton at 780-644-9992.

PDD Planning

Your Disability Services Worker will help you with an Outcome Plan and an Individual Support Plan. The Outcome Plan will cover your major goals. The Individual Support Plan will cover smaller goals, how to meet your goals, and who will support you.

The Individual Support Plan offers a lot of services such as:

- Home living supports, where you can get help with regular daily activities, like making meals, or shopping.
- Short term respite services
- Job support
- Specialized support to help handle mental, physical, or behavioural needs
- Involvement with the law, and much more.

How to Apply?

□ STEP ONE

Make sure you are applying for the correct program.

You can check on this website: <https://www.alberta.ca/pdd-supports-and-services.aspx>

□ STEP TWO

Check to see if you are eligible for the program.

- You must be 16 years old or older to apply and 18 years old to start the services provided by PDD.
- You have to live in Alberta and be a Canadian citizen or permanent resident
- You must meet the criteria for defining developmental disabilities by PDD's standard.

A complete definition of developmental disabilities by PPD can be found here:

<http://www.humanservices.alberta.ca/pdd-online/developmental-disabilities-guidelines.aspx>

You will need:

- Specific documents from your doctor, to review the concerns you may need help with.
- assessments completed by a registered psychologist such as the Psychological Assessment Report, Neuropsychological Assessment, or Psycho-Educational Assessment.
- An intelligence quotient of 70 or lower, which PDD will decide.
- A PDD Adaptive Skills Inventory which you can find at this website: <http://www.humanservices.alberta.ca/pdd-online/documents/pdd-adaptive-skills-inventory.pdf>

STEP THREE

An application can then be filled out on the website:

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

For help completing the form you can go to this website:

<https://www.alberta.ca/alberta-supports.aspx>

The form can then be sent by mail, fax, or by bringing it to the nearest Disability Services office near you.

STEP FOUR

Your Service Disability Worker may require additional information from you such as:

- Further proof of your age and citizenship like a passport or record of landing
- Letters regarding your developmental disability from your schools or doctors, supports or programs you are enrolled in, and more.

AISH

Assured Income for the Severely Handicapped

What is AISH?

AISH can help support you financially if you have a permanent health condition that prevents you from earning a living. It can also provide you with health benefits.

AISH Overview

To be eligible for AISH:

- You must be 18 years old
- You cannot be receiving an old-age pension
- Must live in Alberta
- You must be a Canadian citizen
- You have a medical need
- You are unable to provide for yourself financially

What You May Receive From AISH:

- A monthly living allowance
- A monthly child benefit
- Health benefits
- Personal benefits

How to Apply?

Below are the steps you can follow to apply for AISH financial and health benefits.

Step 1) For help refer to the [Your Guide to Completing the AISH Application](#). Or call an AISH office for assistance.

Step 2) Fill out the AISH Application [Part A](#) (Applicant Information)

Step 3) Have your doctor fill out [Part B](#) (Medical Report)

Step 4) Apply - Gather your application form and all other documents needed to complete your application.

- You can submit your AISH application and supporting documents by:
 - Mailing them to PO Box 17000 Station Main, Edmonton, Alberta T5j 4B3
 - Faxing them 1-877-969-3006 (toll free) or 587-469-3006 (Edmonton area), or
 - Bring them to the nearest [AISH Office](#) or [Alberta Supports Center](#)
 - [Submitting them online](#)

Step 5) After you Apply

- You will be contacted once your application is received
- If you have any questions about the status of your application call 1-877-759-6810 (toll-free) or 587-759-6810 (Edmonton area).

Payment Details

Getting your Payments

Your AISH payments will be deposited into your bank account. There are two ways to set this up:



Prepare your own direct deposit forms

- Fill in and sign the [Direct Deposit Form](#)
 - Write a VOID cheque and attach an unsigned copy to the form, or
 - Print your online bank account information, including your name, branch number, bank number and account number, and attach it to the form



Get help from your bank

- Have your bank help fill in, stamp and sign the Direct Deposit Form
- Sign the form
- Provide the form to your AISH worker
- Get a document from your bank that includes your name and banking information



Note

- If you are not able to set up direct deposit, contact your AISH worker
- AISH will send you your money on the first day of the month.
- If that day is a holiday you will get it a day early.

For More Information

If you want more information you can go to the [AISH Website](#). They will have more information on:

[Your Guide to AISH](#)

- Contains AISH Program information

[Your Guide to Completing the AISH Application](#)

- Will help you fill out your application form for AISH

[AISH Policy Manual](#)

- Contains detailed information about AISH policy

[AISH Financial Benefits Summary](#)

- Will provide you with more information on the financial benefits that you might qualify for

Terms and Definitions

Common [AISH Terms and Definitions](#) that are used by the AISH program

Guardianship

What is the role of a guardian?

Guardian – A guardian is someone who legally makes decisions for you when you are not able to make them for yourself. A guardian can make decisions in some areas of authority depending on your needs.

Who can have a guardian?

If you believe you need a guardian you will need to meet some requirements:

- You must be 18
- You must have an assessment saying you are unable to make your own decisions
- You think options outside guardianship won't be helpful
- You believe you might be vulnerable because of a permanent or temporary disability or illness
- You don't already have a personal directive making decisions for you in case you become ill or injured
- As an adult, you think you might struggle to make your own personal decisions

Guardian Types

What kind of decisions can a guardian make?

A guardian can make decisions that are personal for you. For example, this might include deciding where you live and if you would benefit from getting job training.

A guardian is not allowed:

- to make your decisions about your finances, this would be a trustee
- to decide if you will be an organ donor
- to make decisions regarding sterilization

Sometimes full guardianship isn't needed and there are other options like:

- Supported Decision-Making → If you have the ability to make your own decisions but would like some help you can get help from a person you trust and they will be your "supporter".
- Trusteeship → A trustee is someone who would legally make financial decisions for you if you are unable, or if you think you would like some help.
 - If you want to have a trustee when you turn 18 you will have to begin the process as soon as you turn 17
 - Once in place, the trustee can manage, or help you manage, things like your money, rent and paying your bills.

- Co-Decision Making → This is a combination of guardianship and trusteeship that helps in all your decision making processes when you feel you might not be able to do so on your own. Making decisions will be between you and your guardian/trustee and involves making decisions together.



Guardianship

Cont'd.

How long does the guardianship process take?

The process usually takes 6 months. This 6-month time frame starts when you submit your paperwork and goes until the court makes its final decision if you will be granted guardianship.

Are there costs associated with the process?

There are multiple costs with the guardianship process. The SAGE association can provide financial aid to make the process more affordable.

Here is a breakdown of the costs associated with the Guardianship process (as of February 2022):

| Package | Cost |
|---|-------|
| Guardianship and Trusteeship - Initial Application | \$495 |
| Guardianship or Trusteeship - Initial Application | \$345 |
| Guardianship and Trusteeship - Review Application | \$250 |
| Guardianship or Trusteeship - Review Application | \$125 |
| Co-Decision Maker - Initial Application | \$345 |
| Guardianship & Trusteeship Program Workshops (via Zoom) | \$50 |

RDSP

Registered Disability Savings Plan

The Registered Disability Savings Plan is a long-term savings plan. You are eligible if you have a disability.

- You should consider opening an RDSP if you have a long-term disability and are:
 - eligible for the Disability Tax Credit
 - under the age of 60
 - a Canadian resident with a Social Insurance Number (SIN), and
 - looking for a long-term savings plan
- If you have an RDSP, you may also be eligible for grants and bonds to help with your long-term savings.
- You may contribute any amount to your RDSP each year, up to the lifetime contribution limit of \$200,000.
- With written permission from the RDSP holder, anyone may contribute to the RDSP.
- The [RDSP Savings Calculator](#) online will help you anticipate how money contributed to your RDSP could grow over time.
 - It calculates the estimated amount of Grant and Bond you could receive, based on contributions and annual family income.
 - It calculates the amount of interest accumulated.
- There are video resources on the [Government of Canada website](#), for
 - How to apply
 - How to make your savings grow
 - How to take money out

DTC

Disability Tax Credit

The Disability Tax Credit is a Federal tax credit program available to all Canadians. It is administered by the Canada Revenue Agency.

- You can get up to 10 years of retroactive funds
- You get annual refund moving forward
- You can get the Child Disability Tax benefit if your child is impaired
- You get access to the Registered Disability Savings Plan

Eligibility Criteria

- Be a Canadian citizen or a Permanent Resident of Canada
- Prove you have a disability (Difficulty performing daily activities)

How it Works

- You have to pay your federal tax to get the benefit
- One-Time refunds, or annual refund



How to Apply?

This process can take anywhere from 3-9 months.

Option One

Download the [T2201](#) form from the [Canadian Revenue Agency's](#) website, have your health care practitioner fill it out, and send it to the Canadian Revenue Agency processing centre.

Option Two

Complete the form with the help of an accountant

Option Three

Complete the form with the help of a Disability Tax Credit Firm

How it is Calculated

- You get a Federal amount and a Provincial amount.
- The provincial amount depends on what province you live in

Other Resources

Contacts

AISH - Edmonton Office

Phone: 780 415 6300

Fax: 1 844 686 9358

Address: Suite 500, 12323 Stony Plain Road, Westcor Building, Edmonton AB, T5N 4B4

Website: www.alberta.ca/aish.aspx

Alberta Supports (for PDD) - Leduc Office

Phone: 780 415 4900

Fax: 780 427 4778

Email: abworksis@gov.ab.ca

Address: 50th Street Plaza, 4809 - 43A Ave, 2nd Floor, Leduc AB, T9E 8J6

Leduc LINX Connect Centre

Phone: 780 980 9423

Fax: 780 980 9429

Email: linxexec@linxconnect.ca

Address: #106, 5708-47 St., Leduc AB, T9E 6Z9

Website: www.linx.ngo

SAGE

Phone: 780 423 5510

Fax: 780 426 5175

Email: info@mysage.ca

Address: 5 Sir Winston Churchill Square, Edmonton AB, T5J 2E5

Website: www.mysage.ca

Glossary

Adaptive Skills Inventory: The list one needs for assistance in performing six or more of twenty-four adaptive skills, in order to achieve the same results as someone who is not disabled. [1] A list of the Adaptive Skills Inventory can be found here: <http://www.humanservices.alberta.ca/pdd-online/documents/pdd-adaptive-skills-inventory.pdf> [2]

Assured Income for the Severely Handicapped (AISH): AISH provides financial and health benefits to eligible adult Albertans with a permanent medical condition that prevents them from earning a living. [3]

Canada Revenue Agency (CRA): A federal agency that collects taxes and administers tax laws for the Canadian government, as well as for many of Canada's provinces and territories. [4]

Developmental Disability (as per PDD standards): Onset must be prior to the age of 18; they must have a significant limitation in intellectual capacity; and a significant limitation in the listed adaptive skills inventory. [5]

Dependent Children: A child who is under the age of 18 years old and relies on your care 50% of the time. [6]

Disability Tax Credit (DTC): A federal tax credit program available to all Canadians, and is administered by the Canada Revenue Agency (CRA). [7]

Guardian: Someone who has the authority to make decisions for a person who has lost the capacity to make decisions. [8]

Health Benefits: Additional benefits or services such as health benefits and income support. [9]

Income Support: Income Support can help you and your family with basic living costs and other necessities. [10]

Glossary

Cont'd.

Living Allowance: Money to pay for your living costs such as food, rent and utilities. [11]

Monthly Child Benefit: Money to assist you with raising your dependent children. [12]

Persons with Developmental Disabilities (PDD): Persons with Developmental Disabilities (PDD) is responsible for helping adults with developmental disabilities to acquire services to contribute to living as independently as possible within their community. [13]

Personal Benefits: Money above your monthly living allowance for specific needs such as a special diet or assistance in an emergency.

Registered Disability Savings Plan (RDSP): A long-term savings plan eligible for those who have a disability. [14]

Outreach: An effort to bring services or information to people where they live or spend time. [15]

Old Age Pension: A monthly payment you can get if you are 65 and older. In some cases, Service Canada will be able to automatically enrol you for the OAS pension. In other cases, you will have to apply for the old age security pension. [16]

Glossary

Cont'd.

References for Glossary Definitions

- [1] <http://www.humanservices.alberta.ca/pdd-online/developmental-disabilities-guidelines.aspx>
- [2] <http://www.humanservices.alberta.ca/pdd-online/documents/pdd-adaptive-skills-inventory.pdf>
- [3] <https://www.alberta.ca/aish.aspx>
- [4] <https://www.investopedia.com/terms/c/ccra.asp>
- [5] <http://www.humanservices.alberta.ca/pdd-online/developmental-disabilities-guidelines.aspx>
- [6] <https://www.alberta.ca/aish-terms-and-definitions.aspx>
- [7] <https://ekbasipym5m.exactdn.com/wp-content/uploads/The-Disability-Tax-Credit-Ultimate-Resource-Guide-Updated-February-2021.pdf>
- [8] <https://www.alberta.ca/adult-guardianship.aspx>
- [9] <https://www.alberta.ca/aish-how-to-apply.aspx#otherbenefits>
- [10] <https://www.alberta.ca/income-support.aspx>
- [11] <https://www.alberta.ca/aish.aspx>
- [12] <https://www.alberta.ca/aish-what-you-get.aspx>
- [13] <https://www.alberta.ca/persons-with-developmental-disabilities-pdd.aspx>
- [14] <https://www.canada.ca/en/employment-social-development/programs/disability/savings.html>
- [15] <https://dictionary.cambridge.org/dictionary/english/outreach>
- [16] <https://www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security.html>

References

PDD (Persons with Developmental Disabilities)

- <https://www.alberta.ca/persons-with-developmental-disabilities-pdd.aspx>
- https://www.qp.alberta.ca/1266.cfm?page=p09p5.cfm&leg_type=Acts&isbncln=9780779794850
- <https://www.alberta.ca/alberta-supports.aspx>
- <https://www.alberta.ca/pdd-supports-and-services.aspx>
- <https://www.alberta.ca/pdd-how-to-apply.aspx>
- <http://www.humanservices.alberta.ca/pdd-online/developmental-disabilities-guidelines.aspx>
- <https://www.alberta.ca/pdd-eligibility.aspx>
- <http://www.humanservices.alberta.ca/pdd-online/documents/pdd-adaptive-skills-inventory.pdf>
- <https://myalbertasupports.alberta.ca/CitizenPortal/application.do>

AISH (Assured Income for the Severely Handicapped)

- <https://www.alberta.ca/aish.aspx>
- <https://www.alberta.ca/aish-eligibility.aspx>
- <https://www.alberta.ca/aish-what-you-get.aspx>
- <https://www.alberta.ca/aish-how-to-apply.aspx>
- <https://www.alberta.ca/aish-how-to-apply.aspx#otherbenefits>
- <https://www.alberta.ca/aish-payment-details.aspx>
- <https://www.alberta.ca/aish-how-to-apply.aspx#jumplinks-0>
- <https://www.alberta.ca/aish-terms-and-definitions.aspx>

References

Cont'd.

Guardianship

- <https://www.alberta.ca/adult-guardianship.aspx>
- <https://www.alberta.ca/supported-decision-making.aspx>
- <https://www.alberta.ca/trusteeship.aspx>
- <https://www.alberta.ca/co-decision-making.aspx>
- <https://www.mysage.ca/help/guardianship-co-decision-making>

RDSP (Registered Disability Savings Plan)

- <https://www.canada.ca/en/employment-social-development/programs/disability/savings.html>

DTC (Disability Tax Credit)

- <https://ekbasipym5m.exactdn.com/wp-content/uploads/The-Disability-Tax-Credit-Ultimate-Resource-Guide-Updated-February-2021.pdf>

Leduc LINX Connect Centre

- <https://www.linx.ngo/>
- <https://www.linx.ngo/programs>
- <https://www.linx.ngo/contact-us>