

Supports for Workers Coal Workforce Transition Program: Relocation Assistance Application Guidelines

It is important that you carefully review this document when completing your application.

Relocation Assistance provides a one-time lump sum payment up to \$5,000 to assist laid-off workers with the costs associated with relocating their household a minimum of 40km for a confirmed new full-time job or self-employment.

Applications can be submitted by e-mail, fax, or mail to:

- **Email Address:** HS.ISCC@gov.ab.ca
- **Fax Number:** 780-422-9681
- **Address:**
Alberta Coal Workforce Transition Program
Alberta Community and Social Services
PO Box 17000
Station Main
Edmonton, Alberta
T5J 4R4

If you require additional information, please contact the Alberta Supports Contact Centre at:
Toll free: 1-877-644-9992 (hours: 7:30 a.m. to 8:00 p.m.)

Eligibility Criteria	Guidelines
Eligible Applicants	
<p>You were employed with one or more of the following sites:</p> <ul style="list-style-type: none"> • Battle River 3, 4, 5 – ATCO Power • Genesee 1, 2, and 3 – Capital Power • Keephills 1 and 2 – TransAlta • Keephills 3 – Capital Power/TransAlta • Sheerness 1 and 2 – ATCO Power/TransAlta • Sundance 1 to 6 – TransAlta • HR Milner – Maxim Power • Highvale mine – TransAlta, and • Sheerness, Genesee, and Paintearth mines – Westmoreland Coal Company <p>You had continuous employment for at least one year immediately prior to your date of layoff.</p> <p>Your effective date of layoff is on or after January</p>	<p>You must provide a copy of your photo ID. Accepted photo ID includes:</p> <ul style="list-style-type: none"> • Driver's Licence • Passport • Government Issued Identification • Canadian Indian Status Card • Métis Nation of Alberta Card <p>An employer letter is mandatory for all applicants.</p> <p>If you were on special leave ending before or on your layoff date your time on leave will be considered as part of your continuous employment. You must have had a minimum of one year of service with one of listed coal plants or mines prior to layoff and must meet all other criteria.</p> <p>If you are an applicant affected by bumping as a result of layoffs at one or more of the affected plants or mines, you must be working in Alberta when you were laid off.</p> <p>You are not eligible to receive this relief grant if you:</p>

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<p>2, 2018.</p> <p>You can apply for relocation assistance one-time only.</p>	<ul style="list-style-type: none"> • quit or were fired from your position; • were in a contract position; • are retiring; or • started working at the site(s) after January 1, 2018. <p>You will only be eligible for Relocation Assistance once even if you relocate multiple times. This includes individuals who move from one affected plant to re-employment to another affected plant.</p>
<p>Relocating for a Confirmed New Full-time Job or Self-employment</p>	
<p>You must be relocating for a confirmed new full-time job or self-employment.</p>	<p>If moving for a confirmed full-time job, you must submit a letter of confirmed new full-time employment from your employer on company letterhead containing the following information:</p> <ul style="list-style-type: none"> • employer's name, location, contact information, and business licence number; and • your new position title, and start date of employment. <p>If moving for self-employment, you must submit one of the following group of documents as confirmation:</p> <ul style="list-style-type: none"> • a copy of your application for a business licence and business licence; or • a copy of your provincial corporate registration; or • Workers' Compensation Board Clearance Letter and supporting marketing materials including your business card, letterhead and website information; or • a copy of your Business Plan and supporting marketing materials including your business card, letterhead and website information.
<p>Distance of Move</p>	
<p>You will be provided relocation assistance if you move a minimum of 40km from your address at the time of layoff, to anywhere in Canada, for a confirmed full-time job or self-employment.</p>	<p>You must submit one of the following documents as proof of relocation. This may include, but is not limited to:</p> <ul style="list-style-type: none"> • updated Driver's Licence • utility bills indicating new address • new lease or rental agreement • homeowner or renter insurance documents • property tax assessment <p>If you are relocating to a rural location, documentation must include the legal land description (Section, Township and Range).</p> <p>Post Office (PO) Box addresses will not be accepted for proof of relocation verification.</p> <p>You must be moving for confirmed new full-time employment or self-employment. If you are moving to a temporary location not for employment purposes, this temporary move will not be funded.</p>
<p>Period of Eligibility</p>	

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You have one year from date of layoff to apply for relocation assistance.	If your layoff date is January 15, 2018, application and supporting documentation must be received no later than January 15, 2019.
Eligibility for Assistance	
If you receive any other relocation assistance, the Government of Alberta will not provide any funding.	You must self-declare on the application form if you have received any other relocation assistance (e.g. from new employer).
You must provide a copy of your receipts to claim expenses for relocation assistance, up to a maximum of \$5,000.	<p>Relocation assistance is available to homeowners and renters.</p> <p>Examples of eligible relocation costs include, but are not limited to:</p> <ul style="list-style-type: none"> • moving household goods and effects • transportation expenses • utility hook-ups and disconnections • lease cancellation fees • real estate/legal expenses <p>Examples of ineligible relocation costs include, but are not limited to:</p> <ul style="list-style-type: none"> • house-hunting trip expenses • hotel, car rentals, meal and per diem expenses while relocating • storage of household goods • gas receipts, as mileage will be calculated • airfare <p>Quotes for moving costs will not be accepted.</p> <p>You must keep full, accurate and complete financial records of all relocation expenditures for a period of two years.</p>
Household Eligibility	
Each household is eligible to submit one application for relocation assistance.	<p>A household is not dependent on family size and includes:</p> <ul style="list-style-type: none"> • an applicant's spouse, benefit partner, children and others who normally live with the applicant and are members of the applicant's household; or • a single applicant. <p>If individuals from the same household are moving to different locations for confirmed new full-time jobs, they can each apply for relocation assistance. For example, a parent and a child both meet the definition of an affected worker and they both live in the same household. While each household is eligible to submit one application, if the parent and the child each move for a confirmed new full-time job to separate locations, they are both eligible to apply.</p>
Relocation Reimbursement	
Payment for relocation assistance will be made after the move takes place, and the application and supporting documentation have been received and approved.	The relocation assistance payment received through this program is not taxable.