

How to Apply for the Program

- Interested Employers should complete and submit an application as early as possible. **Applications will be accepted by May 31, 2019 or until all program funds are committed, whichever comes first.** Applications received after May 31 will not be processed unless funding is available.
- **Faxed or emailed copies will be accepted as the original application** (there is no need to mail an original copy if a fax copy has been sent).
- Old application forms will not be accepted. Only current year applications will be accepted.
- **Applications must be completed in full**, including both the Employer's and the employee's signatures. Applications with missing information will not be processed.
- Any application that does not list both an Employer and an employee will not be processed.
- Applications for a **second employee will** be reviewed after May 31 and will **only be considered if funding is available.**
- Please fax your applications to 403 742-7527 or email at MaryAnn.Nelson@gov.ab.ca.
- For more information call 310-FARM (3276).

Who Reviews and Approves Applications?

- The Program Staff have final authority for the approval or rejection of any application. Approval is based on the date the application is received (**first come, first served**), evidence of both an Employer's and an employee's compliance with the Program Guidelines, and the availability of funding.
- **Approval letters** will be mailed to successful applicants by **mid-June.**
- Those applications that are not accepted immediately will be **placed on a waiting list.** Applicants on the list will be contacted if previously accepted applications are cancelled and additional funding becomes available.

What Happens if the Contract Changes?

- The Program Staff must be notified immediately if there are any changes to the original contract.
- **Employers may replace an employee only once.** The Employer must request the replacement, in writing, by **July 26, 2019.** The new employee may start work as soon as the Program Staff gives written approval. A new application must then be sent in.
- Employers who cancel their contract after **July 26, 2019** will not be eligible to employ a new employee.

How are Employers Reimbursed?

- **Employers are reimbursed half of the employee's monthly wage up to a maximum of \$500 per month, based on full time employment.**
- The Employer should complete and submit the Reimbursement Claim Form at the end of the summer, or on the employee's last day of employment. The Reimbursement Claim form must be signed by both the Employer and the employee.
- **The Employer may only claim for time actually worked by the employee.**
- The Employer's expected subsidy must be based on the contracted information provided on the application form.
- One reimbursement cheque will be mailed to the Employer as soon as possible after the Reimbursement Claim Form is submitted.
- If the Employer is overpaid, the overpaid amount must be repaid to the Government of Alberta as soon as the Employer is informed of the amount owing.
- The deadline for submitting the Reimbursement Claim Form is September 30, 2019. **Reimbursement Claim Forms received after September 30, 2019 may not be processed.**
- Completed Reimbursement Claim Forms may be faxed to 403 742-7527 or emailed at MaryAnn.Nelson@gov.ab.ca, in which case no original is required.

Please ensure you have also read: 2019 Guidelines - Eligibility and Responsibilities