

Barriers to Employment Participation

A formal notice for ADAP clients | The Alberta Disability System Breakdown | July 2026

Regulation references are to AR 96/2026 as in force July 2, 2026

Before you start

You do not need a lawyer or a doctor to send this notice.

Fill in every section. Save the completed PDF. Attach it to an email and send it. The completed form is your notice. You do not need to retype anything.

Screenshot the sent email and keep any automatic reply. That is your proof it went.

This notice is not a refusal to participate. It is a request for accommodation and for answers in writing. Say that in those words if anyone suggests otherwise.

Section 1 | Your information

Full legal name

File number (if known)

Date of this notice

Your city or town

Your email address (the one you will send this from)

Section 2 | Where to send it

Send to the office that holds your file, and copy the Minister and your MLA. If you are not sure which office holds your file, ring Alberta Supports on **1-877-644-9992**, ask for the email address for written correspondence about your file, and ask them to email you while you are still on the line so you have it in writing.

	Email	Phone
Edmonton and area	northzoneaish@gov.ab.ca	780-415-6300
Calgary and area	calgaryaish@gov.ab.ca	—
New applications (DIA)	ApplyDIA@gov.ab.ca	587-759-6810
Not sure which office	Alberta Supports	1-877-644-9992
Minister, Assisted Living and Social Services	alss.minister@gov.ab.ca	—
Your MLA	find yours at contact.assembly.ab.ca	—

These addresses were confirmed from members' own program letters and calls in July 2026. Other regional addresses are circulating that could not be confirmed, so they are not listed here. Always use the return address printed on any letter you have received.

Section 3 | Your barriers

Tick every barrier that applies to you. One documented barrier is enough to ask for accommodation. You do not need all of them.

- | | |
|---|--|
| ☐ No vehicle. I do not have access to a car. | ☐ Children or dependants with complex needs and no safe alternative care. |
| ☐ I cannot use public transit because of a documented disability. | ☐ My support worker hours are intermittent and come without advance notice. |
| ☐ I cannot afford taxi, rideshare or private transport. | ☐ Medical appointments conflict with the programming schedule. |
| ☐ I cannot walk the distance required to reach transit or a venue. | ☐ I am given no advance notice of scheduling, so I cannot arrange care. |
| ☐ My condition is episodic and prevents reliable attendance. | ☐ A mental health condition prevents attendance in groups or public settings. |
| ☐ I have caregiving obligations requiring direct supervision. | ☐ I follow active medical protocols and must be able to respond to emergencies. |
| ☐ Telephone contact is itself a barrier for me. | ☐ Something else, described below. |

Describe your situation in your own words

You do not have to be formal. Say what happens when you try, and what you need in order to take part.

Limit 1,800 characters. If you need more room, write the rest in the body of your email.

Two things worth including if they apply to you

If you have already asked for something and been refused, say so, with the date. A refusal already on record is stronger than a difficulty described in general.

If you are reapplying for AISH, say so. One member has written confirmation from the program that she is exempt from work programs until it is decided which program she lands on. That was one worker on one file rather than published policy, so ask for the same thing in writing for yourself.

Section 4 | Your formal notice

This completed form is your submission. Attach it and send it. Copy the subject line below.

Email subject line — copy this exactly

Formal Notice — Barriers to Employment Participation and Request for Accommodation

I am writing to give formal notice of documented barriers that affect my ability to take part in employment programming, and to request accommodation and written answers.

My name, file number, contact details and the barriers I have identified are set out in this completed form, which is my notice. **This is not a refusal to participate.**

I am requesting the following, in writing.

1. **What is required of me.** Section 15(4) of AR 96/2026 allows a benefit to be refused, suspended, varied or discontinued where a person has refused or neglected to participate in an employment support. Neither *reasonable employment* nor *employment support* is defined in that regulation. Please state what specifically is required of me, how I will be told, and by when.
2. **A travel benefit.** Schedule 3, section 1(1)(d) of AR 96/2026 provides a travel benefit for a client eligible under section 3.02 of the Act who requires access to a training or employment program supporting their efforts to obtain employment. I am requesting that benefit, and confirmation of what it covers.
3. **Accommodation of the barriers above.** Please confirm what accommodations will be provided in respect of each barrier I have identified in Section 3.
4. **Written contact.** I am requesting that contact about employment participation be made in writing rather than by telephone, as an accommodation of my disability. Please confirm this has been noted on my file.
5. **The consequences of non-attendance.** Please confirm whether non-attendance arising from the barriers documented above would result in any reduction or discontinuation of my benefit, and if so, what the review or appeal route is.
6. **Confirmation of receipt.** Please confirm in writing that this notice has been received and placed on my file.

I am requesting a written response no later than:

Choose your own date and write it here. Two to three weeks from the date of this notice is reasonable. A date you have chosen is a date you can point to later.

Your name and contact details in Section 1 serve as your signature on this notice.

Section 5 | After you send it

- ✓ Screenshot the sent email showing the date, time, subject line and address.
- ✓ Save any automatic reply or delivery confirmation. That is your proof of receipt.
- ✓ If you get no reply by the date you set, reply to your own sent email asking for an update. That keeps the whole thread together.
- ✓ Keep everything in one folder. An email folder works better than paper for most people.
- ✓ If your benefit is reduced or stopped over attendance before anyone has answered this notice, tell the campaign, and keep the dates.

Why this works either way

If they provide accommodation, you get the support you need.

If they refuse, or do not reply, you have a dated record showing that participation was required and that the barriers making it difficult were put to them in writing and not addressed.

The record works in your favour whichever way it goes.

What the rules say

Every line below was read in the regulation or the Act. Section numbers are given so you can check any of it yourself.

The duty applies to ADAP only	Section 15(4) of AR 96/2026 applies to benefits under section 3.02 of the Act, which is ADAP. The policy manual states that AISH clients are not required to seek work.
The duty is not defined	Section 14 says only that the Minister may determine the types of employment supports and how often they are provided. Neither <i>reasonable employment</i> nor <i>employment support</i> is defined anywhere in the regulation.
There is no illness exemption	Section 15(4) contains no exemption for illness on its face. That does not mean allowances will not be made. It means get any allowance in writing.
A travel benefit does exist	Schedule 3, section 1(1)(d) provides a travel benefit for an ADAP client who requires access to a training or employment program supporting their efforts to obtain employment. Ask for it.

An employment and training allowance exists	Schedule 3, section 6 allows application, registration or testing fees for a training or employment program, and tools, goods or services that improve employability.
The Citizen's Appeal Panel still exists	It continues under section 10.1 of the AISH Act and hears non-medical appeals, including living allowance, health benefits, child benefit and most personal benefits. Alberta's own Citizen's Appeal Panel page lists the AISH Act among the statutes it hears appeals from. Any claim that it was abolished is wrong.
The appeal clock is 30 days	An appeal must be in writing to an appeal panel within 30 days after the date you receive notice of the decision. If two people tell you different things and one of them involves waiting, file first.
The 30 days can be extended	Section 10.1(3) allows the Minister to extend the time for appeal where satisfied that there are apparent grounds of appeal and a reasonable explanation for the delay. Both conditions have to be met, so an extension is not automatic. But missing 30 days is not the end of it. Ask in writing, give your grounds, and explain the delay.
Rates	AISH is \$1,940 per month under section 8(2). ADAP is \$1,740 under section 8(3). Where both partners in a couple are eligible clients, each rate becomes 88% of that amount under section 8(4).

This form summarises the regulation in plain language. It is not the regulation and it is not legal advice. Where this form and the regulation differ, the regulation is what counts.

The Alberta Disability System Breakdown — Advocate

St. Albert, Alberta | July 2026

albertadisabilitybreakdown@outlook.com

Free to share. Free to print. Free to submit.