

MONTHLY INCOME STATUS REPORT

AISH / ADAP Recipient Self-Declaration

ADSB-MISR-001 v1.0 • Released May 2026

WHAT THIS FORM IS FOR

AISH and ADAP recipients are required by Government of Alberta policy to report changes in employment and income to their worker as soon as possible (alberta.ca/aish-report-a-change). This form gives you a way to do that in writing — in months when you worked, in months when you did not, and in any month a change to your status occurred. Sending a written record protects your file when phone or email reports are lost, misplaced, or not entered.

How to use this form:

1. Fill in your name, file number, and the month you are reporting in Section 1.
2. Check the boxes in Section 2 that describe your income status this month. Attach paystubs if applicable.
3. Sign and date Section 3 on page 2.
4. Email the completed form to your AISH or ADAP worker (contact list on page 2). Keep a saved copy.
5. If your file is not updated within 10 business days, follow up in writing referencing the date you submitted.

1. RECIPIENT IDENTIFICATION

Recipient Name

AISH / ADAP File No.

Reporting Month / Year (e.g. May 2026)

Date of Submission

Contact Email

Contact Phone

2. INCOME STATUS THIS MONTH

I did NOT have any employment income in the reporting month above.

I HAD employment income in the reporting month. Paystub(s) are attached.

I STARTED employment this month. Start date:

I STOPPED employment this month. Stop date:

I did NOT receive any OTHER income (CPP-D, EI, self-employment, etc.) this month.

I received OTHER INCOME this month. Source(s) and amount(s):

Maximum 1,000 characters

— continued on page 2 —

3. DECLARATION

I declare that the information above is true and accurate to the best of my knowledge.

I am submitting this self-declaration in accordance with my reporting obligations under AISH / ADAP program policy.

Signature (typed or signed)

Date

AISH POLICY REFERENCE

Per the Government of Alberta (alberta.ca/aish-report-a-change): "You are responsible for reporting any changes in your situation to an AISH worker as soon as possible, including: ... starting, stopping or changes in a job / employment / work ... income you, or your spouse or partner get." The AISH Policy Manual's Maintaining Eligibility section confirms clients are required to advise their AISH worker of changes "as soon as they occur." This self-declaration is being submitted to fulfil that reporting obligation for the reporting month above.

HOW TO SUBMIT

Email this completed form to your AISH or ADAP worker using the contact list below. Keep a saved copy and the sent-email confirmation. If your file is not updated within 10 business days, follow up in writing.

AISH OFFICES — CONTACT INFORMATION

Office hours: 8:15am – 4:30pm, Monday to Friday (closed statutory holidays). Source: alberta.ca/contact-aish

ALBERTA SUPPORTS CONTACT CENTRE (main intake)

Toll-free: 1-877-644-9992
Email: css.ascc@gov.ab.ca
Hours: 7:30am – 8:00pm, Mon – Fri

EDMONTON REGION (4 offices)

Email: northzoneaish@gov.ab.ca
Phone: 780-415-6300
Offices: City Centre (10242 105 St NW),
Northgate (9499 137 Ave NW), Mill Woods
(2331 66 St NW), Meadowlark (15710 87 Ave NW)

CALGARY REGION (3 offices)

Email: calgaryaish@gov.ab.ca
Phone: 1-866-334-6950 / 403-297-8511
Offices: Westland (2752 Sunridge Way NE),
One Executive Place (1816 Crowchild Trail NW),
Heritage Square (8500 Macleod Trail SE)

AISH APPLICATION PROCESSING CENTRE

PO Box 17000 Station Main
Edmonton, AB T5J 4B3
Toll-free: 1-877-759-6810
Local: 587-759-6810

SOUTHERN ALBERTA (regional line)

Phone: 1-833-382-4081
Covers: Lethbridge, Medicine Hat, Brooks,
Crownsnest Pass, Pincher Creek, Taber

CENTRAL ALBERTA (regional line)

Phone: 1-833-698-9959
Covers: Red Deer, Olds, Drumheller, Camrose,
Stettler, Drayton Valley, Lloydminster,
Rocky Mountain House, Vermilion, Wainwright,
Wetaskiwin, Whitecourt

NORTHERN ALBERTA (regional line)

Phone: 1-888-644-1802
Covers: Athabasca, Barrhead, Bonnyville,
Cold Lake, Edson, Fort McMurray, Grande
Prairie, High Level, High Prairie, Hinton,
Lac La Biche, Leduc, Peace River, Sherwood
Park, Slave Lake, St. Albert, St. Paul,
Vegreville, Westlock

24-HOUR EMERGENCY (evenings/weekends/holidays)

Phone: 780-644-5135 / Toll-free: 1-866-644-5135
Email: css.iscc@gov.ab.ca