

My Individual Plan

A worksheet to help you speak up at your ADAP meeting

This worksheet is for YOU. It is yours to keep.

When you move to ADAP, someone will call you about employment services. They will ask you to help make a plan. This worksheet helps you get ready, so you do not have to think of everything on the spot. You fill it in first, at home, in your own time.

Filling this out IS taking part. This is participation, your way.

Taking part does not mean giving up control of your life. It means showing up and being part of the plan. When you bring this worksheet already filled in, you are doing exactly that, and you are doing it as the expert on your own life. Nobody knows you better than you.

How to use this worksheet

- Take your time. There is no rush. You can do one part a day.
- Every section has an EXAMPLE you can copy. Read it, then change it to fit you.
- You can ask someone you trust to help you fill it in.
- Tick the boxes that match you. Write in the spaces. Skip what does not apply.
- Bring it to your meeting, and bring a notebook or your phone if you can. Writing down what you are told, with the date, is one of the best ways to protect yourself.
- Keep your own copy. It is your record.

Made for you by The Alberta Disability System Breakdown

You are not alone in this. Questions? Reach us at albertadisabilitybreakdown@outlook.com

**TELL YOUR EMPLOYMENT WORKER TO TAKE A COPY
KEEP THE ORIGINAL!**

Speaking up so you are heard

Simple ways to make sure your voice counts

Speaking up is not being difficult. It is being clear. Here are easy ways to do it.

Easy ways to speak up

- Say your goal first, then your need. Like: "I want to work. To do that, I need ..."
- Say what you can and cannot do, not your diagnosis. Like: "I cannot stand for very long."
- Tell them about good days and hard days, so they do not think every day is the same.
- If something will not work for you, do not just say no. Say what WOULD work instead.
- Ask for things in writing. "Can you put that in writing for me?" is a good sentence to use.
- You can bring a person you trust, or this worksheet. You do not have to do it alone.

Things to remember

Share your limits, not your labels.

You do not have to tell them all your medical history. You only need to say what you can do and what you need. A doctor's note for work should talk about what you can do, not list your illnesses.

Being unable is not the same as refusing.

If you take part and still cannot find a job that fits you, you keep your benefits. The rule is about taking part, not about being able to find the perfect job.

Ask for everything in writing.

Whatever they tell you, ask for it in writing, or write it down yourself with the date. A record you keep protects you.

What your ADAP letter really means

The letter you got in the mail uses gentle words. Here is what it is really saying, in plain terms.

- "You have been selected to participate." = You will be moved to ADAP and contacted about employment services. This is happening, not optional.
- "It is important that you respond." = Answer the phone or call back. Taking part is part of getting your benefit.
- "If you refuse to participate, your eligibility may be impacted." = If you ignore them, your money could be affected. So stay in touch, even on hard days.
- "If you are unable to find a job, you keep your benefits." = This part is GOOD. Trying and not finding work does NOT cost you your benefits. Only refusing to take part does.

So the safest thing is simple: stay in touch, take part your way, keep a record, and use this worksheet to show you are doing your part.

My quick notes — keep this handy

Important numbers, names, and reminders, all in one place

Alberta Supports

For questions about the Alberta Disability Assistance Program (ADAP) or AISH, you can reach the government help centre directly by phone:

Toll-free in Alberta: 1-877-644-9992

Phone: 780-644-9992

Write your own numbers, names, and reminders on the lines below.

* **Worker / contact name:**

* **Numbers to remember (phone, file number):**

* **Things I need / things to ask for:**

* **Reminders (dates, callbacks, appointments):**

* **Other notes:**

My Plan

Fill this in before your meeting. Keep a copy for yourself.

About me

My name

My phone

My email

Today's date

1. My goals — what I want

What do you want? It can be a job, more hours, training, or just building confidence. It does not have to be a full-time job. It just has to be true for you.

You could write something like this — then change it to fit you:

"I would like to find a part-time job, a few hours a week, doing something calm and steady. I want to feel useful and earn a little extra. I am not able to work full-time because of my health, but I am willing to start small and see how it goes."

(There is no need to fill all of this. Up to 2500 characters of space.)

2. My disability and how it affects me

Tell them what you can do and what is hard. You do NOT have to write your diagnosis. Just describe your day.

You could write something like this — then change it to fit you:

"I can do tasks if I have time and clear instructions. I have trouble standing for long, lifting heavy things, and remembering a lot of steps at once. Stress makes my symptoms worse. I do best with a calm pace and a set routine."

(There is no need to fill all of this. Up to 2500 characters of space.)

My good days and my harder days look like:

You could write something like this — then change it to fit you:

"On a good day I can leave the house, focus, and get things done for a few hours. On a hard day I have pain and low energy and may not be able to work at all. My days change week to week."

(There is no need to fill all of this. Up to 2500 characters of space.)

3. What I need to work safely

Tick anything you need. These are the things that make work possible without hurting your health.

- | | |
|--|---------------------------------------|
| A flexible or part-time schedule | To rest or take breaks when I need to |
| Limits on standing, lifting, or hard tasks | A quiet, calm place to work |
| To work from home | Written instructions and extra time |
| A set routine and notice before changes | Time off for medical appointments |
| Equipment or assistive technology | A support person or job coach |

Anything else I need:

You could write something like this — then change it to fit you:

"I need to be able to sit down when I get tired, and I need my schedule given to me ahead of time so I can plan around my appointments and my energy."

(There is no need to fill all of this. Up to 2500 characters of space.)

4. Things that get in the way right now

These are the everyday things, on top of disability, that make working harder. Tick what is true for you.

Getting there (transportation)

Child care

Cost of work clothes or tools

Few workplaces I can access

My health appointments and treatment

I need more training or education

I need mental health support

My housing is not stable

Anything else that gets in the way:

You could write something like this — then change it to fit you:

"I do not drive and the bus near me is not reliable, so getting to a job is hard. I also need help paying for safety shoes if a job requires them."

(There is no need to fill all of this. Up to 2500 characters of space.)

5. Help I am asking for

You may be able to get help with these. Tick what you need.

Help getting there (transportation)

Child care allowance

Equipment or assistive devices

Changes to a workplace so I can do the job

Mental health or wellness support

Money for training or upgrading

Help with my resume and job search

Something else (write below)

More about what I am asking for:

You could write something like this — then change it to fit you:

"I would like help with bus tickets or transportation to get to work and to appointments. I would also like to know if a short training course could be part of my plan."

(There is no need to fill all of this. Up to 2500 characters of space.)

6. Papers I am bringing to back this up

Papers help prove what you are saying. Tick what you have, and bring COPIES. Keep your originals safe at home. You do not need all of these. Bring what you have.

- | | |
|---|---|
| My AISH file or records | A doctor's letter listing what I need |
| A specialist's letter | A therapist or psychologist letter |
| A social worker's letter | A letter saying I cannot work (unemployability) |
| An occupational therapy / function assessment | My medication or treatment schedule |
| My past work history or resume | Other support letters |

List the papers I am bringing or can get:

You could write something like this — then change it to fit you:

"I am bringing a letter from my family doctor about my limits, a letter from my specialist, and a copy of my AISH file. I can also get a letter from my therapist if it is needed."

(There is no need to fill all of this. Up to 2500 characters of space.)

7. Steps I am willing to take

This is you taking part. List steps that are realistic for YOU. It is okay to go at a pace that works.

You could write something like this — then change it to fit you:

"I am willing to meet with my worker, look at job options that fit my needs, and try a few hours of work to start. I want to go at a steady pace so I do not get overwhelmed or make my health worse."

(There is no need to fill all of this. Up to 2500 characters of space.)

8. Notes from my meeting

Use this during or right after your meeting. Write down what you were told and what was agreed. Then ask them to put it in writing too.

(There is no need to fill all of this. Up to 2500 characters of space.)

**TELL YOUR EMPLOYMENT WORKER TO TAKE A COPY
KEEP THE ORIGINAL!**

Keep this worksheet. It is your record. You took part, your way, as the expert on your own life.

The Alberta Disability System Breakdown — Advocate

St. Albert, Alberta | June 2026 · albertadisabilitybreakdown@outlook.com