

AFFORDABLE BUS PASS PROGRAM



How Do I Apply?



Complete Application



Gather Documents



Submit Everything

What is the Affordable Bus Pass Program?

The Affordable Bus Pass Program is a lower cost pass to help you get around Guelph. The City of Guelph understands some residents are not able to afford the price of a bus pass. When this happens, we recognize people have trouble getting to work, going to a recreation program or just getting around our community. The Affordable Bus Pass Program is an investment in our community aimed at minimizing these barriers for people living on a low income.

Who Is Eligible To Apply?

Youth, adults, and seniors who are:

1. Residents of Guelph.
2. Experiencing barriers to accessing public transit based on their low family income may qualify. Statistics Canada's Low-Income Cut-Off table is used to determine your eligibility and can be found in the program application.
3. Post-secondary students may apply with the exception of students who receive a U-pass included in their student fees.

There are three steps to apply:

1. **Complete** the application in full and ensure it is signed by the applicant and all family members with income. Dependents under the age of eighteen (18) living with a parent cannot apply as individuals.
2. **Gather** the required documents used to verify your income.
 - **Canada Revenue Agency Personal Income Tax Notice of Assessment** including line 260, address and name of person; or
 - **Ontario Disability Support Program* Statement of Deposit** including address portion; or
 - **Ontario Works Statement of Deposit*** including address portion.

* If the statement is mailed to a trustee proof of the applicant's current address is also required.

3. **Submit** your completed application and all required documentation in person, by mail or fax. The drop-off locations, mailing address and fax number are listed in the 'How Can We Help?' section on this information sheet.



In Person



Mail



Fax



After I Apply, What Next?



Wait 10
Business Days



Approved or
Declined

Your complete application will be reviewed within ten (10) business days after it is received.

A letter will be mailed to you that indicates whether or not you have been approved for the Affordable Bus Pass and list your next steps.

What If I Am Declined An Affordable Bus Pass?

If you are not approved for a pass, you can re-apply if your family income changes and falls within the Low Income Cut-Off amounts set by Statistics Canada listed on page two of the application.

You have the right to appeal a decision related to your eligibility for a pass. For information about how to appeal, check the Guelph.ca website.

How Long Am I Eligible For The Program?

Your eligibility for the Affordable Bus Pass is valid for twelve (12) months from the month that you are approved for the program. You will need to submit a new application to continue in this program each year. We recommend you re-apply two (2) months before your twelve (12) month eligibility expires.

Should your financial circumstances or address change, or you no longer require the pass, it is your responsibility to inform the City of Guelph.

How Can We Help?

Please contact us in person, by phone or check the City of Guelph website if you would like to:

1. Pick up/request an application;
2. Get assistance with completing your application;
3. Ask questions about the program;
4. Request this document in an alternate format as per the Accessibility for Ontarians with Disabilities Act;
5. Arrange an alternative method for submitting your application not listed in the 'How Do I Apply?' section on this information sheet.



In Person

**ServiceGuelph,
City Hall**

1 Carden Street

**Evergreen Seniors
Community Centre**
683 Woolwich Street

**West End
Community Centre**
21 Imperial Road South

Guelph Transit
170 Watson Road South

**Victoria Road
Recreation Centre**
151 Victoria Road North



Phone

Tel: **519-837-5618**
TTY: **519-826-9771**



Fax

519-763-9240



Website

[http://guelph.ca/
affordable-bus-pass](http://guelph.ca/affordable-bus-pass)



Mail

**Affordable Bus Pass Program
Community Investment
City of Guelph
1 Carden Street
Guelph, ON N1H 3A1**

APPLICATION

CITY OF GUELPH AFFORDABLE BUS PASS PROGRAM



Please contact 519-837-5618 or TTY: 519-826-9771 to:

1. Get assistance completing the application;
2. Ask any questions about the program;
3. Request this document in an alternate format as per the Accessibility for Ontarians with Disabilities Act;
4. Arrange an alternative method for submitting your application not listed under 'How Do I Apply?' on the information sheet.



1. Applicant (please print)

Last Name First Name

Date of Birth
day/month/year

You are the applicant. Are you requesting an Affordable Bus Pass for yourself? Yes No

Address Apartment or Unit Number

City Postal Code Main Phone Number

Email

2. Family Members and Dependents

Please list all other family members (spouse/partner and dependents) who reside at the same address as the applicant. To list more family members, provide the information on a separate sheet of paper.

Last Name First Name

Date of Birth
day/month/year

Is this family member requesting an Affordable Bus Pass?: Yes No

Last Name First Name

Date of Birth
day/month/year

Is this family member requesting an Affordable Bus Pass?: Yes No

Last Name First Name

Date of Birth
day/month/year

Is this family member requesting an Affordable Bus Pass?: Yes No

APPLICATION

CITY OF GUELPH AFFORDABLE BUS PASS PROGRAM








3. Family Income

Check your family size in the Statistics Canada Low Income Cut-Offs Before Tax Table. Your family size includes you, your spouse or partner and dependents living in your home.

To be eligible for the Affordable Bus Pass, you must fit into one of the scenarios in the table. Your family income (before taxes) must be **less than or equal to** the Low-Income Cut-Off **for your family size**.

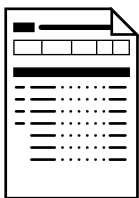
Table is updated annually in approximately June.

Statistics Canada Low Income Cut-Offs Before Tax Table

Family Size	Low Income Cut-Off (Before tax) - 2016
<input type="checkbox"/> 1 	\$21,487
<input type="checkbox"/> 2 	\$26,748
<input type="checkbox"/> 3 	\$32,884
<input type="checkbox"/> 4 	\$39,926
<input type="checkbox"/> 5 	\$45,282
<input type="checkbox"/> 6 	\$51,073
<input type="checkbox"/> 7+ 	\$56,861

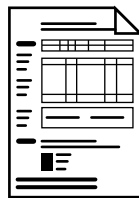
4. Family Income Documents

Attach a current copy of one of the three document options for all family members with an income. Document(s) are used to verify each person's income and must be the most current available.



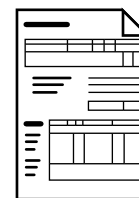
Canada Revenue Agency Personal Income Tax Notice of Assessment

Must include Line 260 (Taxable Income) and the name and address of the person. To obtain a copy, go to www.cra-arc.gc.ca and use search term 'personal income tax notice of assessment', or call the Canada Revenue Agency at **1-800-959-8281**.



Ontario Disabilities Support Program Statement of Deposit*

including address portion (if the statement is mailed to a trustee proof of applicant's current address is also required)



Ontario Works Statement of Deposit*

including address portion (if the statement is mailed to a trustee proof of applicant's current address is also required)

* If you are unable to provide a copy of the Ontario Works Statement of Deposit, or a copy of the Ontario Disabilities Support Program Statement of Deposit, please contact the agency for assistance.

APPLICATION

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5. Comments and Concerns

Please let us know about any additional information that may be relevant for your application.

6. Collection of Personal Information

The information on this form will be kept safe at the City of Guelph. The City follows the Municipal Act, 2001, and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. Your information will be used to qualify you for the Affordable Bus Program and to send you updates about any program changes. Your personal information may be shared with collaborating agencies, for example Ontario Works, Community Living Guelph Wellington, as appropriate (please refer to the Affordable Bus Pass Program Policy, Appendix A, for a complete list). If you have questions about the information you provided on this form, please call the Program Manager Information, Privacy and Elections, City of Guelph, 519-822-1260 x 2605.

7. Signatures

All adults and any family members and dependents with income **must sign this application.**

All the statements in this application are true to the best of my knowledge and belief and no information required to be given has been concealed or omitted. The Criminal Code of Canada subsection 380(1) states that everyone who by deceit, falsehood or other fraudulent means defrauds the public of any property, money or valuable security is guilty of an offence.

- I understand that any falsified statements on this application can result in the immediate termination of participation in the Affordable Bus Pass program,
- I understand that approval of this application depends upon verification that the applicant meets all the criteria included in this application; and
- If approved, I consent to having my name and contact information provided to other City of Guelph departments for administration purposes.

Signature of Applicant

Date

day/month/year

Signatures of Family Members and Dependents with income

Date

Date

Date

APPLICATION

CITY OF GUELPH AFFORDABLE BUS PASS PROGRAM

8. Sending In Your Application

The completed application and all required documentation can be returned by mail or in person. Your complete application will be reviewed within ten (10) business days after it is received.



Deliver in person to:

Service Guelph, City Hall
1 Carden Street

Evergreen Seniors Community Centre
683 Woolwich Street

West End Community Centre
21 Imperial Road South

Guelph Transit
170 Watson Road South

Victoria Road Recreation Centre
151 Victoria Road North



Mail to:

Affordable Bus Pass Program
Community Investment
City of Guelph
1 Carden Street
Guelph ON, N1H 3A1



Fax to:

519-763-9240

9. Application Checklist

Please use this checklist to ensure that you are returning a completed application.

- Have all family members and dependents been listed on page one (1)?
- Have you indicated who is requesting an Affordable Bus Pass on page one (1)?
- Has a copy of all required documents for each family member with an income been attached? See page two (2) for details.
- Have all adults and family members and dependents with an income signed and dated the application on page three (3)?