

## CANADIAN AGRICULTURAL SKILLS SERVICE (CASS) APPLICATION FOR FUNDING

Protected B - Personal Information

<b>Section 1 - Applicant Information</b>			<b>For Office Use Only - File No.</b>	
<p><b>Note: Applications are accepted only from individuals.</b> Corporations, partnerships, cooperatives, or other associations of persons engaged in commercial agricultural production, are limited to 5 participants and their spouses (total 10).</p>				
1. Have you applied for the Canadian Farm Families Options Program ( <i>Options</i> )? <input type="radio"/> Yes <input type="radio"/> No				
2. In which official language would you like to be served? <input type="radio"/> French / Français <input type="radio"/> English / Anglais				
3. If you have received funding under the CASS program in the past, please provide the following information:				
(a) Year(s) you received funding			(b) Province/Territory in which funding was received	
(c) Reason for re-applying				
4. Please provide the following information:				
First Name	Initial(s)	Last Name		Social Insurance Number
5. Contact information:				
Mailing Address/P.O. Box No./Street Address			Rural Municipality or County (if applicable)	
Village/Town/City	Province	Postal Code	Email Address	
Telephone No.    (Ext.)	Alternate Telephone No.    (Ext.)		Fax No.	
Name of Farm Business or Organization Name (if applicable)			Business/GST Number	
Name and Title of Signing Officer of the Farm Business / Organization (if applicable)			Telephone No.    (Ext.)	
6. Marital Status <input type="radio"/> Single <input type="radio"/> Married / Common Law				
7. Since CASS eligibility includes consideration of Net Family Income, please provide the following information about your spouse.				
First Name	Initial(s)	Last Name		Social Insurance Number

## Section 1 - Applicant Information (continued)

8. Please check the type of farm business you operate or are engaged in (check one):

- (a)  Sole Proprietorship      (b)  Partnership      (c)  Cooperative      (d)  Corporation
- (e)  Other Association of Persons (specify): \_\_\_\_\_

9. Please check the principal commodity you produce (check one):

- Beef       Sheep       Other Poultry       Fruit
- Dairy       Other Animals       Vegetables       Grains and/or oilseeds
- Hogs       Poultry and Eggs       Greenhouse and/or Nursery       Other

**Note:** The information collected in fields 10, 11 and 12 is not collected for the purpose of determining if you are eligible for CASS. It is for the purpose of designing improvements to the CASS program, evaluating the performance of the program and designing new programs targeted to specific groups. AAFC keeps this information confidential and only uses it to compile statistics from which no one can be identified personally.

10. Age

- under 25
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

11. Highest level of Education

- Some elementary school or some secondary (high) school (include upgraded and special education)
- Completed secondary (high) school (graduation certificate or equivalent)
- Some** post-secondary, including some college or university courses
- Completed** college or university certificate or diploma **below** bachelor level (e.g. trade, technical or vocational school, agricultural diploma, business college, community college, CEGEP)
- Completed** university degree program (include bachelor's degree and above)

12. Years of managing day to day operation of a farm

- Less than 6 (Beginning Farmer)
- 6-15
- 16-25
- 26-35
- 36-45
- 46+

## Section 2 - Eligibility Information

Please see the CASS Guide: Program Overview and How To Apply (section called "Who can participate in CASS?"). If you require more information, please contact your local CASS Delivery Agent at 1-866-734-3276.

13. Are you receiving Employment Insurance Part 2 benefits for skills development training?       Yes       No

*If "Yes", discontinue completing this form and discuss your situation with your Delivery Agent.*

14. Have you been out of secondary school for at least two years?       Yes       No

*If "No", discontinue completing this form and discuss your situation with your Delivery Agent.*  
**(Not applicable to Options Program participants.)**

**Notes re. 15(a) and 15(b)**

Except for Options Program participants, documentation will be required to demonstrate annual gross farm sales. If you are applying to CASS as part of your fulfillment of Options requirements, you will not need to provide proof of annual gross farm sales again, but your delivery agent will need to verify your Options status.

If your answer is "No" to either 15(a) or 15(b), discontinue completing this form and discuss your situation with your Delivery Agent.

15(a) If you are, or your spouse is, an established farmer, does your farm (or the farm entity in which you or your spouse are a member) generate at least \$10,000 in annual gross farm sales?	<input type="radio"/> Yes <input type="radio"/> No
<b>Or</b>	
15(b) If you are, or your spouse is, a beginning farmer (i.e. you intend to farm or you have been operating a farm for less than 6 years), can you demonstrate that you (or the farm entity) has or will have at least \$10,000 in annual gross farm sales?	<input type="radio"/> Yes <input type="radio"/> No

**Section 3 - Income Information for Benefit Determination** This section is not applicable to *Options Program participants*. To be eligible for benefits, your net family income must be no more than \$45,000. However, if you are a beginning farmer with net family income over \$45,000, you are eligible for skills assessment and individual learning plan development services. Also, if your net family income exceeded \$45,000 due to a forced sale of farm assets, discuss your possible eligibility with a CASS Delivery Agent. Your income will be verified through your most recent Notice(s) of Assessment (NOA) from the Canada Revenue Agency and/or other information as necessary. **The applicable NOA(s) must be submitted with your Application. See Guide for more details.**

Applicant Category	Net Family Income (or Personal Income, if not a member of a farm family)
16(a) Beginning Farmer	Preceding taxation year: \$
16(b) Spouse of Beginning Farmer	Preceding taxation year: \$
17(a) Established Producer	Average annual net family income over the preceding three years: \$
17(b) Spouse of an Established Producer	Average annual net family income over the preceding three years: \$
18(a) Member/shareholder of a corporation, partnership, cooperative, or other association of persons engaged in commercial agriculture.	Average annual net family income over the preceding three years: \$
18(b) Spouse of a member/shareholder of a corporation, partnership, cooperative, or other association of persons engaged in commercial agriculture.	Average annual net family income over the preceding three years: \$

**Section 4 - Reason(s) for CASS Participation**

19. Check any and all of the following objectives which agree with yours.

To learn knowledge/skills to:

- (a)  improve farm profitability
- (b)  improve the safety and quality of farm food production
- (c)  enhance environmentally-responsible production
- (d)  take advantage of new market opportunities resulting from recent scientific research
- (e)  earn off-farm income to supplement farm income
- (f)  develop off-farm income options
- (g)  meet my Canadian Farm Families Options Program requirements
- (h)  other (specify) \_\_\_\_\_

## Section 5 - Declarations and Commitment

I declare that:

- I am not currently receiving Employment Insurance Part 2 benefits for skills development training.
- I certify that all the information provided on this application is true and correct in every respect.
- I am willing to provide, upon request, any documentation necessary for eligibility verification.
- I understand that failing to comply with all application requirements may delay the processing of the application, or may render me ineligible for receiving assistance under the program.
- I understand and agree that the social insurance number (SIN), the business number (BN), and the goods and services tax (GST) number are collected under the authority of the Income Tax Act for the purposes of reporting income.
- I authorize Agriculture and Agri-Food Canada (AAFC), the Prince Edward Island Department of Agriculture (PEIDA), and Holland College Assessment and Counselling Service, and/or other Canadian Agricultural Skills Service (CASS) delivery agents to collect the information contained on, with, or pursuant to this application, including but not limited to personal information. Any or all of these parties may use the information, other than the information supplied in fields 10, 11 and 12 concerning age, educational background and years of farming experience, to verify and/or assess the application, as well as to administer, audit, analyze, and evaluate the CASS program.
- I authorize AAFC to use any personal information supplied in fields 10, 11 and 12 concerning age, educational background and years of farming experience to analyse, evaluate and improve CASS and for the purpose of designing new Renewal programs provided AAFC keeps my identity confidential and uses it only to compile statistical information which cannot be used to identify the source of that information.
- I acknowledge that my completing this application form and my receiving advice from AAFC or other CASS delivery agent does not oblige AAFC or other CASS delivery agent to provide funding.
- I understand and agree that access to CASS benefits necessarily involves my participation in an appropriate assessment process to determine my current interests, skills and abilities profile and in the development of a realistic, achievable Individual Learning Plan (ILP).
- I further acknowledge and agree that approval of this application by AAFC or other delivery agent will require that I enter into an agreement with AAFC or other CASS delivery agent which will set out the terms and conditions for financial support under the program.
- The personal information provided on this form will be protected under the provisions of the *Privacy Act* and the *Access to Information Act of Canada*. Information will be held in the Canadian Agricultural Skills Service (CASS) Personal Information Bank PPU 603 and disclosed as may be required, in accordance with the *Privacy and Access to Information Acts*.

Applicant Signature

Date

### MAIL OR FAX YOUR COMPLETED\*, SIGNED APPLICATION TO:

CASS Program in PEI  
c/o Farm Business Management Specialist  
Prince Edward Island Department of Agriculture  
41 Wood Islands Hill  
P.O. Box 1500  
Montague, PE COA 1R0  
Tel. (902) 838-0626 Fax (902) 838-0624

\* Unless you are an *Options* program participant, please ensure that you have enclosed or attached required evidence of annual gross farm sales as indicated in Section 2 and the Canada Revenue Agency Notices of Assessment (NOAs) of both yourself and your spouse/common-law partner for the most recent 3 years, or for the last 1 year, as applicable to established or beginning farmers as detailed in Section 3 and in the Guide. Without this documentation, your application is not complete and your eligibility cannot be determined.