Critical Worker Benefit

Application Portal Guidance

2021

Before you begin

Ensure you have read the **application guidelines** that applies to your sector

Application guidelines

- Application guidelines are found on the Critical Worker Benefit website under 'Step 1' of **How to apply**.

Step 1. Read the guidelines   —

Before completing your application, read the following applicant guides that apply to your sector:

- Application Guidelines for the Private Sector ↗

- Application Guidelines for the Social Services Sector operating in First Nation Communities ↗

- Application Guidelines for the Education Sector operating in First Nations Communities ↗

- Application Guidelines for the Health Sector operating in First Nations Communities

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Once you set-up a MADI-B account, enter the **Private Sector Application Portal** to begin the application process

Private Sector Application Portal [↗]

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Inside the Application Portal

Select 'Critical Worker Benefit Application' to start a **new** application

Read through the program overview and check the mandatory field.
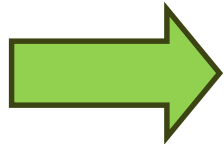
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Employer Application for Critical Worker Benefit

Critical Worker Benefit - Program Overview

The Government of Alberta's Critical Worker Benefit provides a one-time, lump-sum payment of $1,200 to select workers identified as critical for the delivery of essential services to Albertans in response to the COVID-19 pandemic. The lump-sum payment is delivered to approved employers by way of a grant, who are responsible for distributing payment received from the Government of Alberta to the eligible workers identified and subsequently approved on the employer's application. Employers will also receive 7.66 per cent of the total funds approved for the eligible employees as additional funding, over and above the $1,200 per approved employee.

The Critical Worker Benefit Application Guidelines contain the processes and eligibility rules of the Critical Worker Benefit, which is incorporated into the Grant Agreement. The applicant is required to review the Critical Worker Benefit Application Guidelines for the sector under which the application is submitted:

- Critical Worker Benefit Application Guidelines for the Private Sector
- Critical Worker Benefit Communities Application Guidelines for the Education Sector operating in First Nation Communities
- Critical Worker Benefit Application Guidelines for the Health Care Sector operating in First Nation
- Critical Worker Benefit Application Guidelines for the Social Services Sector operating in First Nation Communities

In order to complete the application, there are a series of screens where you will enter or validate information for the application.

> **Important Information**
> - An eligible application does not guarantee funding.
> - This application will be assessed on a first completed application, first approved basis, and the exhaustion of program funding may result in the employer's application not being approved.
>
> - All decisions regarding the eligibility of the employers, employees and payments will be made by the Minister of Labour and Immigration at the Minister's sole discretion.
> - Employers who choose to pay employees monies prior to receiving approval of the application assume all risk if the Minister declines the application.

Personal information that you provide to the Critical Worker Benefit program is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) for the purposes of determining eligibility for the Critical Worker Benefit; to assist in administering the Critical Worker Benefit; and to monitor, assess, and evaluate the Critical Worker Benefit and other provincial and federal programs.

Upon approval of the grant application, the grant recipient, the grant program, and the amount may be published on the Government of Alberta Grant Disclosure Portal.

If you have any questions about the collection, use, or disclosure of your personal information or should you need to make corrections to your personal information regarding this program, please call 310-4455 (toll-free in Alberta) or email cwb@gov.ab.ca.

*

☐ I have reviewed the program information, including the Critical Worker Benefit Application Guidelines for the sector under which I am applying. All Critical Worker Benefit Application Guidelines are available at www.alberta.ca/critical-worker-benefit.aspx

Submit

Submit

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Ensure you select the appropriate sector that your employees fall under.

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*

☑ I have reviewed the program information, including the Critical Worker Benefit Application Guidelines for the sector under which I am applying. All Critical Worker Benefit Application Guidelines are available at www.alberta.ca/critical-worker-benefit.aspx

The Legal Name must exactly match your articles of incorporation or most recent corporate articles filed with the Alberta Corporate Registry, if applicable. Any errors may increase processing time. If you do not have a Alberta Corporate Access Number (ACAN) / Certificate of Incorporation Number, enter your Workers' Compensation Board account number or GST number in that field. You must still ensure the Legal Entity Name you include matches legal records for your business.

*I am seeking the Critical Worker Benefit for:

	🔍
The Education Sector operating in First Nation Communities	
The Health Care Sector operating in First Nation Communities	
The Private Sector	
The Social Services Sector operating in First Nation Communities	

*Company Type

-- None --	▼

Business Website

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Mandatory fields require input (*)

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number in that field. You must still ensure the Legal Entity Name you include matches legal records for your business.

* I am seeking the Critical Worker Benefit for:

ℹ The Private Sector ✕ ▾

* Alberta Corporate Access Number (ACAN) / Certificate of Incorporation Number

* Organization - Legal Entity Name

* Operating name

* Company Type

-- None -- ▾

Business Website

* Industry (NAICS)

▾

* Company Establishment Date (yyyy-mm-dd)

📅

* Number of Total Employees (Part Time and Full Time) Employed by Business

Primary Mailing Address

* Address

When selecting your '**Company Type'**, ensure that it is an **_eligible_** business type (according to your sector Application Guidelines)

When selecting your **'Industry (NAICS)'**, ensure that the NAIC selected is **_eligible_** for your sector (according to your sector Application Guidelines)

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Alberta Business Address

- Your 'Primary Mailing Address' can be anywhere in Canada, however, your <u>business must be located and operating in Alberta</u>

Primary Mailing Address

* Address

* City   *** Province**

         -- None -- ▼

* Postal Code (A1A1A1)   **Country**

         ℹ   Canada ▼

☐ Alberta Business Address is the same as your Primary Mailing Address

Alberta Address

* Address

* City   **Province**

         Alberta ▼

Employee information

- You must add information on each eligible employee one-by-one

- The National Occupation Code (NOC) selected for your employee must match the North American Industry Classification (NAIC) of your business. Please review the NAICs and NOCs for the application guidelines for your sector.

- Review the 'Worker Eligibility' criteria in the application guidelines for your sector to ensure information inputted on your employees adheres to requirements

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Employee information

Information inputted in these fields must adhere to program requirements outlined in the **Worker Eligibility** of the application guidelines.

Adding additional employees

① **Draft** ── ② Received ── ③ Assessing ── ④ Awaiting Info ── ⑤ Pending Payment ── ⑥ Payment Confirmed ── ⑦ Completed
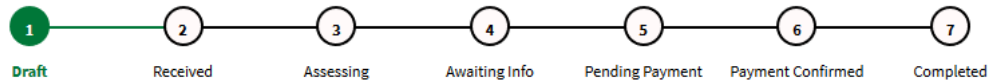
Next Steps - Add additional employees or Submit final application

[Add Employees] [Withdraw Application] [**Submit Final Application**]

☰ Employee Information

First Name	Last Name ∧
Suzy	Sheep

< > Rows 1 - 1 of 1

[Full Employee List]

CWB0001091

Attachments   Edit

📄 Test Void Cheque.docx

Company Summary

* Stream

ⓘ   The Private Sector   ✕ ▾

* Organization

Meat Inc.

* Alberta Corporate Access Number (ACAN)

12345678

* Operating name

The Meat Shop

* Company Type

Alberta Business Corporation   ▾

* Company Establi...

2011-09-09

* Industry (NAICS)

ⓘ   311 - Food manufacturing   ✕ ▾

Business Website

www.themeatshop.com

To add more employees, select **'Add Employees'**

If you wish to withdraw your application, select **'Withdraw Application'**

If you have added all eligible employees and are ready for submission, select **'Submit Final Application'** and follow through with prompts

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Checking the status of your application

- After application submission, you can enter the portal at anytime to check the status of your application
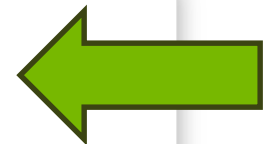
Large employers with 200 or more workers

Private sector employers applying on behalf of 200 or more eligible workers can use the **Employee Bulk Upload template** to submit required information on all eligible employees.

➢ Enter the **Private Sector Application Portal** to begin the application process

➢ Read through the program overview and check the mandatory field.

➢ Check-off that you are applying for 200 or more employees to see bulk upload instructions

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If you have any questions about the collection, use, or disclosure of your personal information or should you need to make corrections to your personal information regarding this program, please call 310-4455 (toll-free in Alberta) or email cwb@gov.ab.ca.

* Options

☑ I have reviewed the program information, including the Critical Worker Benefit Application Guidelines for the sector under which I am applying. All Critical Worker Benefit Application Guidelines are available at www.alberta.ca/critical-worker-benefit.aspx

The Legal Name must exactly match your articles of incorporation or most recent corporate articles filed with the Alberta Corporate Registry, if applicable. Any errors may increase processing time. If you do not have a Alberta Corporate Access Number (ACAN) / Certificate of Incorporation Number, enter your Workers' Compensation Board account number or GST number in that field. You must still ensure the Legal Entity Name you include matches legal records for your business.

☑ I'm applying for 200 or more employees

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Bulk uploads for 200 or more employees (Important Instructions)

If you are submitting this application for 200 or more employees you can bulk upload your employee records using the upload template found here **Employee Bulk Upload Template** .

Please download the file and then continue to fill out the form below and submit this form. In the following screen (your Application progress) you can attach your employee file and any additional documents to the application at any time while still in draft before final submission. Please provide at least two statements of earnings, from the eligibility period, for each of the employees you are bulk uploading. Preference is all employee statements be included in one document as an attachment, if possible.

Please note to follow the instructions presented on the first tab of the template file. Failure to follow the instructions will cause delays in your application process and could result in it being declined.

If you do not want to use the template to bulk load 200 or more employees or have less than 200 employees to apply for, please uncheck the box above and you can manually enter your employees in the next steps of the application process after the below form is filled out and submitted.

* Alberta Corporate Access Number (ACAN) / Certificate of Incorporation Number

* Organization - Legal Entity Name

* Operating name

* I am seeking the Critical Worker Benefit for:

Important reminders for large employers

- Employers must use the template provided through the application portal. No other file formats will be accepted. If an application is submitted using an alternative template, your application will be declined.

- This change only applies to employers applying for the Critical Worker Benefit through the private sector application portal. This change does not apply to health-care employers applying for through the health application portal.

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Help for employers

- Government of Alberta staff members are available to help employers with questions regarding the grant application process.
- Telephone: 310-4455
- Email: cwb@gov.ab.ca

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