



# Leisure Inclusion for Everyone (LIFE) Program

## How to Complete the Individual Application Form

This is a short guide to assist you in completing the SCRD LIFE Program Individual Application to assist us in processing your application as efficiently as possible.

**Please allow up to two weeks for processing your application. Incomplete information on your application will result in unnecessary delays in receiving your LIFE benefits.**

### PERSONAL INFORMATION SECTION

- Include your full name on the application (first and last names)
- The address cannot be left blank. If you are applying through a referring agency, you may be able to use the referring agency's address (check with them first).
- Provide as much contact information as possible including home, office, and cell phone numbers and emails. Staff need to be able to reach you *directly* regarding your application.
- In the table of family members who are to receive benefits:
  - Start by entering your name in the first blank.
  - Enter other family members after your name in the table.
- Your birthdate is used to confirm your identity and will ensure that you are able to access the programs and passes appropriate to your age category. We require your date of birth to open an account for you.
- Select the program option you would like. Each member of your household can choose the program option that suits their recreation needs.

### DECLARATION

The declaration is where you agree to statements and declare that you qualify for the program and all information is true and correct to the best of your knowledge.

- Print your name in the first line: "I, \_\_\_\_\_, hereby declare..." We need written confirmation that the applicant is making the declaration.
- The number of people in your household should match the number of people listed in the table of household members (and includes yourself).
- Income:
  - If you are submitting your application on your own, enter the household income in the blank as indicated on the form.
  - If you are including an Agency Referral form, you may leave the income line blank and check the "not declared" tick box.
- Sign and date the form in the spaces provided.

After staff receive your application, you should expect a response within 14 days provided all the information is complete.

If you have applied using an Agency Referral Form, you will be called/emailed and informed of your benefits, not the Referring Agency.

Thank you! We look forward to seeing you at our Recreation facilities!