

# **CANADIAN AGRICULTURAL SKILLS SERVICE: GUIDE**

**Information for Applicants:**

**Program Overview  
And  
How to Apply**

# **PART 1**

## **CASS PROGRAM OVERVIEW**

## About the Canadian Agricultural Skills Service (CASS)

The Canadian Agricultural Skills Service is a Renewal program under the federal-provincial-territorial Agricultural Policy Framework (APF) initiative. Its goal is to help eligible farm producers and their spouses increase their net family income by adding to their farming and/or other marketable skills. Agriculture and Agri-Food Canada provides funding to provincial and territorial governments. The Colleges of Ontario Network for Education and Training (CON\*NECT) delivers CASS in Ontario, in partnership with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

As a CASS participant, you will receive professional assistance to develop an Individual Learning Plan (Plan). Depending on your net family income, you may also receive financial assistance to complete the activities in your Plan.

### Am I eligible?

#### **CASS Requirements**

CASS requirements are divided into two levels of requirements. The primary level determines whether or not you qualify as an active agricultural producer. In general, you can qualify if you have annual gross farm sales of at least \$10,000. Even if you are still in the planning stages as a beginning farmer, you can qualify by showing that you have firm plans to begin farming and will have at least \$10,000 in annual gross farm sales within 6 years of start-up. You may own or rent your farm or you may be a shareholder in a corporation, partnership, cooperative or other group farming business but you must be actively engaged in its day-to-day operations. **Documentation requirements are described in Part 2 of this document.**

**CASS is for active farmers.** CASS is not meant to encourage any member of a farm family to leave paid off-farm employment or to leave secondary school early in order to participate. Therefore, younger applicants may be required to show that they have been out of secondary school for at least two years in order to confirm eligibility.

If you are a member or shareholder in a farm entity such as a corporation, partnership, cooperative or other association of persons, there is no minimum percentage ownership requirement. However, you must still demonstrate some degree of ownership or control over the productive assets of the farm and be actively involved in its daily operations in a capacity other than merely as an employee or investor. You may qualify as a **beginning farmer** if you have been a member/shareholder for less than 6 years or you intend to become a member/shareholder within 6 years. The number of CASS participants from corporations and farm entities other than sole proprietorships is limited to 5 members/shareholders and their spouses.

The secondary level relates to whether or not you qualify for benefits and at what level. These are based on your income. If you are an established farmer, you qualify on the basis of your average net family income during the previous three years. If you are a beginning farmer, you qualify on the basis of your net family income for the

#### **Beginning Farmer or Established Producer?**

CASS distinguishes between beginning farmers and established producers. You are an **established producer** if you have been actively engaged in commercial agricultural production for at least 6 years. You are a **beginning farmer** if you have been a producer for less than 6 years, or, if you can demonstrate your firm intention to become a farmer in the near future.

previous year only. Using these baselines, if your net family income was no more than \$45,000, you qualify for the full range of CASS benefits – skills and needs assessment and Individual Learning Plan (Plan) development services as well as financial assistance in carrying out the activities in the Plan.

If you are a beginning farmer with net family income of more than \$45,000 in the previous year, you still qualify for services related to skills and needs assessment and development of an Individual Learning Plan. However, it will be your own responsibility to pay for the costs of carrying it out.

### **Benefits for your Spouse or Common Law Partner**

Your spouse or common-law partner can also participate. CASS benefits are equally available to an agricultural producer who meets the requirements and to his or her spouse or common-law partner.

For CASS purposes, a spouse is a person married to the Participant. A common-law partner is a person living in a conjugal relationship with the Participant for a continuous period of at least one year.

### **A Simple CASS Eligibility Test**

If you can answer “True” to these questions, you are probably eligible to participate in CASS:

1. I am, or my spouse is, actively engaged in farming either as an individual or as a member of a corporation, a partnership, a cooperative or another association of persons,

**OR**, I and/or my spouse have control over significant farm assets and/or can prove that I/we intend to begin farming soon.

True False

2. Gross farm sales are, or will be within 6 years of start-up, at least \$10,000.

True False

3. My personal net income or net family income has averaged no more than \$45,000 per year for the last three years (*last year's income only for beginning farmers*).

True False

4. I am not currently receiving training benefits under Employment Insurance.

True False

### **Beginning Farmers – Intent to Farm**

If you are planning to begin farming on your own, you must be able to show that you have ownership or control of productive agricultural assets to generate farm income. For example, you can show a copy of a rental or purchase agreement for farmland, livestock, farming equipment, etc.)

**plus**

a financial statement showing projected gross farm sales of at least \$10,000 within 6 years of start-up.

5. I have been out of secondary school for at least two years.

True

False

If the answer to all of these questions is True, you may wish to complete a CASS application form and return it to the CON\*NECT CASS Centre. See “How do I get started?” on page 10.

If any of your answers were “False”, it is still advisable for you to discuss your situation with staff at the CON\*NECT CASS Centre to be sure you have a good understanding of all CASS eligibility requirements. Please refer to page 16 for the CON\*NECT CASS Centre contact information.

## How does the Program Work?

### Program Delivery

In Ontario, CASS will be coordinated by CON\*NECT. Contact information for the CON\*NECT CASS Centre is included on page 16 and on the CASS application form. When you have filled in all of the necessary information on the application form, you should submit it to the CON\*NECT CASS Centre. Once CON\*NECT has established that you are eligible to take part in the program, you will be referred to a qualified Skills Assessment Advisor for assessment and Individual Learning Plan development services.

These services are provided at no cost to you.

Your approved Individual Learning Plan will become the basis for your financial assistance agreement. Your agreement will provide for the payment of learning-related costs up to the limits outlined in the Benefits and Eligibility Summary chart shown on page 9.

### What CON\*NECT Will Do For You:

- Help you complete the CASS application
- Determine whether or not you are eligible for CASS
- Provide assessment and Individual Learning Plan development services
- Payment of financial benefits under your Individual Learning Plan
- Provide other follow-up support to help you succeed in carrying out your Plan

## What Benefits does CASS Provide?

### 1) Skills and Needs Assessment

Once you are approved, the first activity will be an assessment of your existing skills and learning needs. This assessment will be conducted by a qualified Skills Assessment Advisor and is cost-free. It will focus on understanding your existing skills, plans, goals as well your potential to learn any new skills needed to achieve your goals. It can include career counselling, if that is appropriate to your circumstances.

All participants with average net personal/family income<sup>1</sup> of no more than \$45,000 as explained above qualify for skills and needs assessment and Individual Learning Plan development services. Beginning farmers and their spouses qualify for these services even if their net family/personal income exceeded \$45,000 in the last tax year.

These services give all participants professional assistance in evaluating their existing skills and strengths and building a plan for their future learning needs. Even though beginning farmers with incomes above the \$45,000 limit will not qualify for additional financial assistance to complete the learning plan, they will still be able to benefit from professional help in creating it.

## **2) Individual Learning Plan**

The output from your skills and needs assessment will be a plan – your Individual Learning Plan. It will identify and detail the skills you intend to learn. It will specify your personal learning objectives. When your Individual Learning Plan is done, you will specify the learning activities that you intend to follow in order to achieve your learning objectives. You may already know what these are and where and how you will take part in them. If not, your Skills Assessment Advisor will work with you to help you find the courses and activities that will help you reach your goals. Your Individual Learning Plan may include both formal (in-class) and informal (outside of the classroom) learning activities as long as the learning objectives and outcomes are clear. This plan will become the basis for your financial assistance agreement.

## **3) Financial Benefits**

If your net personal/family income averaged no more than \$45,000 over the last three years (last year only if you are a beginning farmer) you may also qualify for financial assistance in carrying out the learning activities set out in your Individual Learning Plan. The assistance will cover both “Direct” training costs and associated “Participation” costs where your plan shows that there is a need. Here are some typical costs that could be covered for your plan:

### ***Direct Costs of Training and Learning***

- Tuition and other instructional costs for:
  - non-degree programs
  - up to 24 months of a community college program and
  - general educational development and academic upgrading
- Lab fees; student card
- Fees for correspondence courses
- Workshop/Field Day fees
- Tutoring
- Internet or Cable TV connection

#### **CASS benefits are taxable**

The financial benefits you receive under CASS are subject to Income Tax. They must be included as income in your annual tax return. For each year you participate in CASS, you will receive either an AGR-1 or other information slip from CON\*NECT indicating the amount of benefits paid to you.

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<sup>1</sup> Note: Farmers who do not have a spouse or common law partner are still eligible to apply on the basis of their personal net income.

- Material and supplies
- Shipping and postage costs
- Clothing and footwear (i.e. uniform, or for safety/protection); protective eyewear
- Texts and software
- Short term rental costs for equipment
- Other reasonable and eligible costs (*e.g. some conference costs may be eligible if they are directly related to learning and skills development*)

### ***Participation Costs***

CASS will reimburse other necessary, documented costs that result from your attending learning activities and that are part of your approved Individual Learning Plan. Here are some examples:

- Dependent Care (over and above your normal costs for care of a child or other dependent)
- Disability costs not covered through alternative sources of funding (additional costs for special devices or assistance you need to be able to take part in training)
- Travel, commuting and accommodation when taking training away from home
- Replacement labour for work you would normally do at times when you can't work because you are taking part in an approved learning activity

### ***Payments***

You will be reimbursed for costs incurred for learning activities that are:

- eligible under the program
- approved in your Individual Learning Plan and your related financial support agreement
- properly documented (supported by a receipt, an invoice stamped "paid", or are within approved allowances for the type of cost such as mileage costs), and
- fall within the limits available to you under the program

There are two ways in which CASS participants may be paid.

1. You may be given advance payments which must be reconciled and adjusted against claims for actual costs, or
2. Your costs may be reimbursed after you incur them and submit a claim for payment. Such payments are also called "progress payments".

The method of payment will depend on your need and the terms of your agreement for financial support.

### ***Payment Method 1 – Advance Payments***

If your payment method is by the advance method, you should understand that advance payments are only an advance against the actual costs you expect to incur in the first period (e.g. the first month) of implementing your Individual Learning Plan. After this initial advance, you qualify for the next advance payment by submitting your claim for actual costs for the advance period (usually within 30 days of the end of the period). Your next advance will be based upon your continuing need for advances and reconciliation between previous advances and incurred costs to date. You will need to include original invoices, receipts and/or other documentation to support your expense claims.

### ***Payment Method 2 - Progress Payments***

If progress payments are made to you, you will receive payments for the approved costs based on your claims for actual costs and the supporting documentation you provide such as invoices, receipts, etc. after you have already incurred the costs.

### ***Holdback and Reconciliation***

There may be a “holdback” amount of about 10% of the total approved value of your Individual Learning Plan until it is possible to confirm final actual costs and do a final reconciliation of payments and expenses. Normally, this final payment would be made within 30 days after you submit your final claim. If the reconciliation shows that your payments are greater than the expenses you have incurred and documented, you will have to repay the overpayment.

### ***Limits on Financial Benefits***

The financial benefits cover your actual approved expenses for learning activities under your Individual Learning Plan up to the maximum allowed under CASS.

The maximum level of financial benefits available to you will depend on your net personal/family income (three year average for established farmers and previous year for beginning farmers) as follows:

- Net personal/family income of no greater than \$35,000...maximum of \$16,000 per participant
- Net personal/family income of \$35,001 to \$40,000.....maximum of \$12,000 per participant
- Net personal/family income of \$40,001 to \$45,000.....maximum of \$8,000 per participant

#### **Maximum vs. Actual**

These limits represent the maximum financial benefits participants may receive. The actual benefits you will receive will be based on the expenses you incur under your approved Individual Learning Plan.

For greater clarity, both you and your spouse/common-law partner are eligible for the maximum benefits based on your net family income. For example, a producer and spouse with a three-year average net family income of no more than \$35,000 may each receive up to \$16,000 in financial support for approved learning costs.

### **Benefits and Eligibility Summary**

<b>Participant Type</b> The term “spouse” includes common-law partners as defined by the Canada Revenue Agency.	<b>Net Family Income</b>	<b>Assessment &amp; Individual Learning Plan Development Services</b>	<b>Financial Assistance</b>
Beginning Farmer/spouse Producer/spouse Members of a corporation, partnership, cooperative or other association/spouse	\$0-35,000	Eligible	Eligible for a maximum of \$16,000/ participant
Beginning Farmer/spouse Producer/spouse Members of a corporation, partnership, cooperative or other association/spouse	\$35,001 - \$40,000	↓	Eligible for a maximum of \$12,000/ participant
Beginning Farmer/spouse Producer/spouse Members of a corporation, partnership, cooperative or other association/spouse	\$40,001 - \$45,000		Eligible for a maximum of \$8,000/ participant
Beginning Farmer/spouse	\$45,001 plus		↓
Producer/spouse Members of a corporation, partnership, cooperative or other association/spouse	\$45,001 plus	Ineligible	Ineligible

### **What are my responsibilities as a Participant?**

Once you have been approved for participation and benefits, your responsibilities will be to:

- take part in your skills and needs assessment and develop your Individual Learning Plan
- invest the time to complete your plan by following through on the approved learning activities in your Individual Learning Plan
- make sure that you keep the CON\*NECT CASS Centre informed of any changes needed in your Individual Learning Plan and financial support agreement, as well as any changes in your personal circumstances which may affect your participation in CASS
- document your costs and submit timely claims as required
- help evaluate the CASS program by completing surveys about your satisfaction with program delivery services and your Individual Learning Plan outcome(s)

## **What are the responsibilities of CON\*NECT?**

Please refer again to the list of CON\*NECT responsibilities on page 5.

Once you have entered into a financial assistance agreement to support your Individual Learning Plan, CON\*NECT will track your progress and provide other follow up help as needed to help you succeed in carrying out your Plan.

## **How do I get started?**

### ***Step 1) Complete the Self-Screening***

If you answered “True” to the five questions in the Simple Test on page 4 of this Guide, you have already completed Step 1 and are very likely eligible to participate in CASS. If you have not yet done so, please return to page 4 to complete Step 1.

### ***Step 2) Complete the Application Form***

Your next step is to complete an application form. If you received this information from CON\*NECT, you may have already been provided with a CASS application form.

Otherwise the CASS Application form is available on the CASS web site [www.ontario.ca/cass](http://www.ontario.ca/cass) or by calling the CON\*NECT CASS Centre 1 (416) 340-0200, or toll free 1.877.830.0200, or by sending your request by email to [casscentre@collegeconnect.on.ca](mailto:casscentre@collegeconnect.on.ca).

See also the attached “Guide to Completion of the CASS Application Form”.

### ***Step 3) What happens next?***

After you submit your application form, the CON\*NECT CASS Centre will review it to confirm that you are eligible to participate in CASS. The CON\*NECT CASS Centre will also determine the level of funding you are eligible to receive.

You will then be referred to a qualified Skills Assessment Advisor who will set up an appointment to begin your needs assessment and learning plan development. If you already have clear ideas about what you want to learn and how you will learn it, the process can be simple, involving as little as one or two interviews. Should you want more help and guidance, your advisor will work with you as needed to help you formulate your goals and the plans to achieve them.

Once your learning plan is ready for review, it will be submitted to the CON\*NECT CASS Centre who will review it to make sure that it meets the requirements of the program.

The Ontario Ministry of Agriculture, Food and Rural Affairs will review your learning plan for completeness and to ensure that it fully meets the program criteria. Providing the Ontario Ministry of Agriculture, Food and Rural Affairs approves your learning plan, you will have the opportunity to enter into a financial assistance agreement in support of the plan, and you can begin your learning activities.

## **PART 2**

# **GUIDE TO COMPLETING THE CASS APPLICATION**

## GUIDE TO COMPLETING THE CASS APPLICATION

**Sections and information areas in this Guide refer to Sections and information areas in the CASS Application Form number 5090 dated June 2006.**

**As indicated in the Program Overview, you may qualify for CASS if you are an established producer, a beginning farmer, or a spouse of such a person.**

**You and your spouse must each complete an application if you both want to participate in CASS.**

### *Section 1: Applicant Information*

#### *1. Choice of language*

You may choose to be served in either official language. You may request to complete an application in the official language of your choice.

#### *2. If you have received funding under this program in the past, please provide the following information:*

If you have previously received CASS funding, please indicate when and where as well as the reason why you are applying again.

#### *3. Identification and contact information*

Your Social Insurance Number (SIN) is required since CASS benefits are taxable.

The Alternate Telephone Number may be for a cell phone.

Farm Business / Organization Name will apply if your farm has a legal business name or is part of a group enterprise (corporation, cooperative, partnership, etc.)

#### *4. Farm Type*

This information will help CASS determine which farm sectors are benefiting from the CASS program. Over time, this information may result in adjustments to either the program or how it is delivered.

### *Section 2: Eligibility Information*

#### *5. Spouse of an established producer or beginning farmer*

Please refer also to items 7, 9, 10, 11 and Section 3 on pages 13 and 15 of this Guide.

It is important to identify your spousal relationship with a qualified established producer or beginning farmer if you are applying as a spouse or common-law partner. You may be required to provide evidence of your relationship if this is not evident in the income tax documentation you provide (Check with the CON\*NECT CASS Centre).

#### *6. Are you receiving Employment Insurance Part 2 benefits for skills development training?*

To be eligible for CASS participation, you cannot be receiving similar funding under the Employment Insurance program.

If you are receiving Employment Insurance (EI) Part 1 benefits (income support), you may still be eligible for CASS. However, you must obtain written approval in advance from Service Canada or other responsible authority in order to ensure that your EI benefits continue.

#### 7. Annual Gross Farm Sales

As a general rule, a farm must have annual gross farm sales of at least \$10,000 to be considered to be a commercial operation.

**“Gross Farm Sales”** is the sales of all agricultural commodities as reported in one or more of the following Canada Revenue Agency (CRA) Income Tax Forms available at

[www.cra-arc.gc.ca/](http://www.cra-arc.gc.ca/)

T2042 – Statement of Farming Activities – total of lines 9371 to 9520 inclusive

T1178 – General Index of Financial Information (GIFI) – Short – total of lines 9370 to 9524 (excluding line 9479, aquaculture)

T2SCH125 – GIFI Schedule 125 – Income Statement Information – Total at line 9659\* (Farming revenue Field Codes #9370- 9476 and 9600 excluding losses)

T1163 – Statement A: CAIS Program Information and Statement of Farming Activities for Individuals– total at line 9950\*

T1164 – Statement B: CAIS Program Information and Statement of Farming Activities for Additional Farming Operations – total at line 9950\*

*\*excluding proceeds from aquaculture, all program payments, rebates, custom work and machinery rentals, insurance proceeds, patronage dividends and other income unrelated to production such as income from the rental of storage space, etc.*

Complete section 7(a) or 7(b), whichever applies to you.

**7(a)** applies to you if you are an established producer or spouse of an established producer. An established producer is someone who has been actively engaged in commercial agricultural production for at least 6 years. This includes members/shareholders of a corporation, partnership, cooperative or other association engaged in commercial agricultural production. You must be actively engaged in the day-to-day operations of the farm.

#### **Documentation Requirements:**

You will be asked to provide evidence of annual gross farms sales of at least \$10,000. Since CASS is intended to support farm families rather than investors, you must also be prepared to provide evidence of active involvement in the day-to-day operations of the farm.

**7(b)** applies to you if you are a beginning farmer or spouse of a beginning farmer, i.e. you have, or your spouse has, been engaged in commercial agricultural production for less than 6 years or if you can demonstrate a firm intention to become a farmer within 6 years. This can include farming for less than 6 years as a shareholder/member in a corporation, partnership, cooperative or other association, or, demonstrated intention to become a shareholder/member within 6 years.

#### **Documentation Requirements:**

If you are a beginning farmer at the “intent” phase, you must demonstrate

- that you own or control productive agricultural assets to generate farm income

**and**

- will have annual gross farm sales of at least \$10,000 within 6 years of start-up of your own farm business.

Alternatively, if you do not plan to establish your own farm business, you must demonstrate

- intent to become, (a) within 6 years, a shareholder/member of an existing farm business entity with annual gross farm sales of at least \$10,000 and (b) active involvement in the day-to-day operations of the farm business. In this regard, a letter from the manager or other authorized representative of the farm business attesting to (a) and (b) will be sufficient.

All other beginning farmers (*those who have been farming on their own for 1-6 years*) will be asked to provide evidence of annual gross farms sales of at least \$10,000, or other documentation. One of the following will be needed to demonstrate gross annual farm sales:

- a farm budgetary forecast (i.e. a plan indicating annual gross farm sales of at least \$10,000 within 6 years of start-up), or
- a financial statement for the previous year, if available; or
- an income tax return (T1) for the previous year showing farm income; or
- documentation pertaining to farm loans (e.g., from a financial institution, Farm Credit Corporation, etc.); or
- documentation pertaining to other AAFC financial programs (e.g., Canadian Agricultural Income Stabilization Program (CAIS), Farm Improvement and Marketing Cooperatives Loans Act (FIMCLA), Advance Payment Program (APP), Spring Credit Advance Program (SCAP), Production insurance, etc.).

8. *You must have been out of secondary school for at least two years.*

If you are a younger beginning farmer, you may be asked to provide proof such as a dated letter from your last school on their letterhead or a copy of your graduation certificate.

***Section 3: Income Information for Benefit Determination***

Net Family Income information is used to establish the maximum financial benefits that can be provided to support your approved Individual Learning Plan. If you had a spouse or common-law partner during the qualifying income period (last 3 tax years for established farmers or previous tax year for beginning farmers) you must add together your net income and your spouse's/common-law partner's net income (as per the applicable Notice(s) of Assessment from the Canada Revenue Agency [CRA]) to arrive at your "Net Family Income" for the right hand column. Note also that unless you are *legally separated* from your spouse/common-law partner, your spouse's/common-law partner's net income must be used in determining Net Family Income.

To assist you in determining "Net Family Income", a Worksheet is available at the back of this document (Part 2 Attachment #1 on page 17).

### **Documentation Requirements for items 9, 10 and 11:**

This information must be available to CON\*NECT to determine your CASS eligibility and benefits.

1. your most recent Canada Revenue Agency “Notice(s) of Assessment” in response to your income tax returns (*for three years in the case of established producers or spouses; for the previous year only in the case of beginning farmers or spouses*), or
2. alternative documentation will be required from Applicants (such as a member of a First Nation) who have not filed income tax returns. For guidance, please contact CASS.

You should contact CASS (page 16) to find out whether they want to see the original CRA documents or whether copies are sufficient, and whether they must be submitted with your application or made available during an intake interview. If you choose to fax your information, you must accept responsibility for the risk that your and your spouses/common-law partner’s personal information may be seen by unauthorized persons if it is sent to the wrong fax number or to an insecure fax.

### **Answer the question that relates to your personal situation.**

9. *(a) Beginning farmer or (b) spouse*

See item 7(b) above).

10. *(a) Established producer or (b) spouse*

See item 7(a) above).

11. *(a) Shareholder, member, part owner of a corporation, partnership, cooperative or other association or (b) spouse*

### **Section 4: Reason(s) for CASS Participation**

12. *Check any and all of the following objectives which agree with yours:*

Mark all options that describe your goals and objectives in participating in CASS. Use the “Other” option (g) only if the other listed goals do not accurately reflect your own goals.

### **Section 5: Declarations and Commitment**

Your agreement with these declarations and commitments is necessary in order to be approved for CASS participation. See also “What Applicants and Participants Need to Know” at the end of this Guide (Part 2 Attachment #2 on p. 18).

***For Further Information and Submitting your Application***

If you have any questions or require further information, please contact the CON\*NECT CASS Centre. Submit your application and any required supporting documentation to the CON\*NECT CASS Centre by mail or fax.

**CON\*NECT CASS Centre**

Suite 504, 180 Dundas Street

Toronto, ON

M5G 1Z8

Telephone: 416.340.0200

Toll Free: 1.877.830.0200

Fax: 416.340.0300

Email: [casscentre@collegeconnect.on.ca](mailto:casscentre@collegeconnect.on.ca)

## Attachment #1

## NET FAMILY INCOME CALCULATION WORKSHEET

		These two columns are N/A to Beginning Farmers		
<b>Part 1 Worksheet</b>	<b>Most recent</b>	<b>Previous</b>	<b>Previous</b>	<b>Total 1 or</b>
<b>Required for determination of Net Family Income</b>	<b>Last tax year 1</b>	<b>tax year 2</b>	<b>tax year 3</b>	<b>Total 1+2+3</b>
<b>Applicant's Net income per NOA line 236</b>				<b>A1</b>
<b>The next two lines apply only to applicants who are members of any corporate businesses.</b>				
<b>PLUS</b> shareholder's share of the net income/loss of the farm corporation i.e. [Line 9970 of the GIF1* X the % ownership in the Corp]				<b>A2</b>
<b>MINUS FT5</b> , i.e. dividends paid out to shareholder by the Corp as per the T5	(            )	(            )	(            )	<b>A3</b> (            )
<b>Total income of Applicant for CASS purposes</b>				<b>A4</b>
<b>PLUS</b>				
<b>Spouse's/Common-law Partner's Net Income per NOA line 236</b>				<b>B1</b>
<b>The next two lines apply only to spouses/common-law partners who are members of any corporate businesses.</b>				
<b>PLUS</b> shareholder's share of the net income/loss of the farm corporation i.e. [Line 9970 of the GIF1* X the % ownership in the Corp]				<b>B2</b>
<b>MINUS FT5</b> , i.e. dividends paid out to shareholder by the Corp as per the T5	(            )	(            )	(            )	<b>B3</b>
<b>Total income of Spouse for CASS purposes</b>				<b>B4</b>
<b>Total A4 + B4 =</b>				<b>C1</b>
<b>Total net family income (Note: First column only for Beginning Farmers)</b>				
<b>Beginning Farmers net family income in the last tax year = Total "C1" = "C2"</b>				<b>C2</b>
<b>Established farmers: Average Net Family Income = Total "C1" ÷ 3 = D</b>				<b>D</b>

\* or Line 300 of the T2.

**Attachment #2****CANADIAN AGRICULTURAL SKILLS SERVICE (CASS)  
WHAT APPLICANTS AND PARTICIPANTS NEED TO KNOW****SUMMARY**

As a federal government department, Agriculture and Agri-Food Canada (AAFC) needs to collect some personal information about you in order to ensure accountability for the use of public funds and to communicate with you regarding the program. Any personal information collected by AAFC will be administered in accordance with the *Privacy Act* and will be kept confidential in the Renewal Personal Information Bank. Details on how to access your personal information, can be found in the InfoSource located in all Human Resource Centres of Canada, Service Canada locations, or at this web site:

<http://infosource.gc.ca/index-e.html>

1. The information provided by Participants will be administered in accordance with the Privacy Act.
2. All information provided by Participants will be used only for CASS accountability purposes. This information will be treated as confidential and all measures reasonably necessary will be taken for the protection of this information against unauthorized disclosure.
3. Information is being collected in order to determine the effectiveness of CASS delivery mechanisms and to determine the success of CASS in helping CASS Participants to develop and to apply new knowledge and skills.
4. The provision of personal information is voluntary but failure to provide will affect program eligibility. (For example, due to eligibility criteria, it will not be possible to verify your eligibility for CASS without the income information for both yourself and your spouse or common-law partner. Likewise, without your Social Insurance Number, it will not be possible for you to receive financial benefits.)
5. The information collected may also be used by AAFC, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), CON\*NECT or private research firms under contract with AAFC for follow-up surveys. These survey results will provide AAFC with feedback on whether CASS is meeting its objectives.
6. Information regarding financial benefits paid annually to Participants will be reported to the Participant and to the Canada Revenue Agency.
7. You may access your personal information under the *Privacy Act*.

# CANADIAN AGRICULTURAL SKILLS SERVICE (CASS) APPLICATION FOR FUNDING

Protected B – Personal Information

**FOR ASSISTANCE IN COMPLETING THIS APPLICATION  
PLEASE REFER TO THE CASS GUIDE  
OR CONTACT THE CON\*NECT CASS CENTRE BY TELEPHONE 1.877.830.0200,  
OR BY EMAIL [casscentre@collegeconnect.on.ca](mailto:casscentre@collegeconnect.on.ca)**

<b>Section 1 - Applicant Information</b>		<b>For Office Use Only – File No.</b>			
<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).					
1. In which official language would you like to be served? <input type="checkbox"/> French / Français <input type="checkbox"/> English / Anglais					
2. If you have received funding under this 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:					
3. Please provide the following contact information:					
First Name		Initial(s)	Last Name		Social Insurance Number --      --
Mailing Address/P.O. Box No./Street Address			Rural Municipality or County (if applicable)		
Village/Town/City		Province	Postal Code	E-Mail address	
Telephone No. (    ) -		Alternate Telephone No. (    ) -		Fax No. (    ) -	
Name of Farm Business or Organization (if applicable):				Business/GST Number	
Name and Title of Signing Officer of the Farm Business / Organization (if applicable)				Tel. No. (    ) -	
4. Please check the principal commodity you produce (check one):					
<input type="checkbox"/> Beef	<input type="checkbox"/> Other Animals	<input type="checkbox"/> Other Poultry	<input type="checkbox"/> Fruit		
<input type="checkbox"/> Hog	<input type="checkbox"/> Dairy	<input type="checkbox"/> Vegetable	<input type="checkbox"/> Grain and/or oilseeds		
<input type="checkbox"/> Sheep and/or Goat	<input type="checkbox"/> Poultry and Egg	<input type="checkbox"/> Greenhouse Nursery	<input type="checkbox"/> Other		



**Section 2 – Eligibility Information**

For more information, please refer to the document Canadian Agricultural Skills Service: Guide – “Information for Applicants” or contact CON\*NECT using the information shown above.

5. If you are applying as the spouse of an established producer or a beginning farmer, please provide the following information about your spouse.

First name	Initial(s)	Last Name	Social Insurance No.
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6. 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.*

**Note re. 7(a), 7(b) and 8.**

*If your answer is “No” to either 8(a) or 8(b) or to item 9 (below), discontinue completing this form and discuss your situation with your Delivery Agent.*

7(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?  Yes  No

**Or**

7(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?  Yes  No

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

**Section 3 - Income Information for Benefit Determination** To be eligible for benefits, your net family income must be no more than \$45,000. However, beginning farmers in this category are eligible for skills assessment and individual learning plan development services. Income of applicants will be verified through the applicant’s most recent Notice(s) of Assessment (NOA) from the Canada Revenue Agency and/or other information as necessary.

Applicant Category	Net Family Income (or Personal Income, if not a member of a farm family)
9(a) Beginning Farmer	Preceding taxation year: \$
9(b) Spouse of Beginning Farmer	Preceding taxation year: \$
10(a) Established Producer	Average annual net family income over the preceding three years: \$
10(b) Spouse of an Established Producer	Average annual net family income over the preceding three years: \$
11(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: \$
11(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: \$

Continued...

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

12. 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) Other (specify): \_\_\_\_\_

*Continued...*

**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 Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and/or Colleges of Ontario Network for Education and Training (CON\*NECT) 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 to verify and/or assess the application, as well as to administer, audit, analyze, and evaluate the CASS program. Subject to the parties specifically authorized under this clause, the personal information provided will be protected under the provisions of the federal *Privacy Act* and other applicable privacy legislation and the provisions of the federal *Access to Information Act* and any other access to information legislation.
- I acknowledge that my completing this application form and my receiving advice from AAFC, OMAFRA, CON\*NECT or other CASS delivery agent does not oblige AAFC, OMAFRA, CON\*NECT 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, OMAFRA, CON\*NECT or other delivery agent will require that I enter into an agreement with AAFC, OMAFRA, CON\*NECT or other CASS delivery agent which will set out the terms and conditions for financial support under the program.

Applicant Signature

Date

**For assistance and information on completing this application form,  
contact the CON\*NECT CASS Centre by telephone or email:**

**Tel: 416.340.0200**

**Toll Free: 1.877.830.0200**

**Email: [casscentre@collegeconnect.on.ca](mailto:casscentre@collegeconnect.on.ca)**

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**Mail or fax your completed\*, signed application, along with the supporting documents as outlined in the “Guide To Completing The CASS Application” to:**

**CON\*NECT CASS Centre  
180 Dundas Street West  
Suite 504  
Toronto, ON  
M5G 1Z8**

**Fax: 416.340.0300**

\*Please ensure that you have enclosed or attached required evidence of annual gross farm sales as indicated in Section 2 and the Canada Revenue Notices of Assessment for 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 2 of this form and in the Guide. Without this documentation, your application is not complete and eligibility cannot be determined.