



Today's Date

SR#: [Click here to enter](#)
Case #: [Click here to enter](#)
MIS Case #: [Click here to enter](#)

Client Name
Address

Dear Client Name:

The Ministry of Social Development and Social Innovation conducts file reviews for the purpose of determining eligibility for assistance under the BC Employment and Assistance program. In order to assess your eligibility for assistance, the ministry must periodically review your information and request updated information.

To assist the ministry determining your ongoing eligibility for assistance, please submit the following information to [Address by Date](#).

- New rent receipt
- Identification as follows: [Click here to enter text.](#)
- Completed HR0081 (monthly declaration)
- Proof you have applied for: [Click here to enter text.](#)
- Copy of Pay Slip or Income Receipts
- Immigration information: [Click here to enter text.](#)
- Employment Insurance information: [Click here to enter text.](#)
- Job search activity information: [Click here to enter text.](#)
- Income Tax Notice of Assessment for [Enter year](#)
- Medical documentation regarding [Click here to enter text.](#)
- Receipt showing you have applied for your Family Bonus and/ Child Tax Benefit
- Other: [Click here to enter text.](#)

A decision regarding your eligibility will be made once all documentation is submitted. If this information is not received by [Date](#), the ministry will be unable to determine your eligibility. If the ministry is unable to determine your eligibility, your assistance may be discontinued.

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.

An overpayment may occur if you receive assistance for which you are not eligible. In addition, if you do not report all information or changes accurately and as a result receive assistance for which you are not eligible, a sanction in accordance with Section 15.1 of the *Employment and Assistance Act* or Section 14.1 of the *Employment and Assistance for Persons with Disabilities Act* may apply which could result in your monthly assistance being reduced.

You will be given an opportunity to discuss any overpayment calculation and you will be advised of any decision regarding an overpayment or sanction in writing. You may request reconsideration of any decision that is made regarding your eligibility. If you have any questions or require further information, please contact the office at Phone Number.

Sincerely,

Enter Name
Ministry Choose an item

HR3031 (13/12/03)
Security Classification: MEDIUM

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.

**Ministry of Social
Development and
Social Innovation**

Office Name

Mailing Address
Enter Address

Telephone: (###) ###-####
Facsimile: (###) ###-####