



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 next income assistance cheque issue day is Date. Your Employment and Assistance cheque will be held at this office until the information requested has been received.

A decision on your eligibility will be determined once all documentation is reviewed.

- New rent receipt required;
- ID needed for your file as follows: Click here to enter text.
- Completed HSD81 (monthly declaration) required;
- You must contact: Title: Enter Title.- Name: Enter name- Phone: Enter phone
- Copy of Pay Slip or Income receipts required;
- Immigration information required: Click here to enter text.
- Employment Insurance information required: Click here to enter text.
- Job search activity information required: Click here to enter text.
- Employment Plan Amendment required because you missed your appointment
- Receipt showing you have applied for your Family Bonus and/Child Tax Benefit required
- Other: Click here to enter text.

Please contact your ministry worker by Date at Phone Number in order to resolve the above and to avoid having your cheque held.

Sincerely,

Enter Name  
Ministry Choose an item

HR3032 (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.