



August 12, 2015

SR #: Number (if applicable)

Case #: Number (if applicable)

MIS Case #: Number (if applicable)

Client Name
1010 Street Address
City, BC V9V 9V9

Dear Client Name:

As a ministry client aged 60 (or nearing 60) to 65 years, you may be eligible for Canada Pension Plan (CPP) early retirement benefits. If you have made at least one valid contribution during your working history, are between the ages of 60-65 and meet the earning requirements, you may qualify for CPP pension.

Please be aware that section 14 of the *Employment and Assistance Act*, and section 9 of the BC Employment and Assistance Regulation, require you to seek out all sources of available income, including CPP early retirement benefits. If you do not pursue all other sources of income your cheque may be delayed.

Enclosed are the CPP Early Retirement Application Package and the Consent to Deduction and Payment form (ISP1613). If your CPP early retirement benefits are backdated, the Consent to Deduction and Payment form authorizes Service Canada to repay the Ministry of Social Development and Social Innovation your CPP early retirement benefits for previous months to prevent duplicate payments. For your information, you are also required to enter the current month, under Section 10(a) "When do you want your pension to start", on the CPP Early Retirement Application.

We require that you please submit the following documents so that we may assess your potential eligibility for CPP early retirement benefits:

- Completed and signed **Application for Retirement Pension Benefits CPP – ISP1000**
- Signed **Consent to Deductions and Payment Form - ISP1613**.

The CPP application, or a copy of your Statement of Contributions indicating you are not eligible for CPP is required to determine your ongoing eligibility for assistance and failure to comply could result in a discontinuance of assistance. As this is a time sensitive matter, the package needs to be returned to me no later than September 1, 2015. If I have not heard from you by that date, your income assistance cheque for September 15, 2015 will be held until we are able to determine your ongoing eligibility.

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

Provincial CPP
Recovery Program -
FASB

Mailing Address
PO Box 9950 Stn Prov Govt
Victoria, BC V8W 9R3

Telephone: 1-866-866-0800
Facsimile: 1-866-696-5006

Please submit your completed original documents to:

**Provincial CPP Recovery Program - FASB
PO Box 9950 Stn Prov Govt
Victoria, BC V8W 9R3**

Sincerely,

Provincial CPP Recovery Program - FASB

HR3143 (15/08/11)

SAMPLE

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**Ministry of Social
Development and
Social Innovation**

**Provincial CPP
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Victoria, BC V8W 9R3

Telephone: 1-866-866-0800
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Applicable Legislation:

Employment and Assistance Act Section 14

Consequences of not accepting or disposing of property

- 14 (1) The minister may take action under subsection (3) if, within 2 years before the date of application for income assistance or hardship assistance or at any time while income assistance or hardship assistance is being provided, an applicant or a recipient has done either of the following:
- (a) failed to accept or pursue income, assets or other means of support that would, in the minister's opinion, enable the applicant or recipient to be completely or partly independent of income assistance, hardship assistance or supplements;
 - (b) disposed of real or personal property for consideration that, in the minister's opinion, is inadequate.
- (2) A family unit is not eligible for income assistance for the prescribed period if, within 2 years before the date of application for income assistance or hardship assistance or at any time while income assistance or hardship assistance is being provided, an applicant or a recipient has done either of the following:
- (a) disposed of real or personal property to reduce assets;
 - (b) [Not in force.]
- (3) In the circumstances described in subsection (1), the minister may
- (a) reduce the amount of income assistance or hardship assistance provided to or for the family unit by the prescribed amount for the prescribed period, or
 - (b) declare the family unit of the person ineligible for income assistance or hardship assistance for the prescribed period.

Employment and Assistance Regulation Section 9

Requirement to apply for CPP benefits

- 9 If a family unit includes a recipient who may be eligible for a benefit under the Canada Pension Plan (Canada), for the family unit to continue to be eligible for income assistance, the recipient, when requested by the minister, must complete a Consent to Deduction and Payment under the Canada Pension Plan (Canada) directing that
- (a) an amount up to the amount of income assistance provided to or for the family unit from the date that the recipient becomes eligible for the Canada Pension Plan benefit be deducted from the amount of that benefit, and
 - (b) the amount deducted be paid to the minister. (B.C. Reg. 463/2003)