



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:

Our records indicate that you are currently receiving assistance through the BC Employment and Assistance Program.

Under Section 10 of the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*, information may be requested from a person for the purpose of determining their current eligibility or auditing their past eligibility for assistance. Your file has been selected for review for this purpose.

On Date, a letter was sent to you requesting that you contact this office to schedule a Choose an item to review your eligibility for assistance. According to our records, you Choose an item.

This letter is the ministry's second attempt to arrange a meeting with you. It is important that you participate in a meeting to provide the information requested. You may have an advocate or another person of your preference with you during our discussion.

A Choose an item has been scheduled for  
Date at  
Time at  
Phone number or location.

If you are unable to attend at the scheduled time, please call me at Phone number as soon as possible to arrange an alternate appointment time.

Choose an item information relating to Specify information required such as income/ assets/ earnings/ residency/ living arrangements/ identification documents/ immigration status / other.

You are advised to participate in this meeting in order to have an opportunity to provide the ministry with information related to any decision that may affect your assistance.

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.

Under Section 10 of the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*, if a person is directed to provide verification of information and does not comply, they may be declared ineligible for assistance. If you do not provide the requested information, the ministry may be unable to determine your eligibility. Consequently, your assistance may be discontinued or the ministry may adjust the amount of your assistance or determine that an overpayment has occurred, without your input.

You will be advised in writing of any decision to reduce or discontinue your assistance or if an overpayment is calculated and you will be advised of your right to request a reconsideration of such a decision. If you have questions or require further information, please call Phone number.

Sincerely,

Enter Name

Ministry Choose an item

HR3195 (13/12/30)

Security Classification: MEDIUM SENSITIVITY

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: (###) ###-####**

Applicable legislation:

**Employment and Assistance Act**

**Information and verification**

10 (1) For the purposes of

- (a) determining whether a person wanting to apply for income assistance or hardship assistance is eligible to apply for it,
- (b) determining or auditing eligibility for income assistance, hardship assistance or a supplement,

the minister may do one or more of the following:

- (e) direct a person referred to in paragraph (a), an applicant or a recipient to supply the minister with information within the time and in the manner specified by the minister;
- (f) seek verification of any information supplied to the minister by a person referred to in paragraph (a), an applicant or a recipient;
- (g) direct a person referred to in paragraph (a), an applicant or a recipient to supply verification of any information he or she supplied to the minister.

(2) The minister may direct an applicant or a recipient to supply verification of information received by the minister if that information relates to the eligibility of the family unit for income assistance, hardship assistance or a supplement.

(4) If an applicant or a recipient fails to comply with a direction under this section, the minister may declare the family unit ineligible for income assistance, hardship assistance or a supplement for the prescribed period.

**Employment and Assistance for Persons with Disabilities Act**

**Information and verification**

10 (1) For the purposes of

- (a) determining whether a person wanting to apply for disability assistance or hardship assistance is eligible to apply for it,
- (b) determining or auditing eligibility for disability assistance, hardship assistance or a supplement,

the minister may do one or more of the following:

- (e) direct a person referred to in paragraph (a), an applicant or a recipient to supply the minister with information within the time and in the manner specified by the minister;
- (f) seek verification of any information supplied to the minister by a person referred to in paragraph (a), an applicant or a recipient;
- (g) direct a person referred to in paragraph (a), an applicant or a recipient to supply verification of any information he or she supplied to the minister.

(2) The minister may direct an applicant or a recipient to supply verification of information received by the minister if that information relates to the eligibility of the family unit for disability assistance, hardship assistance or a supplement.

(4) If an applicant or a recipient fails to comply with a direction under this section, the minister may declare the family unit ineligible for disability assistance, hardship assistance or a supplement for the prescribed period.