



Today's Date

Client Name
Address

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

Dear Client Name:

Persons who receive income assistance, and qualify for the Persons with Persistent Multiple Barriers (PPMB) category, are reviewed every two years to find out if they still meet the requirements for the category. Your review is due by [Date](#); therefore, we would like to speak with you.

These reviews can be done by phone or in person. We have set up an appointment. Choose an item at [Phone number](#) or [location](#) on [Date](#) at [Time](#) for you to meet with us. If this is not a good time for you, please call the number below and we will set up a new time.

At this meeting, we will review your current eligibility for the PPMB category and you can ask us any questions you may have. You are welcome to have another person attend the meeting with you.

Section 2 of the Employment and Assistance Regulation requires you to provide information from your doctor to verify your medical condition[s]. This information is necessary for the ministry to review your current eligibility for the PPMB category. Please have your doctor complete the attached form [medical report]. Once this is done, please bring the completed form with you to the meeting. If the meeting is over the phone, please fax the form to us at [Fax number](#).

Please note that your income assistance may be reduced if we do not receive the information we need to review your current eligibility.

Fill in details of anything client needs to have or do for the appointment.

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

If you have any questions, please call the Ministry of Social Development and Social Innovation

Sincerely,

HR3232 (13/12/18)

Security Classification: LOW SENSITIVITY

Enclosure(s): [HR2892: Medical Report – PPMB]

SAMPLE

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**Ministry of Social
Development and
Social Innovation**

Office Name

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