

[date]

Our File: GA

Dear _____ :

We regret to inform you that your application for the Persons with Persistent Multiple Barriers (PPMB) category has not been approved for the reasons described below.

[Insert decision - include the specific reasons for the denial, and cite the part of the Employment and Assistance Regulations section 2 that applies].

If you are dissatisfied with this decision, you can ask the ministry to reconsider it. You have 20 business days from the day you receive this letter to submit a completed Request for Reconsideration form. You can get this form, and all information that we considered to make this decision, from your Employment and Assistance office or by phoning the ministry. We have enclosed the Reconsideration and Appeals brochure to give you more information about the reconsideration process.

As you do not meet the requirements for PPMB, you will be expected to look for employment. The ministry will work with you to create your Employment Plan. An Employment Plan is the tool the ministry uses to record the steps you take towards employment. Please contact the ministry to set up an appointment to create your Employment Plan.

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

If you have any questions, please contact the Ministry of Social Development
[choose one]

Sincerely,

Ministry Worker

HSD3245(10/12/08)

Enclosure(s) [Reconsideration and Appeal brochure]

[insert applicable legislation]