



May 28, 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:

An appointment has been scheduled for you with a Family Maintenance Worker (FMW). The purpose of this appointment is to assess your entitlement to child and/or spousal support. No maintenance action will occur until you have completed the appointment as indicated below.

Please have the following documents available for your appointment:

- Name and contact information of the other parent(s) of your child(ren)
- Name and contact information of your previous spouse, if you have separated from a marriage or marriage like relationship within the past two years
- Any court orders or filed agreements, including orders for maintenance, divorce, custody, guardianship and restraining or no contact
- Family Maintenance Enforcement Program (FMEP) case number (if you have an existing order that is or was filed with FMEP)
- Birth certificate(s) for your dependent child(ren) (large copies, if available)

We have set up an appointment by telephone at Appointment Phone Number on July 1, 2015 at 2.00 pm. If you are unable to keep this appointment, please call Worker Number to reschedule. You are welcome to have another person phone in with you for your telephone appointment. Do not hesitate to contact me if you have any questions.

Please note that if you do not attend this appointment your eligibility for Family Maintenance service may be affected.

Sincerely,

Worker Name
Family Maintenance Worker

HR3273 (15/05/01)

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**

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