



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:

You were previously notified that Client name has assigned his/her right to pursue child and/or spousal maintenance to the Ministry of Social Development and Social Innovation (SDSI). SDSI subsequently received information from you about your financial circumstances.

We understand there has been a change in your financial circumstances and you may now have the ability to pay maintenance.

It is the goal of the Family Maintenance Program, which is a service of SDSI, to settle these maintenance claims by consent, to avoid the necessity of a court hearing.

Please see the enclosed Advice to Family Maintenance Worker form, which allows you to advise SDSI how you wish to proceed. The amount of child support which may be payable by you will be based on the Federal Child Support Guidelines (CSG) (copy enclosed) and your gross annual income.

If you are interested in negotiating a consent order regarding the maintenance you will pay, we request that you provide SD with the following documents, pursuant to sections 15 to 20 of the CSG:

- A completed Financial Statement (enclosed)
- Three most recent pay stubs
- Proof of any/all other monthly income (e.g. E.I., pensions, etc.)
- Income tax returns for the past three years
- Financial or personal information (*for self employed respondents*)

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

Please be advised that if I have not received the requested financial information nor heard from you by Date, SDSI will proceed with a court application for maintenance against you.

Please call me at Phone number if you have any questions or concerns.

Note: You may seek legal advice before responding to this form/letter.

Sincerely,

Enter Name

Ministry Choose an item

HR3297 (13/12/17)

Security Classification: MEDIUM SENSITIVITY

Enclosure(s): Federal Child Support Guidelines

SAMPLE

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