



January 28, 2015

SR #:Number (if applicable)

Case #:Number (if applicable)

MIS Case #: Number (if applicable)

Client Name  
1010 Street Address  
City, BC V8V 8V8

Dear Client Name:

Second Appointment Request: Compliance Review

The Ministry of Social Development and Social Innovation conducts file reviews for the purpose of determining or reviewing eligibility for assistance under the BC Employment and Assistance program. In order to assess your eligibility for assistance, the ministry must periodically review your file and request updated information.

The ministry contacted you on January 13, 2015 by telephone, advising you that it was necessary for you to attend an appointment on January 16, 2015 at 2.00pm. Our records indicate that you did not attend. This letter is your second notice of the requirement to attend an appointment to complete a review of your eligibility for assistance.

Please note that under Section 34 of the Employment and Assistance Regulation, you are required to attend this appointment in order to confirm your eligibility for assistance.

Your next assistance cheque will be held until the appointment has been completed.

I will call you at Client phone on February 4, 2015 at 5.00pm. If you have a different phone number where you would prefer to be called, please contact me at least 2 days in advance of the scheduled time and provide me your alternate phone number.

If you have a spouse, you and your spouse must both attend. If you are unable to attend at the scheduled time, please call me at Worker phone prior to the appointment to arrange an alternate time.

You may have a friend, advocate or another person with you during the appointment.

Please note that following the telephone appointment, you will need to attend a ministry office, government agent's office, or other third-party office to sign an eligibility review document. If you would prefer to attend the appointment in person, please call me to discuss this option.

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**

**Prevention and Loss  
Management Services  
Branch**

**Mailing Address**  
PO Box 9958 Stn Prov Govt,  
Victoria, BC V8W 9R4

**Telephone:** Office Phone  
**Fascimile:** Office Fax

Please provide the following documents at least 2 business days in advance of the appointment. If you have a spouse or dependent children, also provide their documents, as applicable. You may mail the documents to PO Box 9958 Stn Prov Govt, Victoria, BC V8W 9R4, drop them off at physical address, or fax them to Office Fax:

- Identification: specific details
- Immigration information: specific details
- Rent receipt(s) and utility bills for specific details
- Home owner shelter costs: mortgage documents, proof of mortgage payments, house insurance, property taxes and all utilities for specific details
- Records of all income you received from specific details for the period of specific details  
*(Note: "income" includes earnings, EI, pensions, or any/all money received from any source)*
- Record of employment from all employers during the period of specific details
- Documents to confirm the status of your claim for specific details
- Statements for all bank accounts, sole or joint, for the period of specific details
- Statements for all investments, RRSPs, pension funds, and any other assets
- Banking profiles from specific details  
*(Note: A profile is a list of all accounts with a bank. A form is attached which your bank may fill out, or the bank may print its own.)*
- Income Tax Notice of Assessment for specific details
- Tax slips (T4's, T5's, etc) for specific details
- Other: specific details

Please note that under Section 10 of the Employment and Assistance Act information or verification of information may be requested from a person for the purpose of determining current eligibility or reviewing past eligibility for assistance. If the requested information or verification is not provided, the person's assistance may be discontinued.

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If you have questions or require further information, please contact me at Worker phone.

Sincerely,

Worker Name  
Investigative Officer

HR3560 (14/06/09)

SAMPLE

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Applicable legislation:

**Employment and Assistance Regulation: Section 34**

- (1) For the purposes of auditing eligibility for assistance or ensuring a recipient's continuing compliance with the Act and the regulations, the minister may do either or both of the following:
  - (a) require the recipient to attend in person on the date, and at the ministry office, specified by the minister;
  - (b) require the recipient to complete a form specified by the minister for use under this section and deliver the form to a ministry office specified by the minister.
- (2) A recipient who is required under subsection (1) (b) to complete a form but who is not required to attend in person at a ministry office must deliver that form to the specified ministry office within 20 business days after being notified of the requirement to complete the form.
- (3) Delivery of the form under subsection (2) may be made by
  - (a) leaving it with an employee in the ministry office, or
  - (b) mailing it to that office.
- (4) A family unit ceases to be eligible for assistance if
  - (a) a recipient in the family unit fails to attend in person at the ministry office when required to do so by the minister under subsection (1) (a), or
  - (b) a recipient in the family unit fails to complete and deliver the form when required to do so by the minister under subsection (1) (b).

**Employment and Assistance Act: Section 10**

- 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.