



January 28, 2015

SR #:Number

Case #:Number

MIS Case #: Number

Client Name  
1010 Street Number  
City, BC V8V 8V8

Dear Client Name:

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 dates by methods, requesting that you attend a review appointment and provide documents. You were advised that the appointment and the documents were required to confirm your eligibility for assistance. Our records show that [explain what was requested and what was not provided].

Under Section 34 of the Employment and Assistance Regulation, a recipient who does not attend a review appointment when required is no longer eligible for assistance.

Under Section 10 of the *Employment and Assistance Act*, a person who does not provide information or verification of information when requested may be declared ineligible for assistance.

You did not attend the appointment, and you did not provide all the required documents, therefore, you are no longer eligible for assistance. Your file has been closed.

You have the right to request a reconsideration of this decision. To request a reconsideration, you must submit a completed Request for Reconsideration form to a ministry or government agent's office within 20 business days from the date you are notified of the decision. Please refer to the enclosed Reconsideration and Appeals brochure for further details.

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

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

Sincerely,

Worker Name  
Investigative Officer

HR3561 (14/04/04)

Enclosure: Reconsideration and Appeals Brochure

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.