



January 25, 2019

Case #: Type Case Number

Click here to enter address

Click here to enter name:

As you know, your assistance is currently being administered through enter name of Third Party Administrator. We recently reviewed your case on October 26, 2018. Based on this review, the ministry determined that your third party administration arrangement is no longer needed. This is because: enter reasons here

You may now contact your local ministry office directly in person or via phone, through 1-866-866-0800, to receive services without your third party administrator.

Additionally, you may choose to register for My Self Serve (see information sheet enclosed). My Self Serve gives you simple and secure online access to ministry services wherever you access the Internet. With My Self Serve, you can view and submit your Monthly Report, view you cheque information, create and submit service requests, view and reply to messages and upload necessary attachments.

Our ministry values safety. We want a safe workplace where staff and clients are treated with courtesy, dignity and respect. Thank you for your cooperation.

Sincerely,

Type Worker Name  
Choose an item.

Attachments: MySS Brochure/Handout

The Ministry of Social Development and Poverty Reduction 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 Poverty Reduction

Office Name

Mailing Address  
Enter address

Telephone: (###) ###-####  
Facsimile: (###) ###-####