



October 24, 2018

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Dear :

The next income assistance cheque issue day is . Your Employment and Assistance cheque will be held at this office until the information requested has been received.

A decision on your eligibility will be determined once all documentation is reviewed.

- ☒ New rent receipt
- ☒ Identification as follows:
- ☒ Completed HR0081 (monthly declaration)
- ☒ Proof you have applied for:
- ☒ Copy of Pay Slip or Income Receipts
- ☒ Immigration information:
- ☒ Employment Insurance information:
- ☒ Job search activity information:
- ☒ Income Tax Notice of Assessment for
- ☒ Medical documentation regarding
- ☒ Receipt showing you have applied for your Family Bonus and/ Child Tax Benefit

Please contact your ministry worker by at in order to resolve the above and to avoid having your cheque held.

Sincerely,

Ministry Worker

HR3032 (18/06/12)

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**

Mailing Address

**Telephone:
Facsimile:**

SAMPLE