



Dear _____ :

Re: Employment and Assistance Review

The Ministry of Employment and Income Assistance requires clients receiving income assistance to complete an annual Employment and Assistance Review. This review will assess your continued eligibility for income assistance. It will also provide an opportunity to update your Employment Plan. Your Employment Plan:

- describes the steps that you will take to find and keep employment;
- sets time frames for you to complete employment-related activities;
- identifies and addresses barriers to your immediate employment; and
- refers you to appropriate and available programs and resources.

An appointment has been scheduled for _____ at _____ to complete your review and update your plan. The completion of this review and the development of your Employment Plan are requirements for continued eligibility for income assistance. If you are unable to attend at the above time, please contact this office immediately to reschedule.

The enclosed checklist indicates the documents that you will need to have available for your review.

If you are married or live in a dependent relationship, both you and your partner are required to be available for the appointment. If your partner is considered employable, an Employment Plan will be developed and he/she must bring the items listed in the "Employment" section of the enclosed checklist. If your partner already has an Employment Plan developed, ministry staff will review this plan during the appointment.

If you have any questions, please phone your Employment and Assistance Centre at _____, or toll-free through Enquiry BC at 1 800 663-7867. Hours of operation are between 8:30 am and 4:30 pm weekdays. You may also obtain information by visiting the ministry's web site at www.eia.gov.bc.ca

Sincerely,

Employment and Assistance Worker

EIA2896(05/06/29)

Enclosure