



Dear _____ :

Re: Employment and Assistance Review

The Ministry of Employment and Income Assistance requires employable clients receiving income assistance to complete an annual Employment and Assistance Review (EAR). 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.

To schedule a telephone appointment to review and update your plan, please call _____ before _____. You may also call toll-free through Enquiry BC at 1 800 663-7867. The completion of this review and the development of your Employment Plan are requirements for continued eligibility for income assistance.

The enclosed checklist indicates the documents that you will need to have available for your review. Information from these documents will be reviewed over the phone, and you will be advised as to which documents need to be copied for our files. Following the appointment, you may submit the required documents by fax at _____, by mail in the enclosed addressed envelope, or in person to your Employment and Assistance Office. They will be returned to you by mail.

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 have the items listed in the "Employment" section of the enclosed checklist available for the appointment. 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 the Employment and Assistance Office 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

Enclosure

EIA2896A(05/08/08)