

Dear _____ :

Re: Employment and Assistance Review

On _____, a letter was sent to you from the Ministry of Employment and Income Assistance requesting that you complete an annual Employment and Assistance Review on _____ at _____. The ministry requested this appointment in order to assess your continued eligibility for income assistance, and to update your Employment Plan.

According to our records, you did not attend the appointment.

A second appointment has been scheduled for _____ at _____. It is important that you attend this review as the completion of the Employment and Assistance Review and development of your Employment Plan are requirements for continued eligibility for income assistance. If you are not available 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 telephone the 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.mhr.gov.bc.ca

Sincerely,

Employment and Assistance Worker
EIA2897(05/06/29)

Enclosure