

[date]

Our File: GA

Dear :

We would like to talk to you about the ministry's time limit policy. The *Employment and Assistance Act* limits assistance for clients who are expected to work and are not exempt to a maximum of two years (24 months) out of every five years (60 months). Clients who have received income assistance for more than 24 months may continue to receive assistance if they follow their Employment Plans.

We have set up an appointment [choose one] at [phone number or location] on [date] at [time]. Please call us at the number below to confirm. If this is not a good time for you, please call our office at the number below and we will set up a new time.

We will update your file and you can ask us any questions you may have at this meeting. You are welcome to have another person at the appointment with you.

Please note that if you do not attend this meeting, your cheque may be delayed.

[Please fill in anything they need to have or do for the appointment. Please use plain language]

If you have any questions, please contact the Ministry of Social Development [choose one]

Sincerely,

Ministry Worker

HSD3026 (10/11/23)

Enclosure(s): [Employment Plan brochure]
[Time Limit brochure]

The Ministry of Social Development operates under the authority of the *Employment and Assistance Act* and Regulation, and the *Employment and Assistance for Persons with Disabilities Act* and Regulation.
