



June 19, 2018

Dear :

The BC Employment and Assistance program provides assistance to eligible British Columbians. The ministry conducts reviews of recipients' eligibility for assistance under the BC Employment and Assistance program. These reviews ensure that our information is up to date and accurate so that the correct amount of assistance is provided to recipients. Your file has been reviewed.

Based upon this review, the ministry believes that an overpayment may have occurred because of an error by the ministry, and you may have received assistance for which you were not eligible. If this has occurred, the ministry regrets this error.

The ministry believes the potential overpayment may have occurred due to .

The amount of the potential overpayment has been calculated at . The enclosed chart shows the months in which the potential overpayment was identified, the reason for the overpayment, and the amounts for each month. Please note that this chart is not final, the overpayment calculated on the chart has not yet been added to your file and may change if new information is received. If you have any information related to the potential overpayment, please submit this information to the ministry for consideration by .

The ministry will let you know the outcome of the review when it is complete. If there is any reason you do not need to repay the attached overpayment, the ministry will inform you.

If the review finds that you must repay the overpayment, the ministry will notify you in writing with an explanation of the decision. If you do not agree with the decision, you have a right to request reconsideration within 20 business days of having received the notification.

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:**

www.myselfserve.gov.bc.ca

If you wish to discuss further, are unable to provide information by the date indicated, or have any questions about the overpayment or about submitting additional information, please contact me at .

Sincerely,

Enclosures: Overpayment Chart

SAMPLE

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