

[date]

Our File: GA

Dear \_\_\_\_\_ :

As set out in Section 9 of the *Employment and Assistance Act*, ministry clients who are expected to work must have an Employment Plan and follow through with the required activities in that Plan. You did not follow through with your Employment Plan requirements. Specifically, you did not attend a required review on [date, program name or activities].

As well, you have received assistance for more than 24 out of 60 months. Section 27 of the *Employment and Assistance Regulation* sets out that ministry clients who are not exempt are limited to a maximum of two years (24 months) of assistance 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 through with their Employment Plan activities.

As you have not followed through with your Employment Plan activities and you have received income assistance for more than 24 months, we regret to inform you that:

- You are not eligible for income assistance for up to 36 months.
- You are not eligible for income assistance until you comply with the conditions of your employment plan, and once in compliance, you are subject to a rate reduction of [insert amount] per month for up to 36 months.

If you are dissatisfied with this decision, you can ask the ministry to reconsider it. You have 20 business days from the day you receive this letter to submit a completed Request for Reconsideration form. You can get this form, and all information that we considered to make this decision, from your Employment and Assistance office or by phoning the ministry. We have enclosed the Reconsideration and Appeals Brochure to give you more information about the reconsideration process.

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

Sincerely,

Ministry Worker

HSD3076(10/11/23)

Enclosure(s) [Employment Plan brochure]  
[Time Limit brochure]  
[Reconsideration and Appeals brochure]

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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.

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**Ministry of  
Social Development**

[Office Name here]

Mailing Address:  
[address here]

Telephone: ### ### ####  
Facsimile: ### ### ####

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