



June 19, 2018

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null, BC null

Dear :

As a ministry client aged 60 (or nearing 60) to 65 years, you may be eligible for Canada Pension Plan (CPP) Early Retirement benefits. If you have made at least one valid contribution during your working history, and meet the minimum earning requirements, you may qualify for CPP benefits.

Please be aware that section 13 of the *Employment and Assistance for Persons with Disabilities Act*, and section 8 of the *Employment and Assistance for Persons with Disabilities Regulation*, requires you to seek out all sources of available income, including CPP Early Retirement benefits. If you do not pursue all other sources of income your monthly income assistance cheque may be delayed.

Enclosed are the CPP Early Retirement application package and the Consent to Deduction and Payment form (ISP1613). In the event you are found eligible for CPP Early Retirement and your benefits are backdated, the Consent to Deduction and Payment form authorizes Service Canada to repay the ministry your CPP Early Retirement benefits for previous months to prevent duplicate payments.

We require that you submit the following documents so that we may assess your potential eligibility for CPP Early Retirement benefits:

1. Completed and signed **Application for Retirement Pension Benefits CPP – ISP1000**
2. Signed **Consent to Deduction and Payment Form – ISP1613**.

The CPP application is required to determine your ongoing eligibility for assistance. Failure to comply could result in a discontinuance of assistance.

If you have never contributed to CPP or were previously denied CPP benefits, please provide a letter from Service Canada verifying that you have no CPP contributions or provide a copy of your denial letter in lieu of the CPP Application form.

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**

CPP Program Services

Mailing Address
PO Box 9950 Stn Prov Govt
Victoria BC V8W 9R3

Telephone: 1-877-815-2363
Facsimile: 1-866-696-5006

HR3143 (17/12/29)

Security Classification: PERSONAL

As this is a time sensitive matter, please submit the required documents to the CPP Program Services in the pre-addressed, postage paid envelope and return to the ministry no later than . If we have not heard from you by that date, your income assistance cheque for will be held until we are able to determine your ongoing eligibility.

If you experience problems or have questions while completing these forms, please contact the ministry at the phone number noted below.

Phone: 1-877-815-2363

Thank you for your attention to this matter.

Sincerely,

CPP Program Services

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