



Today's Date

SR#: Click here to enter
Case #: Click here to enter
MIS Case #: Click here to enter

Client Name
Address

Dear Client Name:

BC Employment and Assistance is an income and asset-based program, and all income and assets, and/or changes in circumstances must be declared on a monthly basis. If you do not accurately declare all changes, you may receive assistance for which you are not eligible.

Receiving assistance for which you are not eligible is considered an overpayment, which you are responsible to repay. In addition to your obligation to repay the overpayment, you may be subject to a sanction in accordance with Section 15.1 of the *Employment and Assistance Act* for inaccurate or incomplete reporting, which would result in your monthly assistance being reduced.

On Date, you were provided notification that an overpayment occurred on your file, which the ministry reviewed with you and considered all the information that you submitted.

Following this review, it was determined that you received income assistance for which you were ineligible (an overpayment). This overpayment occurred because of inaccurate or incomplete reporting. It was determined that you did not take the necessary steps to ensure accuracy and completeness when reporting your Insert the specific income, asset or change in circumstance on your Monthly Report form (HR0081). As a result, a sanction will be applied to your file.

As this is the Choose an item occurrence of an overpayment on your file, a monthly reduction of \$25 each month will be imposed for the next Choose an item months in accordance with Section 32.1 of the Employment and Assistance Regulation. This reduction to your assistance rate will begin on your Enter text assistance cheque.

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

You may request a reconsideration of this decision. If you decide to pursue this option, you have 20 business days from the date you are notified of this decision to submit a completed Request for Reconsideration form to the ministry. This form may be obtained at the ministry office located at *Address*. Please refer to the enclosed Reconsideration and Appeals brochure for further details.

Thank you for your attention to this matter.

Sincerely,

Enter Name

Ministry Choose an item

HR3164 (14/01/02)

Security Classification: MEDIUM SENSITIVITY

Enclosure(s): [Reconsideration and Appeals brochure]

SAMPLE

The Ministry of Social Development and Social Innovation 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
Social Innovation

Office Name

Mailing Address
Enter address

Telephone: (###) ###-####
Facsimile: (###) ###-####

Employment and Assistance Act

EA Act

Consequences for providing inaccurate or incomplete information

15.1. (1) The minister may take action under subsection (2) if the minister determines that

(a) income assistance, hardship assistance or a supplement was provided to or for a family unit that was not eligible for it,

(b) the income assistance, hardship assistance or supplement was provided to or for the family unit on the basis of inaccurate or incomplete information provided by the applicant or recipient

(i) under section 10 (1) (e) [*information and verification*], or

(ii) in a report under section 11 (1) [*reporting obligations*], and

(c) in the minister's opinion the applicant or recipient failed to take the necessary steps to ensure the accuracy or completeness of the information before providing it to the minister.

(2) In the circumstances described in subsection (1), the minister may reduce the income assistance or hardship assistance provided to or for the family unit by the prescribed amount for the prescribed period.

(3) The periods prescribed for the purposes of subsection (2) may vary with the number of determinations made under subsection (1) in relation to a family unit.

(4) If a family unit that is subject to a reduction under section 14.1 of the *Employment and Assistance for Persons with Disabilities Act* qualifies for income assistance or hardship assistance under this Act before the period prescribed for the purposes of section 14.1 (2) of that Act expires, the reduction is deemed to have been imposed under subsection (2) of this section. (B.C. Reg. 193/2006)

Employment and Assistance Regulation

Consequences for providing inaccurate or incomplete information

32.1 If the minister determines under section 15.1 (1) of the Act that the minister may take action under section 15.1 (2) of the Act in relation to a family unit, the income assistance or hardship assistance provided to or for the family unit may be reduced by \$25 for

(a) a first determination, for the next 3 calendar months for which income assistance or hardship assistance is provided to or for the family unit, starting with the first calendar month

(i) following the calendar month in which the minister made the determination, and

(ii) for which income assistance or hardship assistance is provided to or for the family unit,

(b) a second determination, for the next 6 calendar months for which income assistance or hardship assistance is provided to or for the family unit, starting with the first calendar month

(i) following the calendar month in which the minister made the determination, and

(ii) for which income assistance or hardship assistance is provided to or for the family unit, and

(c) a third or subsequent determination, for the next 12 calendar months for which income assistance or hardship assistance is provided to or for the family unit, starting with the first calendar month

(i) following the calendar month in which the minister made the determination, and

(ii) for which income assistance or hardship assistance is provided to or for the family unit.

(BC Reg. 193/2006)