



February 09, 2018

SR #: Number (if applicable)
Case #: Number (if applicable)
MIS Case #: Number (if applicable)

CLIENT NAME
1010 FAKE STREET
PHONYTOWN BC X0X 0X0

Dear Client Name:

The ministry conducts file reviews for the purpose of reviewing eligibility for assistance under the BC Employment and Assistance program. These reviews ensure your information is up to date and accurate so that the correct amount of assistance is provided to recipients. Please note that under Section 10 of the *Employment and Assistance Act*, the ministry may request information or verification of information for this review.

Please see the attached Review Checklist and submit the requested documents by February 22, 2018. If you have a spouse or dependent children, also provide their documents, as applicable. If additional information is required, you may be contacted to provide additional documents or to discuss the information you submit.

You will be advised in writing of any decision that results in changes to your eligibility and will be offered the opportunity to discuss the decision and request a reconsideration of the decision. If there are no changes, your monthly assistance will remain the same and you will be contacted when the review has concluded.

If you have questions, wish to discuss further, or are unable to provide the requested documents by the date indicated, please request that your third party administrator contact Prevention and Loss Management Services while you are present at 1-866-217-1117.

Sincerely,

Worker Name
Investigative Officer

Enclosures:

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**

Office Name

Mailing Address
Office Mailing Address

Telephone: Office Phone
Facsimile: Office Fax
www.myselfserve.gov.bc.ca

Employment and Assistance Act

Information and verification

10 (1) For the purposes of

- (a) determining whether a person wanting to apply for income assistance or hardship assistance is eligible to apply for it,
- (b) determining or auditing eligibility for income assistance, hardship assistance or a supplement,

the minister may do one or more of the following:

- (e) direct a person referred to in paragraph (a), an applicant or a recipient to supply the minister with information within the time and in the manner specified by the minister;
- (f) seek verification of any information supplied to the minister by a person referred to in paragraph (a), an applicant or a recipient;
- (g) direct a person referred to in paragraph (a), an applicant or a recipient to supply verification of any information he or she supplied to the minister.

(2) The minister may direct an applicant or a recipient to supply verification of information received by the minister if that information relates to the eligibility of the family unit for income assistance, hardship assistance or a supplement.

(4) If an applicant or a recipient fails to comply with a direction under this section, the minister may declare the family unit ineligible for income assistance, hardship assistance or a supplement for the prescribed period.

SR #: Number (if applicable)
Case #: Number (if applicable)
MIS Case #: Number (if applicable)

Please submit this checklist with the requested information by February 22, 2018.

You may submit the documents via the My SelfServe online portal (if you are registered), by fax or mail. If you have questions, wish to discuss further, or are unable to provide the requested documents by the date indicated, please request that your third party administrator contact Prevention and Loss Management Services at 1-866-217-1117.

- If renting: Residential Tenancy Agreement, Rental Agreement, current Rent receipt(s) and current utility bills
- If you own a home: Home owner shelter costs: mortgage documents, current proof of mortgage payments, house insurance, property taxes and all utilities
- Statements for all bank accounts, sole or joint, for the last 90 days (please include same for spouse and/or dependents)
- Confirmation of all accounts, assets, or investments (including RRSPs, RDSPs, RESPs, pension funds, stocks, and any other type of asset or holdings) from each Financial Institution where you have an account, showing current balance and all transactions in the last 90 days (please include same for spouse and/or dependents)

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**

Office Name

Mailing Address
Office Mailing Address

Telephone: Office Phone
Facsimile: Office Fax