



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:

Our records indicate that you are currently receiving assistance through the BC Employment and Assistance Program.

Under Section 10 of the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*, information may be requested from a person for the purpose of determining their current eligibility or auditing their past eligibility for assistance. Your file has been selected for review for this purpose.

A review of your file indicates that the following information or documentation is needed. This information is required in order to determine your eligibility for assistance. Please drop off or mail the following information to the office at Address of office closest to client by Date.

- Identification:
- Immigration information:
- Current rent receipt and utility bills:
- Pay statements or pay stubs for all income (earnings, Employment Insurance, Canada Pension Plan, or any other income) for the period of Enter period
- Record of employment from all employers during the period of Enter period
- Documents to confirm the status of your claim for Specify
- Statements for all bank accounts, sole or joint, for the period of Enter period
- Statements for all investments, RRSP's, pension funds and any other assets
- Income Tax Notice of Assessment for [year(s)]
- Other: Specify

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 an in-person or telephone interview to discuss this information or you may be contacted at a later date to set up an appointment if further clarification of information is needed. You will be advised in writing of any decision that results in changes to your eligibility and will be offered the opportunity to meet to discuss the decision and request a reconsideration of the decision.

If you have questions or require further information, please contact this office at Phone number.

Sincerely,

Enter Name

Ministry Choose an item

HR3196 (13/12/30)
Security Classification: MEDIUM SENSITIVITY

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.

Applicable legislation:

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.

Employment and Assistance for Persons with Disabilities Act

Information and verification

10 (1) For the purposes of

- (a) determining whether a person wanting to apply for disability assistance or hardship assistance is eligible to apply for it,
- (b) determining or auditing eligibility for disability 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 disability 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 disability assistance, hardship assistance or a supplement for the prescribed period.