



June 20, 2018

Dear :

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 , the ministry may request information or verification of information for this review.

On , you were sent a letter requesting information. Our records indicate that you have not provided all of the information.

Please see the attached Review Checklist and submit the documents by . 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.

Your next assistance payment on will be held until the information has been provided.

Under Section 10 of the , if a person is directed to provide information and does not comply, they may be declared ineligible for assistance. If you do not provide the requested information by , the ministry will complete its review without your input and may discontinue or reduce your assistance or may determine that an overpayment has occurred.

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.

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**

Mailing Address

Telephone: 1-866-217-1117
Facsimile: 1-866-696-5002

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

Sincerely,

Investigative Officer

Enclosures:

SAMPLE

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**

Mailing Address

Telephone: 1-866-217-1117
Facsimile: 1-866-696-5002

Review Checklist

Please submit this checklist with the requested information by .

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

- Identification:
- Immigration information:
- 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
- Proof of all sources of income that your family (spouse and dependents) received from for the period of
(Note: "income" includes earnings, EI, pensions, or any/all money received from any source)
- Record of employment from all employers (please include same for spouse and/or dependents):
- Documents to confirm the status of your claim for
- 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):
- Income Tax Notice of Assessment and/or copy of your completed tax return for
- Tax slips (T4's, T5's, etc) for the previous tax year (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**

Mailing Address

Telephone: 1-866-217-1117
Facsimile: 1-866-696-5002