



Date

Full Name

Address

City BC Postal Code

Dear Client's 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.

On [insert date], you were sent a letter requesting information for the purpose of determining or auditing your eligibility for assistance. Our records indicate that you have not yet submitted this information. This information is required in order to determine your eligibility for assistance. Please submit the following information to the office at [address of office closest to client] by [date]. You may mail the information, drop it off in person or fax the information to [fax number].

- 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
- Record of employment from all employers during the period of
- Documents to confirm the status of your claim for
- Statements for all bank accounts, sole or joint, for the period of
- Statements for all investments, RRSP's, pension funds, and any other assets
- Income Tax Notice of Assessment for
- Other:

Under Section 10 of the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*, if a person is directed to provide verification of information and does not comply, they may be declared ineligible for assistance. If you do not provide the requested information by [date], the ministry may be unable to determine your eligibility. The ministry will complete its review without your input and may discontinue or adjust the amount of your assistance or may determine that an overpayment has occurred.

You are encouraged to provide the requested information as soon as possible. If you are unable to obtain the requested documents by the date indicated, please contact me to discuss the situation. 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 [select either: the number shown below (or) insert appropriate phone number].

Sincerely,

Employee name
[select title]

HSD3197 (09/09/24)

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.