



July 13, 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. A person who does not provide information or verification of information when requested may be declared ineligible for assistance.

On and , letters were sent to you asking you to provide information. The following requested documents or information have not been received:

- 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)

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:

Facsimile:

www.myselfserve.gov.bc.ca

- 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 letters advised you that this information is required to determine your eligibility for assistance, and that failure to provide the information could result in a denial of assistance.

The ministry has not received all the requested information from you, and your eligibility cannot be determined. Therefore, you are no longer eligible for assistance. Your file on .

You have the right to request a reconsideration of this decision. To request a reconsideration, you must submit a completed Request for Reconsideration form to a ministry or government agent's office within 20 business days from the date you are notified of the decision. You may submit the Request for Reconsideration by fax or mail, or drop it off at any ministry or Service BC office. Please refer to the enclosed Reconsideration and Appeals brochure for further details.

If you wish to request a reconsideration form, or to discuss this decision, you may contact me at 250-217-1117 or my direct line at .

Sincerely,

Investigative Officer

Enclosures:

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Applicable legislation:

Employment and Assistance for Persons With Disabilities Regulation: Section 30

- (1) For the purposes of auditing eligibility for assistance or ensuring a recipient's continuing compliance with the Act and the regulations, the minister may do either or both of the following:
 - (a) require the recipient to attend in person on the date, and at the ministry office, specified by the minister;
 - (b) require the recipient to complete a form specified by the minister for use under this section and deliver the form to a ministry office specified by the minister.
- (2) A recipient who is required under subsection (1) (b) to complete a form but who is not required to attend in person at a ministry office must deliver that form to the specified ministry office within 20 business days after being notified of the requirement to complete the form.
- (3) Delivery of the form under subsection (2) may be made by
 - (a) leaving it with an employee in the ministry office, or
 - (b) mailing it to that office.
- (4) A family unit ceases to be eligible for assistance if
 - (a) a recipient in the family unit fails to attend in person at the ministry office when required to do so by the minister under subsection (1) (a), or
 - (b) a recipient in the family unit fails to complete and deliver the form when required to do so by the minister under subsection (1) (b).

Employment and Assistance Act for Persons With Disabilities Act: Section 10

- 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.