



January 21, 2025

SR #:

Case #:

Dear _____:

The ministry sent a letter on _____. This letter was to advise that an overpayment had been identified and provided an invitation to contact the ministry to discuss it.

The ministry sent letters on _____. These letters identified an overpayment and provided an invitation to contact the ministry to discuss it.

On _____, the ministry verbally informed you an overpayment had been identified. A letter was sent with an invitation to discuss it.

The ministry

Overpayment

The ministry determined you received _____ of assistance you were not eligible to receive for the following reason(s):

Overpayment Details

The included Overpayment Chart shows how this amount was calculated.

Repaying the Funds

The ministry has applied a repayment of _____ to your file. This will be deducted from your assistance each month, starting with the _____ cheque. If requested the ministry can increase this amount to pay off the debt faster or accept voluntary payments.

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

Reviewing the Decision

If you disagree with the decision(s), you have the right to ask the ministry for a review of each decision (reconsideration).

To request a review of the decision(s):

You must submit or return your completed form within 20 business days after the ministry notified you of the decision. If you need more time to submit the Request for Reconsideration form, please ask the ministry for an extension. It may be available if the ministry is satisfied special circumstances exist.

Please read the Reconsideration and Appeals brochure included with this letter for more information.

Contact

If you have any questions, or want to request a reconsideration form, you can contact the ministry through:

Please see the enclosed brochure on "How to Complete Your Monthly Report". It can help ensure you're fully informed of your reporting obligations, including:

- What you need to report
- How to file
- Additional information

For additional support you may wish to contact an advocate in your community. A list of community advocates can be found at www.povnet.org or at your local ministry office.

Sincerely,

Enclosure(s): Overpayment Chart
Reconsideration and Appeals Brochure
How to Complete Your Monthly Report Brochure

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