



Today's Date

Client Name  
Address

SR#: [Click here to enter](#)  
Case #: [Click here to enter](#)  
MIS Case #: [Click here to enter](#)

Dear Client Name:

This is to inform you that your latest cheque stub, known as a Monthly Report HR0081, was not complete. We need more information from you by [Cut off date](#) to ensure your next cheque is not delayed.

Under ministry legislation, you are required to tell us of any changes in your information or circumstances that may affect your eligibility. The information we need is checked below:

- Please complete the form in ink
- Please sign the form
- Please have your spouse sign the form
- Please put the date on the form
- Please fill in the highlighted parts of the form
- Please send us your new rent receipt
- Please send us your new room and board receipt
- Please send us your new utility bills
- Please send us proof of your income from [Specify type](#)
- Other – please specify

You can mail it to us or drop it off at our office at [local office address](#).

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.

**Ministry of Social  
Development and  
Social Innovation**

**Office Name**

**Mailing Address**  
Enter Address

**Telephone: (###) ###-####**  
**Facsimile: (###) ###-####**

If you have any questions, please call the Ministry of Social Development and Social Innovation Choose an item

Sincerely,

Enter Name

Ministry Choose an item

HR3217 (13/12/04)

Enclosure(s): [How to complete "Monthly Report" Form brochure]

SAMPLE

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