



November 24, 2017

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Dear :

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 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. Your Monthly Report is incomplete because:

- you did not complete the form in ink
- you did not sign the form
- your spouse did not sign the form
- the form is not dated
- you did not fill in the highlighted parts of the form
- you did not submit your new rent receipt
- you did not submit your new room and board receipt
- you did not submit your new utility bill
- you did not submit proof of your income from

Please submit the missing information as soon as possible. You can mail it to us or drop it off at our office at .

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**

HR3217 (17/11/22)
Security Classification: PERSONAL

Mailing Address

**Telephone:
Facsimile:**

If you have any questions, please call the ministry at 1-866-866-0800.

Sincerely,

Enclosures: [How to complete "Monthly Report" Form brochure]

SAMPLE

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