



December 02, 2014

SR #: Number (if applicable)

Case #: Number (if applicable)

MIS Case #: Number (if applicable)

Client Name
1010 Street Address
City, BC V8V 1V1

Dear Client Name:

We would like to talk to you about your eligibility review. All files are reviewed at least once a year to confirm ongoing eligibility and to make sure you receive all the assistance to which you are entitled.

The eligibility review can be conducted by phone or in person. We have setup an appointment in person at Appointment Location on December 1, 2014 at 2.00. Please come to our office at Appointment Location to confirm.

At this meeting, we will update your file and answer any questions you may have. You are welcome to have another person attend the appointment with you.

If this is not a good time for you, please call our office at the number below and we will set up a new time.

Section 10 of the *Employment and Assistance Act* requires that you provide information to allow us to determine your eligibility. Please see the attached checklist (HR3049) for the information you will need to bring with you. It is very important that we get this information to ensure that your eligibility is not impacted.

Please contact this office if you have questions or require further information at the phone number shown below.

Sincerely,

Worker Name
Worker Title

HR3231 (14/11/24)

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
Office Mailing

Telephone: 1-866-866-0800
Facsimile: 250-555-1111