



August 28, 2017

SR #: Number (if applicable)

Case #: Number (if applicable)

MIS Case #: Number (if applicable)

CLIENT NAME
1010 STREET ADDRESS
CITY BC V0V 0V0

Dear Client Name:

We need the following information to confirm your eligibility for assistance and to make sure you receive all the assistance for which you are eligible:

- Application for Disability Benefits ISP-1151
- Your last rent receipt or room and board receipt
- Your last utility bill from [details]
- Proof of your income from [details]
- Information about your Employment Insurance (EI) claim
- All bank account statements for the last 12 months
- Your Notice of Assessment from Canada Revenue Agency (CRA) for the 2016 tax year
- Proof you have applied for [details]
- Your job search report
- Immigration documents
- New job information: hourly wage, hours per week, start date and initial pay dates(s)
Please be aware to budget accordingly. If your employment earnings received are in excess of your income assistance, you may not receive assistance at the end of the month.
- [other details]

We need to get this information before August 31, 2017 to ensure your cheque is not delayed.

You can mail it to us or drop it off at our office at Office Physical Address. You can also fax it to us at the number below.

Section 10 of the *Employment and Assistance Act* requires that you provide information to allow us to determine your eligibility.

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 Address

Telephone: Office Phone
Facsimile: Office Fax

HR3238 (16/10/17)

Security Classification: PERSONAL

If you have any questions, please contact the Ministry of Social Development and Social Innovation at .

Sincerely,

Worker Name
Ministry Worker

Enclosure(s):

SAMPLE

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.

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