



June 20, 2018

Dear :

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
- Proof of your income from
- Information about your Employment Insurance (EI) claim
- All bank account statements for the last months
- Your Notice of Assessment from Canada Revenue Agency (CRA) for the tax year
- Proof you have applied for
- 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.

We need to get this information before to ensure your cheque is not delayed.

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

Section 10 of the requires that you provide information to allow us to determine your eligibility.

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**

HR3238 (16/10/17)

Security Classification: PERSONAL

Mailing Address

Telephone:

Facsimile:

If you have any questions, please contact the ministry at .

Sincerely,

Enclosure(s):

SAMPLE

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