



Today's Date

SR#: Click here to enter
Case #: Click here to enter
MIS Case #: Click here to enter

Client Name
Address

Dear Client Name:

All income or disability assistance clients who are entitled to receive maintenance, even if the maintenance is for children who are no longer dependent upon them, are required to assign their maintenance rights to the government and be interviewed by a Family Maintenance Worker.

Our records indicate that you have reported maintenance income within the past two years.

I have scheduled a time to speak with you so we can discuss your situation. On Date at Time please:

- Meet me at my office at office address; or
- Call me at Phone number

If you have a copy of the maintenance order under which you are still owed maintenance, it would be appreciated if you could have it with you for our meeting.

If possible, please also have the following information available:

- Name and address of the person who must pay maintenance to you under the order (the "respondent");
- Employment and financial information about the respondent; and
- Family Maintenance Enforcement Program (FMEP) file number (if your order is already filed with FMEP).

Please call me at Phone number if you have any questions or concerns.

Sincerely,

Enter Name

Ministry Choose an item
HR3304 (13/12/18)

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.