



[Insert Key Player Name]  
 [Insert Spouse Name, if applicable]  
 [Insert Address]

[Insert date]  
 [Insert file number]

We are sending you this letter to let you know you are close to reaching your Annual Earnings Exemption (AEE) limit for **[insert year]**. You may have already received a letter about being close to your annual limit. The AEE limit for 2017 was increased. This letter contains updated information about your AEE.

The amount remaining in your annual earnings exemption is: **[insert total \$ amt remaining of AEE limit for exemption year]**.

**Saving for future expenses**

Money earned in one month is deducted from the payment issued in the following month. For example:

Income earned in	Is reported by the 5 <sup>th</sup> of	And applies to benefit month
September	October	November

If you think you will reach your AEE limit this year, you may want to save some of your money for the months in which your payment is affected.

**If you reach your AEE limit**

If you reach your AEE limit for **[insert year]**, additional income you earn in that calendar year will be deducted dollar for dollar from your disability assistance payments.

If you reach your AEE limit and your monthly income is over disability assistance rates, you will not receive a disability assistance payment but you may be eligible for ongoing Medical Services Only (MSO) coverage. You will also continue to receive a transportation support as either a bus pass or \$52 per month, whichever you choose, until the end of the exemption year.

The AEE limit will be reset for January 1, **[insert next calendar year]**.

**Next Steps**

If you continue to submit your Monthly Reports before the 5<sup>th</sup> of each month, you will **automatically** get your disability assistance payments again at the end of February, or earlier if your income falls below the established rate for your family unit.

If you do **not** submit Monthly Reports, you will need to need to be financially reassessed for disability assistance in January. Your assistance payments will **not** start automatically.

Contact us toll-free at 1-866-866-0800 if:

- Your family situation changes
- Your address changes
- You have any concerns or questions about your assistance
- The information in this letter does not match your records

More information on earnings exemptions can be found on the ministry website at: <http://www2.gov.bc.ca/gov/content/family-social-supports/services-for-people-with-disabilities/disability-assistance/on-disability-assistance/annual-earnings-exemption>

### **My Self Serve**

By registering with My Self Serve, you can get access anytime to your disability assistance information, including the amount remaining on your AEE limit. You can also use My Self Serve to complete a Monthly Report. For more information on My Self Serve, go to <https://myselfserve.gov.bc.ca/>

Sincerely,

HR3508