



September 04, 2018

Dear :

We are writing about your recent behaviour when interacting with the ministry on where you . This type of behaviour is not acceptable. If you continue this behaviour, you will not be allowed to interact with the ministry directly. In that case, we may refer you to a third party administrator or you may advise us of a third party of your choice, who will interact with the ministry on your behalf.

For more information about third party administration, please visit the ministry's BC Employment and Assistance Policy and Procedure Manual at: [www2.gov.bc.ca/gov/content/governments/policies-for-government/bcea-policy-and-procedure-manual/case-administration/individual-case-management](http://www2.gov.bc.ca/gov/content/governments/policies-for-government/bcea-policy-and-procedure-manual/case-administration/individual-case-management)

Our ministry values safety. We want a safe workplace where staff and clients are treated with courtesy, dignity and respect. We hope, with your cooperation, that third party administration will not be necessary. With your help, we can continue to provide you with service at your local ministry office.

Sincerely,

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**

HR3533 (18/08/30))

Security Classification: PERSONAL

**Mailing Address**

**Telephone:  
Facsimile:**