



Click here to enter a date

Case #: Type Case Number  
SR #: Type SR Number

Click here to enter address

Dear Click here to enter name:

We are writing regarding the way you manage the funds you receive from the ministry. We have reviewed your file and see that you have had trouble managing your funds. You may wish to have a third party assist you with monthly budgeting and management. We can discuss local third party administration agencies and with your agreement, we can refer you to one, or you may choose another third party (i.e. relative). The ministry would send your funds to the third party, who would manage your funds for you.

If you have an issue with your third party administrator, the ministry has a complaint resolution process that you can follow. Please see: [www.hsd.gov.bc.ca/publicat/posters/ServiceComm\\_poster.pdf](http://www.hsd.gov.bc.ca/publicat/posters/ServiceComm_poster.pdf) for more information.

For more information about third party administration, please visit the ministry's Online Resource at: [http://www.gov.bc.ca/meia/online\\_resource/program\\_administration/indivcase/policy.html](http://www.gov.bc.ca/meia/online_resource/program_administration/indivcase/policy.html).

Your case will be reviewed at least annually to assess your third party administration arrangement. If you have any questions, please contact the ministry.

Sincerely,

Type Worker Name  
Choose an item

HR3534 (14/04/14)

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  
Enter address

Telephone: (###) ###-####  
Facsimile: (###) ###-####