



Click here to enter a date

Case #: Type Case Number

Click here to enter address

Dear Click here to enter name:

As you know, your assistance is currently being administered through Click here to enter text. However, we recently reviewed your case and our review shows Click here to enter behavior/reasons for removing TPA arrangement. Based on this, the ministry has decided that you may now contact your local ministry office by Choose an item only to receive services without your third party administrator. However, you must still let your third party administrator know about any contact you have with the ministry through your modified arrangement, to make sure they are aware of any changes made to your case. At this time, any in person contact with the ministry must be made through your third party administrator.

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

We will review your file on Click here to enter a date to see if your modified third party administration arrangement is still needed.

Our ministry values safety. We want a safe workplace where staff and clients are treated with courtesy, dignity and respect. Thank you for your cooperation.

Sincerely,

Type Worker Name  
Supervisor

HR3537 (14/04/10)

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.