



June 28, 2018

Dear :

Second Appointment Request: Compliance Review

The Ministry of Social Development and Poverty Reduction conducts file reviews for the purpose of determining or reviewing eligibility for assistance under the BC Employment and Assistance program. In order to assess your eligibility for assistance, the ministry must periodically review your file and request updated information.

The ministry contacted you on [redacted] by [redacted], advising you that it was necessary for you to attend an appointment on [redacted] at [redacted]. Our records indicate that you did not attend. This letter is your second notice of the requirement to attend an appointment to complete a review of your eligibility for assistance.

Please note that under Section 30 of the Employment and Assistance for Persons With Disabilities Regulation, you are required to attend this appointment in order to confirm your eligibility for assistance.

Your next assistance cheque will be held until the appointment has been completed.

**An appointment has been scheduled for you**

**On:**  
**At:**  
**At:**

If you have a spouse, you and your spouse must both attend. If you are unable to attend at the scheduled time, please call me at 1-866-217-1117 prior to the appointment to arrange an alternate time.

You may have a friend, advocate or another person with you during the appointment.

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**

**Prevention and Loss  
Management Services  
Branch**

**Mailing Address**

**Telephone:** 1-866-217-1117  
**Facsimile:** 1-866-696-5002  
[www.myselfserve.gov.bc.ca](http://www.myselfserve.gov.bc.ca)

If you are unable to attend in person, please call me as soon as possible to make arrangements for a telephone appointment. Please note that following the telephone appointment, you will need to attend a ministry office, government agent's office, or other third-party office to sign an eligibility review document.

Please submit the Review Checklist and the documents requested at least 2 business days in advance of the appointment. If you have a spouse or dependent children, also provide their documents, as applicable.

Please note that under Section 10 of the information or verification of information may be requested from a person for the purpose of determining current eligibility or reviewing past eligibility for assistance. If the requested information or verification is not provided, the person's assistance may be discontinued.

If you have questions or require further information, please contact me at 1-866-217-1117.

Sincerely,

Investigation Officer

Enclosures:

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## Review Checklist

Please submit this checklist with the requested information.

- Identification:
- Immigration information:
- Rent receipt(s) and utility bills for
- Home owner shelter costs: mortgage documents, proof of mortgage payments, house insurance, property taxes and all utilities for
- Records of all income you received from for the period of  
(*Note: "income" includes earnings, EI, pensions, or any/all money received from any source*)
- Record of employment from all employers during the period of
- Documents to confirm the status of your claim for
- Statements for all bank accounts, sole or joint, for the period of
- Banking profiles from  
(*Note: A profile is a list of all accounts with a bank. A form is attached which your bank may fill out, or the bank may print its own.*)
- Statements for all investments, RRSPs, pension funds, and any other assets
- Income Tax Notice of Assessment for
- Tax slips (T4's, T5's, etc) for
- Other:

If you have any questions about the requested information or about how to submit it, please contact me at 1-866-217-1117.

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