



July 30, 2015

SR #: number

Case #: number

MIS Case #: number

Client Name
1010 Street Address
City, BC V8V 8V8

Dear Client Name:

The Ministry of Social Development and Social Innovation conducts regular file reviews in order to confirm that recipients of assistance are receiving the assistance they are eligible for.

Your file has been selected for review.

The first step in the review process is to provide current documents related to your eligibility for assistance.

Please provide documents as listed on the last page of this letter by August 6, 2015.

You may:

- Send the documents to the fax number at the bottom of this page.
- Mail the documents to the address at the bottom of this page. If mailing, please mail at least a week in advance of the due date.
- Drop the documents off at the office shown at the bottom of this page.

The second step in the review process is an eligibility interview. When we have received your documents you will be advised by letter of your interview time and whether the interview will be in person or by phone.

You are welcome to have a friend, relative, or advocate attend the interview with you.

Please note that if we have not received the requested documents by the date noted above, your assistance may be delayed or discontinued.

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
Office Mailing

Telephone: Office Phone
Facsimile: Office Fax

If you have any questions about the review process, please call the ministry at the phone number below.

Sincerely,

Worker Name
Ministry Worker

HR3582 (15/07/30)

SAMPLE

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

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Fascimile: Office Fax

Document Checklist

Please note: "your family" includes you, your spouse (if you are married or living in a marriage-like relationship) and your dependent children (children under 19 who reside with you full or part time).

Please provide all of the following documents that apply to your situation:

Shelter Documents – renters

- Current rent receipt
- Current utility bills you are required to pay, including municipal services (water, garbage, etc)
- Tenancy Agreement

Income (for all members of your family)

- Proof of all sources of income your family receives, including but not limited to:
 - Pay stubs from employment (past two months)
 - Private pensions and CPP
 - Income from investments, stocks, bonds or other financial assets
 - Child Tax Benefits
 - WCB, ICBC, or other claims
 - Rental income or income from roomer/boarder
- Last year's Notice of Assessment for Income Taxes for all adults in your family

Assets (for all members of your family)

- Past 60 days transaction records for all bank or credit union accounts (for all members of your family), whether owned solely or jointly with another person, including inactive accounts
- Proof of all accounts closed within the past 90 days, and a transaction record for the 30 days prior to closing
- Current documents for all investments, including RRSPs, Mutual Funds, Stocks/Bonds, GICs, Term Deposits, Shares, RESPs, RDSPs, etc.
- Vehicle registration and insurance for all vehicles you own
- Proof of all assets received since your application for assistance, such as an inheritance, lottery winnings, cash gifts, lump sum payments, insurance or lawsuit settlements, etc
- If you have a trust, provide documents to show its current value, and all contributions and disbursements or payments made in the past two years
- Documents for any properties (house, land or other real estate) you own or partly/jointly own

Self Employment

- If you are self-employed, bring full financial records for your business, including your corporate tax assessment

Other: