



January 29, 2015

SR #: Number (if applicable)

Case #: Number (if applicable)

MIS Case #: Number (if applicable)

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.

A letter was sent to you on January 7, 2015 asking you to attend an in person interview at 2.00pm on January 15, 2015. Our records show that you did not attend the interview. This is your second notification of the requirement to attend an eligibility review interview.

A second eligibility review interview has been scheduled for you at 9.00am on February 4, 2015. The interview will be conducted by telephone.

At the scheduled time, please call this number: Worker Phone

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

Please note that if you do not attend the interview, your assistance will be discontinued. Under the *Employment and Assistance Act* Section 34, a person who fails to attend an eligibility review when required by the ministry ceases to be eligible for assistance.

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

Sincerely,

Worker Name
Ministry Worker

HR3585 (14/09/29)

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

Employment and Assistance Regulation Section 34

Requirement for eligibility audit

- 34 (1) For the purposes of auditing eligibility for assistance or ensuring a recipient's continuing compliance with the Act and the regulations, the minister may do either or both of the following:
- (a) require the recipient to attend in person on the date, and at the ministry office, specified by the minister;
 - (b) require the recipient to complete a form specified by the minister for use under this section and deliver the form to a ministry office specified by the minister.
(B.C. Reg. 84/2012)
- (2) A recipient who is required under subsection (1) (b) to complete a form but who is not required to attend in person at a ministry office must deliver that form to the specified ministry office within 20 business days after being notified of the requirement to complete the form.
- (3) Delivery of the form under subsection (2) may be made by
- (a) leaving it with an employee in the ministry office, or
 - (b) mailing it to that office.
- (4) A family unit ceases to be eligible for assistance if
- (a) a recipient in the family unit fails to attend in person at the ministry office when required to do so by the minister under subsection (1) (a), or
 - (b) a recipient in the family unit fails to complete and deliver the form when required to do so by the minister under subsection (1) (b).