



August 28, 2017

SR #: Number (if applicable)

Case #: Number (if applicable)

MIS Case #: Number (if applicable)

Client Name
1010 Street Address
City, BC V0V 0V0

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.

As part of the eligibility review process, documents were requested. Letters were sent to you on July 4, 2017 and July 18, 2017 asking you to provide documents. Some of the requested documents were provided. However, our records show that the following documents are required to establish your eligibility, and have not yet been provided:

- Current rent receipt
- Current utility bills you are required to pay, including municipal services (water, garbage, etc)
- Tenancy Agreement
- Proof of mortgage payments for past two months
- Property Insurance and Property Tax assessment statements
- Proof of condo or strata fees or maintenance charges
- 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
- 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

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 Address

Telephone: Office Phone
Facsimile: Office Fax

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

Without being able to review your continued eligibility, we find you are no longer eligible for assistance. Your file will be closed on August 31, 2017.

You have the right to request a reconsideration of this decision. Please contact the office at the phone number below to obtain the forms required. **To request a reconsideration, submit the completed forms within 20 business days of receiving this letter.**

The legislation that applies to this decision is:

- Employment and Assistance Act Section 10

If you have any questions about this decision or the reconsideration process, please call the ministry at the phone number below.

Sincerely,

Worker Name
Ministry Worker

HR3586 (14/10/09)

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Employment and Assistance Act Section 10

Information and verification

10. (1) For the purposes of
- (a) determining whether a person wanting to apply for income assistance or hardship assistance is eligible to apply for it,
 - (b) determining or auditing eligibility for income assistance, hardship assistance or a supplement,
 - (c) assessing employability and skills for the purposes of an employment plan, or
 - (d) assessing compliance with the conditions of an employment plan,

the minister may do

one or more of the following:

- (e) direct a person referred to in paragraph (a), an applicant or a recipient to supply the minister with information within the time and in the manner specified by the minister;
 - (f) seek verification of any information supplied to the minister by a person referred to in paragraph (a), an applicant or a recipient;
 - (g) direct a person referred to in paragraph (a), an applicant or a recipient to supply verification of any information he or she supplied to the minister.
- (2) The minister may direct an applicant or a recipient to supply verification of information received by the minister if that information relates to the eligibility of the family unit for income assistance, hardship assistance or a supplement.
- (3) Subsection (1) (e) to (g) applies with respect to a dependent youth for a purpose referred to in subsection (1) (c) or (d).
- (4) If an applicant or a recipient fails to comply with a direction under this section, the minister may declare the family unit ineligible for income assistance, hardship assistance or a supplement for the prescribed period.