



REQUEST FOR RECONSIDERATION

Right to Reconsideration

If you have been denied, reduced, or discontinued benefits by the Ministry, you have the right to request “reconsideration”. You have **20 business days from being informed of the original decision** to submit this request. Deadlines are important, so look for the dates on the reconsideration form. Remember to include all information and documents.

You might be eligible for **Reconsideration Supplement**:

- A reconsideration supplement is only available when income assistance, disability assistance or a supplement is either **discontinued** or **reduced**.
- The amount of the supplement is limited to the amount of the assistance that was discontinued or the amount by which it was reduced.
- It is repayable in case if you are not successful with your appeal.

Other documents the Ministry should give you are:

- A copy of your denial letter
- A decision summary – explaining the reasons for the ministry decision
- A copy of your original benefit application and copies of any supporting documents you submitted (such as a doctor’s note)

Step 1 – Request a Reconsideration Package

If you want to appeal the decision from the ministry, as soon as you learn of your denial you must:

1. Visit your local ministry office or call them at 1 866-866-0800 to let them know that you want a decision reconsidered.
2. You should receive a *Request for Reconsideration* form within 48 hours (you can also pick up from the ministry office to save time).
3. Complete and return the “Request for Reconsideration” form and any additional supporting evidence to your local office before the 20 day deadline.
4. **Be sure to make a photo copy of your all documents before submitting for your own records!**

20 Day Deadline

From the day you learn about your denial, you have 20 business days to submit your reconsideration package complete with evidence to support your case.

10 day Extension

A 10 business day extension may be given if you need more time to gather evidence for your case. You must request the 10 day extension before the original 20 day deadline. The extension begins the day it is granted.

Step 2 - Gathering Evidence

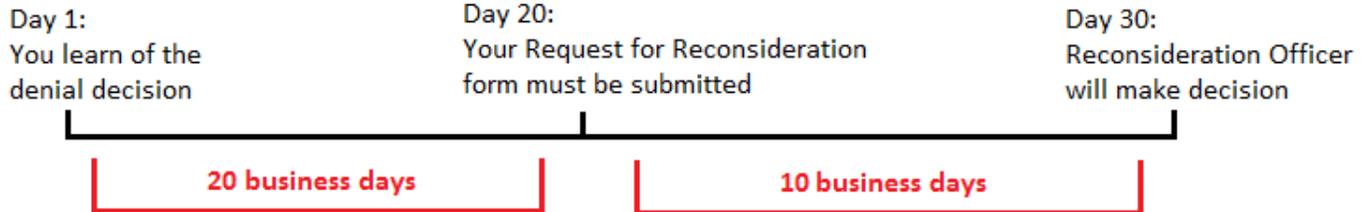
When completing your reconsideration package, we suggest getting additional documents to submit as supporting evidence such as:

- **Copies of original documents or a readable copy of the document**
(for example: contracts, letters, receipts, financial statements, loan agreements, cancelled cheques, photographs, rent receipts, doctor’s letters etc.).
- **Documents which explain and provide evidence of your situation.**
(E.g. you were denied assistance because you missed some WorkBC appointments due to being sick. You would need to provide medical documents to confirm you were absent because of an illness; this is also the same process if your child was sick).



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Reconsideration Process Timeline



Step 3 - Appeal Tribunal

After you return your completed reconsideration request a Reconsideration Officer will go over the original decision made and consider it as well as any additional evidence you submitted.

At this point, your decision will either be **overturned** or **upheld**. The reconsideration decision will be sent to you in the mail within 10 business days of receiving your form. This is the last decision the Ministry has on your case.

If you disagree with the reconsideration decision, you have the right to appeal the decision to the Employment and Assistance Appeal Tribunal. You have **7 business days from being informed of the reconsideration decision** to submit your appeal documents.

“Overturned” Means:

That the reconsidered decision has been reversed. You then become eligible for benefits.

“Upheld” Means:

That the Officer agrees with the original decision and you are not eligible for assistance.

We strongly suggest that during both the Reconsideration and Appeal Tribunal processes, you work with an advocate to help you. To find an advocate visit <http://www.povnet.org/find-an-advocate/bc>

For more information visit our website at www.AskAnAdvocate.ca