

Subject: Verification of Assistance Letter

Number: IS-ETW/BFE-2023-015

Date Issued: November 8, 2023

Effective Date: Immediately

Issuer: Marika Giesen
Executive Director
Income Services Branch

Distribution: **Seniors, Community and Social Services**
Employment and Financial Services
Alberta Works Update Subscribers

BACKGROUND:

The [EMP2470 Verification of Assistance \(Letter\)](#) used under the Income Support (IS) program and **DS2470 AISH Verification of Assistance (Letter)** used under the Assured Income for the Severely Handicapped (AISH) program have been consolidated. The **EMP2470 Verification of Assistance (Letter)** will now be used under both the AISH and IS programs. The **DS2470 AISH Verification of Assistance (Letter)** has been removed from the [Government of Alberta Forms Repository](#).

The **EMP2470 Verification of Assistance (Letter)** is completed at the request of the client and provided to the client directly. The letter is completed by the program to verify that a client is in receipt of assistance and to confirm the client's monthly benefit rate. Clients use this letter to provide evidence of their ongoing income source to a third party such as a landlord or childcare provider.

Completion of the **EMP2470 Verification of Assistance (Letter)** is the preferred method to verify a client is receiving assistance and protect the client's privacy. Although the Notice of Eligibility form and monthly benefit statement provide evidence that a client is receiving assistance, these documents may contain more personal information than is needed to share with a third party.

INTENT:

To ensure staff are aware that the letter has been updated, when the letter should be used, and where the letter is located in policy.

POLICY:

Procedures related to use of the **EMP2470 Verification of Assistance (Letter)** have been added to the following policy section:

[Career and Employment Consultant \(CEC\)](#)