



REQUEST FOR ADMINISTRATIVE REVIEW

PRIVACY ACT STATEMENT

Information collected on, and disclosed pursuant to, this document is collected pursuant to the BC Social Development Policy and Procedures Manual for the purpose of determining eligibility for disability assistance and will be maintained pursuant to the Privacy Act and stored in the personal information bank INA / P-PU-020. The accuracy of the information in this document may be checked by comparing it against information held by any federal or provincial department or agency or any private agency.

Administering Authority	Number
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• Please complete in full • Please print clearly

SECTION A - DECISION TO BE REVIEWED - TO BE COMPLETED BY BAND SOCIAL DEVELOPMENT WORKER

Applicant's Name:	Date that the Applicant was notified of the decision (year/month/day):
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An applicant of Social Assistance may request an Administrative Review of the following decisions:

<input type="checkbox"/> Refusal to grant an allowance or service	<input type="checkbox"/> Suspension of an allowance or service
<input type="checkbox"/> Cancellation of an allowance or service	<input type="checkbox"/> Reduction of an allowance or service

STATEMENT OF DECISION (including the relevant section of policy; - quoting the reason(s) for decision):

BSDW Name (Please Print)	Signature of BSDW	Date Signed
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SECTION B - REQUEST FOR ADMINISTRATIVE REVIEW AND REASONS FOR REQUEST - APPLICANT TO COMPLETE THIS SECTION

Important: You must complete this section and submit the completed form to your BSDW within 20 business days from the date of notification of the decision if you wish to request an Administrative Review. You may also attach new information and documents that you wish to have considered with this request.

I am dissatisfied with the above decision and wish to request an Administrative Review of the decision for the following reasons:

I have attached new documents I wish to have considered YES NO

Signature of Applicant	Date Signed
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Address	Postal Code	Telephone No.
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Within 20 business days following receipt of a request for a review, the designated Funding Services Officer shall conduct a review.