



Memorandum

Date: November 19, 1998

To: Directors
Employment and Income Assistance

From: Gerry Schmidt
Executive Director
Client Services
Employment and Income
Assistance
305 - 114 Garry Street

Telephone:

Subject: **SAMIN Letter – Sanction Review (SARE)**

A new letter is available in SAMIN to assist staff when reviewing cases where sanctions have been applied.

The Sanction Review (SARE) letter may be used by staff to contact clients and advise them that new programs have been created which may be available to them. It also encourages clients to complete a new Personal Job Plan and advises that if they follow the new PJP, the sanctions may be removed and their income assistance restored.