[DATE]

Client UCI:

 -

P.O.Box:

,

Dear «Given\_Name» «Family\_Name»,

As you are aware, I, as your sponsor, currently give you $[AMOUNT] monthly income support.

When you begin working, you are allowed to earn up to 50% of your total monthly income support amount before any deduction is made to the monthly support you receive from us.

If you have been working but have lost your job due to COVID19, you may be eligible for Employment Insurance (EI) or the Canada Emergency Response Benefit (CERB). The CERB was put in place by the federal government to provide income support for individuals who have lost their job as a result of COVID 19.

Please make sure you are eligible for these programs before applying. **If you receive CERB but are later found to be ineligible, you will have to repay the money you received. CERB benefits are also taxable and you may be required to pay taxes on this money next year.** You can review the eligibility for the benefits programs here: <https://www.canada.ca/en/services/benefits/ei/cerb-application.html>.

If you do receive CERB, the amount of money you receive from us each month will be reduced the same way your employment earnings were. Each month that you receive a CERB payment from the government, you will also receive $[New Monthly Amount] from us. If we change this amount we will let you know.

It is very important that you continue to provide us with information of your earnings, including CERB benefits, so that we can fully support you in your settlement process.

Regards,

Sponsor name

SAH/organization (if applicable)

«Signature»