NOTIFICATION OF MISSED INTERVIEW

PURPOSE: To provide notification to the household of a missed appointment for an office, telephone, or home interview. The notification instructs the applicant of his/her responsibility to reschedule the missed interview no later than the 30th day following the date the application was filed.

NUMBER OF COPIES AND DISPOSITION: Make two copies. Mail the original to the household. File a copy in the case record. Maintain the form in the case record if the household fails to reschedule a second appointment. The form may be destroyed if the applicant schedules and attends the rescheduled appointment.

INSTRUCTIONS FOR COMPLETION: The form can be typed, handwritten, or the electronic version may be used.

MANUAL REFERENCE: 1120.045.35

FROM:

CASEWORKER: Enter the name of the caseworker.

TELEPHONE NUMBER: Enter the telephone number of the county office.

DATE: Enter the date this form is completed and mailed.

COUNTY OFFICE ADDRESS, CITY, STATE, AND ZIP: Enter the county office name and address or use a county label.

TO:

NAME: Enter the head of household or individual's name.

ADDRESS, CITY, STATE, ZIP: Enter the head of household or individual's complete mailing address.

RE:

CASE NAME: Enter the case name.

CASE NUMBER: Enter the case Departmental Client Number (DCN) for the head of household.

BODY OF THE LETTER:

MONTH/DAY/YEAR: Enter the month, day, and year by which the applicant must contact the office to reschedule a missed interview.

CASEWORKER/CASE MANAGER'S SIGNATURE AND LOAD NUMBER: The caseworker/case manager should sign the form and enter his/her load number.

TELEPHONE NUMBER: The caseworker/case manager should enter his/her phone number and time available.

BACK OF THE FORM: The reverse side of the form is for the caseworker/case manager to indicate the information the head of household/individual should have available for the interview. Place a check (✓) mark preceding the information needed by the caseworker/case manager to complete the investigation.