

REQUEST FOR FOOD STAMP ELIGIBILITY UNIT REPORT

PURPOSE: To be used by the county to request a history of food stamp participation (the IM-116 report). Generally it is used when investigating a food stamp overpayment.

NUMBER OF COPIES AND DISPOSITION: The form is available in electronic version only. The county prints and retains one copy for the case file.

DOWNLOADING THE ELECTRONIC FORM: This form is available as an electronic WORD template.

To download electronic Word forms, from the Family Support Division Web site, under Forms select Word Templates. Follow the instructions for downloading an individual form, or a full set, as needed.

INSTRUCTIONS FOR COMPLETING THE FORM: Open the Word Template.

1. Enter the date the form is being prepared. Tab to the next field.
2. Enter the County number of the county making the request. Tab to the next field.
3. Enter the name of head of the EU. Tab to the next field.
4. Enter the DCN of the head of the EU. Tab to the next field.
5. Enter the food stamp eligibility unit number.

Repeat if a request is being made for more than one EU.

SAVING AND SENDING THE REQUEST: Save the document using a new name. If you save as IM-115, it will replace your blank form.

To attach the document to an EMAIL in Microsoft Outlook.

1. Create a new message.
2. Click on "insert" on the tool bar.
3. Click on "file" in the drop down box.
4. Find the IM-115 where you just saved it, and double click on the name.
5. Send the message with the attachment to Cole CoIDM.