

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

BULLETIN NO.: 08-16

FROM: Joseph Patrissi, Deputy Commissioner
Economic Services Division

DATE: June 25, 2008

SUBJECT: Interview Procedures: New Applications

CHANGES ADOPTED EFFECTIVE 7/1/2008

INSTRUCTIONS

- Maintain Manual - See instructions below.**
- Proposed Regulation - Retain bulletin and attachments until you receive Manual Maintenance Bulletin: _____**
- Information or Instructions - Retain until _____**

MANUAL REFERENCE(S):

P-2510 C

This bulletin revises and updates Food Stamp interview procedures to send the Notice of Missed Interview (NOMI) to all Food Stamp applicants and recipients who missed the schedule appointment.

Manual Maintenance

Food Stamps Procedures

Remove

Insert

P-2510 C8

(07-26)

P-2510 C8

(08-16)

7/1/08

Bulletin No. 08-16

P-2510 C8

P-2510 New ApplicationsC. InterviewSending the Notice of Missed Interview (NOMI)

We are required to inform all Food Stamp applicants and recipients who miss a scheduled interview appointment that they missed the scheduled interview and they are responsible for rescheduling the missed interview.

Whenever you schedule a telephone or office interview for either an initial application or recertification and the individual misses the interview without rescheduling, you must send a Notice of Missed Interview (NOMI – 202D) before denying the application or closing the case.

The NOMI is available both in SPEC/C/FORMS and as a manual 202D (called Interview Reminder Notice/Notice of Missed Interview).

Be sure to indicate on the NOMI that it is for the Food Stamp Program.

You must schedule all interviews as promptly as possible to allow the individual time to participate before the end of the 30-day processing period. Since you send the NOMI after the individual has missed a scheduled appointment, you should send it no later than 24 hours after the missed interview.