SNAP DENIAL REMINDERS

➢ Was **all** correspondence sent to the client's most current address?

➢ Did Form H1020, Request for Information or Action, identify the correct reason for delay, list the correct due date and the correct final due date?

Missing Information	**Missed Appointment**
▪ Have you confirmed the missing information is not available in automated systems such as Data Broker, WTPY, etc.? C-932	▪ Have you checked case comments to see whether the client called to reschedule the appointment? B-160
▪ Have you confirmed the missing information is not in the office or imaged in the State Portal?	▪ Is this case set to auto-deny? Is the case flagged with a red D in Task List Manager?

➢ Are you denying this on the correct date? B-140, B-160

➢ Are **all** denial reasons listed on Form TF0001, Notice of Case Action, correct and match the reason(s) for action in TIERS?

May 15, 2012