

4/1/96
E

Bulletin No. 96-30

P-2110

P-2110 General Application Procedures (Continued)

E. Appointment Notices

In some offices these notices may be sent by a clerical staff person.

- a. Give/mail the client a DSW 202C at the time the initial interview is scheduled.

2. DSW 202D (Interview Reminder Notice)

- a. If the applicant does not call or come in for the initial interview, send a DSW 202D.

NOTE: When the client delays the appointment, this must be documented in CATN or the casefile. For example, the client's car breaks down and he or she reschedules the appointment.

- b. The date by which the applicant must call is ten (10) days from the maildate. The appointment may be scheduled anytime during these 10 days; however, you must allow the client until this deadline to respond.
- c. Assume that the applicant is no longer interested in applying for benefits the day following
 - 1) the date specified in (b) above or
 - 2) the date of the second scheduled interview, whichever is later.

If the application is to be denied, send a DSW 220 (Notice of Decision). See WAM 2210 (ANFC), M122 (Medicaid), or 273.2g (food stamps), to determine when to send the notice.

- d. The DSW 202D may be signed by either the clerical support staff or the eligibility specialist.

Keep the DSW 202C and DSW 202D in the file until the case file is purged.