



Interview Program Requirements

	SNAP	Colorado Works	Adult Financial
Interview required at initial application	✓	✓	✓
Interview required every 12 months	✓	✓	✗
Interview required at every RRR	✗	✗	✓
Voter registration provided at every interview	✓	✓	✓
Schedule the interview within 7 days whenever possible	✓	✓	✓
Interview details documented in the case comments	✓	✓	✓
Client responsible for rescheduling missed interview within 30 days	✓	✓	✓
NOMI sent with missed interview and rescheduling information	✓	✗	✗
Inform client they might be eligible for expedited services	✓	✗	✗
Read the client their rights and responsibilities*	✓	✗	✗
Households certified for 24 months can have interview waived^	✓	✗	✗
Client cannot be denied unless appointment letter and NOMI sent	✓	✗	✗
Explain Child Support, screen for domestic violence, and offer good cause	✗	✓	✗
Assess needs for supportive payments	✗	✓	✗
Provide a written notice with interview details 4 days in advance	✗	✓	✓

* Reading the Rights and Responsibilities is only a requirement for SNAP; however, it is best practice to always ensure all clients understand the "What I Should Know" section of the SPA.

^ Interview requirements are waived for SNAP households in which all adults are either elderly or disabled (E/D) and have no earned income at recertification. An interview must still be completed at recertification if the household: could potentially be denied for SNAP, specifically requests an interview, or has any outstanding issues or questions regarding the recertification process.