Interview Program Requirements

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 (see SNAP Notes below)	✓	✗	✗

Requirements	SNAP	Colorado Works	Adult Financial
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 need for supportive payments	✗	✓	✗
Provide a written notice with interview details 4 days in advance	✗	✓	✓

SNAP Notes:

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 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.

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Healthcare & Economic Security
Staff Development Division