## **SNAP Missed Interview Procedure**

If the household fails to attend it's scheduled interview, the local office shall mail the household a notice of missed interview, informing the household that it missed the scheduled interview and that the household is responsible for rescheduling the interview.

### At Intake:

- ExSNAP will deny for missed interview.
- SNAP will pend for 30 days from the application date.
- After Day 30, the case will be denied.
  - Once the case is denied, the client will have to reapply.
    - <u>EXCEPT</u> if the client's interview is scheduled after Day 30 due to county delay in which case the SNAP will be *rescinded*.

# **At Timely/Untimely RRR:**

- SNAP will deny for missed interview.
  - If the client reschedules before the RRR due date, the case will be <u>rescinded</u> once the interview is completed.
  - If the interview is rescheduled after the RRR due date due to county delay, the SNAP will be <u>rescinded</u> once the interview is completed.
  - If the client reschedules after the RRR due date but within 30 days, the SNAP will be <u>Al'd</u> for the date the interview was completed.

## At Late RRR:

• Follow the process and timeline for Intake.



#### COLORADO

Healthcare & Economic Security Staff Development Division

Idea submitted and created in partnership with **Weld County** Version: 1 | Release Date: August 2024