

<b>NOTICES</b>	
<p>Does the system automatically generate the following notices?</p> <ul style="list-style-type: none"> <li>Notice of Eligibility</li> <li>Notice of Denial</li> <li>Notice of Pending Status</li> <li>Notice of Suspension</li> <li>Notice of Expiration</li> <li>Notice of Adverse Action</li> <li>Notice of Change</li> <li>Mass Change Notice</li> <li>Notice of Disqualification</li> <li>Notice of Required Verifications?</li> <li>Reminder/Incomplete Report?</li> <li>Monthly Report – Adequate Notice with Computation Sheet?</li> </ul>	
<p>Can ad hoc notices be generated by automated printing of:</p> <ul style="list-style-type: none"> <li>name/address on preprinted notice?</li> <li>Addressed envelopes for general notices?</li> <li>Mailing labels of inclusion of preprinted stuffers</li> <li>Stuffer with ATPs or coupons (if applicable)</li> <li>EBT PIN Information</li> </ul>	
<p>Are copies of notices automatically supplied to caseworkers?</p>	
<p>Does the system automatically notify the caseworkers of the following:</p> <ul style="list-style-type: none"> <li>Need for recerification?</li> <li>Need for work registration renewal?</li> <li>Need for FS recertification when PA cases are terminated?</li> <li>Monthly reports for suspended households?</li> <li>Significant birthdays (18, 60)</li> <li>When period of disqualification has ended?</li> </ul>	
<p>Does the system track the processing of Monthly Reports and terminate issuance if no report is submitted?</p>	

**QUESTIONS:**

1. Are any or all notices bilingual? (7 CFR 272.4(b))
2. Does the system redetermine or revalidate eligibility and benefits based on change notices in household circumstances?
3. Are copies of notices automatically supplied to workers?

**Notice of Eligibility (7 CFR 273.10(g)(1)(ii))**

1. Provided within 30 days of initial application?
2. Initial allotment listed?
3. Ongoing allotment listed?
4. If the allotment is changed, is the reason for change given?
5. Right to fair hearing language included?
6. Telephone number of local office (toll-free or collect call number if household lives outside the local office's area code) included?
7. Is the eligibility worker's name included? (This is optional.)
8. If the household receives expedited service without submitting all verifications the notice should also state:
  - verifications that are pending
  - conditions for longer certification period if a longer certification has been allowed
  - consequences if household fails to submit verification

**DENIAL NOTICE (7 CFR 273.10(g)(1)(ii))**

1. Is the reason for denial included?
2. Right to fair hearing language included?
3. Telephone number of local office (toll-free or collect call number if household lives outside the local office's area code) included?
4. Is the eligibility worker's name included? (This is optional.)

**PENDING STATUS NOTICE (7 CFR 273.10(g)(1)(iii))**

1. Does the notice state that the application is being processed?
2. Is any action required by the household stated?
3. Are the consequences described if the household fails to action?

**NOTICE OF EXPIRATION (7 CFR 273.14(b))**

1. Is the notice provided prior to the last month of certification?
2. Does the notice include an application form or list scheduled recertification interview date (optional)?
3. Does the notice include any additional information the State deems useful?

Examples: Date current certification ends

Date household must file application to ensure uninterrupted benefits

Local office address

**NOTICE OF ADVERSE ACTION** (7 CFR 273.13)

1. Is the notice mailed at least 10 days prior to the month the change takes effect?
2. Include the reason for the adverse action?
3. Include right to fair hearing?
  - availability of continued benefits?
  - Household's liability for overissuances as a result of fair hearings request?
4. Telephone number of local office (toll-free or collect call number if household lives outside the local office's area code) included?
5. Eligibility worker's name (optional)?
6. Free legal services contact point?
7. Exceptions to the above:
  - mass changes
  - households members have died or moved out of state
  - end of restoration allotment
  - previous notification of benefit decrease (e.g. Notice of eligibility)
  - IPV
8. If State sends combined Adverse Action/Demand Notice, then Adverse Action Notice should include items listed under the Demand Notice section.

**ADVANCE NOTICE OF DISQUALIFICATION HEARING (7 CFR 273.16(e)(3))**

1. Provided to household at least 30 days before scheduled hearing date?
2. Proof of household receipt and receipt date (e.g., certified mail)?
3. Date, time, and place of hearing?
4. Explanation of charge and summary of evidence?
5. Where evidence can be reviewed?
6. Warning that decision will be based solely upon agency information if household member fails to appear in court?
7. Warning that household must present good cause for failing to appear within 10 days of court date to receive a new hearing?
8. List of households rights @ 7 CFR s73.15(p)?
9. Hearing does not preclude prosecution in Federal or State court, or collection of claims resulting from households action?
10. Free legal services contact point?
11. Attach or inform household of State's hearing procedures?

**NOTIFICATION OF DISQUALIFICATION HEARING DECISION (7 CFR 273.16(e)(9))**

1. Decision and reason supporting decision?
2. Disqualification date and period (if applicable)?
3. Disqualification will be deferred if household is already deemed ineligible to receive benefits?
4. Changes to remaining household's benefits?

**DEMAND NOTICE (7 CFR 273.18(d)(3))**

1. Reason for claim?
2. Total claim amount, period of time claim covers, and how claim was calculated?
3. Right to fair hearing (**unless** claim resulted from fair hearing or ADH, etc.)?
4. Free legal services contact point?
5. Date by which the AG must decide on collection method for IHE or IPV claims?
6. Allotment reduction as the recovery method if household with IPV or IHE fails to choose (mention as an **option** for households with AE claims)?
7. Household's right to renegotiate repayment schedule if its economic circumstances change?
8. Space for household to indicate repayment option and sign?