



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
APPOINTMENT NOTIFICATION

DATE _____

Dear _____,

- I am requesting that you come to the DHHR office, located at _____, on _____ at _____ to discuss your continuing eligibility for _____ benefits from DHHR. If you are not able to come to the office on this date, please let me know before this date by calling _____. Your _____ benefits will stop after proper notice if you fail to contact me by this date.

- This is to notify you that your Food Stamp certification period ends _____. You must make another application for Food Stamp benefits on the date that is indicated above, if you wish to continue participating in the Program with uninterrupted benefits. However, if your appointment is after the 15th of the month, and you wish to reapply before then, please contact this office and we will make another appointment. Your rights are explained on page 2 of this form.

- I will be at your home on _____ at approximately _____ to talk to you about your continuing eligibility for _____ benefits from DHHR. If you will not be home on that date, please let me know before _____ by calling _____.

If you receive Food Stamp benefits and do not keep your appointment or notify us by the 15th of _____, your Food Stamp benefits will stop effective _____. The reason for closure is in Section 1,4,S of the WV Income Maintenance Manual.

The following organizations provide legal services without charge to eligible persons _____

Sincerely,

DHHR Worker

FEDERAL REGULATIONS REQUIRE YOU TO BE NOTIFIED THAT:

1. If you are not satisfied with the proposed action, you have the right to request a Fair Hearing before a State Hearings Officer who is a member of the State Board of Review. If you wish to have a conference and/or hearing, please complete the enclosed hearing request form and return to the local DHHR office. The organizations listed above provide free legal services to eligible persons.
2. You may request an application for Food Stamp benefits. DHHR will accept an application as long as it is signed and contains a legible name and address. However, in order to qualify for Food Stamp benefits, certain other information must be supplied.
3. You have the right to reapply by mail or by use of an authorized representative. However, reapplying by mail will result in longer processing time by DHHR and a face-to-face interview may still be required.
4. Federal regulations require that you may reapply as late as the 15th of the last month of your certification period and still receive your Food Stamp benefits without interruption. In West Virginia, if you keep the appointment scheduled for you, you are guaranteed uninterrupted benefits even if your appointment is scheduled after the 15th.
5. You have the right to a Fair Hearing if you do not reapply by the 15th and DHHR does not accept your claim of "good cause" for not doing this. A Hearing request form is included.
6. If your appointment is scheduled after the 15th of the last month of your Food Stamp certification and you wish to reapply before that time, an appointment will be made for you before the 15th.
7. If all members of your household are receiving Supplemental Security Income (SSI) or have applied for SSI, you may complete your redetermination for Food Stamp benefits at your local Social Security Office instead of the DHHR office. If you choose to do this, you must complete your redetermination at the Social Security Office by the date listed on this form. The Social Security Office will send your redetermination to the DHHR office for processing.
8. If you or someone in your household receives WV WORKS and/or Medicaid and your spouse is in the home, that person may also need to be interviewed by a Worker in order to complete this review.
9. If any child in your home receives WV Children's Health Insurance Program (WV CHIP), you will receive a form by mail to complete for that program. That form must be completed to continue WV CHIP.