

6.2 NOTIFICATION OF ACTION TAKEN ON AN APPLICATION

Five (5) forms are used for notifying an applicant of the status of his application. They are the DFA-6, OFS-6A, DFA-NL-6, ES-NL-A, and DFA-20.

The final disposition of the application is reported to the client only on the ES-NL-A or the DFA-NL-6. When the ES-NL-A is used, it must always be accompanied by the DFA-FH-1.

A. DFA-6, NOTICE OF INFORMATION NEEDED; OFS-6A, SPENDDOWN EXPLANATION

The DFA-6 may be used during any phase of the eligibility determination process. At the time of application, it is given or mailed to the applicant to notify him of information or verification he must supply to establish eligibility. When the DFA-6 is mailed at the time of application, the client must receive the DFA-6 within five (5) working days of the date of application.

NOTE: If the client fails to adhere to the requirements detailed on the DFA-6, the application is denied or the deduction disallowed, as appropriate. The client must be notified of the subsequent denial by form ES-NL-A.

This form also notifies the client that his application will be denied or a deduction disallowed, if he fails to provide the requested information by the date specified on the form. The Worker determines the date to enter to complete the sentence, "If this information is not made available to this office by _____..." as follows:

1. SNAP Benefits

The date entered here must be **10** days from the date of **issuance**.

If information involving an eligibility factor is not provided by the date indicated, and the client has not contacted the Worker to explain the delay, the application is denied using an ES-NL-A. If eligibility is established, but the client does not provide proof of entitlement to a deduction, the deduction is not allowed, but the AG is approved. The ES-NL-A is used for notification of approval.

NOTE: Federal regulations require that the DFA-6 be given to the client no later than 30 days after the date of application. He must also be allowed **10** days to respond to the DFA-6. **B**enefits retroactive to the date of application must be issued, if the client supplies the needed information within the 30-day time limit.

The section following the Worker's signature must be completed for SNAP AG's only.