

**Monroe County Department of Human Services Notification for Applicants
Arriving Late for or Missing a Scheduled Eligibility Interview**

If you arrived late for your scheduled eligibility interview today we will NOT be able to interview you.

SPECIAL INSTRUCTIONS FOR FOOD STAMP APPLICANTS

You do NOT need to complete this form in order to reschedule an eligibility interview for Food Stamps. Please contact 753-6960 for assistance. You will receive a Notice of Missed Interview informing your household of its responsibility to reschedule the interview.

ALL OTHER APPLICANTS

Your application will be denied unless we determine that you had sufficient cause to miss the original scheduled eligibility interview. Complete the bottom of this form to include signature and date. Submit it to Team 10, Room 284, 111 Westfall Rd, Rochester, NY 14620 along with documentation to explain why you were unable to keep your scheduled eligibility interview appointment.

Upon receipt of this completed form Team 10 will schedule a new eligibility interview and mail an appointment letter to the address indicated below.

If we determine that you did not have good cause to miss the original eligibility interview, a new application date will be established based on the date we receive this signed form. You will be required to complete a new application form (2921) if the completed request is received more than 30 days after your original application was submitted.

Name					
Street Address				Apt #	
City		State		Zip	
Phone Number			Social Security Number		

Explanation for Missing Scheduled Eligibility Interview:

Documentation is attached to support my explanation.

I do not have an explanation for missing my scheduled eligibility interview. Please schedule a new eligibility interview for me based on my original application submitted within the past 30 days. I understand that I will be assigned a new "application date" based on the day I submit this signed request.

Signature:	Date:
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