

INSTRUCTIONS FOR MAKING YOUR FOOD STAMP APPLICATION

PURPOSE: The cover letter is to be used when the FS-1, Application For Food Stamp Benefits, is mailed to the applicant. This form explains the information being sent with the application and the process the applicant is to follow to file the application.

NUMBER OF COPIES AND DISPOSITION: One copy is sent with the food stamp application and the automated Notice of Expiration. Send one copy with the county mail-out application. Record the county mail-out application using local office procedures.

MANUAL REFERENCE: IMNL: 1120.000.00

REQUIRED INTERVIEW: IMNL: 1120.045.00/1120.045.20

INITIAL APPLICATION: An initial application is defined as an application made by a household applying for food stamp benefits for the first time or made by a household applying any time after the last month of their current certification. Households making an initial application must meet the face-to-face interview requirement unless they qualify for a hardship waiver.

RECERTIFICATION APPLICATION: A recertification application is defined as an application made by a household reapplying for food stamp benefits, either timely or non-timely, during the last two months of their current certification period.