

**Georgia Department of Human Services  
APPOINTMENT LETTER FOR TELEPHONE INTERVIEWS**

Case Number:  
Client ID:

Report Medicaid Fraud: 1-800-533-0686

**SECTION A: APPOINTMENT NOTIFICATION**

To determine your eligibility for  **FOOD STAMPS / Temporary Assistance for Needy Families**

**Temporary Assistance for Needy Families (TANF)**  **Food Stamps** documents for you to complete and return on or before

**Telephone Interview**

We have scheduled a telephone interview on \_\_\_\_\_ Day \_\_\_\_\_ Date at \_\_\_\_\_ Time

A case manager will call you at your appointment time to talk to you about your Food Stamps/TANF case. This interview will take approximately 30 to 45 minutes.

You did not provide a phone number on your application. Please provide a phone number (your number, a relative or friend's number) so that your case manager can call you on the date and time noted above.

**Office Interview**

If you prefer to have an office interview, please contact your local DFCS office to schedule an interview. The office location is:

**Failure to keep your appointment may result in your Food Stamp and/or TANF application being denied.**

**IMPORTANT: If you cannot keep your appointment, call this number \_\_\_\_\_ at least two (2) days prior to the appointment to reschedule your interview.**

**SECTION B: MISSED APPOINTMENT NOTIFICATION**

Date Issued:

**FOOD STAMPS:**

You missed your interview appointment, which was scheduled on \_\_\_\_\_ at \_\_\_\_\_

You must call to schedule a new appointment. If you do not request another appointment, your food stamp application will be denied on the 30th day from the date of application. If you have already rescheduled an appointment and have been interviewed, please do not respond to this notice.

**TANF:**

For TANF applications, if an appointment is missed and no contact is made within 10 days, your application for assistance will be denied or your benefits will be terminated.

**REGULATIONS:** OFI Volume 3, Food Stamps Program Manual, Section 3105, Application Processing  
OFI Volume 1, TANF Manual, Section 1105, Application Processing