

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**July 30, 2008**

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**TO:** Commissioners; FS Directors; TA Directors

**FROM:** Russell Sykes, Deputy Commissioner, Center for Employment and Economic Supports

**SUBJECT:** Food Stamp Notice of Missed Interview (NOMI) Issuance

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Food Stamp Bureau 518-473-1469

The purpose of this GIS message is to inform districts the federal government has renewed its efforts to ensure that states and local districts comply with the requirement to send the Notice of Missed Interview when appropriate within the food stamp application process. As such, local districts are reminded of the following federal requirements found in CFR 273.2 and 273.14:

1. All food stamp households who are not interviewed on the day they submit their applications must be given a ***scheduled date and time*** at initial application. At recertification application for food stamps, all households must be given a ***scheduled date and time*** for the recertification eligibility interviews.
2. Districts must ***send a "Notice Of Missed Interview"(NOMI ) to all households that have filed an initial or recertification food stamp application and have missed their application or recertification interview.*** This required notice informs the household that it is the household's responsibility to reschedule the eligibility interview.
3. If an **initial** food stamp application has been filed, in addition to the NOMI, a denial notice must be issued for failure to comply with the eligibility interview requirement. The local district must still allow 30 days from the filing date before denying the application **when a household has failed to appear for its scheduled interview** and has not been in contact with the local district following the missed interview appointment.
4. If a **recertification** application has been filed and the household has missed its scheduled eligibility interview, no further notices are required beyond the NOMI for failure to comply with the interview requirement. ***Please note that if a household fails to submit its recertification application for food stamps and missed its scheduled interview, no NOMI is required.***

If the household responds to the missed interview notice, the local district must reschedule the interview.

The following CNS reason codes are to be used exclusively for the required missed interview notice:

- If an initial application, Z97, or
- If at face to face recertification, Z98, or
- If an upstate telephone recertification district is processing NTA/FS cases, the recertification tracking system will automatically generate, at beginning of last month of current certification period, a NOMI (Z99), if:
  - the "*application received*" date is posted, and
  - no "*interview completed*" date is posted, and
  - no "*scheduled interview*" date is posted with a future date.