

NOTICE REQUIREMENTS FOR DELAYED RECERTIFICATION

Application Status	Interview Status/ Notice Required	Verification Status*	Benefit Issuance	Application Used	Final Status/ Notice Required	Other Comments
Client submits Recert App prior to end of current Cert Period	Keeps scheduled Recert Interview	Submits any necessary verification before end of current Cert Period	No gap in benefits	Recert App (LDSS-3174)	NPA - Adequate; LDSS-3152: "Action Taken"; PA – Timely & Adequate; LDSS 4014: "Action Taken"	
Client submits Recert App prior to end of current Cert Period	Keeps scheduled Recert Interview	Submits necessary verification within 30 days after end of current Cert Period	Benefits are prorated for first month of new Cert Period, starting the date the HH completes required action**.	Same As Above	Same as Above	
Client submits Recert App prior to end of current Cert Period (and prior to scheduled interview date)	Misses scheduled Recert Interview; LDSS-4573: "Request for Contact/Missed Interview" notice is sent; Client keeps rescheduled interview before end of current Cert Period	Submits necessary verification before end of current Cert Period <hr/> Submits necessary verification within 30 days after end of current Cert Period	No gap in benefits <hr/> Benefits are prorated for first month of new Cert Period, starting with the date the HH completes required action**.	Same As Above	NPA - Adequate; LDSS-3152: "Action Taken"; PA – Timely & Adequate; LDSS 4014: "Action Taken"	For PA/FS, the LDSS-4573: "Request for Contact/Missed Interview" notice may be sent with the LDSS-4014 addressing TA recert action
Client submits Recert App after end of Cert Period , but within 30 days	Misses scheduled Recert Interview; Client keeps rescheduled interview within 30 days after end of current Cert Period	HH Submits necessary verification within 30 days after end of current Cert Period	Benefits are prorated for first month of new Cert Period, starting with the date the HH completes required action**.	Same As Above	Same as Above; (there is no need initially to send the LDSS-4573 "Request For Contact/Missed Interview" notice, since the HH had not submitted the Recert App)	
Client fails to submit recert app within 30 days of end of current Cert Period	Client missed scheduled Recert Interview		Client must reapply and, if eligible, benefits for the initial month of the new cert period start the date of the new (re)application.	Application (LDSS-2921)	LDSS-3153: "Continuing Your Food Stamp Benefits" only	

*Household must have been given a statement of what verification was required and the agency must assist the household in obtaining verification so long as it is cooperating.

**In all examples in this chart the presumption is made that the delay was caused by the client household; benefits are not prorated if delay is caused by the agency.

Note: If client misses Recert Interview and does not submit the Recert App, no further notice is required.