

County Letterhead

DATE

Mr. John Smith
42 Main Street
Albany, New York, 12210

Dear Mr. Smith:

Please report to our Office at 321 South First Street, Albany on April 5, 2008, for a required eligibility review and a case management meeting. At the eligibility review, you will need to explain how your household is meeting its expenses since you are sanctioned. We may also ask other questions regarding your household circumstances, including your income and resources. If you do not appear for this meeting and complete the eligibility review, your Temporary Assistance (TA) case may be closed. The authority for reviewing TA eligibility as necessary is 18 NYCRR 351.2 and 351.21.

At this meeting we would also like to discuss your barriers to participation in the work activities that resulted in your sanction. We can also work together to resolve these issues and assist you in returning to employment, work related activities, and complying with Temporary Assistance Employment Requirements.

If you have any questions please contact the undersigned at 123-4567.

Sincerely,

Examiner