

# Interview Program Requirements



- Interview required at initial application
- Interview required every 12 months
- Interview required at every RRR
- Voter registration provided at every interview
- Schedule the interview within 7 days whenever possible
- Interview details documented in the case comments
- Client responsible for rescheduling missed interview within 30 days
- NOMI sent with missed interview and rescheduling information
- Inform client they might be eligible for expedited services
- Read the client their rights and responsibilities\*
- Households certified for 24 months can have interview waived
- Client cannot be denied unless appointment letter and NOMI sent
- Inform clients of Child Support requirements
- Screen clients to see if eligible for Family Violence Option
- Provide a written notice with interview details 4 days in advance

## Food Assistance

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## Colorado Works

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## Adult Financial

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\*Reading the Rights and Responsibilities is only a requirement for food assistance, however it is best practice to always ensure all clients understand the "What I Should Know" section of the SPA.