

SNAP DENIAL REMINDERS

Confirm the following information:

Missing Information

- Have you confirmed the missing information is **not** in the office, imaged in State Portal, or available in electronic data sources such as Data Broker, SAVE, etc.? [TWH C-932](#)

Missed Appointment

- Does the case record indicate a [Form H1830](#) was sent? [TWH B-160](#)
- Is this case set to auto-deny? Is the case flagged with a red **D** in Task List Manager?

Other Case Details

- Was **all** correspondence sent to the client's most current address?
- Did [Form H1020](#), Request for Information or Action, identify the correct reason for delay, list the correct due date and the correct final due date?
- Are you denying this on the correct date? [TWH B-140](#); [B-160](#)
- Are all denial reasons listed on Form TF0001, Notice of Case Action, correct and match the reason(s) for action in TIERS?