

Client Notification

When used to notify the client of these actions, the DFA-NL-B must specify that SNAP benefits would normally increase following a reduction in income, but that, due to the fact that the client caused these reductions by his own actions, benefits will not increase. The Worker must also indicate which agency made the determination of the client's failure to comply.

b. All Programs, Including SNAP Benefits

The client must be notified of all changes made, even when the benefit level is not affected, such as a transfer to another county or a change in payee. When used for this purpose, specific information about what the change is, the date the change is effective, the reason for the change, the Manual section on which the change is based, and any other action taken must be included on the form.

EXAMPLE: "You have reported that you moved to Kanawha County. Your case has been transferred to the Kanawha County office effective August 1, 2005 which is located at: 4190 W. Washington Street, Charleston. Your new Worker is: Angelica Smith."

D. DFA-NL-C

NOTE: The DFA-NL-C must always be used with the Pre-Hearing Conference and/or Fair Hearing request form, DFA-FH-1, and the appropriate computation forms.

NOTE: When a DFA-NL-C is sent to a SNAP AG that contains an ABAWD, the ABAWD-1 form will be provided. This applies to all issuance-limited counties.

Instructions for completion of the DFA-NL-B in the Adverse Actions Not Requiring Advance Notice above also apply to the DFA-NL-C.

NOTE: If the SNAP benefit amount is reduced or terminated within the certification period because a member is disqualified, the reason for the disqualification, the eligibility and benefit level of the remaining AG members and the action the AG must take to end the disqualification, if applicable, must be shown on the form. For persons sanctioned due to a SNAP Employment and Training (SNAP E&T) violation, the notice must specify the particular violation and the proposed penalty period.

The DFA-NL-C is used to notify a client of an adverse action in situations requiring a 13-day advance notice period as described below.