

M E M O R A N D U M

DATE: May 27, 2020

TO: Job Center Directors, Supplemental Nutrition Assistance Program (SNAP)
Directors, Regional Managers and HIV/AIDS Services Administration
(HASA) Center Staff

FROM: James K. Whelan, Executive Deputy Commissioner
Office of Policy, Procedures, and Training (OPPT)

SUBJECT: June 2020 Face-to-Face Recertification (FFR) Interviews

The purpose of this Center Director (CD) Memorandum is to inform Job Center and HASA Center staff that although Cash Assistance (CA) recertification interviews for the month of June 2020 have been uploaded into workers' queues, staff must not schedule any recertification interviews for June until further instruction.

If an interview was inadvertently scheduled, and a participant comes to a Job Center with a Notice of Recertification Appointment (**W-908T**) form, staff must notify the designated staff who will assist the participant.

Job Center staff will receive additional instructions about completing the **W-908T** to ensure that it correctly advises clients about the recertification process. Staff must not send any notices to clients indicating that they must come into a center to complete their recertification at this time.

Effective Immediately

Related Item:

[PB #20-27 ELI](#)

cc: FIA Call Center
Code X