



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-57-ELI

AUTHORIZED REPRESENTATIVES AND IN-OFFICE INTERVIEWS

Date: April 14, 2006	Subtopic(s): Eligibility
<p> This procedure can now be accessed on the FIAweb.</p> <p>For complete details regarding authorized representatives, see the Food Stamp Source Book pages 21-25.</p>	<p>The purpose of this bulletin is to remind Job Center and Non-Public Assistance (NPA) Food Stamp (FS) Office staff of FS policy regarding authorized representatives and in-office interviews for FS households.</p> <p>Households have the right to file a FS application on their own or select an authorized representative to file on their behalf. Except for certain group living arrangements, an authorized representative may only be chosen by the head of household, the spouse or another responsible household member. Selection of the authorized representative must be done in writing.</p> <p>While staff may encourage households that are unable to apply on their own to select an authorized representative, they may not be compelled to do so.</p> <p>The application for Food Stamps may be signed by either a responsible adult member of the household or the authorized representative.</p> <p>When neither a household member nor the previously designated authorized representative is available due to unforeseen circumstances, an emergency authorized representative can be designated by the household. An emergency authorized representative is a person who was not chosen at the time of the household's interview.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

When the household is unable to or chooses not to select an authorized representative, the in-office interview must be waived for any household whose adult members are all either elderly or disabled who has no earned income and who requests a waiver of the in-office interview. The in-office interview must also be waived, when requested, for any household with hardship. Hardship conditions include, but are not limited to: illness, travel difficulties, care of a household member, hardship caused by residency in a rural area, prolonged severe weather, or work or training hours which prevent the household from participating in an in-office interview.

When the in-office interview is waived, interviews must be conducted by telephone (NPA FS Offices) or scheduled home visits (Job Centers). Staff must document the reason for waiving the in-office interview in the case record/electronic file.

References:

GIS 06 TA/DC010

Food Stamp Source Book (FSSB), Section 4, pages 21–25
01 ADM 8

7 CFR 273.2 (b)(iii), 273.2 (c)(i), 273.2(e), 273.2(u)

18 NYCRR 387.1(e)

18 NYCRR 387.5(j)

18 NYCRR 387.7(b) and (c)