

PURPOSE

Use to:

- Schedule an interview appointment,
- Provide the household with examples of the type of information to bring to the interview, and
- Provide the household with information about their rights.

PROCEDURE

Complete an original and [one copy of Form 102](#).

Issue the original [Form 102](#) to the household.

File [the copy of the Form 102](#) in the case record.

DETAILED INSTRUCTIONS

At the top of Form 102, enter the client's name and address, the date the Form 102 is issued, the case [record](#) number, the office address and telephone number.

Check the appropriate box and enter the interview date, time, and place.

The staff person issuing the Form 102 should sign the Form 102.

FORM RETENTION

Maintain the records at least until the end of the third complete state fiscal year following the date on which the application is submitted.