

PURPOSE

Use to:

- Notify the household that they are not eligible for assistance,
- State the reason for the denial, and
- Notify the household regarding their right to appeal.

PROCEDURE

Complete an original and one copy of [Form 117](#).

Issue the original [Form 117](#) to the household.

File the copy of [the Form 117](#) in the case record.

DETAILED INSTRUCTIONS

Enter the household's name and address, the date the Form 117 is issued, the case [record](#) number, the office address and telephone number.

Check and complete the appropriate section.

The staff person issuing the Form 117 should sign the Form 117.

To appeal the decision, the household may contact the office or complete and submit the bottom of Form 117.

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.