

PURPOSE

Use to:

- Notify the applying household that their application is not complete and what additional information is needed to complete it,
- Notify the eligible household that additional information is needed for their case record and what additional information is needed, and
- Notify the household regarding the date by which additional information is needed.

PROCEDURE

Complete an original and one copy of Form 103.

Issue the original Form 103 to the household.

File the copy of the Form 103 in the case record.

DETAILED INSTRUCTIONS

At the top of Form 103, enter the household's name and mailing address, the date the Form 103 is issued, the case record number, the office address and telephone number.

Check the box to the left of each specific information item the household needs to provide.

Enter the date (MM-DD-YY) by which the household must provide the requested information.

The person issuing the Form 103 should sign the Form 103.

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.