

(Sample Format to a Potential Applicant)

(CDHS Letterhead)

Dear _____:

Our office has received information which indicates that you may be in need of assistance. A determination concerning your eligibility for public assistance benefits cannot be made until you sign and date an application for assistance and submit the necessary verifications to show that you meet all eligibility factors.

Since your date of application will be the date that our office receives a signed and dated application for assistance from you, it would be to your advantage to contact our office immediately.

If you desire to have your eligibility for public assistance benefits explored or have any questions concerning this notification, please contact our office at (phone number).

Sincerely,

Eligibility Determiner