

## C Illegal Drug Use Statement at Interview

**REVISION 12**  
(04/01/10 –06/30/10)

When the Cash Assistance renewal interview is completed by phone complete all of the following:

- Send an Illegal Drug Use Statement (A002) notice to the participant allowing ten days for the participant to complete, sign and return the form to FAA.
- Provide the participant an A002 notice for each eligible participant age 18 or over.
- Request the completed A002 at the same time all other verification items are requested.

When the Cash Assistance renewal interview is completed in person complete all of the following:

- Allow the participant an opportunity to complete the Illegal Drug Use Statement (FAA-1415) form at the interview.
- When the participant does not complete the FAA-1415 at the interview complete the following:
  - Request the participant to provide the completed FAA-1415 on the Information Request and Pending Agreement (FA-077) form.
  - Allow ten days for the FAA-1415 to be provided.
- When eligible participants age 18 or over are not present at the interview complete all of the following actions:
  - Request a completed FAA-1415 form from the participant on the FA-077 form.
  - Provide the FAA-1415 to the participant.
  - Allow ten days for the FAA-1415 to be provided.

**NOTE** Inform the participant that failure to provide a completed Illegal Drug Use Statement for any required budgetary unit member results in the member being disqualified.