

## .02 Local Office Responsibilities

**REVISION 03**  
(01/01/08 – 03/31/08)

Local office responsibilities regarding hospitalized applicants are as follows:

- When the hospital EI contacts the local office about a new MA application, complete the following:  
Identify the permanent verification included in the [case file\(g\)](#) for the hospital EI when a case file is maintained at the local office.  
After receipt of the case file, place the case file on the permanent side of the local office case file when the determination was completed by the hospital EI.  
When an [MD determination](#) was completed at the hospital, complete the [one time adjustment](#).

The local office may receive an application from an FAA MA Only local office for a hospitalized applicant who is discharged prior to the interview. When the applicant failed to complete the interview at the FAA MA Only local office, complete ALL of the following:

- Review the case file and CADO documentation to verify that the applicant was discharged prior to the interview.
- Verify that the [C900 notice](#) and [C901 notice](#) were sent.
- Review INDA to verify the applicant missed the scheduled interview at the FAA MA Only local office. (See [Missed Interview – New](#) and [No-shows on Scheduled Interviews](#) for additional policy and procedures)

NOTE When the participant does not contact the local office AZTECS denies the application.