J Additional Programs at Hospital Interview

When a hospitalized applicant requests additional programs at the interview, complete the following:

- Have the applicant complete an <u>official FAA application</u>.
- Date stamp the FAA application the same day the applicant completes it.
- Register the application in accordance with the <u>application</u> <u>effective date</u>.
- When necessary assist the applicant in completing the application. (See <u>Expedited MA Services</u>)
- Conduct the interview for all programs requested.
- Request needed verification.
- Determine eligibility for the requested programs.
- Mail or send the appropriate notices.

Archived Page 1 of 1