D   **Official Applications - Identifiable Applications**

REVISION 19
(01/01/12 – 03/31/12)

Only a COMPLETED or an IDENTIFIABLE official application form can be accepted for processing.

Date stamp the application. For CA and NA, when an application is turned in outside of business hours(g) the date is the next workday(g). When the applicant applies for MA and one or more other programs, there may be TWO effective dates. Both effective dates must be date stamped on the application, and the corresponding program annotated next to each of the dates stamped.

An identifiable application is an application that includes all of the following:

- Name of the applicant

- Address

- Signature of one of the following, as applicable:
  PI(g)
  Representative (See Signing the Application for policy and procedures regarding who must sign)

A FAXed or photocopied signed application is acceptable. The application must be resigned at the face-to-face interview, or after the telephone interview.

When an identifiable application is received, complete the following:

- Date stamp and copy the application.

- Give or mail the original application back to the applicant with instructions to answer ALL questions.

MA EXCEPTION

Do not mail the identifiable application to a treat and release applicant to complete. Complete the application during the interview process following the procedures outlined in Identifiable T&R Applications. For applications turned in for hospitalized applicants, see Hospitalized Applicants

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Treat the copy as the original, and register the application within one workday(g) of receipt of the application.

All questions on the application must be answered before an eligibility determination can be made.

Assist the applicant in completing the application upon request. Have the applicant complete and sign the Application Documentation Addendum (FA-001-D). The FA-001-D authorizes the EI to complete the application and the applicant's signature attests to the information included on the application.

Use the correct documentation forms to document the responses to all questions asked during the interview.

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