

### 03 **Where to Apply - Overview**

**REVISION 19**  
(01/01/12 – 03/31/12)

Applications for benefits may be turned in to ANY [FAA local office](#), and at the locations as specified below:

- For MA, applications may be turned in at any of the following locations:
  - [Approved hospitals](#)
  - Approved medical provider offices
  - Behavioral Health Services
  - Children's Rehabilitative Services
  - Federally Qualified Health Centers (FQHC)
  - [KidsCare Offices](#)
  - Social Security Administration offices
- For NA, applications may be turned in to the Social Security Administration (SSA) when applicants apply or reapply for SSI. This includes residents of a public institution who apply before their release.

Applications may be turned in using any of the following methods:

- In person
- [By local office drop box](#)
- Through a representative
- By mail
- By FAX
- On-line through [Health-e-Arizona](#)

Each FAA local office serves specific ZIP Codes. When an applicant CONTACTS an FAA office that does not serve the applicant's ZIP Code, staff must provide the address and telephone number of the correct office. The applicant must be allowed to submit the application to the first office contacted. (See [FAA Offices](#))

An application may be turned in to an FAA office that DOES NOT serve the applicant's ZIP Code. In this situation, the application must be registered and FAXed to the correct local office within one [workday\(g\)](#) of the date it is received.

NOTE Send the original application to the correct local office via interoffice mail.

#### CA EXCEPTION

For applications turned in to Region III local offices serving the Navajo reservation, see [Navajo Nation Program for Self Reliance \(NNPSR\) Application Process](#).

For applications turned in to Region III local offices NOT serving the Navajo reservation, see [NNPSR SDA](#).

#### MA EXCEPTION

For applications turned in for hospitalized applicants, see [Hospitalized Applicants](#).

Complete the following when an applicant turns an application in to the Local Office that does not service their residential address ZIP Code:

- Inform the applicant of the address and phone number of the correct local office.
- Offer to register and mail the application to the correct local office for the applicant. When the applicant prefers, instruct the applicant to hand carry the application to the correct local office. The applicant may lose benefits when they choose to take the application to the correct local office.

NOTE Inform the applicant that CA and NA benefits are prorated to the effective date. Delaying the date the application is turned in may result in a lower benefit amount.