

### **.03 New Applications - Expedited Applications - Expedited Turned in In Person**

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

When an application that is screened as an expedite is turned in by the applicant in person, the following apply:

- Schedule the interview the same day.

**NOTE** The applicant must have their benefits processed the same day as the interview when both of the following apply:

- The NA application is screened as an expedite.
  - The application is turned in in person.
- Give the applicant an Appointment Notice (C900). The applicant must be interviewed on the date that is on the appointment notice.
  - When an applicant requests to be seen on a later date, give the applicant the Information Needed to Complete Your Case (BUF-032) form. The BUF-032 advises the applicant of information to bring to the interview.
  - When the applicant fails to remain or return for the interview, attempt to contact the participant by phone and schedule them to come in the same date as the call. When the participant does not return, consider the interview a [missed interview](#). Document the missed appointment in the [case file\(g\)](#). Key N in the INTERVIEW COMPLETED field on INDA.
  - When a change of address is reported before the scheduled interview, and the move is outside of the area served by that local office, follow the policy and procedures outlined in [Moving Within the State, Pending Applications](#).