

C Additional Programs Requested During the Interview

REVISION 06
(10/01/08 – 12/31/08)

When the applicant expresses an interest in applying for one or more additional programs, during the interview, ask the applicant to complete the following:

- Check the appropriate boxes on the [official FAA application](#).
- Initial each newly checked box.
- Document the current date next to the checked box. This indicates the date the application was filed for that program.

WARNING

When an official FAA application has not been completed, ask the participant to complete the FAA application.

NOTE For Health-e-Arizona applications see [One-e-App Health-e-Arizona](#) and [Health-e-Arizona Process](#) policy, as applicable.

- Register the programs in accordance with the [application effective date](#).
- Conduct the interview for all programs requested.
- Request needed verification.
- Determine eligibility for the requested programs.
- Send the appropriate notices.

NOTE When the participant requests additional programs during a telephone interview or [Customer Contact](#), follow the policy and procedures for the following, as applicable:

- [Telephone Interviews](#)
- [Signing the Application](#)
- [Effective Date – Overview](#)

- [Scheduling the Interview](#)

EXCEPTION

When a hospitalized applicant requests additional programs at the interview, see [Hospitalized Additional Programs](#).

ARCHIVED (07/01/10 to 09/30/10)