

B GA - Referral for Potential Benefits - Referral Process

Use the Referral for Benefits (FA-009) form when referring a participant to the SSA (Social Security Administration). The FA-009 may also be used to verify when an application is made for other benefits.

The participant has the primary responsibility for applying for other benefits and providing proof of application. (See [Verification of Application](#))

Encourage the participant or the disabled person in an adult caretaker application to provide proof of the application for other benefits within ten work days.

When the participant or the disabled person with an adult caretaker fails to apply for other benefits within the GA 60 day processing period, deny the application. Key PR in the DENIAL/CLOSURE REASON field on STAA.

In order to meet the ten day time frame to provide verification, participants referred to apply for RSDI/SSI benefits must turn in an application at an SSA office. Inform the participant of the following:

- The participant has the option of scheduling an appointment with SSA or applying as a walk-in.
- The participant may wish to request an appointment. In this situation, the following apply:

SSA officials request that the EI call [SSA toll free number](#) and schedule the appointment at the time of the interview.

When an appointment is scheduled but must be scheduled later than a ten work day period, advise the participant that SSA accepts walk-in applications.

WARNING

Scheduling the appointment does not fulfill the requirement to apply for RSDI/SSI benefits. An application must be filed and an interview completed.

- When the participant applies as walk-in, they may be seen by SSA the same day.

- Provide the participant with the address of the SSA office that serves their area. (See [Arizona SSA Offices](#))

Advise the participant that their application for GA cannot be approved until they provide proof of the application for benefits.

Give the participant the following to take to SSA:

- Referral for Benefits (FA-009) form.
- Interim Assistance Reimbursement Authorization (FA-409 or FA-572) form. (See [Interim Assistance](#))