

A GA Interim Assistance Authorization - Form Referral Process

Once the participant signs the [Interim Assistance Reimbursement Authorization \(FA-409\)](#) form, SSA must receive the FA-409 no later than 30 calendar days from the date signed by the participant. When received after 30 calendar days, SSA will NOT sign the FA-409.

Complete the following:

- Give a copy of the FA-409 to the participant for their records.
- Place a copy of the FA-409 in the permanent verification section of the case file.
- Give the participant the original and first copy of the FA-409 AND the [Referral for Benefits \(FA-009\)](#) form.

Instruct the participant to take both forms to SSA and to return both forms once signed by SSA. (See [Arizona SSA Offices](#))

Remind the participant that proof of the application for SSA benefits must be received before the application can be approved.

It may be known at the interview that the participant is going to complete the SSA application process by telephone. When this occurs, mail the FA-409 and FA-009 forms to SSA with a stamped return envelope. Both forms MUST be mailed to SSA within one work day from the date of interview.

When SSA reports that the FA-409 was not received, make a copy of the FA-409 in the case file and send it to the SSA office.

WARNING

Document CADO indicating the date when the FA-409 and FA-009 were mailed to SSA.

Remind the participant that their GA application cannot be processed until they return the signed copy of the FA-409.

When authorization cannot be obtained at the time of the interview, send the [C011 notice](#) and the FA-409 to the participant. Allow the participant ten days to return the signed authorization.

When a participant fails or refuses to sign an FA-409 within the 60 day GA processing period, deny the application.

When the SSA authorized FA-409 is not in the case file, verify SSA's receipt of the FA-409 by either of the following:

- Review SDXI. When the INTERIM REIMBURSEMENT STATUS field displays REIMBURSEMENT CASE PENDING/DENIED, place a copy of the screen in the case file.
- A copy of the FA-009 on which an SSA representative has confirmed receipt of the FA-409. Place a copy of the FA-009 in the case file.

When SSA receipt of the FA-409 cannot be confirmed within the 60 day GA processing period, deny the application.