D   Official Applications - Identifiable Applications

REVISION 24
(04/01/13 – 06/30/13)

Only a COMPLETED or an IDENTIFIABLE official application form can be accepted for processing.

Date stamp the application. For CA and NA, when an application is turned in outside of business hours(g) the date is the next workday(g).

An identifiable application is an application that includes all of the following:

- Name of the applicant

- Address

- Signature of one of the following, as applicable:

  PI(g)

  Representative (See Signing the Application for policy and procedures regarding who must sign)

A FAXed or photocopied signed application is acceptable.

When an identifiable application is received, complete the following:

- Date stamp and copy the application.

- Give or mail the original application back to the applicant with instructions to answer ALL questions.

Treat the copy as the original, and register the application within one workday(g) of receipt of the application.

All questions on the application that pertain to the programs that are being applied for, must be answered before an eligibility determination can be made.

Assist the applicant in completing the application upon request. Use the correct documentation forms to document the responses to all questions asked during the interview.