

## 02 **Official Applications - Overview**

Benefits must be requested using an official application. To be accepted for processing, the application must be at the least, an [identifiable application](#).

Applications are available in English and Spanish. For information on where applications can be obtained, see [Availability of Applications](#).

The applicant must provide information required for the requested programs, and the applicant is subject to criminal penalties for supplying false statements.

Use an official application when determining eligibility. Specific forms and addendums are available for documentation purposes. (See [Documentation Forms](#))

Official applications are outlined as follows:

- FAA accepts an [official FAA application](#) as an application for ALL FAA and AHCCCS Title XIX programs.
- FAA accepts an [official AHCCCS application](#) as an application for ALL AHCCCS programs.

Official applications that are FAXed, photocopied, or downloaded and printed from a web site are acceptable.

When an application for assistance or benefits is received that is NOT listed as an official FAA or AHCCCS application, complete the following:

- When the applicant is present at the time the application is received, have the applicant complete an official application, and attach it to the submitted application. Register the application.
- When the applicant is not present at the time the application is received, the Policy Support Team (PST) must review the application to determine whether it is an acceptable application.

Complete the following:

- Send the request to review the application by e-mail to the PST. (See [PST](#) for e-mail address)
- FAX the application to PST.

PST reviews and researches the application to determine whether it is an acceptable application, and notifies the local office of the decision and action to take.