

#### **.04 New Applications – Expedited Applications – Expedited Application Turned in In Person**

When an application that is screened as an expedite is turned in by the applicant in person, the following apply:

- Schedule the interview the same day, or the next work day, when the [expedited](#) processing time frame can be met.
- Applicants may choose to standby for an interview the same day the application is turned in or return the following work day.

When an applicant chooses to standby, schedule the interview for that day. The applicant must be guaranteed an interview when they choose to standby.

When the applicant fails to remain or return for the interview, consider the standby interview a [missed interview](#).

Document the missed appointment in the case file. Key N in the INTERVIEW COMPLETED field on INDA.

Follow keying procedures on APMA. (See [Date of Discovery](#))

- Give the applicant a written Appointment Notice (FA-007). A time is not required on the FA-007. The applicant must be interviewed on the date that is on the appointment notice.
- When an applicant requests to be seen on a later date, document the request on the FA-007 or in the comment field on PASS. Give the applicant the Information Needed to Complete Your Case (BUF-032) form. The BUF-032 advises the applicant of information to bring to the interview.
- When a change of address is reported before the scheduled interview, and the move is outside of the area served by that local office, follow the policy and procedures outlined in [Moving Within the State, Pending Applications](#).