.01 Application Maintenance (APMA) - Date of Discovery - FS Expedite

The following apply to FS expedite applications:

- When it is discovered at the interview that the FS benefits should be expedited, key the date of the interview in the DATE OF DISCOVERY field.

- When the applicant misses the interview, key N in the INTERVIEW COMPLETED field on INDA. When this occurs, AZTECS completes the following:

  Removes the Y from the EXPEDITED FS/PG field on APMA.

  Removes the date from the DATE OF DISCOVERY field on APMA, when a date has been keyed.

  The applicant may return before the end of the 30-day period and request an interview. Key the new interview date in the DATE OF DISCOVERY field. Key Y in the EXPEDITED FS/PG field, when appropriate.

- When the applicant requests to be seen at a later date, key the interview date in the DATE OF DISCOVERY field. Key Y in the EXPEDITED FS field no earlier than the interview date. Document CADO.

- When a mail-in application that is screened as an FS expedite has no telephone for contact, key the date the interview is conducted in the DATE OF DISCOVERY field.

- An interview for a mail-in application that is screened as an FS expedite may be completed by telephone. When the application is not complete, perform the following:

  Mail the application to the PI to sign after completing it during the interview.

  Key the date the application is received in the local office in the DATE OF DISCOVERY field.

- When the PI has no identification, and a collateral contact cannot be completed, key the date the identity is verified in the DATE OF DISCOVERY field.

- When a joint SSI FS application filed at a Social Security Administration (SSA) office is screened as an FS expedite, key the date the application was received in the local office in the DATE OF DISCOVERY field.

When it is discovered that an applicant is not entitled to FS expedited services, remove Y from the EXPEDITED FS field. Process the case according to normal time frames.

WARNING

NEVER remove the Y or change the date in the DATE OF DISCOVERY field to meet timeliness standards.

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