

## B Additional Programs Requested During the Interview

**REVISION 46**  
(01/01/18 - 12/31/18)

When the applicant expresses an interest in applying for one or more additional programs, during the interview, complete the following:

- Add the additional programs requested during the interview
- Request the applicant [sign the application](#)

### EXCEPTION

During a face-to-face interview with a paper application, ask the applicant to complete the following:

- Check the appropriate boxes on the [official FAA application](#).
- Initial each newly checked box.
- Document the current date next to the checked box to indicate the date the application was filed for that program.

- Complete additional application questions in HEAplus when necessary
- Ask additional questions when necessary
- Register the programs in accordance with the [application effective date](#).
- Ensure that all persons in the [caretaker relative\(g\)'s family\(g\)](#) of the child for whom CA benefits are being requested are registered to the case. This is so AZTECS is able to conduct the [CA Needy Family Test](#).
- Conduct the interview for all programs requested.
- Request needed verification.
- Determine eligibility for the requested programs.
- Send the appropriate notices.

NOTE When the participant requests additional programs during a telephone interview, follow the policy and procedures for the following, as applicable:

- [Telephone Interviews](#)
- [Effective Date – Overview](#)
- [The Interview](#)