

B Ryan White MA Referral FAA Responsibilities – Site 132C

REVISION 10
(10/01/09 – 12/31/09)

When a [Ryan White \(RW\) Program](#) MA referred application is received at FAA Site 132C, designated staff completes the following:

- Date stamps the application.
- Screens the application for MA program involvement and completes one of the following:
 - Registers initial application within 24 hours using the RW Referral Source. The date of application is the date the application is received at Site 132C.
 - Treats the application as a change when the applicant has a pending application or needs to be added to an open MA case. (See [Receipt of Additional Application](#))
- Determines eligibility within 20 calendar days from the date of application using the [Customer Contact process](#).
- Sends the appropriate notice to the applicant.
- Completes and FAXes the TAD and denial notice to the appropriate referring facility.