C **Ryan White MA Referral Responsibilities – FAA Local Office Responsibilities**

REVISION 10
(10/01/09 – 12/31/09)

When a Ryan White (RW) Program referred MA application is received by the local office directly from the RW Program Provider, local office staff completes the following:

- Date stamps the application.

- Scans the application and Turn Around Document (TAD) into OnBase(g).

- Sends an e-mail to the Local Office Manager (LOM) at site code 132C informing the LOM of the scanned application and TAD.

FAA2.L Referral Source Entry (RESE) : 17 Ryan White Referred MA Application - Overview : C Ryan White MA Referral Responsibilities – FAA Local Office Responsibilities

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