.02 Federal Emergency Services (FES) Referral - Blind or Disabled

REVISION 07
(01/01/09 – 03/31/09)

Consider an individual to be disabled when the individual is unable to work because of a medical or mental condition that is expected to meet one of the following:

- Last more than 12 months

- Expected to last 12 months

- Result in death

FES applicants who meet this criteria must be referred through the FAA Internal Operations Unit to the AHCCCS SSI\MAO Unit for an eligibility determination.

The AHCCCS SSI/MAO unit completes the financial eligibility determination for these applicants. The date the application is received by FAA is also the date of the SSI\MAO application. AHCCCS must still complete the financial eligibility determination within the MA time frames for new applications.

The Disability Determination Services Administration (DDSA) completes the medical disability determination. DDSA requires a completed DDSA Packet for the disability determination. The DDSA packet consists of the following:

- AHCCCS Medical Benefits Disability Report (DE-121)

- Authorization to Release Medical Information (DE-202)

WARNING

When a local office receives a DDSA packet in error, the local office MUST complete the following:

- Ensure there is a current application to include with the DDSA packet.

- Send the DDSA packet and a copy of the current application to the FAA Internal Operations Unit.

When the local office does not have the application, send the DDSA packet to the FAA Internal Operations Unit. The FAA Internal Operations Unit and the AHCCCS SSI\MAO Unit coordinate efforts to locate the application.

To refer potentially eligible SSI\MAO applicants through the FAA Internal Operations Unit, complete the following:

- Key the date the application is received in the INTERVIEW/CONTACT DATE field on INDA.

- Key Y in the INTERVIEW/CONTACT COMPLETED field on INDA.

- Key IN in the PT field on SEPA.

- Key the appropriate information on RARE.

- Key the appropriate citizen or noncitizen status in the CI field on IDCI.

- Key MADA in the NEXT field to go to MADA.

  NOTE   Do not change any previously keyed information unless it is for a correction. When a change is needed, document CADO with the reason the change was made.

- Key the DI Denial or Closure Reason Code in the DEN\CL REASON field on MADA. When this code is keyed, AZTECS automatically sends the X463 notice to the PI. The X463 informs the PI of the referral to AHCCCS; no further notice is needed.

> **WARNING**
>
> Do not manually send a denial notice.

- Send a copy of the application and the Emergency Service Referrals to AHCCCS Screening Guide (FAA-1213A) to the FAA Internal Operations Unit by close of business one work day after keying AZTECS.

- Document CADO to indicate that the application has been referred to the FAA Internal Operations Unit.

- When possible, verbally inform the applicant that the application is being referred to AHCCCS, and that the applicant may be contacted for additional information, which the participant will need to provide to AHCCCS.

WARNING

Do NOT delay sending the referral application when completing an MA eligibility determination for other applicants listed on the application.

Internal Operations completes the following:

- Forwards the application for MA to the AHCCCS SSI\MAO unit.

- Monitors the timeliness of the referral using the MR126 SAR report. The application MUST be referred to Internal Operations by close of business one work day after keying the determination.