

.02 Local Office Responsibilities

Local office responsibilities are as follows:

- When the application is a new MA application, complete the following:
Identify the permanent verification included in the case file for the hospital EI when a case file is maintained at the local office.
Add the created case file to the permanent side after the determination was completed by the hospital EI.
When an [MD determination](#) was completed at the hospital, complete the [one time adjustment](#).
- When the hospitalized applicant is keyed OU on SEPA in an active case, or has a pending application, the local office must complete the MA determination.

The local office may receive an application from an FAA MA Only local office for a hospitalized applicant who is discharged prior to the interview. When the applicant failed to complete the interview at the FAA MA Only local office, complete ALL of the following:

- Review the case file and CADO documentation to verify that the applicant was discharged prior to the interview
- Verify that the [C900 notice](#) and [C901 notice](#) were sent
- Review INDA to verify the applicant missed the scheduled interview at the FAA MA Only local office (See [Missed Interview – new](#) and [No-shows on Scheduled](#) for additional policy and procedures)