

.05 Region QC-100 Responsibilities – Outstanding QC Reviews

When there is an indication of noncooperation at the time of the interview, the FAA worker contacts the QC Reviewer or QC Supervisor by telephone (see [OPE offices](#)) while the applicant is in the office. Complete the following:

- Allow the participant time to make arrangements for the review before approval or denial of the application when QC can complete the review.
- Approve the application when ALL eligibility factors are verified and the QC deadline has passed.

The QC Reviewer or QC Supervisor may not be available while the applicant is in the office. In this situation, contact QC as soon as possible after the interview. When the QC review can be completed, complete the following:

- Send an e-mail to QC immediately, advising that the budgetary unit now wants to comply. The e-mail must include the following:
The [PI\(g\)](#) name and SSN, current residential and mailing addresses, and telephone number.
A statement that the budgetary unit was informed that compliance with QC is required for their application to be approved or benefits continued.
- Follow up by sending a copy of the QC-100 with a print of the e-mail, indicating the original noncompliance.
- Place a copy of the e-mail and the QC-100 in the [case file\(g\)](#).

QC notifies the local office when the budgetary unit complies with QC requirements.