

.02 FAA Staff Responsibilities – AFPU Referral Procedures

REVISION 11
(01/01/10 –03/31/10)

When the budgetary unit meets any of the AHCCCS Fraud Prevention Unit (AFPU) referral criteria, the following process **MUST** be completed by close of business on the day of the interview:

- Complete ALL Sections of the Investigation Referral (FAA-1181A) form.

NOTE When the participant has a contagious disease such as Tuberculosis or Meningitis, document “Potential Contagious Disease” on the top portion of the FAA-1181A.

- FAX the completed FAA-1181A and the following documentation to the AHCCCS Fraud Prevention Unit (AFPU) Unit:

The complete application

Hospital admission or cover sheet (required when applicable)

Address of record when different than application

Documents listing income

Documents used to establish Arizona residency

Documents indicating EEI or how the budgetary unit is supporting themselves

Other pertinent documents

- Allow AFPU staff time to complete the investigation and report findings. A verbal report of findings must be submitted to the local office by three p.m. three days after the referral is FAXed.

WARNING

When AFPU criteria is discovered after the interview, document on the FAA-1181A the date of discovery and refer to AFPU.

- Place the Pending Investigation (FAA-1223A) form and FAA-1181A in the [case file\(g\)](#).

When the budgetary unit DOES NOT meet the AFPU referral criteria, and still needs to be investigated, a referral may be sent to AFPU:

ARCHIVED (04/01/10 to 06/30/10)