F   KidsCare MA Referrals Responsibilities

R&A works with the AHCCCS KidsCare unit. Upon receipt of the application, and KidsCare Referral Turn-Around Document (TAD), R&A completes the following:

- Determines the current program status of the participants.

- Identifies the appropriate local office serving the ZIP code on the application. (See FAA Local Offices)

- Registers the application and keys the KC Referral Source Code on REAP for applications not subject to the KidsCare Automatic Registration Process. (See KidsCare Referral Routing)

- Sends the application, verification documents, and TAD via e-mail to the appropriate local office.

The application must be sent within two work days of receipt from the AHCCCS KidsCare Unit.

EXCEPTION

When an applicant with a medical emergency is included on the application, the following actions are taken:

- When there are no participants active in AZTECS, R&A completes the Title XIX eligibility determination.

- When there are participants active in AZTECS, R&A notifies the FAA local office that a medical emergency exists. The FAA local office then determines Title XIX eligibility.

- Logs and monitors the referred KidsCare application for timely completion. (See KidsCare Time Frames)