

D Interview Process - The Interview

All participants must be interviewed prior to determining eligibility for the following:

- New application
- Renewals

Interviews are conducted at any of the following locations:

- The local office
- Another approved site
- In the participant's home (See [Home Visits](#))

Interviews are to be completed by any of the following:

- Face-to-face in the local office
- [Home visits](#)
- [Telephone interview](#)
- Approved [outside agencies](#)

The participant must be present at the interview. They may choose to have a representative present who may complete the interview or assist the participant during the interview.

During the interview, complete the following:

- Follow the procedures in [Beginning the Interview](#).

- Advise the participant of the information listed in [Informing the Participant](#).

GA EXCEPTION

In addition to the previously listed procedures, advise the participant of the following:

- The requirement to sign an authorization for reimbursement. Explain the [Interim Assistance Reimbursement](#) (IAR) process when the participant is potentially eligible for SSI.
 - The [six additional months](#) allowed after federal SSI or RSDI benefits are denied. The participant is potentially eligible for additional months when there is a pending appeal for a denial of Social Security or SSI.
- [Request missing verification](#). Give the participant ten days from the date of interview to provide the verification.
 - At the end of the interview assist the participant to [complete the final steps](#).