

A GA Interim Assistance Authorization - Form Referral Process

REVISION 04
(04/01/08 - 06/30/08)

When the participant signs the [Interim Assistance Reimbursement Authorization \(FA-409\)](#) form, complete the following:

- Key the date in the IAR DATE field on STAI screen.

NOTE The information keyed on the IAR DATE field is transferred via WIRE THIRD PARTY QUERY INFORMATION (WTPI) to the Social Security Administration (SSA).
- Give the original of the FA-409 to the participant for their records.
- Place a copy of the FA-409 in the permanent verification section of the case file.
- Remind the participant that proof of the application for SSA benefits must be received before the application can be approved. (See [GA Referral for Benefits](#))

When authorization cannot be obtained at the time of the interview, send the [C011 notice](#) and the FA-409 to the participant. Allow the participant ten calendar days to return the signed authorization.

When a participant fails or refuses to sign an FA-409 within the 60 day GA processing period, complete the following:

- Deny the application by keying the SP Denial or Closure Reason Code in the DENIAL/CLOSURE REASON filed on STAA.
- Send the G200 notice.