
APPLICATION AND REDETERMINATION PROCESSING

APPLICATION PROCESS

- C. APPLICATION DEFINED** An application is the action by which an individual indicates to the Regional Office on the agency Application Form, DOM-300, his desire for medical assistance. The DOM-300 must be completed by one of the persons described above.
1. **Application Date** The application date is the date the DOM-300 was completed in the presence of a Regional Office staff member by one of the persons who can file or the date a signed application is received by mail. Applications received by mail which arrive after the end of the month, but which were postmarked on the last day of the month or a prior date will be considered to have an effective date of the last day of the month in which they are postmarked.

 2. **Assistance With Application** The agency must allow an individual or individuals of the applicant's choice to accompany, assist, and represent the applicant in the application process or a redetermination of eligibility.

 3. **Where the Application Shall be Filed** The application must be filed with the Regional Office responsible for the county in which the applicant is currently residing. However, due to the circumstances of a client unable to act for himself, a person authorized to act for the client who lives in another region's area may request assistance from the Regional Office nearest him in completing the Application Form, etc. In such instances, the staff in the Regional Office where the authorized person is located will give assistance in completing the application form, making copies of any necessary documents, etc., and assist the authorized representative in forwarding the application to the Regional Office where the applicant is located. The Regional Office where the applicant is located will be responsible for accepting, registering, and completing the application.

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In instances where the applicant is in one Regional Office area when he applies and moves to a second Regional Office area before the application is completed, the first Regional Office will complete the application and then transfer the record to the second Regional Office after final disposition of the application has been made.