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P-2110 General Application Procedures

A. Requests for Application

1. Processing

a. Requests made in person

Give an application to anyone expressing an interest in applying for benefits either for him/herself or on behalf of another person, even if the request is not made at the appropriate district office.

Encourage all applicants to complete at least the DSW 201 (Application) before they leave the office, and explain the significance of the application date. If the DSW 201 is returned requesting food stamps, screen for expedited food stamps per P-2510 A.

Explain to potential ANFC applicants that their benefits will begin the date that the application is approved, or 30 days from the date of application, whichever is earlier.

Explain that verification is generally needed and that bringing it to the interview will speed up the processing of the application. The backs of the DSW 202C (Intake Appointment Notice), DSW 202C-WRP (ANFC Intake Appointment Notice), or DSW 201i (General Application Letter) list the types of verification that may be needed. Case aides should be more specific in their explanation of which verification applicants will need.

Retain the DSW 202C, DSW 202C-WRP and DSW 201i in the file until the case is purged.

b. Requests by telephone

Mail forms to anyone who calls to express an interest in applying for benefits.

Explain the significance of the application date and the ANFC effective date of grant and encourage them to return their forms at the earliest possible date.

Include a DSW 201i (General Application Letter) with the forms.

c. Requests by mail

Mail forms to anyone who writes to request information on department programs. Include a DSW 201i (General Application Letter) with the forms.

2. Use the following checklist to determine what forms are to be given to individuals for each program.

ANFC, food stamps, fuel assistance and the essential person program (EP).

- DSW 201 (Application)
- DSW 202 (Statement of Need)

Vermont Programs Social Welfare	PROCEDURES	All
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P-2110 General Application Procedures (Continued)

A. Requests for Application (Continued)

For procedures on application processing, see P-2201 for ANFC, P-2510 for food stamps, P-2900 A-B for fuel assistance, and P-2721 for essential person.

Fuel assistance for SSI recipients.

- DSW 201SF (Fuel Assistance Application for SSI Recipients) is only given to clients through a state office mailing

Medicaid/Dr. Dynasaur/Vermont Health Access Program

- DSW/VDH 010B (Application for WIC/Health Care Programs)
- OR
- DSW 202MED (Application to Health Care Programs) used only for centralized Medicaid cases
- OR
- DSW 201 (Application) with a
- DSW 202 (Statement of Need) or
- DSW 202LTC (Medicaid Long-Term Care Statement of Need)

See P-2110 C, P-2401, and P-4050 A to determine which application forms are appropriate and for application processing.

General assistance and emergency assistance.

- DSW 201G (Application for General Assistance and Aid to Needy Families with Children - Emergency Assistance)

See P-2600 A-C for general assistance application processing and P-2800 A for emergency assistance.

Emergency fuel.

- DSW 201EF (Emergency Fuel Assistance Application)

See P-2910 A-B for application processing.

HIV/AIDS health insurance.

- DSW 201HI (HIV/AIDS Health Insurance Assistance Program Application)

See P-2110 J for procedures.

IV-E Medicaid.

- DSW 201M (IV-E Medicaid Application Review) is sent when a child has been determined IV-E eligible in another state. It is completed by the adoptive parent or the Vermont agency responsible for the foster or custodial care of the child.
- DSW 201MC (Medicaid IV-E Eligibility Certification) is sent to an out-of-state agency who is responsible for determining the child's IV-E eligibility.

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A.     Requests for Application (Continued)

Transitional Child Care.

- DSW 201T (Child Care Application)

See P-2210 I #3a for procedures.

AZT.

- DSW 201Z (Vermont AZT Application Form)

See P-2110 I for procedures.

- NON-DSW PROGRAMS -

Lifeline.

- DSW 201 if applying for or receiving ANFC, FS, Medicaid, Dr. Dynasaur, Fuel assistance or Essential Person grant
- DSW 201SF when applying for Fuel assistance
- DSW 201T when applying for transitional child care.

(Low income people age 65 or older who are not welfare recipients may apply through the Vermont Tax Department - see P-2110 F.)

Weatherization.

- DSW 201
- DSW 201SF when applying for or receiving fuel assistance.
- The Weatherization pamphlet by returning it to the address on the form.

WIC.

- DSW 201
- DSW/VDH 010B

See P-2110 C for procedures on forwarding applications to the Vermont Department of Health.

Give applicants for all programs pamphlets providing additional

information about programs.

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P-2110 General Application Procedures (Continued)

A. Requests for Application (Continued)

1. Processing (Continued)

3. When an ongoing case is closed and the client requests reinstatement, a new DSW 201 (Application) and DSW 202 (Statement of Need) are required in these two situations:

Reinstatement is requested on or after the effective date of the closure (For example, assistance is closed effective January 1. If the client requests reinstatement on January 1 or later, a DSW 201 and DSW 202 are required).

In an ANFC case, the deprivation factor changes and the head of household changes. If the deprivation factor changes but the head of household does not, only the DSW 201 is required (See P-2220 L).

B. Receipt of Application (also see P-2110 D)

If the application forms are not signed, return them to the applicant for signature.

A signed DSW 201 (Application), regardless of whether it is complete or not, constitutes a valid application for the program(s) designated by the applicant, or the person acting for the applicant, when received in any department district office or the state office. If a signed DSW/VDH 010B (Application for WIC/Health Care Programs) is first received at a Vermont Department of Health office, the date it is received there will be the date of application for Medicaid/Dr. Dynasaur.

The date a signed DSW 201 for a food stamps cash-out household is received in a social security office is the date of application for food stamps - (see P-2580.)

If received by an office other than the one responsible for processing it, the application is to be date stamped and the applicant seen for any emergency benefits. See P-2183 for instructions. Tell the applicant, or the person acting for the applicant, which office will process the application.

For Medicaid applications, the district serving the town of residence of a hospitalized individual is responsible for processing the application. See P-2430 B for long-term care applications.

For supplemental fuel applications received from outreach workers, see P-2900 D.

Once all the necessary information is received, applications are processed in the order received.