

Procedure Section: P2110, General Application Procedures

Subsection: P2110B, Receipt of Application

Procedure:	P2110B	Effective Date:	4/1/96
Bulletin:	96-30	Supersedes:	N/A

Included Programs

All Programs

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.

Revision History for P2110A

4/1/96

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