

Health Care Authority- Department of Social and Health Services  
Olympia, Washington

**ELIGIBILITY A-Z MANUAL REVISION**

Revision #	<b>839</b>
Category / Section Issued	<b>Applications for Assistance – Filing an Application 9/21/2012</b>
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EAZ Manual update:

- **Applications for Assistance – Filing an Application**
  - Updated Clarifying Information

<http://www.dshs.wa.gov/manuals/eaz/sections/AppsFiling.shtml#388-406-0010>

Added Clarifying Information to **Applications for Assistance – Filing an Application**

3. **Adding a request for assistance to a pending application or eligibility review for another program:**
  - a. Clients can add a request for any benefits to a pending application or an unprocessed eligibility review without submitting a new 14-001 or 14-078.
  - b. A client may make the request in writing by checking the appropriate boxes on the 14-001 or 14-078 form and dating and initialing the form. For cash and food, the request can also be made verbally.
  - c. Use the date the client added the new request as the date of application for the new program. See [WAC 388-406-0012](#).
  - d. If the application or eligibility review for the other program has already been processed, the client must submit a new application.

**EXAMPLE**

Maria has a pending application for Basic Food. At her telephone intake interview, the worker makes her aware that she may be eligible for medical benefits. She decides to add a medical request. The worker must print and mail the application to Maria so she can mark her request for medical and to initial, sign and date the application. She will also need to complete the resource sections since they are not required for Basic Food.

